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| **government office accommodationrequest form GUIDELINES** |

The office accommodation request form (request form) is used by the Department of Finance (Finance) to capture and manage government agencies’ office accommodation needs.

These guidelines are designed to help agency staff complete the request form in accordance with the Government Office Accommodation Policy (policy) and Standards (standards).

The request form must be completed for all new needs, lease extensions and variations and other office accommodation requests.

To assist the process, Finance should review the request form before it is signed by the agency’s delegated authority. If additional information is required, Finance will contact the agency to ensure the request form can be progressed.

**INSTRUCTIONS**

***Please complete all sections of the form and the attachment.***

**Part 2: REQUEST DETAILS**

* Agency intention and rationale for the request.

Office accommodation is a significant agency and taxpayer expense and this section provides justification for this expense. Where appropriate, the request rationale may include consideration of the following:

* why this office accommodation is required and how will it fit with the agency’s functions and service delivery;
* why the agency is unable to utilise any of its other office accommodation;
* when applicable, why a specific location has been requested;
* what effect does this request have on other agency office accommodation; and
* what the impact on agency function or service delivery would be if the request was not approved.
* Business Units and functions to be located at this site.

Please consider the following when completing this section:

* name of business units which will occupy the space; and
* service/s to be provided at the requested premises and the service recipients, i.e. internal to the agency, government, Western Australian taxpayers, agency clients, and/or other stakeholders.
* Details of special operational requirements areas (if applicable).

Special operational requirement (SOR) areas are spaces within a tenancy that accommodate and support agency-specific operational requirement. SOR areas include, but are not limited to:

* operational or agency-specific requirement areas (for example, laboratories, hearing rooms, printing rooms);
* client areas of an operational nature (for example, client interview rooms, training rooms to facilitate training programs delivered to external clients, press conference room, public galleries, customer service areas, public reception and waiting areas), and/or
* storage areas for non-standards office items and long-term onsite storage as required by legislation (for example, armoury, research equipment, protective clothing, publications for sale)

There are some spaces that are not classified as SOR including, but not limited to, call centres, staff kitchen/break-out areas, and IT server rooms. Please discuss SOR areas with a Finance representative.

Please list SOR areas separately and include the function or nature of use of the space, the proposed size in square metres (sqm), and the quantity. For example, two (2) client interview rooms, 12 sqm each.

**Part 3: OFFICE ACCOMMODATION REQUEST REPORT**

The information in the Current Premises column should match the information provided in the most recent 10-Year Strategic Office Accommodation Plan (SOAP). If the information is different or has changed since the SOAP, please provide an explanation for the difference.

The Accommodation Requirements column is completed based on what the agency needs to undertake its service delivery if it were to relocate to a new premises. This information serves as the starting point for an office accommodation market search. Please note, the requirements relating to net lettable area (NLA), workpoints (type of workpoint and number of workpoints), and SOR areas must comply with the standards.

The Accommodation Requirements column is to be completed even if the agency is seeking to remain in its current premises.

**FREQUENTLY ASKED QUESTIONS (FAQs)**

***What is the total net lettable area?***

The total net lettable area (NLA) refers to the sum of all the lettable floor areas, in square metres (sqm), that a tenant occupies in a building. The NLA is the base on which rental payments are based. The NLA may include shared areas and storage areas separate to the floor space. In **most** cases it will not include elevators and stairwells, or staff toilets.

***What should be included in the “Total special operational requirement area” fields?***

Enter the total sqm for all the SOR areas in the current premises and the total sqm of SOR areas the agency would require in alternative premises in the Accommodation Requirements column. Descriptions and size of each SOR area should be added in Part 2 of the request form.

***Who should be included in the “Total headcount at premises” figure?***

The Public Sector headcount methodology can be used to determine the number of people employed by the agency to deliver services from the premises. The figure should also include any non-agency staff or individuals who regularly work at the premises including, for example, employees of other agencies, contractors, interns and similar. Please provide details where the total headcount includes non-agency staff, for example:

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| Total Headcount at premises | 15 agency staff **and** 2 Commonwealth Government employees |

***Should the “Total headcount in special operational requirement area” be included or excluded in the “Total Headcount at premises” number?***

The “Total headcount number” includes staff who work in SOR areas. Please note, only include a figure in this field if there is a workpoint in the SOR area and there are staff who only work in the SOR area. A person working part of a day in an SOR area such as an interview room (not a workpoint) is not included in the “Total headcount in an SOR area” number.

***What is a workpoint?***

The standards define a workpoint as including “a desk in open plan or an enclosed office or section of a counter or reception at which it would be reasonable to expect one person to carry out ongoing office work”. Please note, hot desks and quiet rooms are counted as workpoints. All workpoints are included in the “Total workpoints at premises” field.

***What is an enclosed workpoint and how are they counted?***

An enclosed workpoint (as per the above description) is a workpoint that is in an enclosed area. Please note, the enclosed workpoint count is a count of the workpoints, not the offices. However, if the enclosed office has three or more workpoints these should be treated as open plan workpoints and not included in the “enclosed workpoint” count. When recording the number of enclosed workpoints please note the split between allocated workpoints and quiet rooms, for example:

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| Number of workpoints in enclosed workspaces | 3 (1 office workpoint **and** 2 quiet rooms)  |

***Which staff are entitled to an enclosed office under the standards?***

Enclosed offices are rarely needed for employees to meet service delivery outcomes and generally do not provide value-for-money for agencies. Enclosed offices take up space that could be better used by providing extra support space and facilities for all staff (such as extra meeting rooms, quiet rooms, additional breakout areas).

*Office Accommodation Standards 3.4: enclosed workspaces* outlines which officers may be entitled to an enclosed office. After consideration of standard 3.4, if an enclosed office (with one **or** two workpoints) is requested, please provide additional information supporting the request. This information should address the criteria in standard 3.4.

***What is a quiet room?***

For office accommodation purposes a quiet room is a workpoint (as defined above) in an enclosed space that is not allocated to a specific employee; this would make it an enclosed office. Quiet rooms are designed as support spaces that are available to all staff who need an area to work without disruption to perform confidential or limited duration tasks that require a high level of focus.

Building Management and Works

Department of Finance

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