Government of **Western Australia**
Department of **Housing and Works**

Government Office Accommodation Policy





Enquiries

Government Office Accommodation

Department of Housing and Works
16 Parkland Road, Osborne Park, Perth WA 6017
Locked Bag 44, Cloisters Square, Perth WA 6850
Email: officeaccommodation@dohw.wa.gov.au
Website: Department of Housing and Works

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GOVERNMENT OF WESTERN AUSTRALIA

Procurement Act 2020

Government Office Accommodation

Purpose[1]

(a) To establish a policy framework to ensure Government Office Accommodation supports State agencies' service delivery requirements, while ensuring the office accommodation portfolio is managed efficiently and achieves value for money outcomes.

(b) To revoke General Procurement Direction 2025/05 – Government Office Accommodation.

General Procurement Direction: 2026/02

Scope of Operation and Timing:

This procurement direction is issued under section 21 of the *Procurement Act 2020* by the Assistant Under Treasurer, Procurement Policy and Strategy, as delegate of the Minister for Finance.

This procurement direction is issued to all State agencies and applies on and from 9 November 2026.

Government Trading Enterprises are also encouraged to apply the requirements in this direction.



Kate Ingham
Assistant Under Treasurer
Department of Treasury and Finance

as delegate of the Minister for Finance
29 October 2026

[1] Purpose: The contextual information under this heading does not form part of the direction.

Foreword

The Western Australian Government is committed to achieving value for money outcomes and supporting long-term planning solutions for office accommodation throughout the State.

As one of the largest operating expenses for public sector agencies, it is important that office accommodation requirements are planned strategically to meet current and future needs while effectively using public funds.

The Government Office Accommodation Policy (the Policy) provides the framework for the effective procurement, management, and fit-out of leased and government-owned office accommodation.

Led by the Department of Housing and Works, it aims to ensure that our facilities meet the highest standards of functionality, accessibility and sustainability and the evolving needs of our public service.

This Policy takes a whole-of-government approach that looks for innovative solutions, maximises the use of space and delivers flexible, fit-for-purpose office accommodation throughout Western Australia. By applying best practice principles, the Western Australian Government, through the Department of Housing and Works, aims to continue to prioritise accommodation requirements and deliver even more value for future generations.

All State agencies are required to apply this Policy for office accommodation requirements. I urge all State agencies to work with the Department of Housing and Works to identify innovative solutions that meet both your accommodation requirements and the priorities and objectives of the Policy.

Hon. John Carey MLA

MINISTER FOR PLANNING AND LANDS; HOUSING AND WORKS; HEALTH INFRASTRUCTURE

Context

The Government Office Accommodation Policy (the Policy) sets out the framework for the planning, procurement, 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 Housing and Works and State agencies can deliver quality services and achieve government priorities and objectives.

Purpose

The purpose of the Policy is to:

- prescribe a set of rules and principles to guide and inform future decisions for government office accommodation;
- clarify the roles and responsibilities of the Department of Housing and Works and State agencies; and
- outline the benefits of implementing the Policy.

Definition

Government office accommodation is defined as 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.

Scope of Application

The Policy and Government Office Accommodation Standards (the Standards) applies to all State agencies as defined in the *Procurement Act 2020*, in relation to the planning, procurement, fit-out, refurbishment and management of all office accommodation.

The application of the Policy is consistent with the Government's Strategic Asset Management Framework.

The Policy and Standards do not apply to parliamentary electorate offices and ministerial office suites. Exemptions from the Policy and Standards will only be considered under exceptional circumstances.

Enquiries concerning the Policy should be directed to the Department of Housing and Works, Government Office Accommodation.

Principle 1: Delegated Authority (Department of Housing and Works)

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 Housing and Works.

Rule 1 – All agreements associated with government office accommodation will be procured and executed by the Department of Housing and Works, in accordance with the requirements of the Policy and Standards.

Principle 2: Procurement and Management of Office Accommodation

On behalf of the Minister for Works, the Department of Housing and Works procures and manages all office accommodation for occupancy by State agencies in accordance with the Policy and Standards, and with the Memorandum of Understanding (MOU) established between Department of Housing and Works and the State agency.

Rule 2 – State agencies that occupy a Department of Housing and Works leased or owned building must enter into a MOU with the Department of Housing and Works (as the delegate for the Minister for Works) and must adhere to all MOU terms and conditions.

Principle 3: Procurement of Office Accommodation Fit-out

On behalf of State agencies, the Department of Housing and Works will procure office fit-out works according to compliant, approved business cases. Each time a State agency requires a new office fit-out, alteration or upgrade, it must submit a Fit-out Works Request form to the Department of Housing and Works. The procurement approach to be undertaken will be determined by the Department of Housing and Works, based on the characteristics of the property, location and any other factors considered relevant.

Rule 3 – Fit-out works must be compliant with the Policy and Standards. Fit-out or refurbishment works valued between $100,000 and less than $250,000 require approval by the Director General, or equivalent, of the State agency. Ministerial approval is to be obtained by State agencies for all fit-out or refurbishment work valued at $250,000 and over.

Principle 4: Strategic Portfolio Planning

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

Rule 4 – When significant benefits to government, such as cost savings, can be demonstrated through a whole-of-government approach to office accommodation procurement, 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, as outlined in the Standards.

Rule 5 – Procurement will be based on value for money objectives and compliance with the Standards.

Principle 6: Sustainability

Sustainability is an integral part of investment decisions to improve 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.

Rule 6 – Procurement of new office accommodation will align with sustainable practice objectives outlined within the Standards.

Principle 7: Vacant Space

Vacant or under-utilised space in existing government-owned or leased accommodation will be used to accommodate State agencies, before acquiring additional office accommodation.

Rule 7.1 – State agencies will advise the Department of Housing and Works of any vacant, under-utilised, or surplus office accommodation space in existing leased or owned buildings.

Rule 7.2 – All costs for the vacated and/or vacant space remain the liability of the agency, unless otherwise agreed by the Department of Housing and Works.

Principle 8: Non-government Entities

Government office accommodation should only be made available to non-government entities on a normal commercial basis and when the space is surplus to government requirements.

Rule 8 – The Department of Housing and Works will only consider leases to non-government entities when the space is not required by another State agency, is permitted by the existing lease arrangement and a commercial rent and outgoings are payable by the non-government entity.

Principle 9: Exemptions

The Department of Housing and Works will only consider exemptions to the Policy and Standards in exceptional circumstances, for example, where a State agency can demonstrate that meeting the requirements of the Policy and/or Standards will not achieve value for money outcomes.

Rule 9 – State agencies must submit requests for an exemption from the Policy or Standards to the General Manager, Government Office Accommodation, Department of Housing and Works in accordance with the exemption guideline.



Roles and Responsibilities

Department of Housing and Works

The Department of Housing and Works 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. State agencies); and
    - 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:
    - State agencies on their office accommodation proposals; and
    - the Minister for Works and the Government on potential government office accommodation rationalisation and cost-saving opportunities.
- Support State agencies with strategic office accommodation planning in line with their current and future service delivery requirements.
- Review State agencies' medium to long-term plans for government office accommodation, including business cases.

State Agencies

State agencies must:

- Engage the Department of Housing and Works to procure and manage fit-out projects and leasing activities associated with their government office accommodation.
- Comply with the Department of Housing and Works Government Office Accommodation Policy and Standards.
- Obtain ministerial approval for all fit-out or refurbishment works valued over $250,000.
- Develop office accommodation funding submissions in consultation with the Department of Housing and Works and Department of Treasury and Finance, and in accordance with the Strategic Asset Management Framework.
- Provide their 10-year strategic office accommodation plans and investment proposals to government (Department of Housing and Works and Department of Treasury and Finance respectively) each year during the budget cycle in accordance with the Strategic Asset Management Framework.
- Consult with and refer agency-specific office accommodation proposals to the Department of Housing and Works.
- Submit a Fit-out Works Request form to the Department of Housing and Works for each new office fit-out, alteration or upgrade, who will determine the procurement approach to be undertaken.
- Articulate future business objectives, service delivery requirements and proposed work practices to the Department of Housing and Works, to ensure that office accommodation solutions 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 Housing and Works.
- Inform the Department of Housing and Works of any vacant or under-utilised space in government-owned or leased buildings.
- Enter into tenancy agreements in the form of an MOU with the Department of Housing and Works 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 Housing and Works; and
    - complying with building and tenancy policies and other related legislation and standards.

END OF DIRECTION

Benefits

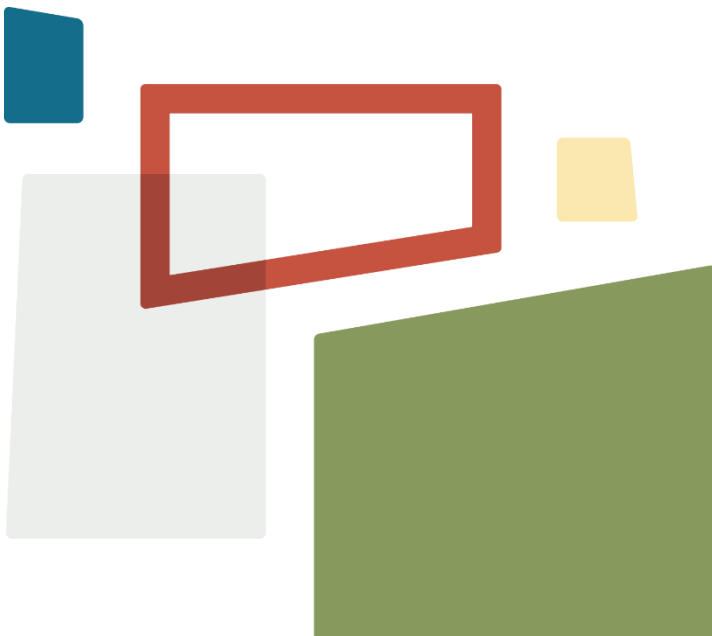
Office accommodation is one of the largest operating expenses incurred by agencies. Therefore, decisions about office accommodation need to balance service delivery requirements with the responsible use of public funds.

The Department of Housing and Works will work collaboratively with State agencies to identify efficiencies in the planning and management of government office accommodation. By adhering to the Policy and Standards, State agencies will support achieving the Government's long-term objectives and priorities, including:

- Value for money outcomes from using Department of Housing and Works 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 by securing office space that supports State agencies' service delivery objectives.
- Minimising wasted expenditure, for example on unnecessary rental expense or refurbishment, through an early response to significant events such as lease termination dates.
- Quality working environments for State agencies, regardless of their size and purchasing power, with positive effects for the health, wellbeing, recruitment, and retention of staff.

Related Document

The Government Office Accommodation Standards provides further information about the application of the Policy on governance, planning, procurement, space usage, fit-out and tenant responsibilities.



Glossary

Business Case – Prepared by agencies in support of funding submissions for new office accommodation, and for the refurbishment or upgrade of existing fit-outs. The scale of business case required will be proportionate with the size of the fit-out project. The Department of Housing and Works will advise agencies of requirements upon receiving a Fit-out Works Request form. For example, a Fit-out Works Request form will typically be the only document required for a minor fit-out alteration, whereas a significant fit-out project would require a business case. Where the office accommodation project is a major consolidation or multi-agency initiative, the Department of Housing and Works will prepare the funding submission and supporting documentation, with support from the relevant agencies.

Commercial rent – To be determined through a valuation from Landgate or a qualified property valuer.

Fit-out and refurbishment – Includes new fit-out construction and changes or refurbishment to existing fit-outs. The ad-hoc replacement of furniture at the end of its useful life with like-for-like items does not fall under this definition or the Policy.

Fit-out Works Request form – This form clarifies the current and intended requirements associated with new fit-outs and changes to existing fit-outs and initiates the fit-out project. State agencies are required to submit this form when planning new fit-outs and fit-out alterations.

Minister for Housing and Works – The Minister for Housing and Works is responsible for the administration of the Public Works Act 1902, carrying with it the title of Minister for Works and forming the legislative basis for entering into lease agreements, contracts for capital works, maintenance and ancillary purposes.

Strategic Office Accommodation Plan – An annual plan submitted to Department of Housing and Works by State agencies that outlines information pertaining to existing office accommodation (both owned and leased). This information guides future requirements associated with office accommodation. Information includes size of premises, workpoint volume, headcount, replacement cost, maintenance cost, condition, utilisation, future plans, etc.

Under-utilised space – Unused office accommodation or under-utilised workpoints (as determined by a formal utilisation study) that are not being used to their full capacity.

Whole-of-government approach – This considers opportunities for compatible agencies to collocate within a single premises, benefits can include service delivery synergies, an improved customer experience, the reduced duplication of services and value for money outcomes.