# Accommodation, Carpool and Library Services (ACLS)

# New requirement request form

#### Please complete pages 1-3 and relevant sections per Service required and sign this form.

|  |  |
| --- | --- |
| Department/agency name  |  |
| Division/unit |  |
| Relevant Site |  |
| Nominated contact | Name |  |
| Position title |  |
| Email |  |
| Mobile |  |

## Service required

|  |  |  |  |
| --- | --- | --- | --- |
| New or additional office space **Please also complete section A**  | [ ]  | Increase or decrease in workforce numbers | [ ]  |
| Changed business or operational requirements | [ ]  |
| Emergency accommodation for business continuity | [ ]  |
| Response to MoG / Govt decision / new work program | [ ]  |
| Office / workspace modification or capital works **Please also complete section B** | [ ]  | Modification / Fit out of new space (per Section A) | [ ]  |
| Modification / Fit out to accommodate change in workforce numbers *(*increase density / reconfigure reduced space) | [ ]  |
| Modification / Fit out of existing space to better support current or new business or operational requirements | [ ]  |
| Relocations **Please also complete section C** | [ ]  | Relocation to new space (per Section A) | [ ]  |
| Relocation / reallocation within existing allocated space (same building) | [ ]  |
| Relocation / reallocation within existing allocated space (different building)  | [ ]  |

**Please note** - ICT changes will need to be managed by your Department/Agency and CenITex. ACLS will liaise with nominated contacts to coordinate logistics/timing as part of office accommodation.

## Rationale

|  |  |  |
| --- | --- | --- |
| **Is there an approved accommodation plan / strategy in place for this department / agency?** | **Yes** [ ]  | **No** [ ]  |
| **Is this request aligned with your current approved department / agency accommodation plan / strategy?** | Yes [ ]  | No [ ]  |
| **Please summarise the rationale for the office accommodation request against relevant department / agency accommodation plan / strategy or against approved and budgeted business requirements where there is no approved strategy / plan in place.** |
| Please complete this section………………. |
| **Where additional space or modification / fit out has been requested, please summarise the business requirements, purpose and intended use(s) of the space.**  |
| Please complete this section………………. |

## Funding

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Operational accommodation funding (lease, outgoings & FM) | [ ]  | **ERC Bid** | [ ]  | $  |
| **Project budget** | [ ]  | $  |
| **Operational budget** | [ ]  | $  |
| **Reason for no committed funding** | Complete this section if required… |
| **Financial year(s) that funding is relevant to** | Complete this section if required… |
| Modifications / fitout /capital works funding **Please note**: Capital budget component for all fitout projects to include 2.5% for environmental consultant, initiatives, and certification for 5 Star Fitout. | [ ]  | **ERC Bid** | [ ]  | $  |
| **Project budget** | [ ]  | $  |
| **Operational budget** | [ ]  | $  |
| **Reason for no committed funding** | Complete this section if required… |
| **Financial year(s) that funding is relevant to** | Complete this section if required… |

## Director approval

#### The Director acknowledges on behalf of the client that they have read all relevant sections of this form and provides confirmation of client budget and authorisation for initiating this request by completing and signing below.

**Please note** – further Director approval may also be required to confirm budget for costs associated with final approved scope/solution.

|  |  |
| --- | --- |
| Director name |  |
| Director title |  |
| Email |  |
| Mobile |  |
| Signature: |  |
| Date:  |
| DD / MM / YYYY |

## Section A - New space detailed requirements

### Accommodation requirements

|  |  |
| --- | --- |
| FTE Capacity required | Workpoint utilisation rate |
| **Executive Officers** | XXX | 100% (1:1) [ ]  |  80% [ ]  |  70% [ ]  | <= 60% [ ]  |
| **VPS** | XXX | 100% (1:1) [ ]  |  80% [ ]  |  70% [ ]  | <= 60% [ ]  |
| **Advisers/Stakeholders** | XXX | 100% (1:1) [ ]  |  80% [ ]  |  70% [ ]  | <= 60% [ ]  |
| Total | **XXX** | **Other:** |

|  |
| --- |
| Car parking |
| **Executive vehicles** | XXX |
| **Operational vehicles** | XXX |
| Total | **XXX** |

|  |  |
| --- | --- |
| Preferred location | Preferred suburb/town/region |
| **CBD** | [ ]  |  |
| **Metropolitan** | [ ]  |  |
| **Regional** | [ ]  |  |
| Any other specific location / adjacency requirement |
| Please complete this section if required………………. |

|  |  |
| --- | --- |
| Workspace category | Further detail |
| Standard Office | [ ]  |  |
| Project Site Office | [ ]  |  |
| Customer Service | [ ]  |  |
| Operational | [ ]  |  |
| Additional requirements | Further detail |
| Storage | [ ]  |  |
| Public Interface | [ ]  |  |
| Secure spaces | [ ]  |  |
| Special Security | [ ]  |  |
| Any other additional requirements outside of ACLS standard scope |
| Please complete this section if required………………. |

### Logistics

|  |  |
| --- | --- |
| Preferred dates | Comments/Details |
| **Commencement** | XX/XX/XXXX |  |
| **Completion** | XX/XX/XXXX |  |
| Any other additional details regarding logistics and change management |
| Please complete this section if required………………. |

### Tenure of requirement

|  |  |
| --- | --- |
| Term | Details |
| **Temporary (up to 6 months)** | [ ]  |  |
| **Short term (6 months – 2 years)** | [ ]  |  |
| **Medium term (2-5 years)** | [ ]  |  |
| **Long Term (5-15+ years)** | [ ]  |  |

## Section B - Modification / Fit out / Capital works detailed requirements

### Scope and scale

|  |
| --- |
| What is the anticipated scale and complexity of requested works |
| **Minor works (< $60K)** | [ ]  | **Medium project (<500sqm or up to $1M)** | [ ]  | **Major project (> 500sqm or > $1M)** | [ ]  |
| **Fitout Projects Mandatory EST Budget Requirements detailed below:** |
| For projects <500sqm and the budget is <$60,000 the project team will only utilise the following checklists to achieve the environmental benefits:* Kitchen upgrades
* Bathroom upgrades
* Meeting room upgrades
* Part floor refurbishment upgrades
* Interior upgrades

No additional budget required | For projects <500sqm and the budget is >$60,000 the project team will utilise checklists for the following:* Kitchen upgrades
* Bathroom upgrades
* Meeting room upgrades
* Part floor refurbishment upgrades
* Interior upgrades

And engage an ESD consultant to peer review, measure and verify the environmental benefits against these checklists. Budget required is approx $1,300. | For projects > 500sqm an ESD budget allocation is required based on 2.5% of the total project cost |
| **Environmental requirements for Fitout projects** | **GreenStar – Interiors & Base Building => 5 star Green Star** | [ ]  | **NABERS – Energy => 5 Star NABERS** | [ ]  |
| Is the space currently occupied | **Yes** [ ]  | **No** [ ]  |
| Level & address of project site |  |

### Requirements

|  |
| --- |
| General description of requested works |
| Please complete this section………………. |
| Specific requirements |
| Area / Type | Detail |
| Workstations | [ ]  |  |
| Meeting spaces | [ ]  |  |
| Storage | [ ]  |  |
| Security | [ ]  |  |
| Public interface | [ ]  |  |
| Any other specific modification / fit out / capital works requirements |
| Please complete this section if required………………. |
| Any other specific modification / fit out / capital works requirements |
| Please complete this section if required………………. |

### Logistics

|  |  |
| --- | --- |
| Preferred dates | Comments/Details |
| **Commencement** | DD / MM / YYYY |  |
| **Completion** | DD / MM / YYYY |  |
| Any other additional details regarding logistics and change management |
| Please complete this section if required………………. |

## Section C - Relocation detailed requirements

### Locations

|  |  |
| --- | --- |
| Type of move | Detail |
| **To new space** | [ ]  | **From** |  |
| **To** | ACLS Strategy to complete |
| **Within existing space (same building)** | [ ]  | **Building** |  |
| **Level(s) From** |  |
| **Level(s) To** |  |
| **Within existing space (different building)** | [ ]  | **Building(s) From** |  |
| **Level(s) From** |  |
| **Building(s) To** |  |
| **Level(s) To** |  |

### Scope

|  |  |
| --- | --- |
| Number to be moved | Additional details |
| **People at workstations** | XXX |  |
| **People in offices**  | XXX |  |
| **Utility areas** | XXX |  |
| **Compactus bays** | XXX |  |
|  |  |  |
| Noting that furniture and workstation/meeting room technology is not moved with people unless the building is being vacated or due to specialised operational requirements. |
| Any other specific items to be moved |
| Please complete this section if required………………. |