

Departmental Office Accommodation Proposal

Under \$100K Preliminary		Over \$100K Final		This proposal no. relates to the Department Energy and Public Works only	
Department name				Proposal No.	
Address of project				Project No.	
Contact name				Phone No.	
Email					
Service provider contact name				Phone No.	
Request type (mark applicable box)		New initiative		DEPW-owned space	
<input type="checkbox"/>	Rationalisation of existing office to meet 12m ² /person space standard	<input type="checkbox"/>	Construction of new offices	<input type="checkbox"/>	Existing non-government leased
<input type="checkbox"/>	Relocation of office	<input type="checkbox"/>	Refurbishment of existing offices	<input type="checkbox"/>	New non-government space to be leased
<input type="checkbox"/>	Furniture changes	<input type="checkbox"/>	Other	<input type="checkbox"/>	Agency owned space
Business case statement/cost benefit statement (savings to government)					
Project scope (eg. replan current offices, new workstations)					

Preliminary					
Preliminary estimated cost breakdown:		Target Green Star™ rating: Projects over 2,000m²	5	4	n/a
Subtotal:					
Prof Fees:					
Contingency: GST:					
TOTAL:					
Funding source		Number of staff in area to be modified			
Timeframe for completion		Area m ²			
Work required is urgent	<input type="checkbox"/>	Reason for urgency			
Final					
Final estimated cost breakdown:		Predicted Green Star™ rating: (based on self assessment) Projects over 2,000m²	5	4	n/a
Subtotal:					
Prof Fees:					
Contingency: GST:					
TOTAL:					
Preliminary approval		Final approval			
Section 1 – Preliminary ¹		Section 2 – Within 10% of Preliminary ²		Section 3 – Over 10% of Preliminary ³	
Signed by agency (delegated authority)		Signed by agency (delegated authority)		Signed by agency (delegated authority)	
Title:		Title:		Title:	
Signed by Department of Energy and Public Works		Signed by Department of Energy and Public Works		Signed by Department of Energy and Public Works	
Approval process Up to \$100K 1. Preliminary approval - Complete Section 1 of this form for all Agency funded projects with an estimated cost up to \$100,000 and all OAP funded projects up to \$100,000. 2. Final approval – Complete Section 2 and return form to the Accommodation Office for recording within four weeks of sign off along with plans.					
Over \$100K 1. Preliminary approval - Complete Section 1 of this form for all projects with an estimated cost above \$100,000 and provide sketch plan with form. For new leases sketch plan can be provided when available. 2. Final approval - Complete Section 2 of this form if pre-tender estimate costs have been determined and are within 10% of the preliminary estimated cost. Attach supporting information (eg. drawings). Return to the Accommodation Office for final approval. 3. Final approval – Complete Section 3 only if pre-tender estimate costs exceed 10% of preliminary estimated cost, the Accommodation Office with all supporting documentation.					