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SUBMISSION BY CPSU**RE: PROPOSED FIT-OUT OF NEW LEASED PREMISES FOR THE
DEPARTMENT OF INDUSTRY, TOURISM AND RESOURCES IN CIVIC, ACT****INTRODUCTION**

1. The Community and Public Sector Union is a federal union with regions and sections in each State and Territory. CPSU (PSU Group)'s coverage is predominantly in the Commonwealth public sector, but also includes ACT and NT public sectors, and public and private sector employers in the communications, education, aviation, broadcasting, health and pharmaceutical industries.
2. The CPSU welcomes this opportunity to make a submission on the Parliamentary Standing Committee on Public Works on the Proposed fit-out of new leased premises for the Department of Industry, Tourism and Resources in Civic, ACT. This submission is made as a result of consultation with CPSU members and non-members in the Department of Industry, Tourism and Resources.

BACKGROUND

3. In preparing this submission, the CPSU sought feedback from DITR staff utilising a staff survey. The survey was developed to gauge staff feelings on a number of items in DITR's Statement of Evidence. These items were the need for the fit-out, adequacy of the space allocation, consultation and staff facilities.
4. The survey was distributed between 12 and 24 January via CPSU delegates and distributors. Staff had the option of completing the survey in hard copy or online. There were 40 responses.
5. Contributing to the low response rate was the fact that some staff were on leave during the survey period. Some CPSU delegates and distributors were also on leave during this time which meant some staff did not have an opportunity to participate.
6. CPSU requested the survey be distributed using "all staff" email facilities to ensure all staff have an opportunity to give their feedback. DITR rejected this request.

IDENTIFICATION OF NEED

7. 95% of respondents agree with DITR's claim that "the current buildings are fragmented, have inefficient floor layouts, are difficult to secure and generally provide a low standard of accommodations".
8. The CPSU further agrees with this and supports DITR's identification of need for new premises.

ADEQUACY OF SPACE ALLOCATION

9. Only 20% of respondents agree or strongly agree that the reduction in space from 23,353 square meters to 21,750 square meters will be adequate. On this point 40% disagree and 40% were neutral.
10. Other issues that were raised with respect to space allocation include the space allocation per person and their proximity to natural light.
11. The CPSU would like to continue working with DITR to ensure that the fit-out addresses these concerns and continues in accordance with the Comcare guidelines to designing a healthy and safe working environment. These guidelines are available at the following website: <http://www.comcare.gov.au/officewise/index.html#designhealthsafeenvironment>

STAFF CONSULTATION

12. 73% of respondents either agree or strongly agree that they were genuinely informed and consulted on this project. The CPSU congratulates the DITR on achieving this high level of staff consultation.
13. Notwithstanding this, 20% of staff either disagree or strongly disagree that they were genuinely informed and consulted. The CPSU sees this as an indicator that there is further opportunity to include a greater number of staff in the consultative process. For example, one comment from staff raised the issue of insufficient time for proper consideration and response during some of the given opportunities for comment.

PLANNED STAFF FACILITIES - CPSU and STAFF VIEWS

14. CPSU acknowledges DITR's promise of many quality staff facilities and supports these positive initiatives as well as further developments in this area. These include the following:
 - a 74 place child care facility
 - bike parking
 - showers and change and locker rooms
 - two parents room (for breastfeeding, bottle feeding or use of a breast pump)
 - a carers room to allow staff to meet temporary carer responsibilities
 - kitchen facilities and tea making stations
 - two first aid rooms
 - an amenities room
 - a prayer room.
15. The CPSU recognises that access to quality child care is a key component of a modern workplace seeking to ensure a work-life balance for it's employees and supports DITR's commitment to include a 74 place child care facility in the new premises. This facility was rated as important or very important to 45% of survey respondents. 28% were neutral.

16. 48% of respondents rated bike parking as important or very important. 20% were neutral. One respondent added that bike parking is important because it keeps bikes secure and at less risk of damage so long as there are sufficient spaces to avoid doubling up.
17. 76% of respondents rated showers and change and locker rooms as important or very important.
18. 41% of respondents rated a carer's room as important or very important. 25% were neutral.
19. 100% of respondents rated kitchen facilities and tea making stations as important or very important.
20. 83% of respondents rated first aid room as important or very important.
21. 88% of respondents rated an amenities room as important or very important.
22. A prayer room was rated important or very important by 18% of respondents, 40% were neutral.
23. The CPSU supports DITR in providing all of these facilities which accommodate staff with diverse needs in relation to family and personal responsibilities and commitments.

STAFF FACILITIES – OTHER SUGGESTIONS

24. In the survey, the CPSU asked staff what other facilities they would like to see included in the new premises. Some of their suggestions are as follows:
 - free car parking for all staff;
 - a good quality gym that would add to the level of well being of DITR officers;
 - an outdoor garden area with some protection from weather and noise for use at lunchtime;
 - a quiet room;
 - a greater number of smaller kitchen facilities on each floor;
 - short term parking for staff for legitimate needs i.e. picking up work materials;
 - adequate meeting rooms;
 - workstations with lock-up storage space i.e. an overhead hutch, mobile unit and bookshelf as a minimum;
 - a break-out area on each floor to provide some area to get away from the desk and immediate work environment;
 - more small and conference meeting rooms.

CONCLUSION

25. CPSU thanks the committee for this opportunity to make a submission and be a part of this consultative process. CPSU believes that consultation is an essential component of positive workplace relations and hopes to continue working with DITR in this spirit in the future.