

ANSWERS TO ESTIMATES QUESTIONS ON NOTICE

HEALTH AND AGEING PORTFOLIO

Budget Estimates 2011-2012, 30/31 May 2011

Question: E11-422

OUTCOME 0: Whole of Portfolio

Topic: WORKPOINT SPACE

Written Question on Notice

Senator Boyce asked:

- a) For each portfolio department and agency office please list the occupied workpoint space allocated per person.
- b) Does this adhere to Government's Commonwealth Property Management Guidelines (the Guidelines)? Explain.
- c) If yes, please explain if any refurbishment was required to meet the Guidelines and what the costs were.
- d) What savings did each portfolio department and agency achieve by meeting the Guidelines? Please itemise each portfolio department and agency separately.
- e) How much of these savings has each portfolio department and agency kept? Please itemise each portfolio department and agency separately.
- f) If no, please give details why it does not, including whether an exemption has been received by the Finance Minister.
- g) What funding has been taken from each portfolio department and agency because they do not meet the Guidelines? Please itemise each portfolio department and agency separately.
- h) Are there any plans to meet the Guidelines? Please explain.

Answer:

- a) The Department conducted a density data collection in September 2009 and the occupied workpoint space allocated per person was 17.31m².
- b) The Department's occupied workpoint space exceeds the Commonwealth Property Management Guidelines recommended target of 16m² due to workstation vacancies within the Department at the time of the data collection process. The vacant workstations can be attributed to recruitment action underway but not completed at the time of the data collection and the need to maintain flexibility for part-time staff, temporary employees and contractors which result in fluctuations in workforce numbers over time.
- c) Not applicable.
- d) None.
- e) In accordance with Government policy, where occupational density for accommodation leases is greater than the efficiency target, calculated savings are to be returned to budget on the expiry of the lease.
- f) No exemption has been obtained from the Minister for Finance in relation to savings.

- g) The savings returned to budget are \$367,000 in 2010/11 increasing to \$490,000 each year over the forward estimates period to 2012-14.
- h) Yes. The Department continues to monitor its space utilisation and implement strategies to achieve the target of 16m² per person including on each opportunity that arises with new leases and lease renewals.

Portfolio Agencies:

Please see Attachment A

Portfolio Agency	Response
Australian Aged Care Standards & Accreditation Agency Ltd	Not applicable - not subject to the guidelines.
Australian Institute of Health & Welfare	a) 15.63sqm b) Not applicable, as AIHW is a <i>Commonwealth Authorities and Companies Act 1997</i> agency c) Not applicable d) Not applicable e) Not applicable f) Not applicable g) Not applicable h) Not applicable
Australian Organ and Tissue Donation and Transplantation Authority	a) 16.6sqm b) Target is 16m2, the Authority is relatively small Agency and is moving towards implementation of a staffing strategy which will increase the occupied work points and move towards meeting the Government's Commonwealth Property Management Guidelines. c) Not applicable d) None e) None f) None g) The savings returned to budget are \$409 in 2010/11 increasing to \$13,273 each year over the forward estimates period to 2012/14. h) The Authority is relatively small Agency and is moving towards implementation of a staffing strategy which will increase the occupied work points and move towards meeting the Government's Commonwealth Property Management Guidelines.
Australian National Preventive Health Agency	The Australian Government Office Occupancy Report provides the agreed occupational density figures for each agency at September 2009. At the time of the report, the Australian National Preventive Health Agency had not been created.
Australian Radiation Protection and Nuclear Safety Agency	a) 39.34sqm b) No. It exceeds the 16 square meters per occupied work point by 23.34 square meters c) Not applicable d) Not applicable e) Not applicable f) Not applicable g) Not applicable h) The majority of the excess office space is at the Yallambie facility which is a 30 year old commonwealth-owned radiation laboratory with legacy office accommodation. The Agency does not have Finance Minister's exemption.
Cancer Australia	a) 22.35sqm b) Not applicable – Cancer Australia does not manage a building lease. Cancer Australia currently has a shared services arrangement with NHMRC for property services c) Not applicable d) Not applicable e) Not applicable f) Not applicable g) Not applicable

	h) Not applicable
Food Standards Australia and New Zealand	<p>a) 16.7sqm</p> <p>b) No. It should be noted that the Commonwealth Property Management Guidelines (the Guidelines) apply to <i>Financial Management and Accountability Act 1997</i> (FMA Act) agencies; FSANZ is a <i>Commonwealth Authorities and Companies Act 1997</i> (CAC Act) agency and therefore is not required to comply with the Guidelines.</p> <p>c) Not applicable</p> <p>d) Not applicable</p> <p>e) Not applicable</p> <p>f) Not applicable</p> <p>g) Not applicable</p> <p>h) FSANZ holds a 5 year lease on the current premises at Boeing House, which is due to expire in 2013. Accommodation requirements and relevant guidelines will be reviewed in preparation for considering future property arrangements.</p>
General Practice Education and Training	GPET is a CAC Act company. As such it is not subject to the Government's Commonwealth Property Management Guidelines (the Guidelines), as these apply to FMA Agencies.
Health Workforce Australia	<p>a) 16sqm</p> <p>b) Yes</p> <p>c) Not applicable</p> <p>d) Not applicable</p> <p>e) Not applicable</p> <p>f) Not applicable</p> <p>g) Not applicable</p> <p>h) Not applicable</p>
National Blood Authority	<p>a) 17.49sqm</p> <p>b) No. The target is 16sqm occupied workpoint.</p> <p>c) Not applicable</p> <p>d) Not applicable</p> <p>e) Not applicable</p> <p>f) The target applies to new and existing properties on completion of a major fit-out. The NBA is a small agency covered by an existing lease and there has been no opportunity to relocate to meet the target or refit the tenancy.</p> <p>g) None</p> <p>h) The NBA lease expires 31 October 2013. The NBA's property management plan notes the requirement to meet the guideline target when sourcing new tenancy arrangements.</p>
National Breast & Ovarian Cancer Centre	Not applicable to National Breast and Ovarian Cancer Centre as a <i>Commonwealth Authorities and Companies ACT 1997</i> (CAC) Agency.
National Health and Medical Research Council	<p>a) 22.35sqm</p> <p>b) The NHMRC does not meet the density target of 16sqm/OWP. This is partly due to the meeting rooms required in the Canberra Office to cater for the large number of committee meetings held on site. In section 7.1 of the guidelines it states that 'Property should provide the appropriate facilities and amenities to allow agencies to efficiently and effectively deliver core business outputs'.</p> <p>c) Not applicable</p> <p>d) Not applicable</p> <p>e) Not applicable</p> <p>f) The NHMRC entered into a lease for its Canberra tenancy in December 2008 which was before the Property Guidelines were released.</p>

	<p>An exemption for the meeting room space was sought but not approved.</p> <p>g) None</p> <p>h) NHMRC will review on an ongoing basis, noting that the existing lease for the Canberra tenancy does not expire until 2018.</p>
Private Health Insurance Administration Council	As a body subject to the <i>Commonwealth Authorities and Companies ACT 1997</i> (CAC) our agency is not bound by the Commonwealth Property Management Guidelines and does not keep relevant data.
Private Health Insurance Ombudsman	Not Applicable as the office is less than 500sqm.
Professional Services Review	<p>a) 17.5sqm</p> <p>b) Yes. Professional Services Review adheres to the Government Commonwealth Property Management Guidelines by applying the 5 principles of Property Management, including fulfilling the mandatory requirements of the Guidelines of having a property management plan and reporting data to Finance.</p> <p>c) Refurbishment was not required to meet the Guidelines</p> <p>d) Savings will be realised after the end of PSR's current lease term in 2017-18.</p> <p>e) Not applicable</p> <p>f) Not applicable</p> <p>g) Not applicable</p> <p>h) Not applicable</p>