

INTERIM ACT ACCOMMODATION STANDARDS AND GUIDELINES

1 SEPTEMBER 2006

Definition of Government Office Accommodation

The term ‘Government Office Accommodation’ means those areas in either a government owned building or leased premises where office and administrative functions of budget-funded government agencies, statutory authorities and commissions are performed by administrative, technical or professional staff.

This does not apply to stand alone, purpose designed clinical health facilities, schools, correctional facilities, non-government occupied facilities, residences, and the non-office components of other specialist facilities such as Police, Ambulance and Fire stations and courthouses. This type of accommodation is called “Operational Accommodation”.

It does however apply to those areas of operational accommodation that have been converted to enable office and administrative functions to be performed by administrative, technical or professional staff.

Government office accommodation standards, space targets and design principles have been established to achieve consistent, modular and generic office fitouts that are sustainable, flexible and adaptable to changes both within and across agencies. Agencies are required, where possible, to achieve mandatory standards and space targets in proposals for all fitout projects, new leases and extensions to existing leases. Application of these standards and space targets will ensure that the economic life of new fitouts is increased and provide capital savings by reducing the need for costly alterations to existing accommodation to meet the changing needs of Government and agencies.

Consistency will also ensure fitouts are provided on an equitable basis across agencies. The combination of standards and space targets will enable agencies to plan their accommodation in a cost-effective manner and make the most efficient use of available space. The following government office accommodation standards, space targets, and design principles are to be applied to all proposals:

ACCOMMODATION STANDARDS, SPACE AND FITOUT TARGETS	
Accommodation Standard	Premises are to be at a standard that is consistent with the objectives of these guidelines and the remaining useful life of the premises and/or the balance of the lease.
Total space consumption per employee	Not to exceed an average of 15m ² of useable office space (as defined below) for all new accommodation or refurbishments in existing accommodation.
Workspace size (minimum)	7m ² minimum.
Chief Executive Enclosed Offices	In the range of 23-28m ² plus private meeting and waiting areas.
Senior Executive Enclosed Offices	Not to exceed 18m ² .
Non-SES Enclosed Offices	Standard office size not to exceed 12.6m ² – Note: Approval for non-SES enclosed offices is required from Property Group’s ‘Project Control Group’ for each accommodation proposal.
Enclosed office total (per floor)	All enclosed offices not to exceed 10% of the work area.
Environmentally Sustainable Development	Environmentally Sustainable Development (ESD) principles apply to office accommodation and include the Government’s Greenhouse strategy, promoting green energy plus disclosure of Australian Building Greenhouse Ratings.
Accessible Workplace	Workplaces must conform to the access requirements of the Building Code of Australia and meet the intent of the

	Commonwealth Disability Discrimination Act 1992.
Provision of Carers' Room	Significant sized agencies are to establish a carers' room equipped with a networked computer for the use of the employee, a television/video and a bed to employees to work while caring for a sick child or adult.
Property Management Governance	See diagram at Attachment A.
1.1 Design Principles	
All office accommodation designs must reflect:	
<ul style="list-style-type: none"> • Preference for open plan layout • Flexibility for variations in current and future use; • Consistency in style and quality; • Mobile, modular construction for transfer and reuse power//voice/data connections to workstations must be soft-wired; • Existing fit out partitions and furniture must be re-used if practicable and cost-effective • Sharing of amenities eg meeting rooms and storage; • Access and equity requirements of individuals with special needs; • Work stations and offices maximizing and not hindering the flow of natural and artificial light, communication, energy efficiency, personal interaction and use of technology; • Innovation in layout to maximize cost effectiveness of space; 	
Building and personal security standards must be complied with;	
In respect to support areas Primary storage requirements including current files, records etc must be minimized and secondary more cost effective offsite options be pursued: and utility areas are to decentralized so far as possible.	

Compliance with Legislation, Codes and Standards

A range of statutory and management obligations apply to the provision and administration of office accommodation and must be complied with by managers, designers, contractors, employers and users. Applicable ACT legislation, codes, polices and guidelines include, but are not limited to:

Legislation

- ACT Occupational Health and Safety Act 1989;
- ACT Building Act 2004;
- ACT Land (Planning and Environment) Act 1991;
- ACT Environment Protection Act 1997;
- ACT Dangerous Substances Act 2004;
- ACT Dangerous Substances (General) Regulations 2004;
- ACT Construction Occupations (Licensing) Act 2004;
- Human Rights and Equal Opportunity Commission Act 1986;
- Disability Discrimination Act 1992;

Codes, Polices and Guidelines

- Building Code of Australia;
- National Code of Practice for the Construction Industry;
- National Occupational Health and Safety Commission Code of Practice for the Management and Control of Asbestos in Work Places;
- OH&S Policy P01 - First Aid;
- OH&S Policy P11 – Thermal Comfort in ACT Government Workplaces;
- OH&S Policy P18 – Air Quality – Indoor Environment;
- OH&S Policy P20 – Managing Refurbishment and Relocation;
- OH&S Policy P21 – Space Standards for Office Based Work Environments;
- ACT Asbestos Fact Sheets Work for Trades 2006 (see <http://www.asbestos.act.gov.au/>)
- ACT Government Work Life Balance Policy CMD (PSM&IRG) – October 2005
- Sustainable Transport Plan for the ACT; and
- Draft Exposure ACT Protective Security Policy and Guidelines – April 2004.

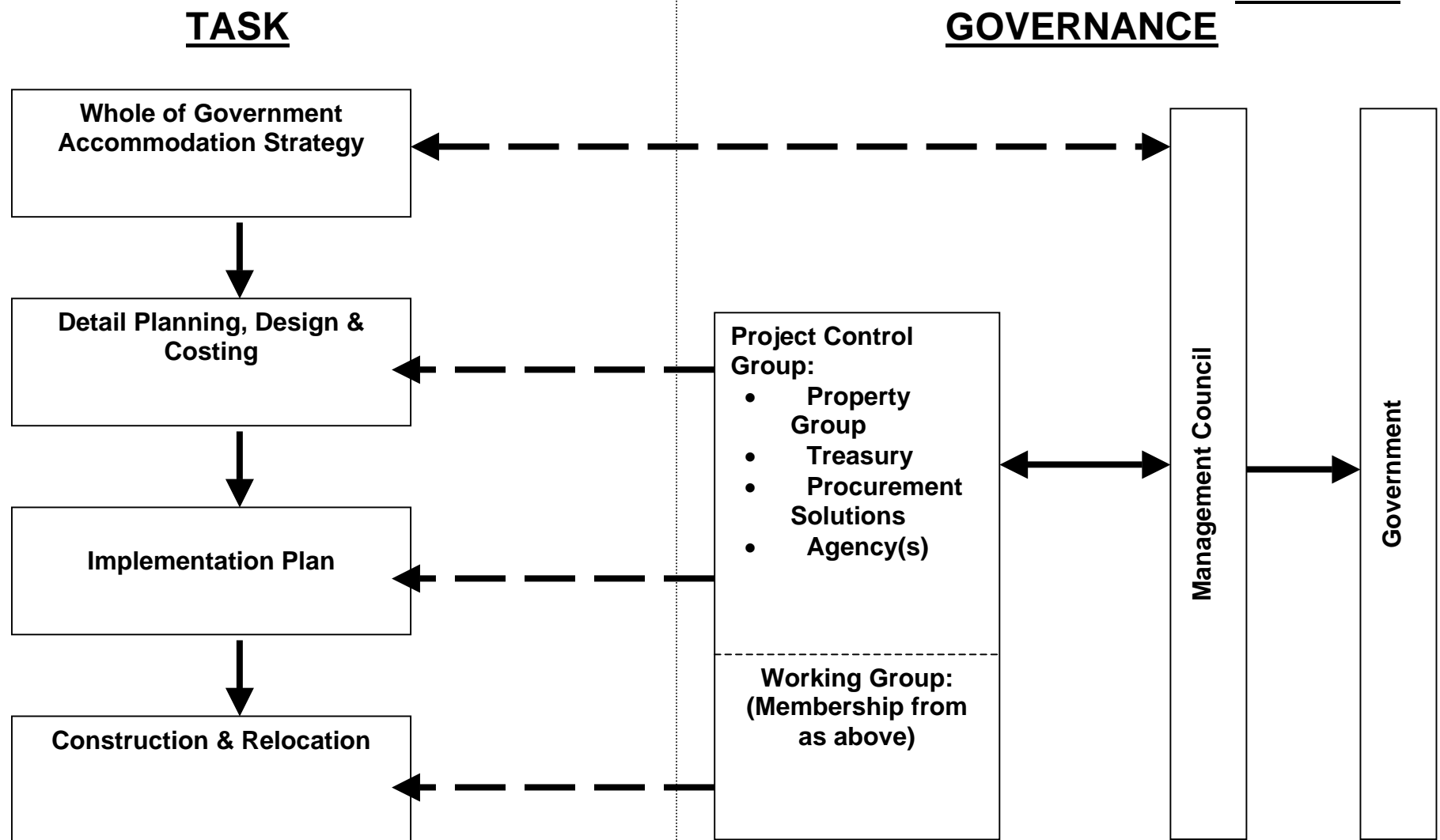
Definition of Useable Office Area

All that area within an office building's net lettable area where the functions of government are, or can be, performed by administrative, technical, or professional staff. Areas excluded from the measurement of Useable Office Area include:

- Building entry foyers. And an area of 1.5m in front and to each side of lift entry doors, emergency exits and toilet facilities;
- Areas that do not provide adequate amenity for use as office space due to an absence of natural light or other physical constraints (for example in Macarthur House this includes an area affected by electrical interference from the electricity sub station) and where it is either impracticable or too costly to rectify the problem;
- Public areas associated with non-office functions such as customer service shop fronts, public libraries and specialist non-office areas such as health facilities;
- Designated Computer Server Rooms and telecommunication areas;
- Cafeterias established for the use of the general public; and
- Theatrettes and conference facilities that can be hired for use by the general public.

Author: Property Group

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Notes:

- Working Group is an officers sub group of the Project Control Group with day to day project responsibilities
- Project Control Group (E/Director level Group) responsible for principal oversight and decision making
- Management Council to be reported to monthly.
- Government: regularly briefed and approvals sought as per Functional Review decisions