

**Portfolio**

**Question No. 97**

**Humphries asked the following question at the hearing on 30 May 2013:**

Staff amenities

What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity.

**The answer to the honourable senator's question is as follows:**

**Attorney-General's Department**

Based on our main buildings of occupation:

- Limited undercover car parking is available at a cost to the employee; 6 monthly ballot system
- Limited undercover bicycle parking is available free of charge
- Limited undercover motorbike parking is available free of charge
- Showers and change rooms
- Lockers
- Café
- Carer's rooms
- First aid rooms
- Quiet Contemplation Room (Prayer Room)
- BBQ area
- Childcare facility
- On floor breakout areas

To attempt to provide costs associated with the above amenities would not be possible as some are part of leases and are not separable and thus it would be an unreasonable diversion of AGD resources to attempt to gather.

**Administrative Appeals Tribunal**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. In addition the following facilities are provided for staff in each of the AAT's locations unless otherwise indicated:

- Limited undercover car parking is available as part of an employment package for full-time members of the AAT and to part-time members and staff at the Registrar's discretion where available in existing leased properties. The cost to the Tribunal varies depending on the location and the level of member or staff contribution – a parking space inclusive of maximum Fringe Benefits Tax costs from \$3,500 (Hobart) to \$16,200 (Sydney) per annum.
- Limited undercover bicycle parking is available free of charge in some locations at the discretion of the lessor and at no direct cost to the AAT.
- Showers and change room facilities in some of the larger offices at a cost of about \$2,000-\$2,500pa based on floor area per site.

- First Aid rooms at a cost of about \$3,000-\$4,000pa based on floor area per site (not all sites have a dedicated room).
- Lunch rooms approx. \$3,000-\$15,000pa based on space rental rates per site (smaller sites may have kitchenette style facilities while larger sites may have a larger room with tables and chairs which are also used for meetings and other work-related activities).

### **Australian Crime Commission**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities.

Other facilities include:

- Limited undercover car parking is available at a cost to the employee or as part of an employment package
- Limited undercover bicycle parking is available free of charge
- Showers and change room facilities in larger offices
- Basic kitchen and lunchroom facilities
- First Aid/ Carer's room
- Employee Assistance Program (staff counselling subject to limits)
- Well-being program
- Security Risk Assessments for certain operational staff
- Ergonomic work station assessments
- Home based work in certain circumstances
- Airline lounge membership for frequent travellers

Cost of Amenities –2012-13 FY (1July 2012 – 31 May 2013)

Amenity	Cost
Employee Assistance program (EAP)	\$25,452
ACCtive Wellbeing Program	\$2,000 plus information and other activities at no cost
<b>Total</b>	<b>\$27,452</b>

### **Australian Commission for Law Enforcement Integrity (ACLEI)**

Normal building requirements include staff amenities such as bathrooms and basic kitchen facilities. Other staff amenities, included in the general rent of premises, comprise:

- Undercover bicycle parking provided by the lessor at no direct cost to ACLEI
- Shower and change room with lockers provided by the lessor at no direct cost to ACLEI
- On-floor breakout areas attached to kitchen facilities
- Undercover car parking for specified positions where available in existing leased properties (total cost for four spaces is \$1474.00 per month, GST exclusive).

### **Australian Federal Police**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. Other facilities commonly provided to staff and in support of AFP operations include:

- Gym
- Locker Rooms
- Showers
- Gun Lockers and unload bays
- Firing Range

- Cafeteria
- Bicycle areas
- Carer's Rooms (some locations)
- Prayer Rooms (some locations)

To attempt to provide costs associated with the above amenities would not be possible as some are part of leases and are not separable and thus it would be an unreasonable diversion of AFP resources to attempt to gather.

### **Australian Customs and Border Protection Service**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. In addition the following facilities are provided for staff:

- Limited undercover bicycle racking;
- Showers and change rooms, male and female;
- Breakout rooms;
- Family rooms; and
- Functional fitness rooms (including gym) where space permits.

The following figures cover 20 sites reported under PRODAC requirements. Offices under 500m<sup>2</sup> have not been included.

The following costs are only calculated annually and are for the full 2012/13 financial year:

<b>Item</b>	<b>2012/2013 Annual Cost</b>
Amenities including kitchens, breakout and family rooms	\$ 1,709,566.96
Functional fitness areas (including gyms) and showers and lockers*	\$ 1,506,021.32*
Bicycle racks	Nil
<b>Total</b>	<b>\$ 3,215,588.28</b>

\* Functional fitness areas (including gyms) and showers and lockers are used by general and operational staff. Operational staff who use these facilities, provide border protection functions at seaports, airports, container examination facilities etc, and their roles may require the need to retain operational fitness standards in line with *Use of Force* requirements.

### **Australian Human Rights Commission**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. Other facilities provided in the Commission's tenancy include:

- 2 x Showers
- 1 x First aid room.

The costs arising from the supply and maintenance of these basic amenities are not currently measured and to do so would be an unreasonable diversion of resources.

### **Australian Institute of Criminology**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. Other facilities not covered by these requirements are as follows:

- Limited undercover bicycle parking - free of charge
- Showers and change room
- Lockers

These amenities form part of the AIC building and a separate cost cannot be provided

### **Australian Law Reform Commission**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. Other facilities not covered by these requirements are as follows:

- undercover bicycle parking is available free of charge
- showers
- lunchroom

There are no costs to the Australian Law Reform Commission for these amenities for the 2012-13 financial year 1 July 2012 to 31 May 2013 as they are part of the office lease and fit out.

### **Australian Security Intelligence Organisation**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. Other facilities include:

- Limited undercover car parking is available to SES as part of their salary package.
- Limited undercover bicycle parking is available free of charge.
- Additional kitchenettes and reheat kitchens for catering.
- Showers and change-room facilities.
- Café
- Carer's room
- First aid room.

The amenities provided are generally equivalent to those provided in any standard work environment (including elements required by legislation). It would not be an effective and efficient use of Government resources to develop the required allocation models to calculate cost estimates for the above listed amenities.

### **Australian Transaction Reports and Analysis Centre**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. Other facilities not covered by these requirements that are generally available to staff in each of the agency's offices include:

- basic lunchroom facilities
- First Aid room
- limited undercover car parking on a cost recovery basis to the employee or as part of an employment package
- limited undercover bicycle parking is available free of charge.

## **Office of the Commonwealth Director of Public Prosecutions (CDPP)**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities.

Other facilities include:

- Provision of Amenities room including –
  - i. Kitchen- with filtered hot and cold water via billi, fridge, microwave oven, dishwasher etc.
  - ii. Breakout eating area with tables and chairs and TV.
- Provision of First Aid room (for offices with over 50 Staff).

In some locations, facilities for the enhancement of staff wellbeing, including showers and bike racks are provided. These amenities are provided free to staff at minimal cost to the CDPP.

It is not possible to provide a breakdown of the cost of staff amenities which largely form part of the overall lease cost for each respective office lease.

## **CrimTrac**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities.

The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. Other facilities not covered by these requirements are as follows:

- Showers
- Lockers
- Breakout space on each floor
- Carer's room
- First aid room
- Car parking – limited number of spaces available on a first come basis
- Secure bicycle parking is available free of charge

Costs are covered by existing building arrangements, and there are no costs to individuals to use these amenities.

## **Family Court of Australia**

The Family Court of Australia only provides the necessary amenities required by staff to undertake their duties. The cost of providing these amenities is not separately identified.

## **Federal Circuit Court of Australia**

The Federal Circuit Court of Australia only provides the necessary amenities required by staff to undertake their duties. The cost of providing these amenities is not separately identified.

## **Federal Court of Australia**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities.

The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. Other facilities not covered by these requirements are as follows:

### WA Registry

- Limited undercover car parking is available at a cost to the employee
- Limited undercover bicycle parking is available free of charge
- Showers
- Carer's room
- First aid room
- Change room that also holds some exercise equipment

- Amenities room containing table, chairs, microwave, sandwich press, kettle and dishwasher.

#### SA Registry

- Limited undercover car parking is available at a cost to the employee
- Limited undercover bicycle parking is available free of charge
- Showers
- First aid room

#### QLD Registry

- Limited undercover car parking is available on roster and at a cost to the employee
- Limited undercover bicycle parking is available free of charge
- Limited showers
- Rest Room and use of an available Office as a Carer's Room on as needs basis
- Lunch Room with basic appliances and hot water Zip machine

#### NSW Registry and Principal Registry

- Undercover car parking is available for SES Level employee
- 1 staff shower
- Lockers for intermittent employees required to wear a uniform
- First aid room provided in building for use by all occupants

#### TAS Registry

- Limited undercover car parking is available at a cost to the employee
- Limited undercover bicycle parking is available free of charge
- Showers

#### NT Registry

- Limited undercover car parking is available
- Showers
- Sick room

#### VIC Registry

- Limited undercover car parking for senior staff.
- Limited undercover bicycle parking for all staff
- Showers
- Tea rooms and kitchenettes fitted with Billi or Zip units and either toasters or sandwich makers. Staff supply their own tea, coffee, milk etc.
- Carers room
- First aid facilities

#### ACT Registry

- Undercover car parking is available for all staff.

#### **High Court of Australia**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. Other facilities in the Canberra building include:

- undercover car, motorbike and bicycle parking for all staff;
- showers and change rooms;

- lockers;
- additional kitchenettes;
- first aid room; and
- gym.

### **Insolvency and Trustee Service Australia**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. In addition the following facilities are provided for staff:

- Limited undercover bicycle parking is available free of charge;
- Showers and change rooms,
- Breakout areas; and
- Limited undercover car parking is available to SES as part of their salary package.

There are no direct costs associated with the bicycle parking, showers and change rooms as they are base building facilities. The costs for breakout areas can't be easily identified as they form part of the premises.

The cost for providing undercover car parking for SES staff was \$26,797.06 for the period 1 July 2012 until 31 May 2013.

### **Office of the Australian Information Commissioner**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. Other facilities include:

- Limited undercover bicycle parking is available free of charge
- Showers
- First aid / Carer's room.

The above facilities did not incur an additional cost. These facilities are paid for as part of the standard tenancy agreement for both Sydney and Canberra office locations. Further information about the Office of the Australian Information Commissioner's tenancy agreement is available on Question on Notice number 96 – office locations.

### **Office of Parliamentary Counsel**

Normal building requirements cover staff amenities such as bathroom and kitchen facilities. The Enterprise Agreement ensures that staff are provided with a safe and healthy working environment. In addition, the following facilities are provided for staff:

- Limited parking is available at a cost to the employee
- Showers, change rooms and lockers
- Free bicycle parking
- First Aid/Parenting Room

All staff amenities above are included in the base lease costs of OPC's premises except parking. The total cost of parking spaces from 1 July 2012 to 31 May 2013 was \$37,993. The amount recovered for parking spaces from employees for the same period was \$6,737.

### **Office of the Australian Information Commissioner**

Normal building requirements cover staff amenities such as bathroom and basic kitchen facilities. Other facilities include:

- Limited undercover bicycle parking is available free of charge
- Showers
- First aid / Carer's room.

The above facilities did not incur an additional cost. These facilities are paid for as part of the standard tenancy agreement for both Sydney and Canberra office locations. Further information about the Office of the Australian Information Commissioner's tenancy agreement is available on Question on Notice number 96 – office locations.