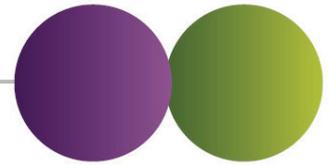


Government Office Accommodation

Policy Application Guidelines

August 2014



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Government Office Accommodation

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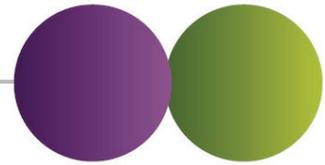
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PURPOSE

The Government Office Accommodation Policy (the policy) establishes a framework for the Department of Finance and all general government agencies to achieve value-for-money office accommodation that supports service delivery requirements.

The Policy Application Guidelines (the guidelines) are intended to assist all general government agencies in applying the policy and supporting standards and guidelines in the procurement, fit-out, refurbishment and management of office accommodation. The guidelines describe the process to be followed if an agency's accountable authority believes exceptional circumstances exist that result in it not being able to meet the requirements of the policy and associated standards.

SCOPE OF APPLICATION

The policy applies to all general government agencies, as outlined in the State Budget Papers, in relation to the planning, procurement, fit-out, refurbishment and management of all office accommodation.

Government office accommodation is defined as the space that is predominantly used to accommodate staff who deliver services for government by performing functions classified as executive, administrative or clerical.

The classification of any accommodation as non-office must be agreed and noted by both the agency and the Department of Finance before the application of the policy is considered.

Exceptional circumstances

There will be exceptional circumstances where an agency's accountable authority believes the requirements of the policy and associated standards cannot be met.

Possible exceptional circumstances relating to the procurement, fit-out and refurbishment of office accommodation may include, but are not limited to:

- a base building or building floor plate that does not support a fit-out design that will meet the workspace density benchmark of 13 square metres (sqm) per workpoint (for example, a heritage building)
- core responsibilities or service delivery requirements do not permit the requirements of the policy and associated standards to be met
- advice from a fit-out architect that the agency's special operational requirements impact the overall fit-out design and floor layout
- meeting the workspace density benchmark of 13 sqm per workpoint will impact negatively on the overall cost-effectiveness of the project



- the tenancy or fit-out is comparatively small and the standard facilities and amenities required for the office cannot be incorporated and the workspace density benchmark met.

IMPLEMENTATION

If an agency believes that there may be exceptional circumstances that result in it not being able to meet the policy and associated standards, it should contact the Department of Finance. The agency's accountable authority will then be required to make a submission to the Department of Finance regarding the exceptional circumstances. The submission should:

- include explanation and justification for the exceptional circumstances, with consideration of the impact on the agency's service delivery and whole-of-government objectives
- be addressed to the Director, Government Office Accommodation, Building Management and Works, Department of Finance.

The Director, Government Office Accommodation, may make a determination on the exceptional circumstances and report this to the Government Office Accommodation Steering Committee (the steering committee), or may refer any submission to the steering committee for consideration. The steering committee will provide a recommendation to the Deputy Director General, Building Management and Works, based on consideration of the impact on the agency, implications for the implementation of the policy across government and implications for value-for-money across the total portfolio.

The steering committee consists of representatives from:

- the Department of Finance
- the Department of Treasury
- the Department of the Premier and Cabinet
- the Public Sector Commission.

The Deputy Director General, Building Management and Works, will make the final decision and agencies will receive written advice of the outcome of each submission for exceptional circumstances.

If the exceptional circumstances are not approved, the Department of Finance will only procure office accommodation, or fit-out or refurbishments works, upon notification of approval from the minister responsible for the submitting agency.

The implementation and ongoing application of the policy will be reported annually to Cabinet, including the classification of accommodation as non-office and the outcome of all submissions for exceptional circumstances.

