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For Information:

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**NEW STANDARDS FOR LIVING IN ACCOMMODATION – INTRODUCTION
AND TRANSITION ARRANGEMENTS**

1. The assessment of accommodation needs for members required to live-in arising from the *Review of Accommodation Arrangements for ADF Members without Dependants* conducted in 2003 (the 2003 Review) affirmed a long term need for Level 3 and Level 1 Living-in Accommodation (LIA) in addition to Level 5. As a result a need for more detailed Standards to support the future provision and construction of Level 3 and Level 1 LIA was identified.
2. The vision of the future for LIA is to provide members who are required to live-in with accommodation suitable for the reasons they are required to live-in. The primary goal is the provision of good quality LIA that best meets the long term operational and training objectives of the ADF and assists with retaining members. To this end, on 17 October 2007 the Defence People Committee agreed:
 - a. the application of the following subsidies to contribution rates for accommodation classified as meeting the new standard for Level 3 LIA:
 - Officers 50%;
 - Senior Non-Commissioned Officers 55%; and
 - Other Ranks 60%.
 - b. the new standard for the construction, upgrade and major refurbishment of Level 1 (Recruit), Level 1 (IET) and Level 3 LIA.
 - c. that changes be made to the standard for Level 5 LIA regarding 'Noise Intrusion', bringing the standard into line with current Defence policy.
 - d. to note that DSG has confirmed that the adoption of the new Level 3 LIA standard will not incur additional costs to the portfolio.
 - e. to note that existing Level 1 and Level 3 LIA stock classified under the current system, which does not meet the new standards, will not be declassified.

2.

3. Work is currently underway to draft amendments to the ADF Pay and Conditions Manual (PACMAN) required to formally enact the DPC's decision. However, in the interim any action in regard to the construction, maintenance or classification of LIA should be taken in line with the requirements as set out in this minute.

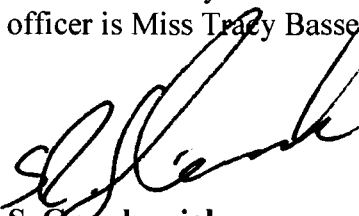
4. The new Standards to be applied for the construction, upgrade and major refurbishment of LIA are attached. To avoid confusion with current standards which are classified as levels 1, 2, 3, 4, and 5, the new standards will be referred to as follows:

- **Permanent** (currently Level 5)
- **Training 1** (the new "Level 3")
- **Training 2** (the new Level 1 (IET))
- **Recruit** (the new Level 1 (Recruit))

5. Existing accommodation which meets the requirements of the new Standards should be classified in accordance with these Standards. Existing accommodation classified as levels 1, 2, 3, 4, or 5 under the current Standards, which does not meet the requirements of the new Standards, is to retain its classification under the current system. Any major refurbishment or upgrade of existing buildings or any new accommodation to be constructed is required to comply with the new Standards. It is expected that the amount of LIA classified under the current Standards will decrease as newly constructed, upgraded or refurbished accommodation is introduced under the new Standards. During the transition period, LIA classified under both the current and new Standards will be considered to be suitable accommodation.

6. It should be noted that the new Standards have been developed to address particular operational and training requirements and do not address uses such as transit and short term visits, or surge requirements on exercise/preparing for deployment. Currently members requiring accommodation for these purposes may occupy accommodation of any level as available, including shared rooms, camps and tents for surge.

7. Should you have any queries regarding the new Standards for LIA, the contact officer is Miss Tracy Bassett, phone 61272446, email tracy.bassett1@defence.gov.au



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BP 33-3-002
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Living-in Accommodation Standard
Permanent
(Permanent & Career Development Training
greater than 6 Months)

General. New construction should permit independent living styles for long-term living-in personnel and provide secure storage for personal possessions and undercover accommodation for one private vehicle. Personal living space is to be provided on the basis of sole-occupancy units. Space entitlement is to be measured to the inside face of external walls and is inclusive of built-in furniture and fittings but exclusive of stairwells, external landings, external access ways, fire escapes and connecting walkways between buildings. Personal living space entitlements by rank group are as follows:

- Other Ranks 24 square metres.
- SNCO and Junior Officers 30 square metres.
- Senior Officers 39 square metres.

Ensuite. Each sole-occupancy unit is to include an ensuite with enclosed shower, vanity basin with bench top and mirror over, and toilet.

Food Preparation Facilities. Each sole-occupancy unit is to include limited food preparation facilities including:

- A stainless steel sink and kitchen bench unit with appropriate cupboard space.
- Space for a microwave oven.
- Space for a 140 litre refrigerator.

Furnishings Fixtures and Equipment (FFE). Each sole occupancy unit is to include the following:

- Built in Robe.
- Storage cupboard.
- Wall mounted $\frac{3}{4}$ height mirror.
- Picture rail.
- Wall-mounted pin-board.
- Loose furniture as follows:
 - Microwave oven.
 - 140 litre refrigerator.
 - Bed and mattress.
 - Desk and chair.
 - Lounge chairs x 2.
 - Chest of drawers.
 - Bedside table x 2.
 - Bookcase with adjustable shelves.
 - Coffee table.
 - Kitchen tidy.
 - Outdoor table and two chairs.

Loose Furniture. Provisioning of loose furniture will be based on assessed demand noting Members Without Dependents (MWOD) are now entitled to full removals. Where possible, furniture is to be loose, rather than fixed, to permit flexibility in room layout to suit individual taste. Initial provision of new loose furniture in new facilities is the responsibility of the DEO. Management and control of loose furniture, including purchase of replacement loose furniture and maintenance of inventories, is the responsibility of DSG. (Policy issues relating to MWOD full or partial removal entitlements, furnishing options, lifestyle choices and overflow storage need review.)

Laundry Facilities. These are to be provided on a scale of one per four persons with a net usable area of 10 square metres. Each laundry facility is to include two ironing boards, a bench, laundry tub, heavy-duty washing machine and heavy-duty dryer.

Balconies. A balcony or patio of 6-8 square metres is to be provided for each sole-occupancy unit.

Car Parking. MWOD are to be provided with an undercover car parking space of 18 square metres, either in an undercroft or free-standing carport, depending upon the configuration of the LIA blocks. A basic facility incorporating minor vehicle servicing and maintenance facilities is to be provided adjacent to private vehicle parking areas together with a secure compound for trailers, boats, vans, etc.

Lock-up Storage. MWOD are to be provided with an individual lock-up storage area of at least 3 square metres for the storage of personal items. The storage areas are to be located adjacent to the car-parking space, in whatever configuration is provided.

Siting. Accommodation units are to be grouped in precincts by rank group. Where possible, physical and visual separation should be provided.

Covered Walkways. Within each residential precinct, a covered walkway is to link each accommodation building to its respective mess facility.

Access. Accommodation blocks are to be accessible to pedestrian, bicycle and vehicular traffic.

Orientation. Accommodation blocks are to be oriented to optimise natural ventilation and thermal comfort.

Noise Intrusion. LIA is to be designed to minimise airborne or outside noise intrusion and sound transference between rooms. Construction of LIA should meet the Australian Standard 2021-2000 *Acoustics – Aircraft Noise Intrusion – Building Siting and Construction*, Table 3.3: *Indoor design sound levels for determination of aircraft noise reduction (houses, home units, flats)*, and with Australian Standard 2107-2000 *Acoustics - Recommended design sound levels and reverberation times for building interiors*, Table 1 *Recommended design sound levels for different areas of occupancy in buildings*. No accommodation is to be sited within the ANEF 25 contour.

Fire Protection. Fire protection and detection systems are to meet the requirements of the Building Code of Australia (BCA) and the Defence Manual of Fire Protection Engineering (MFPE).

Heating Ventilation and Air Conditioning (HVAC). HVAC provisioning is to match community standards for the particular region and might include evaporative air cooling, air conditioning, ceiling fans, heating, etc. Actual system selection is to be based on life-cycle costing analysis. Maximum use is to be made of passive measures such as solar orientation and natural cross-flow ventilation.

Television. MATV connections are to be provided to each accommodation unit from a reticulated MATV network.

Data Access. Each LIA unit is to be provided with restricted level data access to the Base Area Network for training and education purposes. The data network should also permit Internet and Intranet access.

Telephones. Each LIA unit is to be provided with a telephone outlet to permit connection to external telecommunication carrier services (to be arranged by the occupant if required).

Miscellaneous. Suitable external and internal waste bins are to be provided. Open-air clothes drying facilities are to be provided.

Living-In Accommodation Standard
Training 1
(Officer Cadet, Air Force & Army IET excluding Infantry, Career Development Training less than 6 Months)

General.

This Standard is applicable to the construction and major refurbishment/upgrade of Level 3 Living-in Accommodation from (date). Level 3 Living-in Accommodation constructed prior to this date which has not undergone a major refurbishment/upgrade from (date) will be classified in accordance with Annex 7.H in Chapter 7 of the ADF Pay and Conditions Manual (PACMAN).

In accordance with the provisions in PACMAN Chapter 7, Part 3, Division 1, Clause 7.3.11A, Level 3 Living-in Accommodation (LIA) is to be provided for members who live-in for the following reasons:

- They are undertaking a period of initial employment training in the Army or Air Force (exception: initial employment training in the Infantry Corps of the Army).
- They are undertaking career development training for less than six months.
- They are undertaking officer cadet training.

The aim of Level 3 LIA is to provide a semi-regulated environment to assist in enhancing esprit de corps, close peer support, social interaction and teamwork, providing ample opportunities for networking and general discussion on the course subjects. At the same time it allows members some flexibility and provides for private independent study.

Room Size. Room size includes that personal living space provided by an individual occupancy study/bedroom. Room size is to be measured from the inside face of the external room walls. The measurement is to be inclusive of internal furniture and fittings but should not include bathroom facilities, hallways, common room, stairwells, external landings, external access ways, fire escapes and connecting walkways between buildings. Minimum room size entitlement for all rank groups is 15 square metres. The room size must not exceed 18 square metres.

Furnishings, Fixtures and Equipment (FFE). Each individual occupancy study/bedroom is to include the following:

- Built in Wardrobe (including shelves/drawers) minimum depth 60cm x minimum width 1 metre
- Storage cupboard
- Wall mounted $\frac{3}{4}$ height mirror
- Towel Rail
- Bed and mattress
- Bedside Table
- A minimum of two double general purpose power outlets
- Study area which includes:

- Desk (Desk should be of sufficient size to accommodate at least a desktop computer and other work papers/books and open A4 size manuals)
- Ergonomic Chair
- Desk lamp/light
- Minimum of 3 meters shelf space
- Wall mounted pin-board
- Waste paper bin

Data Access. Each individual occupancy study/bedroom should be provided with a dual telephone outlet to permit connection of telephone/internet. Where possible, each individual occupancy study/bedroom should be provided with data access to the Base Area Network and/or Intranet when required specifically for Defence study/training purposes.

Bathroom Facilities. Bathroom facilities are to be provided as either:

- a. Shared bathroom facilities at the ratio of a maximum of 1 to every 4 members. Shared bathroom facilities may be provided as separate bathrooms (eg in condominium style units) or collocated on each floor; or
- b. Individual ensuite bathrooms. Ensuite bathrooms are only to be provided where they do not impact on Service training/operational requirements and are cost effective.

Bathroom facilities are to be designed to permit use by both male and female and include a toilet, shower, and vanity basin with bench top and mirror over. Provision should be made for soap containers and towels. Showers and toilets in share bathroom facilities are to be separately and fully enclosed to allow privacy and individual/separate use.

Lock-up Storage. Members are to be provided with an individual lock-up storage area of a size suitable for the storage of personal and/or kit items including service issue trunk and field pack. The members storage area is to be located in the same building as the member's room, preferably as close to the members individual study/bedroom as practicable.

Common Room. Common rooms are to be collocated on the same floor/wing as individual study bedrooms. One common room is to be provided for no less than 4 and no more than 8 individual study bedrooms. Common rooms are to be a minimum size of 15 square metres (excluding food preparation/kitchenette facilities). Size will vary depending on the number of collocated study bedrooms.

Each common room is to include the following sufficient for the number of members in collocated study bedrooms:

- Lounge suite/chairs
- Coffee Table
- Table and chairs
- MATV outlet from a reticulated MATV network

Food Preparation/Kitchenette Facilities. Each common room is to include limited food preparation/kitchenette facilities including:

- A stainless steel sink and kitchen bench unit with appropriate cupboard space.
- Water purifier ('Billi' style or similar) providing hot and chilled water.
- Sufficient space for a microwave oven
- Sufficient space for a refrigerator (minimum size 300 litres)
- Microwave oven
- Refrigerator (minimum size 300 litres)

Laundry Facilities. Laundry facilities are to be provided on a scale of one heavy duty washing machine, one heavy duty dryer and one ironing board for every four members. Each laundry area is to include a bench and laundry tub. Open-air clothes drying facilities should be provided where possible. Laundry facilities may be provided either separately (e.g. in condominium style units) or grouped at a central location.

Telephones. Access should be provided to a public telephone within the vicinity of the accommodation block/mess.

Car Parking. Members are to be provided with a communal car parking area within the vicinity of and with easy access to their living-in accommodation. Car parking may be covered or uncovered.

Siting. Accommodation rooms are to be grouped in precincts by rank group. Where possible, physical and visual separation should be provided.

Access. Subject to security requirements, accommodation blocks are to be accessible to pedestrian, bicycle and vehicular traffic (e.g. for loading/unloading and servicing of the accommodation blocks)

Orientation. Accommodation block are to be oriented to optimise natural ventilation and thermal comfort and to maximise solar passive design principles.

Noise Intrusion. LIA is to be designed to minimise airborne or outside noise intrusion and sound transference between rooms. Construction of LIA should meet the Australian Standard 2021-2000 *Acoustics – Aircraft Noise Intrusion – Building Siting and Construction*, Table 3.3: *Indoor design sound levels for determination of aircraft noise reduction (hotels, motels, hostels)*, and with Australian Standard 2107-2000 *Acoustics - Recommended design sound levels and reverberation times for building interiors*, Table 1 *Recommended design sound levels for different areas of occupancy in buildings*. No accommodation is to be sited within the ANEF 25 contour.

Fire Protection. Fire Protection and detection systems are to meet the requirements of the Building Code of Australia (BCA) and Defence Manual of Fire Protection Engineering (MFPE).

Heating, Ventilation and Air Conditioning (HVAC). HVAC provisioning is to match community standards for the particular region and might include evaporative air cooling, air conditioning, ceiling fans, heating etc. Actual system selection is to be based on life-cycle costing analysis, building design, noise intrusion, and location/region and to take into consideration the requirement for an environment which will maximise member efficiency and effectiveness during training. Maximum use is to be made of passive measures such as solar orientation and natural cross-flow ventilation.

Living-in Accommodation Standard
Training 2
(Navy Category School Training and Infantry IET)

General.

This Standard is applicable to the construction and major refurbishment/upgrade of Level 1 Living-in Accommodation for the purpose of Navy Category School and initial employment training (IET) in the Infantry Corps of the Army from (date). Level 1 Living-in Accommodation constructed prior to this date which has not undergone a major refurbishment/upgrade from (date) will be classified in accordance with the Annex 7.H in Chapter 7 of the ADF Pay and Conditions Manual (PACMAN).

In accordance with the provisions in PACMAN Chapter 7, Part 3, Division 1, Clause 7.3.11A, Level 1 Living-in Accommodation (LIA) is to be provided for members who live-in for the following reasons:

- They are undertaking Navy category school training
- They are undertaking a period of initial employment training in the Infantry Corps of the Army

This type of accommodation provides a controlled environment conducive to regulation, requiring a high degree of teamwork and peer support with some emphasis on directed self discipline. It offers high exposure to service culture, ethos and esprit de corps.

Room Size. Dormitory style room with a minimum of 2 and maximum of 4 members per room. Room size should be sufficient to accommodate the Furnishings, Fixtures and Equipment listed below.

Furnishings, Fixtures and Equipment (FFE). Each member is to be provided with the following items:

- Wardrobe (including shelves/drawers)
- Bed
- Desk
- Ergonomic Chair
- Sufficient storage space for kit items including Service issue trunk and field pack

Bathroom/Ablution Facilities. Medium density bathroom/ablution facilities are to be provided on the ratio of 1 to every 4 members. Bathroom/ablution facilities are to be designed to permit use by both male and female and include a toilet, shower, and vanity basin with bench top and mirror over. Provision should be made for soap containers and towels. Bathroom/ablution facilities are to be separately and fully enclosed (e.g. cubicle style) to allow privacy.

Common Room. Common rooms are to be located on each floor/wing. One common room is to be provided at a minimum ratio of 1 for every 16 members.

Common rooms are to be a minimum size of 25 square metres (excluding food preparation/kitchenette facilities).

Each common room is to include the following sufficient for the number of members to utilise the area:

- Lounge suite/chairs
- Coffee Table
- Table and chairs

Food Preparation/Kitchenette Facilities. Each Common Room is to include limited food preparation/kitchenette facilities including:

- A stainless steel sink and kitchen bench unit with appropriate cupboard space.
- Water purifier ('Billi' style or similar) providing hot and chilled water.
- Sufficient space for a microwave oven
- Sufficient space for a refrigerator (minimum size 300 litres)
- Microwave oven
- Refrigerator (minimum size 300 litres)

Laundry Facilities. Laundry facilities are to be provided on a scale of one heavy duty washing machine, one heavy duty dryer and one ironing board for every four members. Each laundry area is to include a bench and laundry tub. Open-air clothes drying facilities should be provided where possible.

Telephone. Members should be provided with access to a public telephone within the vicinity of their living-in accommodation.

Car Parking. Members are to be provided with a communal car parking area within the vicinity of their living-in accommodation.

Siting. Accommodation rooms are to be grouped in precincts by rank group. Where possible, physical and visual separation should be provided.

Access. Subject to security requirements, accommodation blocks are to be accessible to pedestrian, bicycle and vehicular traffic (e.g. for loading/unloading and servicing of the accommodation blocks).

Orientation. Accommodation block are to be oriented to optimise natural ventilation and thermal comfort and to maximise solar passive design principles.

Noise Intrusion. LIA is to be designed to minimise airborne or outside noise intrusion and sound transference between rooms. Construction of LIA should meet the Australian Standard 2021-2000 *Acoustics – Aircraft Noise Intrusion – Building Siting and Construction*, Table 3.3: *Indoor design sound levels for determination of aircraft noise reduction (hotels, motels, hostels)*, and with Australian Standard 2107-2000 *Acoustics - Recommended design sound levels and reverberation times for building interiors*, Table 1 *Recommended design sound levels for different areas of occupancy in buildings*. No accommodation is to be sited within the ANEF 25 contour.

Fire Protection. Fire Protection and detection systems are to meet the requirements of the Building Code of Australia (BCA) and Defence Manual of Fire Protection Engineering (MFPE).

Heating, Ventilation and Air Conditioning (HVAC). HVAC provisioning is to match community standards for the particular region and might include evaporative air cooling, air conditioning, ceiling fans, heating etc. Actual system selection is to be based on life-cycle costing analysis, building design, noise intrusion, and location/region and to take into consideration the requirement for an environment which will maximise member efficiency and effectiveness during training. Maximum use is to be made of passive measures such as solar orientation and natural cross-flow ventilation.

Living-In Accommodation Standard Recruit

General.

This Standard is applicable to the construction and major refurbishment/upgrade of Level 1 Living-in Accommodation for the purpose of basic recruit training from (date). Level 1 Living-in Accommodation constructed prior to this date which has not undergone a major refurbishment/upgrade from (date) will be classified in accordance with Annex 7.H in Chapter 7 of the ADF Pay and Conditions Manual (PACMAN).

In accordance with the provisions in PACMAN Chapter 7, Part 3, Division 1, Clause 7.3.11A, Level 1 Living-in Accommodation (LIA) is to be provided for members who live-in for the following reasons:

- They are a normal entry recruit during basic recruit training (related information: Item 1 of Part A of Schedule 8 to DFRT Determination No 6 of 1992, Salaries.)

This type of accommodation provides a closely controlled environment conducive to regulation, requiring a high degree of teamwork and maximum peer support. It offers minimal external distraction and maximum exposure to service culture, ethos and esprit de corps.

Room Size. Dormitory style room with a minimum of 4 recruits per room. Room size should be sufficient to accommodate the Furnishings, Fixtures and Equipment listed below.

Furnishings, Fixtures and Equipment (FFE). Each recruit is to be provided with the following items:

- Wardrobe (including shelves/drawers)
- Bed
- Desk
- Ergonomic Chair
- Sufficient storage/space for kit items including Service issue trunk and field pack.

Bathroom/Ablution Facilities. Medium/high density bathroom/ablution facilities are to be provided on the ratio of 1 to every 4 recruits. Bathroom/ablution facilities are to be designed to permit use by both male or female and include a toilet, shower, and vanity basin with bench top and mirror over. Provision should be made for soap containers and towels. Bathroom/ablution facilities are to be separately and fully enclosed (e.g. cubicle style) to allow privacy.

Common Room. Common rooms are to be located on each floor/wing. One common room is to be provided at a minimum ratio of 1 for every 16 recruits. Common rooms are to be a minimum size of 25 square metres (excluding kitchenette facilities).

Each common room is to include the following sufficient for the number of recruits to utilise the area:

- Lounge suite/chairs
- Coffee Table
- Table and chairs

Kitchenette Facilities. Each Common Room is to include limited kitchenette facilities including:

- A stainless steel sink and kitchen bench unit with appropriate cupboard space.
- Water purifier ('Billi' style or similar) providing hot and chilled water.

Laundry Facilities. Laundry facilities are to be provided on a scale of one heavy duty washing machine, one heavy duty dryer and one ironing board for every four recruits. Each laundry room is to include a bench and laundry tub. Open-air clothes drying facilities should to be provided where possible.

Telephone. Recruits should be provided with access to public telephones within the vicinity of their accommodation block.

Car Parking. N/A

Siting. Accommodation rooms are to be grouped in precincts by rank group. Where possible, physical and visual separation should be provided. However, Duty Staff living accommodation may be integrated with recruit accommodation where required.

Access. Subject to security requirements, accommodation blocks are to be accessible to pedestrian, bicycle and vehicular traffic (e.g. for loading/unloading and servicing of the accommodation blocks).

Orientation. Accommodation blocks are to be oriented to optimise natural ventilation and thermal comfort and to maximise solar passive design principles.

Noise Intrusion. LIA is to be designed to minimise airborne or outside noise intrusion and sound transference between rooms. Construction of LIA should meet the Australian Standard 2021-2000 *Acoustics – Aircraft Noise Intrusion – Building Siting and Construction*, Table 3.3: *Indoor design sound levels for determination of aircraft noise reduction (hotels, motels, hostels)*, and with Australian Standard 2107-2000 *Acoustics - Recommended design sound levels and reverberation times for building interiors*, Table 1 *Recommended design sound levels for different areas of occupancy in buildings*. No accommodation is to be sited within the ANEF 25 contour.

Fire Protection. Fire Protection and detection systems are to meet the requirements of the Building Code of Australia (BCA) and Defence Manual of Fire Protection Engineering (MFPE).

Heating, Ventilation and Air Conditioning (HVAC). HVAC provisioning is to match community standards for the particular region and might include evaporative air cooling, air conditioning, ceiling fans, heating etc. Actual system selection is to be based on life-cycle costing analysis, building design, noise intrusion, and location/region and to take into consideration the requirement for an environment which will maximise member efficiency and effectiveness during training. Maximum use is to be made of passive measures such as solar orientation and natural cross-flow ventilation.