# Fit-out Request Form

### PURPOSE: A Fit-out Request Form is to be submitted to the Department of Finance when State government agencies are planning fit-out alterations or new fit-outs.

### WHEN COMPLETING THE FORM

* If the fit-out does not result in a change to your agency’s workpoint count, special operational areas, meeting rooms and quiet rooms, only complete Sections 1 and 4. For assistance, contact officeaccommodation@finance.wa.gov.au.

### Refer to the [Government Office Accommodation Standards](https://www.wa.gov.au/organisation/department-of-finance/government-office-accommodation) for benchmark requirements:

**WORKSPACE DENSITY (13 sqm per workpoint)**

Total net lettable area - Special operational requirement area

Total number of workpoints - Workpoints in special operational requirement area

**WORKPOINT TO PERSON RATIO (no more than 1 workpoint per person)**

Total number of workpoints – workpoints in quiet rooms

Total headcount

* Any deviations from the Government Office Accommodation Standards need to be clarified (and justification provided) on this form.

### The [Government Office Accommodation General Procurement Direction 2021/06](https://www.wa.gov.au) requires Ministerial endorsement to be obtained for fit-out works over $100,000 (excluding GST).

### Early consultation with Government Office Accommodation is encouraged for new office fit-outs.

* Submit proposed floor plans for new tenancies or current and proposed plans for existing tenancies.
* Ensure that the form is signed by your agency’s Delegated Authority prior to submitting.
* Contact officeaccommodation@finance.wa.gov.au for if you have any queries regarding this form or your fit-out.

### Section 1: General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Agency name |       | Address |       |
| Agency contact name |       | Position title |       |
| Agency contact phone |       | Email |       |
| Estimated fit-out project cost: | $      | Estimated completion date of proposed fit-out  | \_\_\_\_ / \_\_\_\_ / \_\_\_\_ |
| Ministerial endorsement is required for fit-out works and refurbishment over $100,000  | *Yes, if endorsement has been obtained or advise why Ministerial endorsement is not required.* | Date obtained  | \_\_\_\_ / \_\_\_\_ / \_\_\_\_ |
| Preliminary design of proposed fit-out works assessed by the Department of Finance[[1]](#footnote-2) |[ ]  Floor plan attached | [ ]  |
| Address of fit-out works |       |
| Reason for fit-out request  | *Provide information to support the need for the fit-out request e.g. Additional workpoints being provided to support increase in staff numbers following a review of business operations/new business units, review of current office layout to improve occupancy, etc.*  |

### section 2: workpoint informatIOn

|  |  |  |  |
| --- | --- | --- | --- |
| **Open Plan Workpoints**[[2]](#footnote-3) | **Current Workpoints**(before the proposed works)(leave blank for new premises) | **Proposed Workpoints** | **Detail** |
| Ground floor, level 1, 2, etc | Number of workpoints  | Number of workpoints  | *Provide additional information as required*  |
| Ground floor, level 1, 2, etc | Number of workpoints  | Number of workpoints  | *Provide additional information as required*  |
| **Total** |       |       |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Enclosed Office**[[3]](#footnote-4) **& Quiet Room[[4]](#footnote-5) (QR) Workpoints** | **Current** (before the proposed works)(leave blank for new premises) | **Proposed** | **Detail** |
| **Office** | **Quiet Room** | **Area** (sqm) | **Office** | **Quiet Room** | **Area** (sqm) |
| Ground floor, level 1, 2, etc | *number of workpoints* | *number of workpoints* |       | *number of workpoints* | *number of workpoints* |       | *For enclosed offices, provide additional information to justify the need for exceptional level of privacy and confidentiality. please also Include the employee position title, role classification and the size of the enclosed office (sqm).* |
| Ground floor, level 1, 2, etc | *number of workpoints* | *number of workpoints* |       | *number of workpoints* | *number of workpoints* |       | *For enclosed offices, provide additional information to justify the need for exceptional level of privacy and confidentiality. please also Include the employee position title, role classification and the size of the enclosed office (sqm).* |
| **Total** |       |       |       |       |       |       |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| **Special Operational Requirement**[[5]](#footnote-6) | **Current** (before the proposed works)(leave blank for new premises) | **Proposed**  | **Detail and Justification** |
| **Workpoints** | **Area** (sqm) | **Workpoints** | **Area** (sqm) |
| Ground floor, level 1, 2, etc | *number of workpoints* |       | *number of workpoints* |       | *Provide information on the use of the space* |
| Ground floor, level 1, 2, etc | *number of workpoints* |       | *number of workpoints* |       | *Provide information on the use of the space* |
| **Total** |       |       |       |       |  |

### SECTION 3: OFFICE UTILISATION[[6]](#footnote-7)

|  |  |  |  |
| --- | --- | --- | --- |
| Current number of people working at this location (leave blank for new premises) |       | Number of people working at this location after the proposed fit-out |       *Provide the total headcount (The number of staff includes permanent, contract and temporary staff and any external parties).* |
| Variance and justification |       *Provide justification if there are more workpoints than headcount.* |
| Workpoint to Person Ratio – workpoint (WP): people (P) |       WP:       P  |

### SECTION 4: Approval by agency’s delegated authority

|  |  |  |  |
| --- | --- | --- | --- |
| Agency Delegated Authority[[7]](#footnote-8) |       | Position title |       |
| Approval signature |       | Date | \_\_\_\_ / \_\_\_\_ / \_\_\_\_ |

### *For electronic approval via email, ensure that the signature block is visible, including name and title. Electronic approval via DocuSign eSignature is also accepted.*

1. An agency may elect to send an early copy of their proposed fit-out works and floor plan before the fit-out form is completed and signed by the agency’s delegated authority. This box should be selected only if an initial compliance assessment was undertaken. [↑](#footnote-ref-2)
2. Open Plan as defined in the *Government Office Accommodation Standards: Office Designs*. [↑](#footnote-ref-3)
3. Enclosed Office as defined in the *Government Office Accommodation Standard: Enclosed Workspaces.* [↑](#footnote-ref-4)
4. Quiet rooms are usually six sqm in size and have voice communication and data network access. [↑](#footnote-ref-5)
5. Special Operational Requirement (SOR) as defined in the *Government Office Accommodation Standard: Special Operational Requirement (SOR).* [↑](#footnote-ref-6)
6. At the time of procurement and/or the fit-out of new workspaces, no more than one workpoint per person will be provided. [↑](#footnote-ref-7)
7. This fit-out request should be approved by an agency officer with appropriate delegated authority to approve the cost of the proposed works. [↑](#footnote-ref-8)