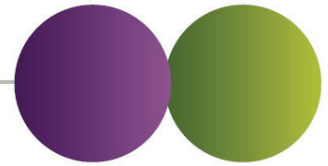




Government Office Accommodation

Policy

August 2014



Enquiries

Government Office Accommodation

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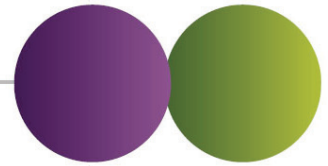
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Foreword



The Government is committed to obtaining best value-for-money office accommodation that supports agencies in the delivery of their services.

Office accommodation is one of the largest operating expenses incurred by government agencies and decision making for government office accommodation needs to achieve a balance between agency service delivery requirements and the responsible use of public funds. The Government Office Accommodation Policy (the policy) will support the Department of Finance and agencies in working together to achieve this balance.

This policy seeks to achieve this balance by establishing principles that will be applied in the planning, procurement, fit-out and management of office accommodation. These principles underpin a whole-of-government approach to office accommodation that aims to maximise the use of space and deliver flexible, fit-for-purpose office accommodation.

All general government agencies, as identified in the State Budget Papers, are required to apply this policy to all office accommodation planning, procurement, fit-out and management decisions.

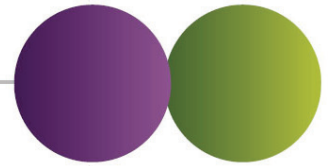
The Department of Finance administers the policy on behalf of the Government and is responsible for the strategic planning, procurement, fit-out and management of government office accommodation. I encourage you to seek assistance and advice on all office accommodation matters by contacting the Department of Finance.

**HON DEAN NALDER MLA
MINISTER FOR TRANSPORT; FINANCE**



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CONTEXT

The Government Office Accommodation Policy (the policy) sets out the framework for office accommodation and includes the roles and responsibilities for the planning, leasing, fit-out, utilisation and management of Western Australian government office accommodation.

By applying best practice in the procurement and management of the government office accommodation portfolio, the Department of Finance and agencies can deliver quality services and achieve government priorities and objectives.

This policy replaces the *Office Accommodation Policies: A Guide to the Procurement and Management of Western Australian Government Office Accommodation (2004)*.

PURPOSE

The purpose of this policy is to:

- prescribe a set of principles to guide and inform future decisions for government office accommodation
- clarify the roles and responsibilities of the Department of Finance and agencies
- outline the benefits of implementing the policy.

DEFINITION

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.

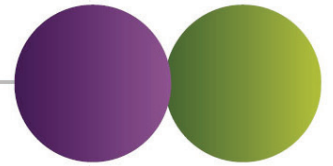
Government office accommodation can be located in either leased or government-owned buildings.

AUTHORITY

The policy was approved by the Government in April 2014.

SCOPE OF APPLICATION

The application of this policy is consistent with the Government's *Strategic Asset Management Framework* and applies to all general government agencies as outlined in the State Budget Papers.



The Minister for Works encourages all other agencies to adopt this policy and the related standards and guidelines to assist them to achieve value-for-money and best practice in the procurement and management of office accommodation.

Enquiries concerning this policy should be directed to the Department of Finance.



PRINCIPLES

Principle 1: delegated authority (Department of Finance)

The Minister of the Crown responsible for the administration of the *Public Works Act 1902* (the Act) is a body corporate under the name of the Minister for Works and has the authority to enter into lease arrangements.

Under the Act, the Minister for Works delegates relevant powers and duties to the Department of Finance.

Principle 2: procurement of office accommodation

On behalf of the Minister for Works, the Department of Finance procures and manages office accommodation for occupancy by government agencies in accordance with this policy and related standards and guidelines.

Principle 3: office accommodation fit-out

On behalf of agencies, the Department of Finance will procure fit-out works according to approved business cases and project definition plans, compliant with this policy and related standards and guidelines.

Principle 4: strategic portfolio planning

Office accommodation will be procured to support the Government's strategic long-term planning objectives and agencies' service delivery requirements.

When significant benefits to government, such as cost savings, can be demonstrated through a whole-of-government approach, this approach will take precedence over individual agency preferences.

Principle 5: value-for-money

In alignment with government objectives and strategies, procurement decisions should be based on the value-for-money gained from the investment and whole-of-life management of government premises.

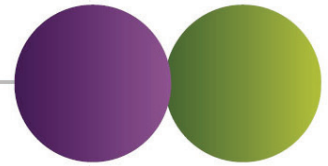
Government has set a workspace density benchmark of 13 square metres per workpoint for all government office accommodation.

Principle 6: sustainability

Sustainability is an integral part of investment decisions to improve the cost-effectiveness and efficiency in the procurement and use of office buildings, reduce the overall impact of office buildings on the natural environment and enhance the health, wellbeing and productivity of occupants.

Principle 7: memorandum of understanding

Agencies occupying a leased or owned tenancy will enter into a memorandum of understanding (MOU) with the Minister for Works or the Department of Finance (respectively) and adhere to all prescribed terms and conditions.



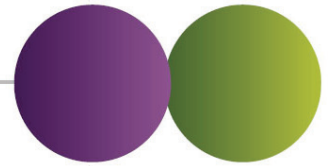
Principle 8: vacant space

Agencies will advise the Department of Finance of any vacant, under-utilised or surplus office accommodation space in leased or owned buildings. All costs for the vacated space remain the liability of the agency, unless otherwise agreed by the Department of Finance.

Vacant space in existing government-owned or leased accommodation will be used to accommodate agencies, where appropriate to meet operational requirements, in preference to acquiring additional office accommodation.

Principle 9: non-government entities

Government office accommodation should only be made available to non-government entities on a normal commercial basis (including the payment of market rent and outgoings). Such arrangements should be entered into only where the space is not required by another government agency and the existing lease arrangement permits this.

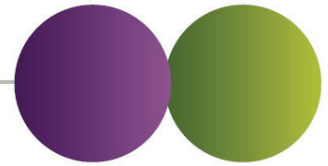


ROLES AND RESPONSIBILITIES

Department of Finance

The Department of Finance will:

- support the Government's strategic long-term planning objectives to identify efficiencies in the planning and management of office accommodation
- lead the development of whole-of-government office accommodation proposals and solutions
- procure, manage and fit-out leased and government-owned office accommodation, including:
 - payment of rent, car parking and any other outgoings (e.g. electricity, water, maintenance, security and cleaning) to private lessors
 - recovery of rent and other monies from tenants (i.e. government agencies)
 - compliance with any other terms and conditions as outlined in the relevant MOU
- develop, implement and review policies, standards and guidelines for the planning, delivery and management of government office accommodation
- ensure ongoing improvements in government office accommodation by continuously implementing open plan office designs, space usage standards and targets, while minimising the number of enclosed offices in all new leases and fit-outs
- provide strategic advice to:
 - agencies on their office accommodation proposals
 - the Minister for Works and the Government on potential government office accommodation rationalisation and cost-saving opportunities
- support agencies with strategic office accommodation planning in line with their current and future service delivery requirements
- review agencies' medium to long-term plans for government office accommodation, including business cases and project definition plans.

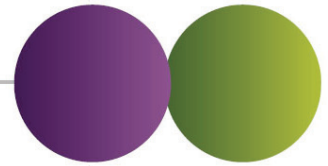


Government agencies

Government agencies will:

provide their 10-year strategic office accommodation plans and investment proposals to government (Department of Finance and Department of Treasury) each year during the budget cycle in accordance with the Strategic Asset Management Framework

- consult with and refer their agency-specific office accommodation proposals to the Department of Finance
- use the services of the Department of Finance to procure and manage leased office accommodation
- apply and comply with the Department of Finance's government office accommodation policy, standards and guidelines
- articulate future business objectives, service delivery requirements and proposed work practices to the Department of Finance, to ensure that office accommodation will support their needs
- participate formally in any whole-of-government office accommodation initiative for which the planning, delivery and management is led by the Department of Finance
- inform the Department of Finance of any vacant space in government-owned or leased buildings
- enter into tenancy agreements in the form of an MOU with the Department of Finance and comply with the terms and conditions of the MOU, including:
 - payment of any tenancy-associated costs (i.e. rent, car parking and any other outgoings such as electricity, water, maintenance, security and cleaning) direct to the Department of Finance
 - complying with building and tenancy policies and other related legislation and standards.



BENEFITS

Office accommodation is one of the largest operating expenses incurred by agencies. Therefore, decisions about office accommodation need to balance service delivery requirements with the responsible use of public funds.

The Department of Finance will work collaboratively with agencies to identify efficiencies in the planning and management of government office accommodation, as this can significantly contribute to the successful achievement of the Government's long-term objectives and priorities, including:

- value-for-money outcomes from using Department of Finance expertise, purchasing power and market leverage for office construction, leasing, maintenance and operating costs
- stronger awareness of (and control over) the future impact of office accommodation on the State's finances, including net debt
- efficient service delivery from locating office space to support agencies' service delivery objectives
- minimising wasted expenditure, for example on unnecessary rental expense or refurbishment, through early response to significant events such as lease termination dates
- quality working environments for agencies, regardless of their size and purchasing power, with positive effects for the health, wellbeing, recruitment and retention of staff.

RELATED DOCUMENTS

Further information about the application of this policy on the governance, planning, procurement, space usage, fit-out and tenant responsibilities is in the government office accommodation standards and guidelines the Department of Finance has prepared.