



**Government
of South Australia**

Department of the Premier and Cabinet Circular

PC018 – Government Office Accommodation Framework

Revised in April 2006

PC018 – GOVERNMENT OFFICE ACCOMMODATION FRAMEWORK

Summary

This circular sets out the process to be followed, and the issues to be considered, by agencies and statutory authorities for the procurement, planning, management and fitout of office accommodation. It details and explains the approval process for those office accommodation projects that do, and do not, require Cabinet approval.

Adherence to the procedures set out in this circular will ensure the effective planning and use of office accommodation, minimise associated costs and ensure that the Department for Administrative and Information Services (DAIS) can provide complete, accurate and relevant information to the Government Office Accommodation Committee (GOAC). Such information will enable GOAC to provide advice to Cabinet on office accommodation proposals.

Further information on the application of this framework can be found in the office accommodation guidelines section of DAIS Building Management Accommodation Services web site – www.rem.sa.gov.au.

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GOVERNMENT OFFICE ACCOMMODATION

'Government Office Accommodation' is broadly defined as those areas in a building where the office and administrative functions of government agencies, statutory authorities and public corporations are performed by clerical, technical or professional staff in either a government owned building or leased premises.

Office accommodation requirements of government should be planned well in advance and reviewed annually. Agencies should plan strategically as lead times for new office accommodation can be 18 months or longer for large projects. Adequate time must be allowed for evaluation, application for capital funds if required, assessment by GOAC, approval by Cabinet, if necessary, and to complete the fitout project to meet the required occupation date.

The need to make a decision on office accommodation can be prompted by a need to make changes in order to meet the Government's office accommodation standards, expiry of a lease or the fitout becoming worn or incompatible with an agency's needs. Hasty decisions can result in accommodation that does not meet the standards and/or is unsuitable and more costly than could have been achieved with good planning.

The cost of office accommodation is a significant annual financial commitment for agencies and government. Implementation of strategies to meet the Government's office accommodation standards can result in recurrent savings. Adoption of standardised, flexible fitouts can also achieve capital savings by reducing the need for costly alterations to existing accommodation to meet the changing needs of Government and agencies.

Applying the principles of Ecologically Sustainable Development (ESD) to office accommodation will be a significant factor in achieving the State Strategic Plan's targeted 25% reduction in energy consumption in government buildings by 2014.

Government Office Accommodation Guidelines were updated in November 2004 in response to Cabinet's approval of the principles for future rationalisation of office accommodation and endorsement of an ESD Implementation Plan.

These guidelines are designed to assist agencies to undertake an innovative approach to office accommodation management by promoting sustainability, increased employee wellbeing and performance, improved service delivery and savings in accommodation costs.

In November 2004 Cabinet approved:

- the principles of rationalisation of Government office accommodation to rationalise and reduce office accommodation usage in the Adelaide CBD and to conduct economic analysis to establish the most appropriate funding model, and
- an Implementation Plan for Ecologically Sustainable Development Office Accommodation to introduce ESD rating tools to ensure that the Government builds, rents and owns office accommodation that is ecologically sustainable.

The Government *Office Accommodation Guidelines* have been updated to:

- provide public sector managers with an overview of the office accommodation planning process and to highlight the policy principles and objectives that underpin this process, and
- describe the tasks to be undertaken and issues to be addressed at each step in the planning, procurement and delivery of office accommodation projects.

All agencies are encouraged to review their approach to the management and planning of office accommodation in line with this framework and the strategies outlined in the Government *Office Accommodation Guidelines* and to ensure that mandatory space targets and standards are being met.

[Copies of the Government Office Accommodation Guidelines are available from DAIS Building Management Accommodation Services ☎ 8226 5050 or can be downloaded from the website www.rem.sa.gov.au]

ROLES AND RESPONSIBILITIES IN GOVERNMENT OFFICE ACCOMMODATION

In conjunction with GOAC, DAIS has across government responsibility for the procurement and management of office accommodation and both have key roles in ensuring the successful implementation of accommodation strategies that are developed to allow agencies to meet the Government's office accommodation standards .

Government Office Accommodation Committee (GOAC)

GOAC advises the Minister for Administrative Services on Government office accommodation policy, management, practice and projects. GOAC's role is to ensure the effective provision of office accommodation, in terms of cost, service delivery, environmental sustainability and employee welfare and productivity, to meet current and future agency and across government needs in accordance with government policy.

To achieve this, the Minister for Administrative Services requires GOAC:

- to assess and advise on all new leases and office accommodation proposals in excess of 750m² and/or where the total net cost to government in net present value (NPV) terms exceeds \$1.0 million (ie. sum of rent over the full term and capital cost of fitout, exclusive of GST) over the term of the lease.
- to confirm that mandatory standards are met on proposals of up to \$4.0 million (exclusive of GST) prior to Chief Executive or Ministerial approval, and that the proposal represents good value for government and the agency. Where standards are not met, GOAC will provide comment as an attachment to the agency Cabinet submission that seeks Cabinet's approval of the project.
- to provide comment on all proposals greater than \$4.0 million (exclusive of GST) that are submitted to Cabinet for approval.
- to develop, facilitate and monitor strategies and policies to ensure that fitout flexibility, ecological sustainability, improved productivity, attraction/retention of staff and employee wellbeing are duly considered within the provision of office accommodation.
- to review agency one and five-year strategic plans and advise the Minister for Administrative Services on potential across government rationalisation and cost saving opportunities.
- to review all fitout proposals in excess of 300m² where standards are exceeded.

DAIS Building Management Accommodation Services (BMAS)

Building Management Accommodation Services (BMAS) has responsibility for managing the Government's portfolio of owned and leased office accommodation.

As part of its role to provide office accommodation, BMAS assists agencies to:

- develop one and five-year strategic accommodation plans;
- evaluate accommodation options including coordinating facilities planning and providing financial analysis consultancy services as required;
- occupy suitable office accommodation that is consistent with space usage standards and cost benchmarks;
- coordinate any necessary refit of accommodation;
- manage office accommodation on an ongoing and fee for service basis, and
- present proposals to GOAC for fitout projects and new leases in excess of 750m² and/or greater than \$1.0 million (exclusive of GST) in value.

GOAC and the Minister for Administrative Services require BMAS to report annually on potential rationalisation and cost saving opportunities based on a review of all agencies' strategic plans.

Cabinet

Cabinet considers and approves all office accommodation proposals where the total cost to government in NPV terms exceeds \$4.0 million (exclusive of GST) over the full term of the lease and considers all proposals between \$1.0 million and \$4 million (exclusive of GST) where standards are not met.

Agencies

Chief Executives are accountable and responsible for the effective and efficient management of office space and associated facilities.

Agencies are required to develop one and five-year strategic plans in order to manage their office accommodation in an efficient, cost effective manner and in accordance with government strategies, policies, guidelines, regulatory requirements and their business service plans.

GUIDING PRINCIPLES FOR THE MANAGEMENT AND APPROVAL OF GOVERNMENT OFFICE ACCOMMODATION

Chief Executives are accountable and responsible for the effective and efficient use of office space and associated facilities and for ensuring that, wherever possible, these meet mandatory space targets and standards.

Office accommodation services should be provided on a commercial, service oriented and user pays basis.

Agencies should recognise the full cost of occupying leased and Government owned office accommodation in financial reports.

Cabinet has directed that government should only be represented in office accommodation matters by BMAS, to avoid competition between agencies for space, which would compromise the ability to negotiate competitively in the market place on behalf of government.

Across government needs should take precedence over single agency needs when significant benefits to government are to be realised or major costs are involved, provided that no single agency is to be financially disadvantaged.

Priority is to be given to existing government owned or leased accommodation, including that owned or leased by public corporations.

From 1 January 2005, the Government will require building owners to disclose an Australian Building Greenhouse Rating (ABGR) base building energy rating where the Government is considering entering into a new lease or extending an existing lease for areas equal to, or greater than, one floor of a multi-storey building.

Agencies are required, where possible, to achieve mandatory fitout standards and cost benchmarks in proposals for all fitout projects, new leases and extensions to existing leases. Proposals in excess of 300m² where standards are exceeded will be referred to GOAC for comment. All proposals for fitout projects and new leases in excess of 750m² and/or where the total net cost to government exceeds \$1.0 million (exclusive of GST) over the term of the lease will be referred to GOAC for endorsement that standards have been met.

Proposals in excess of \$4.0 million (exclusive of GST) will be referred to Cabinet for approval. Submissions to Cabinet will carry GOAC comment on the proposal.

Proposals between \$1.0 million and \$4.0 million (exclusive of GST) where standards are not met will also require Cabinet approval. GOAC comment will also be provided as an attachment to these submissions.

Flexible arrangements to be considered on application.

MANDATORY OFFICE ACCOMMODATION STANDARDS AND SPACE TARGETS

Government office accommodation standards have been established to achieve consistent, modular and generic office fitouts that are sustainable, flexible and adaptable to changes both within and across agencies. Adoption of these standards will ensure that the economic life of new fitouts is increased and the cost of alterations to existing fitouts to cope with functional / operational changes is reduced.

Consistent office accommodation cost targets will ensure fitouts are provided on an equitable basis across agencies. These standards and cost targets will enable agencies to plan their accommodation in a cost-effective manner, which is equitable across the whole organisation and makes the most efficient use of available space.

The following government office accommodation space targets, standards and fitout cost benchmarks are to be considered for all proposals.

Total space consumption per employee:	Not to exceed 15m ² (based on net lettable area) for all new accommodation
Enclosed office total:	Not to exceed 10% of all workplaces by number
Enclosed office size:	One size standard office size to be 12.6m ²
Workstation size:	One size standard individual open workstation size to be 6.3m ²
Interactive and support spaces:	General facilities to comprise up to 45% of total floor space
Cost per square metre for fitouts:	between \$868 and \$997 depending on level of public interface

NOTE: Target costs are current as at commencement of year 2004 and are to be reviewed on an annual basis. Specific circumstances may cause the above targets to be difficult to achieve eg specific agency needs, availability of space, building configuration etc. Such variations are to be noted and approved by the Agency's Chief Executive.

[Refer to the Government Office Accommodation Guidelines which are available from DAIS Building Management Accommodation Services ☎8226 5050 and can be downloaded from the Building Management Accommodation Services website - www.rem.sa.gov.au]

ANNUAL SPACE REDUCTION PROGRAM

BMAS is to undertake annual audits of office accommodation usage to measure the performance of government departments and agencies in meeting key accommodation benchmarks.

The annual audits will enable:

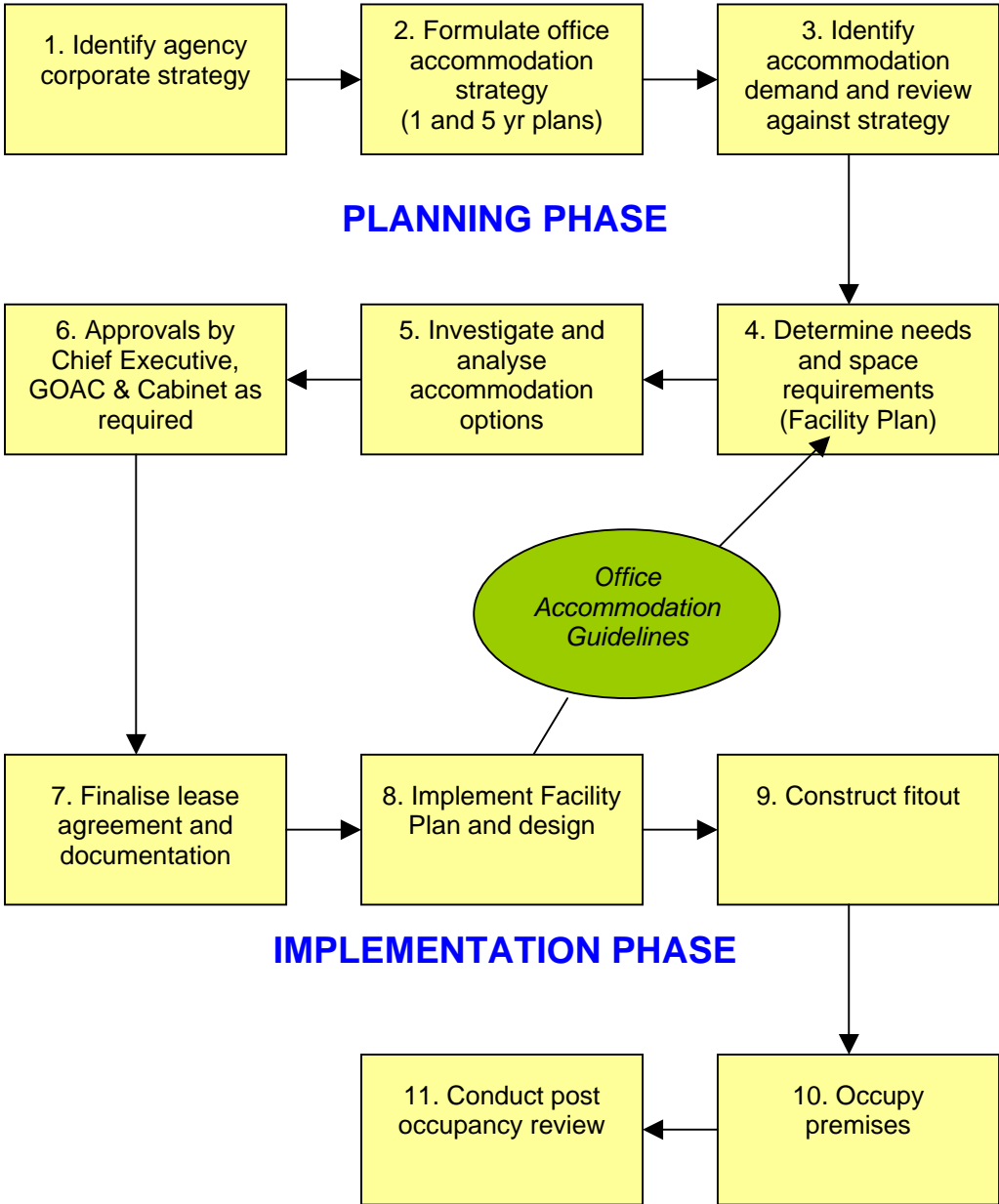
- identification of inefficient and high cost accommodation sites for potential rationalisation, and
- development of annual office accommodation plans, incorporating future demands and focusing on achieving reduction in space usage; and identifying potential for consolidation of corporate service and service delivery activities of government.

Preparation of annual plans will be undertaken to identify proposals with a realisable across government benefit or where an appropriate business case supports space rationalisations that achieve savings in space and rental costs. Projects which meet this criteria, will be considered for funding support as part of the Budget process.

THE OFFICE ACCOMMODATION PROCESS

The process to be followed for the planning and procurement of office accommodation is as follows:

BMAS will assist agencies through both the planning and implementation stages of each project as required.



Planning Phase

Step 1: Identify agency corporate strategy

Review the objectives and future direction of the agency. Where there is a change to resource demands, analyse how well these can be strategically integrated with accommodation. Identify likely organisational and technological changes and the effect these will have on accommodation issues such as location, strategic alignment and general planning concepts.

Step 2: Formulate office accommodation strategy

Agencies are required to produce strategic accommodation plans annually for a one and five-year timeframe to enable an across government approach to be taken with regard to office accommodation demands. *[BMAS can assist agencies on an as needs basis.]*

The plans should be developed at a corporate or whole-of-agency level with clear links to the agency's corporate plan and service delivery strategy.

The plans are to incorporate:-

- current and anticipated future service delivery requirements of the agency
- anticipated changes to the agency structure and likely impact on accommodation needs
- an inventory of current accommodation indicating for each site:-
 - *address*
 - *area occupied*
 - *recurrent costs, (rental and outgoings)*
 - *number of staff accommodated*
 - *age and condition of fitout*
 - *anticipated future plans for site*
 - *business function of group occupying site*(BMAS can assist agencies to access this information).
- anticipated future accommodation demands and how these demands are proposed to be accommodated

Agencies are to prepare their accommodation plans consistent with the timing of the budget process so any necessary funding requirement can be considered. GOAC, with assistance from DAIS, will review agency plans and identify options for satisfying government accommodation needs most effectively.

Step 3: Identify accommodation demand and review against strategy

Identify accommodation demands that have arisen and review against corporate and accommodation strategies. Once an accommodation plan is developed and the accommodation requirement is identified, agencies are required to adopt the Project Initiation Process to evaluate any office accommodation proposals in excess of 500m². Evaluation should include facilities planning, investigation of a range of alternative options and the financial analysis of options.

Agencies should contact BMAS for advice and assistance through the planning process.

Step 4: Determine needs and space requirements (Facility Plan)

Prepare Facility Plans for all office accommodation proposals in excess of 300m² to define requirements and match the physical workplace needs with the agency's business goals and objectives. Facility Plans should be prepared in conjunction with BMAS and a Facilities Planning consultant. BMAS can give advice on identifying suitable consultants as potential tenderers and arrange the engagement of a DAIS Risk Manager where required.

Note: All capital projects (including office refits) for non-commercial agencies required to use DAIS services with a value in excess of \$150,000 are required to be managed through DAIS Risk Management Services in line with requirements of the Project Initiation Process policy approved by Cabinet in 1995.

The Facility Plan will set out the accommodation needs and planning concepts that support business goals and operations over time and within defined financial constraints. It should take into account matters such as suitability of existing accommodation, technological requirements, staff and business needs, work functions, functional relationships, predicted organisational changes, public areas, OHS&W, furniture and fittings and other relevant government policy priorities – e.g. environmental sustainability.

Step 5: Investigate and analyse accommodation options and select preferred option

Accommodation proposals should include investigation and analysis of alternative options prior to final building selection.

BMAS will identify possible premises based on the accommodation requirements detailed in the facilities plan and will conduct financial analysis of each option and arrange building appraisals on behalf of agencies, if required, prior to final selection of preferred option.

Identify possible premises

Options may include:

- refitting existing space
- sub-letting existing space, or
- taking on new or additional space.

BMAS will:

- conduct a search of the Government's current office accommodation commitments to identify any appropriate accommodation within the desired location that is already owned or leased by SA Government agencies;
- outline the agency's accommodation options and evaluate the options against area, cost and quality criteria;
- identify any suitable vacant accommodation for which government has an ongoing commitment; and
- consider existing lease commitments, including options for on-leasing. (An ongoing liability will occur if new accommodation is required and the space cannot be relinquished or sub-let.)

If new accommodation is required, leasing existing vacant Government office accommodation should be a first priority.

NOTE: Cabinet has directed that government should only be represented in office accommodation matters by BMAS, to avoid competition between agencies for space which would compromise the ability to negotiate competitively in the market place on behalf of government.

Conduct financial analysis and building appraisal of options

BMAS will arrange, on behalf of agencies, a building appraisal of suitable options as required, taking into consideration, but not limited to:

- Building services – electrical, mechanical, security
- Efficiency of floor plate to suit generic planning of fitout
- Access
- Image
- Management resources
- Energy efficiency
- Lift efficiency
- Condition of ceilings and ceiling space
- Access to natural light and views
- Floor loads
- Ecologically sustainable criteria

BMAS will then conduct financial analysis of each suitable accommodation option. Issues to be considered include:

- Leasing costs
- Decommissioning costs
- Rental forecasts
- Incentives
- Fitout costs
- Relocation costs

As part of this process a preliminary fitout and relocation budget will be determined.

Select building

The final selection of the preferred option will be based on the most suitable building to meet agency service delivery requirements balanced with the best whole-of-government option.

Step 6: Approvals

Project / lease size m ² Total cost to government	Compliance with Standards	Advice Required from Agency	Approval Required	GOAC Involvement
<300 and less than \$1M DAIS Risk Manager to be engaged if capital works in excess of \$150,000 (<i>see note below</i>)	Space usage benchmarks met	Chief Executive or nominated delegate to provide advice to BMAS.	None for projects undertaken within existing lease. New commitment to occupy space (<i>see note below</i>) - advice <u>only</u> to BMAS - consistent with 'typical' lease approval process.	Not required – project can be approved by Chief Executive or his/her delegate
<300 and less than \$1M	Space usage benchmarks not met	Chief Executive or nominated delegate to provide advice to BMAS.	None for projects undertaken within existing lease. New commitment – advice to BMAS consistent with 'typical' lease approval process - to incorporate reasons for 15 m ² per employee not being met.	Not required – project can be approved by Chief Executive or his/her delegate
<300 and more than \$1M	Space usage benchmarks not met	Full submission to GOAC on basis of cost exceeding \$1M. BMAS staff able to advise agencies on preparation of submission.	Submission to be made to Cabinet. GOAC comment will form attachment to the Cabinet submission. Cabinet submission should acknowledge and respond to GOAC's comments.	GOAC will consider agency submission and provide comments.
300 – 750 and less than \$1M	Space usage benchmarks met	Chief Executive or nominated delegate to prepare advice to BMAS.	Advice presented to BMAS for information only.	Advice provided by BMAS to GOAC for information only.
300 – 750 and less than \$1M	Space usage benchmarks not met	Chief Executive or nominated delegate.	Agency CE or delegate to provide GOAC, in writing, with advice re reasons for not achieving benchmarks. Proposal will be referred to GOAC for comment.	To be noted by GOAC and comment provided to CE / Minister as appropriate.

Project / lease size m² Total cost to government	Compliance with Standards	Advice Required from Agency	Approval Required	GOAC Involvement
300 – 750 and between \$1M - \$4M	Space usage benchmarks not met	Full submission to GOAC on basis of cost exceeding \$1M. BMAS staff able to advise agencies on preparation of submission.	Cabinet submission required as greater than \$1M and benchmarks not met. GOAC comment will form attachment to the Cabinet submission. Cabinet submission should acknowledge and respond to GOAC's comments.	GOAC will consider agency submission and provide comments.
300 – 750 and between \$1M - \$4M	Space usage benchmarks met	Full submission to GOAC on basis of cost exceeding \$1M. BMAS staff able to advise agencies on preparation of submission.	No Cabinet submission required as benchmarks have been met.	GOAC will consider agency submission and provide comments.
>750	Space usage benchmarks met / not met	Full submission to GOAC on basis of size exceeding 750m ² . BMAS staff able to advise agencies on preparation of submission.	Cabinet submission required where benchmarks not met. If submission is made to Cabinet, GOAC comment will form attachment to the submission. Cabinet submission should acknowledge and respond to GOAC's comments.	GOAC will consider agency submission and provide comments.
Greater than \$4M	Standards met / not met	Full submission to GOAC on basis of cost exceeding \$1M.	Cabinet and Public Works Committee submissions required as in excess of \$4M. GOAC comment will form attachment to the Cabinet submission. Cabinet submission should acknowledge and respond to GOAC's comments.	GOAC will consider agency submission and provide comments.

Notes:

This approval process shall apply to all fitout projects, new and renewed commitments to occupancy, and to both government owned and privately owned office accommodation space.

DAIS Risk Manager must be engaged for all projects with a capital value in excess of \$150,000.

All office accommodation proposals in excess of 750m² and/or with a value in excess of \$1.0 million in NPV terms (ie. the sum of rent and fitout over the term of the lease), are required to be submitted to GOAC for appraisal and advice. Proposals ranging between \$1.0 million and \$4.0 million that meet the Government's mandated standards may be endorsed by GOAC for subsequent Chief Executive or Ministerial approval.

Cabinet must approve all proposals over \$4.0 million and those between \$1.0 and \$4.0 million, which do not meet standards. GOAC will provide comment for attachment to the Cabinet submission. Submissions to GOAC and Cabinet for office accommodation proposals should be prepared in conjunction with BMAS. *Refer to Treasurer's Instructions No. 16.*

All office accommodation proposals with an area greater than 300m² and a value less than \$1 million in NPV terms (capital and recurrent) require thorough evaluation that includes facility plans and financial analysis of the options.

Agencies are required to obtain approval from the Chief Executive and, where necessary, provide an acknowledgment and the reasons that the proposal does not meet mandatory standards and space targets. Where targets are not met, proposals will be forwarded to GOAC for comment.

All office accommodation proposals that have an area that exceeds the mandatory government target of 15m² per person must be authorised by the Chief Executive prior to proceeding with the procurement or extension of accommodation.

Implementation Phase

Step 7: Finalise lease agreement and documentation

BMAS will liaise with building owners to negotiate new leases using their extensive experience and market leverage to deliver best value solutions.

Step 8: Implement Facility Plan and design fitout

Professional consultants should undertake the interior design and services engineering for new or refurbished office accommodation. The consultant engaged to undertake the Facility Plan may be invited to proceed with this phase of the project or BMAS can give advice on identifying potential tenderers and arrange the engagement of a DAIS Risk Manager where the project has a value in excess of \$150,000.

The DAIS Risk Manager's role is to monitor design, construction and contract administration activities, make arrangements both for commissioning the new premises and for relocating staff and equipment and ensure processes comply with approved government procedures.

BMAS will ensure that building owner's approval is sought for any alterations within the tenancy.

Step 9: Construct fitout

Fitout construction can begin once contractors have been finalised through the tender process. The DAIS Risk Manager will manage this process.

BMAS will continue to provide support and advice to agencies throughout the accommodation fitout project and participate in project meetings as necessary.

Step 10: Occupy premises

DAIS will assist agencies with relocation, decommissioning and relinquishing of space previously occupied by the agency.

Relocation to new office accommodation should be planned to coincide with termination of existing lease commitments. If an agency's existing accommodation is being refitted, relocation to temporary accommodation may need to be arranged and the cost of this should be considered in preliminary budget estimates for the project during the analysis phase.

Subject to the leasing terms and conditions there may be a decommissioning cost which the agency will need to make provision for.

Step 11: Post occupancy review

Post occupancy evaluations should be provided for in the project cost and undertaken (usually 3 to 6 months after occupation) to ensure that the fitout meets the objectives of the accommodation brief, that the users' requirements are being met and to provide valuable information for future fitout projects. These can be managed by DAIS.

PROCEDURES FOR PROJECT REFERRED TO THE GOVERNMENT OFFICE ACCOMMODATION COMMITTEE

In planning an accommodation project, an agency must ensure that ample time is allowed to enable Ministers, GOAC and Cabinet to properly consider a proposal. GOAC must also be given adequate time to conduct its assessment, provide advice to the agency and where necessary, for the agency to respond to that advice.

For proposals requiring GOAC endorsement, agencies must provide GOAC with a submission outlining the office accommodation proposal prior to proceeding with detailed planning of the proposal.

The expected time line and process for review by GOAC and Cabinet should not be taken for granted. Draft submissions to GOAC should be referred to GOAC Executive Officer as early as possible to avoid the possibility of incurring further delay and cost if changes are required.

GOAC meetings are usually held on the last Wednesday of every second each month. Office accommodation proposals must be submitted to the GOAC Executive Officer two weeks prior to a meeting. Submissions must be prepared in conjunction with BMAS and must be signed by the Agency Chief Executive.

GOAC will provide its advice and response to agency submissions within one week of the meeting date.

Where necessary, GOAC will prepare advice to Cabinet in the form of a comment, which is to be attached to the Cabinet submission for the project proposal.

CONTENT OF SUBMISSIONS TO THE GOVERNMENT OFFICE ACCOMMODATION COMMITTEE

All submissions to GOAC should include a summary of the accommodation proposal including the following details under the following headings:

1. Purpose of the submission

- A succinct statement of the scope and major objectives of the project.

2. Background

- Necessary information to give GOAC an understanding of the genesis of the project.

2.1 Agency Details

- Description of Agency business and strategic objectives relevant to the Project

2.2 Current accommodation

- Details of current accommodation relevant to the project including address, leasing costs, area, employee numbers.
- Comment on suitability of existing space.

3. Proposal

3.1 Project Objectives

- Explain reasons for reviewing the accommodation.
- Provide a brief statement on what is expected to be achieved and the broad benefits of the project to government and the agency (eg: benefit to Government cost savings, part of restructuring program).
- Indicate existing approvals/government policy decisions.

3.2 Accommodation Requirements

- Summary of accommodation requirements as outlined in the Facility Plan including explanation of special agency facilities. [*The assistance of BMAS or other professional facilities planning advice should be sought to prepare the above*]
- A completed GOAC space usage table must be attached. [Available from BMAS].
- Office accommodation space targets, standards and fitout cost benchmarks are now mandatory and must be applied to all office accommodation proposals. Where these standards are not met, GOAC must be provided with reasons for any variation.

3.3 Options

- Details of accommodation options considered/analysed (eg location, ownership category, rental, incentives)
- Indication of consultation with government property groups (eg BMAS) to determine government owned options
- Reasons for eliminating options

3.4 Financial Analysis

- Financial analysis from an across government perspective of the accommodation options analysed, including 'status quo' case, preferred option and next best option
- Description of key assumptions (eg rent review method, use of existing fitout)
- Sensitivity testing of key variables

[The assistance of BMAS or other expert advice should be sought to prepare the above.]

4. Discussion

- Preferred option including justification and quantification of functional/service delivery benefits resulting from the proposal
- Impact of proposal on overall agency space usage
- Impact of proposal on overall agency accommodation costs
- Ability to respond to future changes to workforce levels; IT infrastructure
- Impact of proposal on any other government agencies' accommodation
- Proposed project timeframe
- Indication of funding approval - is the project identified in the agency's approved forward budget?

5. Recommendation

[Copies of the GOAC proposal proforma and assistance on the process and complying with the requirements is available from the relevant Client Manager in BMAS

☎ 8226 5050.]

FURTHER INFORMATION

For clarification of points raised in this Circular, please contact:

DAIS Building Management Accommodation Services

Building Management Accommodation Services

Department for Administrative and Information Services

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www.rem.sa.gov.au