



THE PARLIAMENT OF THE COMMONWEALTH OF AUSTRALIA

PARLIAMENTARY STANDING COMMITTEE ON PUBLIC WORKS

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REPORT

relating to the

PROPOSED FITOUT WORKS AT BOX HILL AND MOONEE PONDS,  
VICTORIA, ADELAIDE AND PERTH FOR  
AUSTRALIAN TAXATION OFFICE

(Twenty-third Report of 1989)

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MEMBERS OF THE PARLIAMENTARY STANDING COMMITTEE  
ON PUBLIC WORKS

(Twenty-ninth Committee)

Mr Colin Hollis MP (Chairman)

Mr Percival Clarence Millar MP (Vice-Chairman)

Senate

Senator Bryant Robert Burns

Senator John Robert Devereux

Senator Dr Glenister Sheil

House of Representatives

Mr George Gear MP

Mr Robert George Halverson OBE MP

Mr John Graham Mountford MP

Mr William Leonard Taylor MP \*

\* Appointed on 29.9.88 following resignation of  
Mr Maxwell Arthur Burr MP

Secretary:

Mr Peter Roberts

**SECTIONAL COMMITTEE ON PROPOSED FITOUT WORKS AND BOX HILL AND  
MOONEE PONDS VICTORIA, ADELAIDE SOUTH AUSTRALIA AND PERTH WESTERN  
AUSTRALIA FOR AUSTRALIAN TAXATION OFFICE**

Mr Colin Hollis MP (Chairman)  
Mr Percival Clarence Millar MP (Vice-Chairman)  
Mr Robert George Halverson OBE MP  
Mr John Graham Mountford MP

Inquiry Staff:        Mr David Crawford - Research Officer  
                         Mrs Helen Hutchins - Secretarial Support



EXTRACT FROM VOTES AND PROCEEDINGS OF  
THE HOUSE OF REPRESENTATIVES

NO. 131 DATED WEDNESDAY 16 AUGUST 1989

- 12 PUBLIC WORKS COMMITTEE - REFERENCE OF WORK - FITOUT WORKS AT BOX HILL AND MOONEE PONDS, VIC., ADELAIDE AND PERTH :  
Mr West (Minister for Administrative Services), pursuant to notice, moved - That, in accordance with the provisions of the Public Works Committee Act 1969, the following proposed work be referred to the Parliamentary Standing Committee on Public Works for consideration and report: Fitout works at Box Hill and Moonee Ponds, Vic., Adelaide and Perth.

Mr West presented plans in connection with the proposed work.

Debate ensued.

Question - put and passed.

## PARLIAMENTARY STANDING COMMITTEE ON PUBLIC WORKS

### FITOUT WORKS AT BOX HILL AND MOONEE PONDS VICTORIA, ADELAIDE SOUTH AUSTRALIA AND PERTH WESTERN AUSTRALIA FOR THE AUSTRALIAN TAXATION OFFICE

On 16 August 1989 the House of Representatives by resolution referred to the Parliamentary Standing Committee on Public Works, for consideration and report, the proposal for fitout works in leased office buildings in Victoria, South Australia and Western Australia for the Australian Taxation Office.

#### THE REFERENCE

1. The proposal provides for fitout works in six pre-commitment lease office buildings in Box Hill and Moonee Ponds, Victoria and two offices each in Adelaide and Perth for the Australian Taxation Office (ATO).
2. As the functional requirements of the ATO are similar at each location and building, it is intended that each building will provide approximately 20 000m<sup>2</sup> of office space, ground floor shopfront space and a restricted staff entry point.
3. The total cost of the fitout works at the six locations is estimated at \$46.7M at July 1989 prices.

#### THE COMMITTEE'S INVESTIGATION

4. The Committee received written submissions from the ATO, the Public Sector Union (Victorian Branch) and the Federated Clerks Union (Tax Officers Branch) and took evidence from representatives of these organisations at a public hearing in Melbourne on 17 October 1989.

5. Documentation was provided by the City of Essendon and is incorporated in the Minutes of Evidence.

6. Prior to the public hearing the Committee was briefed on the proposal by representatives of the ATO and inspected the existing Victorian North office in the Melbourne central business district and the two proposed office sites at Box Hill and Moonee Ponds. The Committee also met local council officials when visiting the sites. On 28 June 1989, the Committee inspected six sites in Perth and its surrounding suburbs, which the ATO had identified as possible sites for the local offices.

7. A list of witnesses who appeared at the hearing is at Appendix A. The Committee's proceedings will be published as Minutes of Evidence.

#### BACKGROUND

8. ATO received in-principle approval from Federal Cabinet in February 1987 for a major computer re-equipment program. A subsequent accommodation survey found that existing ATO accommodation throughout Australia is technically unsuitable to house the new equipment.

9. An accommodation strategy was developed by ATO with the aim of accommodating staff and equipment in purpose designed leased buildings by mid 1992.

#### THE NEED

10. The need for the fitout works at the six proposed buildings stems from three factors, these are the ATO's:

- . computer re-equipment program
- . office decentralisation policy, and
- . modernised accommodation requirements.

### Computer Re-equipment Program

11. In December 1986 ATO put forward to Government a proposal for computer re-equipment. This received in-principle approval from Cabinet in February 1987. The ATO advised at the public hearing that the contract to co-ordinate the provision of computer equipment has been awarded to the Computer Power group, at a cost of approximately \$700M.

12. As a consequence of the re-equipment program a survey was conducted by Australian Construction Services (ACS) of ATO office accommodation throughout Australia. The survey showed that the majority of the buildings presently occupied by ATO are not technically suitable for the installation of the new equipment. For instance the new computers will have a large heat output. The existing buildings would have to be modified to provide improved air-conditioning, lighting, more electrical power, new cabling and a greater floor load capacity in order to accommodate the equipment.

13. ATO developed an accommodation strategy to place staff and equipment in purpose designed buildings to meet its special requirements. The Commonwealth Government approved pre-commitment leased buildings as the appropriate delivery mechanism to enable ATO to obtain the accommodation in time to co-ordinate fitout with the delivery and installation of the new equipment by mid 1992. The leasing method was considered to have significant time advantages over other delivery methods.

### ATO's Decentralisation Policy

14. The ATO has since 1975 pursued a policy of decentralising its larger offices from the central business district's (CBD's) of major cities to suburban or country sites.

15. The purpose of the policy is to create small offices of 600-800 people which are of a more human and manageable size, leading to higher staff morale, satisfy customer demand for de-centralised services and cater for staff living in suburban or country locations.

16. An associated benefit is that there is often a reduction in rental costs outside the CBD.

17. The first of these decentralised offices was at Parramatta in New South Wales (NSW). Other offices in NSW are located at Chatswood, Newcastle and Albury/Wodonga. In Victoria new offices have been established in Dandenong and the Victoria North Office in the Melbourne CBD. This office is proposed to take up the Moonee Ponds lease.

#### Modernised Accommodation Requirements

18. ATO reviewed its overall space needs in late 1987/early 1988. This assessment determined the need for a per capita space allocation of 20m<sup>2</sup> for an office of 1 000 people. Additionally future growth space of up to 25% in some offices was identified.

19. The Commonwealth Government approved this space allocation in 1988. The need to upgrade existing accommodation enabled ATO to review the principles used in selecting new accommodation, these will be discussed later in the report. The Commonwealth will be entering into agreements to lease buildings that have been specially designed to accommodate the ATO and finished to its standards.

#### Committee's Conclusion

20. The Committee accepts that as a consequence of the Australian Taxation Office's computer re-equipment program and the unsuitability of its existing office space to accommodate the

equipment, there is a need for fitout works at the six proposed office buildings in Victoria, South Australia and Western Australia. The proposals are also in accordance with the Australian Taxation Office's decentralisation policy.

#### THE PROPOSAL

21. The proposal is for fitout works in six pre-commitment lease office buildings in Box Hill and Moonee Ponds in Victoria, and two offices each in Adelaide and Perth. (See Figures 1-3 showing locations).

22. The buildings will be fitted out to ATO functional requirements. These requirements are similar at each location.

23. The ATO presented for the Committee's specific consideration the Box Hill project which is the most advanced of the six and is also typical of all buildings. The remainder of the report will therefore discuss the Box Hill proposal in detail and note the progress of the other projects based on the available information.

#### Box Hill

##### Background

24. Several surveys were conducted by ATO of staff in the Melbourne office and showed that nearly 900 staff preferred to work in the region of Box Hill.

25. A site of 5 180m<sup>2</sup> has been selected at Box Hill fronting onto Bank Street and Whitehorse Road. (The latter is one of Melbourne's main eastern arterial routes.) The site is within the Box Hill district centre in a precinct designated for development by the Box Hill Council. The site is adjacent to the

railway station entrance and bus terminal and the pedestrian subway entrance to the local shipping mall.

#### The Building

26. The six floor building will provide 20 080m<sup>2</sup> of lettable office space with carpets and air-conditioning. There will be 123 car-parking spaces and 1 000m<sup>2</sup> of storage space in basement level one, which is accessed via Bank Street. Additional car-parking spaces will be provided for public use on different floor levels but will be separated from the ATO areas.

27. On the ground floor 590m<sup>2</sup> will be available for shops fronting Bank Street. These will be separate from the ATO areas with separate entries and services.

28. The building will provide a secure environment for ATO staff and operations. Public access will be restricted to cashier and enquiry areas on the ground floor.

29. Access to the building for the disabled will be provided in accordance with current Australian standards. Toilets for disabled persons will also be located on each floor. Appropriate amenities for staff including a canteen will be provided as part of the fitout.

30. Fitout will be undertaken during construction of the building. The developer, Galvin Construction Group, will co-ordinate the fitout work with the construction of the building to meet the timetable and to minimise dead rent.

31. The preliminary cost estimate for the fitout of the building is \$8.2M at August 1989 prices. Completion of the building is scheduled for mid to late 1991.

32. Construction, fitout and service details for the building are as follows:

#### Mechanical Services

33. Air conditioning and associated mechanical services will be provided in accordance with the requirements of all relevant authorities, current Australian and ATO standards.

34. A centralised plant has been adopted by the developer to maximise usable office space and control plant noise. The air conditioning plant will consist of roof mounted chilled water and heating water equipment and air handling units on each level.

35. The design of the air conditioning system allows for special areas such as conference rooms, training rooms and computer facilities to be located as required throughout the building.

36. Centralised control of the air conditioning system will ensure overall temperature control, equipment operational status, central plant loading and alarm indication. A microprocessor with time switches will control central plant loading and load shedding facilities to ensure minimum energy demands consistent with building occupancy and comfort.

#### Electrical Services

37. The electrical installation will include the following items in accordance with the requirements of the ATO, relevant Australian Standards and the requirements of the local supply authority:

- . main switchboard
- . distribution switchboard on each office floor
- . supply and installation of light fittings and



general purpose and special purpose power outlets

- . the supply and installation of an emergency warning and intercommunication system and emergency evacuation lighting
- . the supply and installation of telephone block cabling and cableways for building intruder alarm system.

#### Main Power Supply and Metering

38. A substation will be provided at ground floor level. The metering equipment will be located adjacent to the main switchboard. In addition to the main supply authority metering, sub-metering equipment will be installed on each level local switchboard and on major plant to facilitate internal auditing.

#### Fire Services

39. The building will be fitted with fire sprinklers throughout to relevant authority standards. Fire hydrants and hose reels will be provided on each floor. Portable fire extinguishers will also be provided.

#### Lifts

40. The building will be served by four lifts to provide an efficient service for both passengers and goods delivery. One of the lifts will provide a goods/passenger service and will be fitted with a stretcher recess.

#### Hydraulic Services

41. The hydraulics installation will include all sanitary plumbing, hot and cold water fixtures, above ground drainage,

sewer service, stormwater drainage, pumps and associated ring mains.

#### Structural Statement

42. The six levels of the building above ground will be of fire rated steel framed construction with bondek/concrete slab floors. Basement levels will be of reinforced concrete construction.

#### Design

43. Fitout will maximise open office areas. Specialised areas will be located to provide cost effective installation of services and operational flexibility wherever possible.

#### Emergency Power

44. A diesel generator will be installed to provide power to computers and essential lighting and air conditioning plant to permit operation during power failures.

#### ATO MOONEE PONDS OFFICE, VICTORIA

45. The Victorian North Office currently located in the Melbourne CBD was established in 1986 by reducing the size of the Melbourne office. This office was created with the aim of being ultimately transferred to Moonee Ponds. The Commonwealth Government approved funding for the relocation of the office to Moonee Ponds in 1988.

46. A site has been chosen in Gladstone Street, Moonee Ponds and the development is currently going through the approval process with the relevant authorities.

47. The proposed building will provide about 19 500m<sup>2</sup> of office accommodation, 1 500m<sup>2</sup> of storage space and 120 car-parking spaces.

48. The fitout will be similar to that of the Box Hill office. The fitout budget approved by the Commonwealth Government is \$7.258M at March 1988 prices. The developer, Cellante Joint Venture Pty Ltd expects to complete the building by mid to late 1991.

#### **ATO ADELAIDE OFFICES, SOUTH AUSTRALIA**

49. In Adelaide the ATO decided to split the current office into two smaller offices. The Adelaide staff when surveyed showed a preference to work in the city area. It is proposed that six buildings which are currently occupied will be reduced to two CBD locations.

50. Proposals for two pre-commitment lease buildings have been selected. These two buildings will provide 21 000m<sup>2</sup> office accommodation, 505m<sup>2</sup> storage area and 137 car-parking spaces and 22 000m<sup>2</sup> office accommodation 150m<sup>2</sup> storage area and 100 car-parking spaces respectively. The developers of the two offices have been selected, they are John Holland Properties Pty Ltd and Trikon Corporation Pty Ltd.

51. The fitout of these buildings will be similar to Box Hill. The approved fitout budget is \$13.324M at March 1988 prices.

#### **ATO PERTH OFFICES, WESTERN AUSTRALIA**

52. The six buildings currently occupied in Perth will be reduced to two, leading to greater efficiency and an improved service to taxpayers. The site selection process has not yet concluded however both city and suburban locations are being considered.

53. Final tenders for two pre-commitment lease buildings were submitted in September 1989 and are currently being considered.

54. The fitout of these buildings will be similar to that provided at Box Hill. The approved fitout budget is \$13.085M at March 1988 prices.

#### ATO CRITERIA FOR NEW ACCOMMODATION

55. As mentioned earlier the need to upgrade existing accommodation enabled ATO to review the principles used in selecting new accommodation. ATO decided each new office should meet the following criteria:

- . each branch office should be confined to a single building
- . offices of six to eight hundred staff are preferred with no office exceeding one thousand because these are more manageable in size and lead to improved staff morale and efficiency. However, some locations may be smaller than six hundred staff depending on the circumstances
- . higher profile will be given to taxpayer service, through the ability to handle all enquiries from any location and the provision of an expanded range of services
- . each branch office will have a region or 'patch' to process based on accessibility to taxpayers for audit purposes. Residential (for salary and wage or property income earners) or business address (for businesses)

is to dictate the office with which each taxpayer deals. Moving to this basis of lodgement would achieve a greater distribution of higher level work for staff than under the present postal address lodgement rules

- . a staffing profile is to be adopted to reflect the 'patch' taxpayer characteristics although a balanced career path is to be sought
- . no branch office is to be restricted to audit activities only. Elements of processing and other appropriate functions including taxpayer service are to be encompassed in all branch offices
- . there is to be an appropriate career path either at a branch or regional level
- . taxpayers are to be encouraged to lodge in their 'owner' office. However, if they do not, it will not be a constraint to processing in the office of lodgement
- . each branch office will have a range of functions. However, functions could be centralised (including centralisation of management of the function rather than the activity itself) where proven to be efficient.

56. Other factors considered by ATO when selecting locations for offices included:

#### Transport Links

57. The office must be accessible to taxpayers and staff and must be close to public transport. The office must also be accessible by road with public parking available within reasonable walking distance.

#### Staffing Preference

58. To make an office viable, there must be sufficient numbers of experienced staff willing to work at the proposed location. While the new office does not necessarily have to be fully staffed from existing personnel, any additional recruitment must be offset by staff wastage in the donor office within a reasonable period of time.

#### Appropriateness for a Large Office

59. In addition to meeting local council and state planning authority requirements in relation to height restrictions, land usage, etc., the general area must be suitable for building an appropriately sized office complex. The presence of a high-rise landmark office building in small suburban centres would clearly be inappropriate.

#### Commercial/Community Facilities for Staff

60. The office should be located reasonably close to banks, shops, childcare facilities and parking for the convenience of staff. It is important to meet staff expectations so the office is where staff are willing to work. Access to tertiary institutions is also an important consideration.

61. ATO advise that as part of its accommodation strategy it has plans for approximately another twenty offices to be

developed in the next four to five years. These criteria will provide the basis for the establishment of the new offices.

#### Committee's Conclusion

62. The Committee believes that the criteria developed by the Australian Taxation Office to meet its accommodation requirements will provide a better working environment for staff, lead to improvements in efficiency and productivity and provide a better service to the public.

#### THE PROVISION OF CAR-PARKING SPACES

63. The Committee has noted in recent reports that the Department of Administrative Services is reviewing the existing car-parking policy at Commonwealth buildings, following disputes between the Commonwealth and local councils about the provision of car spaces. The disputes arise from the fact that the Commonwealth is not obliged to meet local council requirements for the provision of car spaces.

64. Representatives of ATO informed the Committee at the hearing that as the proposed Box Hill building is to be constructed by a private developer it is subject to local council requirements concerning car-parking.

65. The Box Hill Council requirement is for approximately 720 car spaces. ATO advise that about 400 spaces will be available in the building and the developer will provide an additional 300 spaces off-site.

66. In this situation the ATO is merely the lessee of the proposed building and the private developer has had to comply with local council requirements. This is quite different to recent inquiries at Logan City and Townsville, Queensland and

Hobart, Tasmania where office buildings will be constructed by the Commonwealth.

67. The Federated Clerks Union (FCU) in its submission suggested that parking be provided at the Commonwealth offices on the basis of one per four staff in a suburban location and one per five staff at a CBD location.

68. ATO replied that Commonwealth policy is to provide car-parking only for official purposes. In accordance with this policy at the proposed Box Hill office, ATO will rent 120 spaces for official purposes only. ATO maintained that the choice of the mode of transport to work by staff is a private matter.

#### CHILDCARE FACILITIES

69. The provision of childcare facilities in Commonwealth offices is another issue that has repeatedly been submitted, by staff unions at recent hearings concerning Commonwealth office projects. In its recent report on Logan City Commonwealth Offices (13th Report of 1989) the Committee recommended the Commonwealth review its position on the provision of childcare facilities for Commonwealth employees.

70. The Victorian Branch of the Public Sector Union (PSU) is seeking the provision of childcare facilities for employees of the two proposed buildings. The PSU regards the provision of these facilities by the public sector as an essential means by which the Commonwealth can meet its obligations as an Equal Employment Opportunity employer and its obligations in relation to affirmative actions plans.

71. The PSU at the hearing referred to a cost-benefit study of employer provided childcare produced by the Office of the Status of Women of the Department of Prime Minister and Cabinet in July 1989 (which the PSU included as an appendix to its submission).



The study found direct financial benefits from reductions in labour related costs and the taxation concession provided to employers. The report noted improved employee morale, industrial relations and ability to attract potential employees. Further, the study found that employer supported childcare centres can charge users considerably less than the prevailing commercial rate and still break even.

72. The PSU study showed that an employer providing a work based childcare centre would only have to charge a small fee to break even. With regard to funding, the unions propose that the employer would fund the capital and recurrent costs associated with the establishment of the childcare facilities; operating costs would be met by parent fees and Commonwealth subsidies under the childcare program.

73. The FCU supported the PSU's position on childcare at the hearing.

74. ATO stated that it is examining the provision of childcare facilities in the work place very closely, and is presently undertaking a financial analysis to determine the benefits of such facilities.

75. ATO acknowledged that it sees some obvious benefits, such as the retention of skilled staff whose departure would be a significant loss to the organisation. If it can prove in the financial analysis that there are benefits, the ATO said at the hearing it would consider the introduction of childcare. However it emphasised that its examination was at a very preliminary stage and any proposal would also require discussions with the Departments of Finance and Community Services and Health as well as the Commonwealth Government.

76. The ATO also indicated it had had discussions with the unions and informed them as to its activities concerning the provision of childcare facilities.

#### OTHER CONCERN OF THE UNIONS

##### Career-Staff profile

77. The FCU in particular stressed its concern about the staff profile of the new offices. With the ATO having indicated its intention to process work on a 'patch' or region basis (particularly relating to audit activities), the FCU believes that there may be difficulties for the Box Hill office, as the 'patch' consists predominantly of wage and salary earners. The union insist that all offices have similar career structures avoiding a situation where some offices are 'profile rich' or 'profile poor'.

78. ATO noted that with respect to CBD offices the work is likely to reflect the activities in the CBD. As each tax office services taxpayers in the surrounding area, ATO acknowledges that it is likely that the CBD office staff profile will be different from suburban offices.

79. However, ATO stress that this is not necessarily the outcome and it is presently negotiating with staff associations and unions about this matter. ATO say its final position on the matter has not been finalised.

##### Modernisation

80. PSU in particular in its submission seeks the fulfilment of its log of claims on modernisation, and the FCU also referred to the issue of modernisation.

81. ATO indicated it is negotiating a range of issues with the unions in relation to its total modernisation program; these negotiations have been continuing for twelve months.

#### **Staff Amenities**

82. The FCU also recommended in its submission that recreational and cafeteria facilities be provided in each office. ATO indicated a small food service outlet and other staff amenities will be provided as they are good for staff morale. ATO also advise that security arrangements, agreed to by the unions, will be implemented in each building.

#### **Consultations with Unions**

83. At the public hearing the PSU and FCU were both critical of the degree of consultation between the unions and the ATO. The PSU did not believe it was appropriate to be consulted at the tender stage, rather consultation should take place at the contemplative stage.

84. In response to this criticism the ATO submitted at the hearing a copy of the ATO Accommodation Standards Manual which provides guidelines for building design and standards for fitout in ATO buildings. ATO emphasised that the manual was developed by ATO management and the PSU and FCU.

85. Representatives of both unions are members of the ATO's management advisory committee, a senior committee which is currently responsible for overseeing the modernisation process. ATO stressed that in every one of its major projects, the unions are involved either at steering committee or working party level.

86. ATO also mentioned it still is quite early in the development process, and as the fitout stage approaches it will have extensive discussions with staff and unions.

87. It also pointed out that with regard to one of the significant elements of the fitout, the development of work-points, a joint ATO union project has examined the design and tenders for work stations. Currently, the ATO is working with manufacturers and unions to design these work stations.

#### **Committee's Conclusion**

88. The Committee observes that both the Public Sector Union (Victorian Branch) and the Federated Clerks Union (Tax Officers Branch) are somewhat critical of the degree of consultation with the Australian Taxation Office regarding the two Victorian office projects. The Committee notes the assurance of the Australian Taxation Office that it will conduct extensive discussions with staff and unions regarding the details of the fitout proposals.

#### **CONSULTATIONS**

89. The ATO has consulted the following organisations in relation to the projects:

- . Department of the Arts, Sport, the Environment, Tourism and Territories
- . Australian Council for Rehabilitation of the Disabled
- . Disabled Persons International
- . Federated Clerks Union (TCB)
- . Location of Government Employee Committee
- . Public Sector Union.

#### **State and Local Government Authorities**

90. State and local government authorities have been consulted in respect of the Box Hill and Moonee Ponds projects. The Box

Hill project will conform with the requirements of the following authorities:

- . City of Box Hill
- . Box Hill Electricity Supply Authority
- . Gas and Fuel Corporation
- . Melbourne Metropolitan Fire Brigade
- . Melbourne and Metropolitan Board of Works
- . Ministry of Planning and Environment
- . Roads Corporation of Victoria
- . Telecom.

91. Consultations with the relevant bodies with respect to the Moonee Ponds, Adelaide and Perth projects will continue to ensure compliance with appropriate regulations.

#### **CONSTRUCTION PROGRAM**

92. The Victorian offices are scheduled for completion by mid-to late 1991, the Adelaide offices late 1991 and the Perth offices early 1992.

#### **LIMIT OF COST ESTIMATE**

93. The limit of cost estimate for the fitout of the six leased office buildings is \$46.7M at July 1989 prices.

#### **Committee's Recommendation**

94. The Committee recommends fitout works in six leased office buildings in Box Hill and Moonee Ponds, Victoria, and Adelaide, South Australia and Perth, Western Australia for the Australian Taxation Office at an estimated cost of \$46.1M at July 1989 prices.

## CONCLUSIONS AND RECOMMENDATIONS

95. The conclusions and recommendations of the Committee are set out below with the paragraph in the report to which each refers:

Paragraph

1. The Committee accepts that as a consequence of the Australian Taxation Office's computer re-equipment program and the unsuitability of its existing office space to accommodate the equipment, there is a need for fitout works at the six proposed office buildings in Victoria, South Australia and Western Australia. The proposals are also in accordance with the Australian Taxation Office's decentralisation policy. 20
2. The Committee believes that the criteria developed by the Australian Taxation Office to meet its accommodation requirements will provide a better working environment for staff, lead to improvements in efficiency and productivity and provide a better service to the public. 62
3. The Committee observes that both the Public Sector Union (Victorian Branch) and the Federated Clerks Union (Tax Officers Branch) are somewhat critical of the degree of consultation with the Australian Taxation Office regarding the two Victorian office projects. The Committee notes the assurance of the Australian Taxation Office that it will conduct extensive discussions with staff and unions regarding the details of the fitout proposals. 88

4. The Committee recommends fitout works in six leased office buildings in Box Hill and Moonee Ponds, Victoria, and Adelaide, South Australia and Perth, Western Australia for the Australian Taxation Office at an estimated cost of \$46.1M at July 1989 prices.

94



Colin Hollis

Chairman

23 November 1989

LIST OF WITNESSES

- BAGULEY, Mr Denis, State Manager, Australian Property Group,  
Department of Administrative Services, 525 Collins Street,  
Melbourne, VIC**
- BULL, Mr Kevin Watson, Project Officer, Australian Taxation  
Office, 2 Constitution Avenue, Canberra City, ACT**
- FRANKLIN, Mr Peter Anthony, Acting Deputy State Manager, Project  
Divisions 1, Australian Construction Services, Department  
of Administrative Services, 231 Bourke Street, Melbourne,  
VIC**
- HODGSON, Mr Richard Alan, Chief, Decentralisation and  
Accommodation Unit, Australian Taxation Office,  
2 Constitution Avenue, Canberra City, ACT**
- MITCHELL, Mr Vincent Thomas, First Assistant Commissioner,  
Corporate Services, Australian Taxation Office,  
2 Constitution Avenue, Canberra City, ACT**
- MOUNTFORD, Ms Susan Della, Joint Assistant Branch Secretary,  
Public Sector Union, Victorian Branch, 393-397 Swanston  
Street, Melbourne, VIC**
- O'CONNELL, Mr Shane Patrick, Assistant Branch Secretary, Taxation  
Officers Branch, Federated Clerks Union, 6/53 Queen Street,  
Melbourne, VIC**



**CONSTRUCTION DETAILS**

**DESIGN OF BUILDING SERVICES - BOX HILL OFFICE**

**Mechanical Services**

The design of the air conditioning, mechanical ventilation and other mechanical services will be designed to suit the environmental requirements of the ATO fitout.

**Electrical Services**

**Lighting**

The lighting will be designed to suit the environmental requirements of the ATO fitout.

**Power Distribution**

The buildings power distribution system will be designed to suit the environmental requirements of the ATO Fitout.

**Communications**

A P.A.B.X. will be installed by others with funds provided and the following systems will be designed to suit the ATO fitout:

- a. telephone block cabling system
- b. the Emergency Warning and Intercommunications Systems (EWIS).

**Fire Services**

The building fire protection system will be designed to suit the fitout in accordance with fire regulation requirements and ATO Standards.

**Hydraulics**

Additional sanitary plumbing will be provided as required.

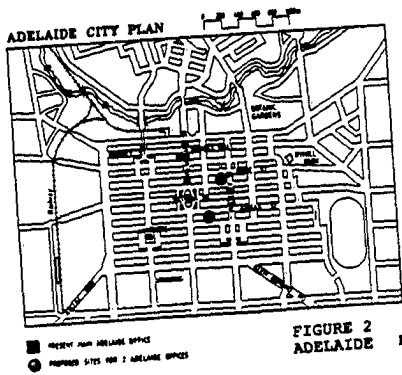
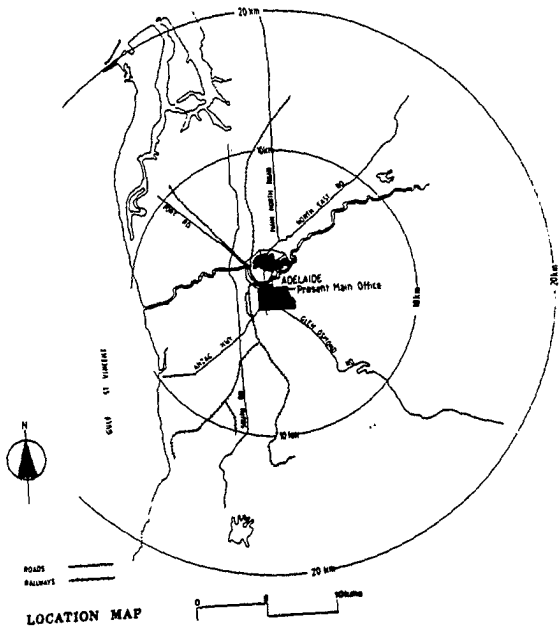
**Security**

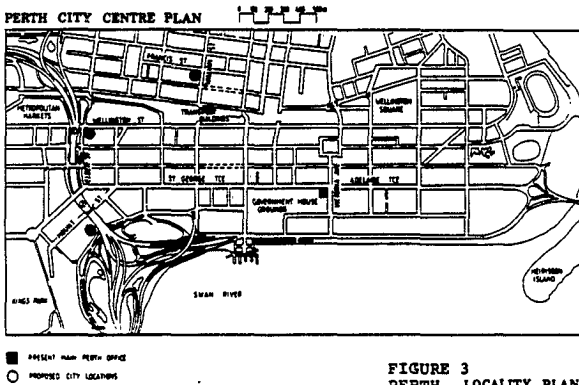
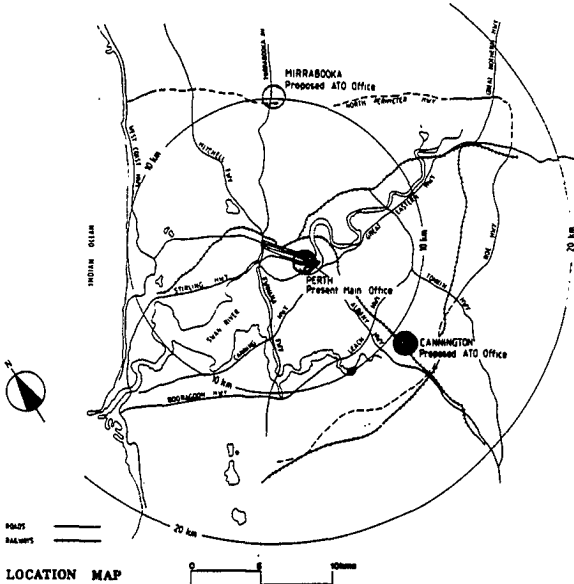
Physical and electronic security items will be installed in accordance with ATO security requirements.

PROJECT DRAWINGS

Figure 1 - Melbourne Locality Plan	C2
Figure 2 - Adelaide Locality Plan	C3
Figure 3 - Perth Locality Plan	C4
Figure 4 - Example of Floor Plan	C5







**FIGURE 3**  
**PERTH LOCALITY PLAN**

