



ACCOMMODATION MINIMUM STANDARDS

Where individual standards may vary between Hotels / Motels and Barracks these differences will be noted.

Definitions:

EXISTING BARRACKS – Refers to those current Barracks or Employer provided Rest Houses currently in use.

NEW BARRACKS – Refers to any Barracks or Employer provided Rest Houses that may either be built in the future or, where currently disused, are returned to use. Any proposal to build new barracks is to have the full involvement of the RTBU Locomotive Division (NSW) Divisional Secretary or their nominee.

HOTEL / MOTEL – Refers to any Privately Operated accommodation as the name implies. Where Hotels / Motels are currently in use that do not comply with these new standards dispensation from these standards is only granted for the life of the current contract.

SERVICED APARTMENTS – Refers to fully self-contained units or apartments with one or more bedrooms and lounge/living area. Generally (unless noted otherwise) the same requirements as for Hotels / Motels will apply.

Any accommodation proposed for use by members of the RTBU Locomotive Division (NSW) must be inspected by the relevant Sub-Divisional officers or their nominee, and must be conducted in accordance with this standard. A written report of any inspection carried out must be submitted to the RTBU Locomotive Division (NSW) Divisional Secretary by the officer carrying out the inspection.

Accommodation Inspection Checklists for Barracks and Motel Accommodation are attached to these standards, and should be used for any inspections of accommodation. Original copies of the Inspection Checklists should be forwarded to the Divisional Secretary upon completion of the inspection.

MINIMUM STANDARDS - Barracks

<p>General Standards</p>	<ul style="list-style-type: none"> • The accommodation must be in a quiet location. • Rooms must be acoustically sound to prevent external noise or noise from adjacent rooms impacting upon the occupant's ability to sleep at any time of day or night. • The accommodation must be within easy walking distance to the sign on point or transport must be provided. • The allocated rooms must be available at all times for the duration of the contract. • Rooms cleaned and serviced after each use. • Reverse cycle air conditioning with individual adjustment for each room. • Hot and cold running water. • Power points (including shaver) to be provided, including in bathroom. • Draft excluder for any external doors. • Window shutters with blinds or drapes (black out type) to exclude daylight. (Not required if design of building removes the ability of external light to reach sleeping area by other means). • Key security.
<p>Meals and Cooking Facilities</p>	<ul style="list-style-type: none"> • All members are entitled to partake of hot, cooked meals at any time during their absence from their homes. • Barracks and Hotels / Motels must have 24 hour cooking facilities. <hr/> <ul style="list-style-type: none"> • Barracks are to have fully equipped cooking / kitchen facilities such as a stove/cooker, griller, microwave oven, toaster, tea/coffee facilities, hot water urn, crockery and cutlery, pots, pans and utensils. • Full kitchen washing up facilities must also be provided. Exhaust fans / range hoods must be provided over any cooking area.

<p>Sleeping Quarters</p> <p>Beds</p> <p>Clothes Hanging Areas</p> <p>Alarm Clocks or Crew Calling Facilities</p>	<p>Double bed ensemble (long type).</p> <p>The bed must be no less than King Single size ensemble.</p> <ul style="list-style-type: none"> • Electric Blanket. • Spare pillow & blanket. <ul style="list-style-type: none"> • Wardrobe for hanging clothes. • The minimum acceptable is a full-length locker in each room. <p>Only if no other method of being called for duty is available.</p> <ul style="list-style-type: none"> • Crew calling facilities. A suitable method for calling crews at rest (wake up calls) must be provided by the employer at any location where crews are required to undertake rest in accordance with relevant Awards/ EA's/ Rostering Codes
<p>General Amenities</p> <p>Refrigerator</p> <p>Colour TV</p>	<ul style="list-style-type: none"> • Fitted carpet to be provided in areas (including hallways) except wet areas. • Table and chairs in individual rooms. • Located in kitchen area. • Located in TV/Lounge area.
<p>Direct Dial Telephone for outgoing calls.</p> <p>Clothes Drying Facilities</p>	<ul style="list-style-type: none"> • Provided in central location away from quiet areas. • Must be available 24 hours a day. • Phone calls made to legitimate nominated locations/numbers such as Depots/Trains/Train Control Centres, related to the employee's duties, are the responsibility of the employer. • Provision must be made for any such calls to be billed to the respective employer unless other alternative arrangements are in place. • must be provided at all locations.

<p>Iron & Ironing Board:</p> <p>Recreational facilities:</p>	<ul style="list-style-type: none"> • Provided in central location. • A full length Pool/Billiards Table (and associated equipment) to be provided in a central location.
<p>Bathroom and Toilet Facilities</p> <p>New Barracks:</p>	<p>It is preferable that ensuite bathroom/toilet facilities be provided, however those locations that currently have communal facilities are acceptable.</p> <p>Ensuite bathroom/ toilet.</p> <ul style="list-style-type: none"> • Lighted mirror in individual room and bathroom. • Sanitary disposal unit. • Clean towels (bath, hand and floor mat) and fresh linen are to be supplied for each use.
<p>Fire Safety Systems/Equipment/ Alarms</p>	<ul style="list-style-type: none"> • All accommodation must comply with the relevant State Fire Codes for accommodation specific buildings. • This includes (but is not limited to) Fire Alarms and Smoke Detectors, Sprinkler Systems, Fire Fighting Equipment, Fire Escapes, Emergency Exits and Signage, and Evacuation Procedures. • Where necessary it will be the responsibility of the Employer to provide verification of this compliance to the RTBU Locomotive Division (NSW).

MINIMUM STANDARDS – Motels / Apartments

<p>General Standards</p>	<ul style="list-style-type: none"> • Hotels/Motels must be a minimum 3 1/2 star rating accredited by NRMA or equivalent. • The accommodation must be in a quiet location. • Rooms must be acoustically sound to prevent external noise or noise from adjacent rooms impacting upon the occupant’s ability to sleep at any time of day or night. • The accommodation must be within easy walking distance to the sign on point or transport must be provided. • The allocated rooms must be available at all times for the duration of the contract. • Rooms cleaned and serviced after each use. • Reverse cycle air conditioning with individual adjustment for each room. • Hot and cold running water. • Power points (including shaver) to be provided, including in bathroom. • Draft excluder for any external doors. • Window shutters with blinds or drapes (black out type) to exclude daylight. (Not required if design of building removes the ability of external light to reach sleeping area by other means). • Key security.
<p>Cleaning & Privacy</p>	<ul style="list-style-type: none"> • The Management of the establishment must ensure cleaning staff and maintenance operations are precluded from entering any area where train crews may be sleeping during normal daytime hours. • This can include (but is not limited to) appropriate signage, physical barriers, and/or nominated “quiet” areas.
<p>Meals and Cooking Facilities</p>	<ul style="list-style-type: none"> • All members are entitled to partake of hot, cooked meals at any time during their absence from their homes. • Barracks and Hotels / Motels must have 24 hour cooking facilities.

Alternative Meal Arrangements:

- Kitchenette type facilities (stove/cooker, griller and utensils) are to be available in each room. Rooms must also have a microwave oven, toaster, tea/coffee facilities, crockery and cutlery.
- Where Kitchenette type facilities are not available (and alternative accommodation with these facilities is not available), the employer is responsible for organising for the provision of cooked meals at times as required by members during their stays (if required outside the normal business hours).
- Such meals are to be made available to employees at a price consistent with the meal allowance being paid to the employee as part of the prevailing industrial agreement.
- If meals cannot be provided, the employer is responsible for providing/arranging suitable transport to enable members to readily access cooked meals at other suitable locations.
- As an alternative, if the employer can arrange access to full cooking facilities at either a central location at the accommodation, or arrange access to the kitchen at the accommodation, this may be acceptable following consultation with the RTBU Locomotive Division (NSW) Divisional Office.

Sleeping Quarters

Beds:

- Double bed ensemble (long type).
- The bed must be no less than King Single size ensemble.
- Electric Blanket.
 - Spare pillow & blanket.

Clothes hanging areas:

- Wardrobe for hanging clothes.

Radio Alarm Clock:

- Must be in all individual rooms
- Only if no other method of being called for duty is available.
- Crew calling facilities. A suitable method for calling crews at rest (wake up calls) must be provided by the employer at any location where crews are required to undertake rest in accordance with relevant Awards/ EA's/ Rostering Codes

<p>General Amenities</p> <p>Refrigerator:</p> <p>Colour TV :</p>	<ul style="list-style-type: none"> • Fitted carpet to be provided in areas (including hallways) except wet areas. • Table and chairs in individual rooms. • In individual rooms. • In individual rooms.
<p>Direct Dial Telephone for outgoing calls.</p> <p>Clothes Drying Facilities</p> <p>Iron & Ironing Board:</p>	<ul style="list-style-type: none"> • In all individual rooms. • Must be available 24 hours a day. • Phone calls made to legitimate nominated locations/numbers such as Depots/Trains/Train Control Centres, related to the employee's duties, are the responsibility of the employer. • Provision must be made for any such calls to be billed to the respective employer unless other alternative arrangements are in place. • must be provided at all locations. • Preferably in all individual rooms. (If not available in individual rooms must be provided in a central location).

<p>Bathroom and Toilet Facilities</p> <p>Serviced Apartments:</p>	<ul style="list-style-type: none">• Ensuite bathroom/toilet facilities (separate soap for the washbasin and shower). <p>Please note: Separate ensuite bathroom/toilet facilities must be available for each occupied bedroom.</p> <ul style="list-style-type: none">• Lighted mirror in individual room and bathroom.• Sanitary disposal unit.• Clean towels (bath, hand and floor mat) and fresh linen are to be supplied for each use.
<p>Fire Safety Systems/Equipment/Alarms</p>	<p>All accommodation must comply with the relevant State Fire Codes for accommodation specific buildings.</p> <p>This includes (but is not limited to) Fire Alarms and Smoke Detectors, Sprinkler Systems, Fire Fighting Equipment, Fire Escapes, Emergency Exits and Signage, and Evacuation Procedures.</p> <p>Where necessary it will be the responsibility of the Employer to provide verification of this compliance to the RTBU Locomotive Division (NSW).</p>

Accommodation Inspection Checklist – Existing Barracks

Accommodation Name/ Details:				
Address:				
Inspecting Officer:				
Contact details:		Date of Inspection:		
Time:		Good	O.K	Below
None				
General Condition				
Facility is structurally sound				
Internal walls, floors and ceilings are in good repair				
Clean and tidy condition				
Located within quiet area				
Located within reasonable distance of sign-on or transport				
Cooking & Meal Facilities				
Cooking equipment and utensils are provided				
Cooking equipment is in good working order				
Equipment and utensils meet minimal standards				
Washing up facilities provided				
Utensil storage				
Adequate ventilation in cooking area				
Sleeping Quarters				
Bed in good condition and meets specifications				
Adequate bedding & linen provided				
Spare bedding is provided				
Electric blanket supplied				
Area is Carpeted				
Clock radio / alarm supplied				
Clothes hanging and storage facilities				
Bathroom Facilities				
Toilet & bathroom, with powerpoints				
Mirror supplied				
Towels and toiletries				
Hot and cold water				
General Amenities				
Regular cleaning services provided				
Good natural lighting				
No direct or reflected glare				
Light fittings clean and in good condition				
Air conditioning				
Table and chairs				
Television				
Refrigerator				
Direct dial telephone				
Ironing facilities				

Clothes drying				
Recreational facilities				
First Aid				
Cabinets and contents clean and orderly				
Easy access to cabinets				
First aid cabinet clearly labelled				
Emergency numbers displayed				
Supply of soap and towels				
Adequate stocks				
Fire & Safety				
Extinguishers in place, clearly marked for type of fire and recently serviced				
Adequate direction notices for fire exits				
Exit doors easily opened from inside				
Exits clear of obstructions				
Fire alarm system functioning correctly				
Fire instructions available and displayed				
Emergency contact details provided				

The above inspection found that the Barracks accommodation:

Does meet the minimum standards

Does Not meet the minimum standards

Comments / Action Required:

Date:

Signature of Inspecting Officer

Accommodation Inspection Checklist – Motel / Apartments

Accommodation Name/ Details:					
Address:					
Inspecting Officer:					
Contact details:		Date of Inspection:			
Time:		Good	O.K	Below	None
General Condition					
Minimum 3 1/2 star rating					
Facility is structurally sound					
Internal walls, floors and ceilings are in good repair					
Clean and tidy condition					
Located within quiet area					
Located within reasonable distance of sign-on or transport					
Cooking & Meal Facilities					
Provides cooked meals					
Cooking equipment and utensils are provided					
Cooking equipment is in good working order					
Equipment and utensils meet minimal standards					
Washing up facilities provided					
Utensil storage					
Adequate ventilation in cooking area					
Sleeping Quarters					
Bed in good condition and meets specifications					
Adequate bedding & linen provided					
Spare bedding is provided					
Electric blanket supplied					
Area is Carpeted					
Clock radio / alarm supplied					
Clothes hanging and storage facilities					
Bathroom Facilities					
Ensuite toilet & bathroom, with powerpoints					
Mirror supplied					
Towels and toiletries					
Hot and cold water					
General Amenities					
Regular cleaning services provided					
Good natural lighting					
No direct or reflected glare					
Light fittings clean and in good condition					
Air conditioning					
Table and chairs					
Television					
Refrigerator					
Direct dial telephone					
Ironing facilities					

Clothes drying				
Recreational facilities				
First Aid				
Cabinets and contents clean and orderly				
Easy access to cabinets				
First aid cabinet clearly labelled				
Emergency numbers displayed				
Supply of soap and towels				
Adequate stocks				
Fire & Safety				
Extinguishers in place, clearly marked for type of fire and recently serviced				
Adequate direction notices for fire exits				
Exit doors easily opened from inside				
Exits clear of obstructions				
Fire alarm system functioning correctly				
Fire instructions available and displayed				
Emergency contact details provided				

The above inspection found that the Motel / Apartment accommodation:

Does meet the minimum standards

Does Not meet the minimum standards

Comments / Action Required:

Date:

Signature of Inspecting Officer