



Australian Government

Migration Review Tribunal • Refugee Review Tribunal

**STATEMENT OF EVIDENCE TO THE
PARLIAMENTARY STANDING COMMITTEE ON
PUBLIC WORKS**

**PROPOSED FITOUT OF NEW LEASED PREMISES
FOR THE ADMINISTRATIVE APPEALS TRIBUNAL**

**AT 83 CLARENCE STREET, SYDNEY, NEW SOUTH
WALES**

15 June 2015

On 17 June 2015 the House of Representatives, in accordance with the provisions of the *Public Works Committee Act 1969*, referred the proposed works described in this submission to the Parliamentary Standing Committee on Public Works for consideration and report. This submission is provided to the Committee in support of the proposed works.

Background

As part of the 2014 federal budget the Government announced that the Administrative Appeals Tribunal (AAT), the Migration Review Tribunal (MRT), the Refugee Review Tribunal (RRT) and the Social Security Appeals Tribunal (SSAT) would be amalgamated into a single body to deliver a streamlined approach to merits review, and deliver savings through gained operational efficiencies. Savings through consolidation of property holdings have been specifically identified as to be achieved through amalgamation. The property savings which have been identified and now reflected in the forward estimates are:

- \$0.59m in 2015-16
- \$2.81m in 2016-17
- \$4.29m in 2017-18

In May 2015 the Parliament passed the *Tribunals Amalgamation Act 2015* ('The Act'). The Act amends 12 Acts including the *Administrative Appeals Tribunal Act 1975*, the *Migration Act 1958* and the *Social Security Act 1991* to create an expanded AAT (the 'amalgamated AAT'), with the jurisdictions currently exercised by the MRT, RRT and SSAT to be exercised by a Migration and Refugee Division and a Social Security and Child Support Division, respectively.

It is important to note that, despite delivering these savings, the operations of the amalgamated AAT will expand over the forward estimates period. In December 2014 the *Migration and Maritime Powers Legislation Amendment (Resolving the Asylum Legacy Caseload) Act 2014* was passed, this act establishes the Immigration Assessment Authority (IAA) as a separate statutory office attached to the RRT. This office commenced in April 2015 and will continue and transfer on amalgamation to the Migration and Refugee Division of the amalgamated AAT. The Amalgamated AAT will also have jurisdiction to review certain decisions under the National Disability Insurance Scheme (NDIS). As the rollout of the NDIS progresses and the IAA begins operations the caseload of the amalgamated AAT is anticipated to grow.

Currently each of the amalgamating tribunals occupies separate premises under commercial leases in Sydney, with the exception of the MRT and RRT which operate together as a single entity for the purposes of the *Public Governance, Performance and Accountability Act 2013*. The overall property footprint in Sydney of the amalgamating tribunals is currently 9,934m². The premises of each tribunal currently support a mixture of public space including reception and hearing rooms and closed office space supporting members accommodation and corporate and registry functions.

The AAT currently occupies 3203m² at 55 Market Street, Sydney. This lease commenced in 2006 and expires on 31 December 2015.

The MRT-RRT currently occupies 5435m² at 83 Clarence Street, Sydney. This lease commenced in 2005 and expired on 30 April 2015. In July 2014 the MRT-RRT exercised a 5 year option over the space until 30 April 2020, while a search for accommodation to support the amalgamated AAT was undertaken. The terms of the option period allow the MRT-RRT to negotiate an early exit from the option period.

The SSAT currently occupies 1296m² at 580 George Street, Sydney. This lease commenced in 2006 and expires on 28 February 2016.

The lease end dates (and early exit ability in the case of the MRT-RRT) in Sydney are such that they provide an opportunity to actively pursue colocation of the amalgamating tribunals.

In September 2014 the MRT-RRT on behalf of the amalgamating tribunals contracted with Project Control Group Pty Ltd (PCG) to provide property consultancy services and undertake a property search in the Sydney market for premises for the amalgamated AAT.

After an exhaustive search it was determined that the best value for money option was for the amalgamated AAT to take additional space in 83 Clarence Street, which is the building in which the MRT-RRT is currently located. In December 2014 the MRT-RRT, on behalf of the amalgamating tribunals, executed heads of agreement (HOA) in relation to a lease at 83 Clarence Street.

Project Summary

The MRT-RRT currently occupies 5,435m² over full Levels 11, 13, 14 and 15, and part of Levels 12 and 17 at 83 Clarence Street, Sydney. Under the HOA signed in December 2014 the amalgamated AAT would, with the exception of Level 11, retain this space and additionally lease full Levels 4, 5 and 6, and the remainder of Levels 12 and 17, for a total net lettable area of 8,436m². The HOA also provided that prior to lease execution the amalgamated AAT could choose to additionally retain Level 11, or Lease Level 18. The amalgamated AAT has determined that 9,548m² of space is required.

83 Clarence Street is an A grade building owned by SAS Trustee Corporation (NSW State Super) and managed by Dexu Property Management, located in the western corridor of the Sydney CBD close to Wynyard railway station. The building's close location to a major public transport hub, its prominent frontage making it easy for first-time visitors to find, and its disabled accessibility were key factors in determining that it was the most suitable choice. The building holds a 4.5 star NABERS energy rating and has undergone significant service upgrades in recent years.

Compared to the current combined property footprint of the existing tribunals colocation in 83 Clarence Street will provide a space reduction of up to 500m² which will be an important factor in the ability of the amalgamated AAT to deliver the savings realised through amalgamation. The space reduction flows from physical consolidation enabling optimum use of common facilities such as waiting areas and hearing rooms, and by increasing occupational density in office areas.

The amalgamated AAT would be the largest single tenant in the building leasing almost 50% of the total NLA of the building.

It is envisaged that the fit-out project costs will be in the order of \$17.2m (excluding GST), which equates to a rate of \$1,800 per m² (excluding GST) including all professional fees. An additional \$100/m² contingency is also considered prudent; this increases the estimated project costs to \$18.2m. This rate is consistent with expert advice based on the nature of the tribunals' work and fit-out requirements, and with previous experiences of the existing tribunals, particularly the AAT and MRT-RRT which have completed property projects in Canberra and Melbourne in recent years.

The amalgamated AAT is expected to commence operations in the new fit-out in early 2016 having regard to the existing AAT's lease expiry on 31 December 2015. The relocation of staff, members and facilities currently located at 55 Market Street is expected to take place progressively in 2015 or early 2016. The relocation of members, staff and facilities currently located at 580 George Street is expected to take place shortly before the expiry of the SSAT's current lease on 28 February 2016.

The construction of the fitout will conform to all relevant building codes and practices and the amalgamating tribunals are will give high regard to compliance with workplace health, safety and disability codes. Given the high public interface of the amalgamated AAT particularly with jurisdictions including a high number of clients with a disability (the NDIS jurisdiction in particular) and clients from culturally and linguistically diverse backgrounds (the Migration and Refugee Division especially) accessibility is an important consideration in the design of the fitout. It is also considered important that the fitout of the amalgamated AAT reflects the Parliament's intention that merits review be as accessible and as informal as the circumstances of a particular matter permits.

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1. IDENTIFICATION OF NEED

1.1 Objectives

- 1.1.1 Currently the AAT, MRT-RRT and SSAT are located in separate commercial accommodation in the Sydney CBD. The AAT is located over three levels at 55 Market Street, the MRT-RRT over four full levels and two part levels at 83 Clarence Street and the SSAT on a single level at 580 George Street. All three entities either have lease end dates around early 2016 or in the case of the MRT-RRT, the ability to terminate an existing lease early.
- 1.1.2 As part of the 2014 budget the Government announced its intention to amalgamate Commonwealth merit review tribunals, namely the AAT, SSAT, MRT and RRT.
- 1.1.3 On 26 May 2015 the Governor-General gave Royal Assent to the *Tribunals Amalgamation Act 2015* (the Act). The Act amends 12 acts, including the *Administrative Appeals Tribunal Act 1975* to create an expanded AAT (the 'amalgamated AAT'), with the jurisdictions currently exercised by the MRT, RRT and SSAT to be exercised by a Migration and Refugee Division and a Social Security and Child Support Division, respectively. The *Migration and Maritime Powers Legislation Amendment (Resolving the Asylum Legacy Caseload) Act 2014* was passed at the end of 2014 and establishes the Immigration Assessment Authority (IAA) as a separate statutory office attached to the RRT. This office commenced in April 2015 and will continue and transfer on amalgamation to the Migration and Refugee Division of the amalgamated AAT.
- 1.1.4 The overarching intention of amalgamation is to provide savings to Government through the consolidation of property holdings and streamlining of 'back office' administrative processes, currently performed individually by each tribunal. Shortly after the Government's announcement regarding amalgamation an interdepartmental committee was formed consisting of Deputy Secretaries from the Attorney-General's Department and the departments of Immigration and Border Protection and Social Security, as well as the President of the AAT and the Principal Members of the MRT-RRT and SSAT. A steering committee was also formed which consists of representatives of each tribunal and from the Attorney-General's Department and departments of Immigration and Border Protection, Social Security, Finance and Prime Minister and Cabinet. The role of these Committees is to provide oversight and governance of the amalgamation project and to provide recommendations to Government regarding related policy matters.

As part of amalgamation project governance a Property Working Group was formed which was given responsibility for identifying opportunities for property related efficiencies and savings and for developing a national property plan for the amalgamated tribunal.

- 1.1.5 Given the impending lease end dates in Sydney the ability to consolidate the amalgamating tribunals into single premises was identified as a major opportunity to contribute to savings required in terms of reduced operating expenses and increased operational efficiencies. This is particularly so given that all four tribunals were either in the process of undertaking property searches, or preparing to do so.
- 1.1.6 The goal of the project in Sydney is to lease and fitout a premises that places the staff, members and operations of the AAT, MRT-RRT and SSAT in a single location in Sydney. This will give the amalgamated AAT the ability to reduce its property footprint and deliver a streamlined 'one stop shop' approach to merits review for clients. Collocation will also allow for the greatest possible rationalisation of resources particularly in the sharing of public facilities such as hearing rooms across jurisdictions.
- 1.1.7 The amalgamated AAT will be the principal merits-review body for Commonwealth decisions with jurisdiction conferred by more than 450 legislative instruments. The Tribunals Amalgamation Act provides for a divisional structure of the amalgamated AAT as follows:
 - (a) Freedom of Information Division;
 - (b) General Division;
 - (c) Migration and Refugee Division;
 - (d) National Disability Insurance Scheme Division;
 - (e) Security Division;
 - (f) Social Services and Child Support Division; and
 - (g) Taxation and Commercial Division;

The Act also allows for other divisions to be created by regulation.

- 1.1.8 The Freedom of Information Division will exercise merits review jurisdiction with respect to certain decisions made under the *Freedom of Information Act 1982*.
- 1.1.9 The General Division will exercise merits review jurisdiction over a wide range of other decisions by Commonwealth government bodies and entities conferred by several hundred legislative instruments. The General Division would also hear second tier reviews of certain decisions made in the Social Services and Child Support Division, as the AAT currently does with respect to certain decisions of the SSAT.

- 1.1.10 The Migration and Refugee Division will exercise the merits review jurisdictions currently exercised by the MRT (in respect of general visa decisions) and the RRT (in respect of protection visa decisions) under the *Migration Act 1958*.
- 1.1.11 The National Disability Insurance Scheme Division will exercise merits review jurisdiction in respect to certain decisions made by the National Disability Insurance Agency in relation to the National Disability Insurance Scheme. This jurisdiction is currently exercised by the AAT.
- 1.1.12 The Security Division will exercise merits review jurisdiction in respect of security assessments by the Australian Security Intelligence Organisation (ASIO). The Security Division will also review decisions under the *Archives Act 1983* with respect to access to a record of ASIO. This jurisdiction is currently exercised by the AAT.
- 1.1.13 The Social Services and Child Support Division will exercise merits review jurisdiction currently exercised by the SSAT in respect of certain decisions made by the Department of Human Services and the Registrar of Child Support in relation to social security and child support matters.
- 1.1.14 The Taxation and Commercial Division will exercise merits review jurisdiction in respect of a range of decisions made by entities such as the Australian Taxation Office and the Australian Securities and Investment Commission. This jurisdiction is currently exercised by the AAT.

1.2 Background

1.2.1 The property profile of the amalgamating tribunals in the Sydney CBD is as per table 1.

Table 1: Amalgamating tribunals Sydney CBD property profile:

Tribunal	Address	Lease expiry	NLA (M2)	Workpoints
AAT	55 Market St	28 Feb 2016	3203	83
MRT-RRT	83 Clarence Street	30 Apr 2020 ¹	5435	291
SSAT	580 George St	28 Feb 2016	1296	36
Total			9934	410

1.2.2 The AAT presently occupies 3203m² at 55 Market Street, Sydney, this lease commenced in 2006 and expires on 28 February 2016. The AAT's space is distributed over three full floors. The AAT's fitout is now very dated and non-compliant with the Government's 14m²/OWP density target; given the age and non-compliance of the space the AAT's considerations prior to amalgamation were that a full refit of the space would likely be required if the AAT was to remain in the building.

1.2.3 It is noted that the scale of the AAT's operations is expected to increase over the forward years with the transfer of the FOI review function to the AAT and the full roll out of the National Disability Insurance Scheme (NDIS) over the next 3 years. The current state of 55 Market Street poses particular concern with the commencement of the NDIS jurisdiction; currently the building has very poor accessibility, in addition to the building itself being overdue for a major mechanical and general upgrade.

1.2.4 The MRT-RRT presently occupies 5435m² at 83 Clarence Street; this lease commenced in 2005 and expired on 30 April 2015. In July 2014 the MRT-RRT exercised a 5 year option over the space until 30 April 2020; this existing lease will be surrendered and superseded by the newly negotiated lease. The hearing room spaces are most in need of modification and expansion to meet the needs of the amalgamated AAT.

¹ The MRT-RRT has exercised an option with a rolling break clause from 30 April 2015 until 30 April 2020.

- 1.2.5 The SSAT presently occupies 1296m² at Level 20, 580 George Street, Sydney; this lease commenced in 2006 and expires on 28 February 2016.

1.3 Market Test

- 1.3.1 In September 2014 the MRT-RRT, on behalf of the amalgamating tribunals, engaged Project Control Group Pty Ltd (PCG) to seek expressions of interest from the market for the provision of office accommodation in the Sydney CBD.
- 1.3.2 Following discussions among the amalgamating tribunals and with expert advice and input from PCG a set of requirements for the amalgamating tribunals' property in Sydney was determined. These requirements were drawn from an audit of the existing facilities of each tribunal, the future plans and caseload projections of each tribunal and the desire to maximise flexibility to account for future changes. In developing the requirements regard was had to market research and Commonwealth Policy including the *Commonwealth Property Management Guidelines* and the *Flexible and Efficient Workplace Design Guidance*. The criteria decided upon were as follows:
- (a) **Space available:** between 8,500m² and 9,500m²
 - (b) **Expansion:** Expansion/Contraction rights preferred;
 - (c) **Floor Plates:** Preference for large size floor plates (1,000m²+);
 - (d) **Location:** Within close proximity to public transport in the Sydney CBD or southern fringe;
 - (e) **Access:** Full *Disability Discrimination Act 1992* compliance;
 - (f) **Timing:** Access for fitout Q3 2015 with Q1 2016 lease start;
 - (g) **Lease Term:** Minimum 10 years with at least 1 option term;
 - (h) **Car parking:** 12 car spaces maximum;
 - (i) **Building Grade:** Minimum B grade standard building;
 - (j) **Ecologically Sustainably Development:** 4.5 star NABERS rating and future proof environmental initiatives in place. A green lease schedule to be included as part of the lease.
- 1.3.3 The conclusion of that property search was that 83 Clarence Street was identified as the most suitable location for the amalgamated AAT and lease negotiations were commenced. In accordance with *Resource Management Guidance No. 504: Commonwealth Property Management Framework Lease Endorsement Process for Non-Corporate Commonwealth Entities*, a cost-benefit analysis of the 83 Clarence Street option was developed and submitted to the Secretary, Department of Finance for endorsement. On 25 May 2015 the

Secretary wrote to the Principal Member of the MRT-RRT formally advising that the proposed lease was endorsed.

- 1.3.4 A key goal of the amalgamating tribunals' property project is to deliver savings required by government in reduced property operating expenses. In accordance with this goal the planned spatial requirements of the amalgamated AAT in Sydney will be less than the sum of the current property holdings of the amalgamating tribunals, notwithstanding substantial growth in review activity over the next few years. Any future space requirements will be addressed by exploring Commonwealth excess leased space availabilities or approaching the market.

1.4 Evaluation Process and Methodology

- 1.4.1 An evaluation group consisting of representatives of the AAT, MRT-RRT and SSAT considered the expressions of interest from the market. Thirteen properties with sufficient space to support the amalgamated AAT responded to the approach to market, from these submissions a shortlist of five buildings was determined from which formal lease proposals were sought.
- 1.4.2 In evaluating the expressions of interest the evaluation group considered essential criteria such as location, floor plate size, overall area available, building quality and amenity, suitability for the tribunals' operations, indicative rental and timing of availability. The findings of the evaluation group were presented to the Registrars and Heads of Jurisdiction of each tribunal for endorsement. The following five properties were approached for formal lease proposals:
- (a) 83 Clarence Street (MRT-RRT's existing site);
 - (b) 255 Elizabeth Street;
 - (c) 321 Kent Street;
 - (d) 55 Market Street (AAT's existing site); and
 - (e) 338 Pitt Street.
- 1.4.3 The buildings which were not chosen for shortlisting were excluded for a variety of reasons including timing of availability, inappropriate rental profiles and insufficient building amenity.
- 1.4.4 Subsequent to the shortlisting 255 Elizabeth Street went under offer to another potential tenant and therefore was excluded from further consideration. 338 Pitt Street was also excluded after further considerations and inspections on the basis of insufficient building amenity.

- 1.4.5 A formal proposal was sought and received from 321 Kent Street however the lessor subsequently informed the tribunals that they were not its preferred tenants and the building was therefore excluded from further consideration.
- 1.4.6 The evaluation methodology of the lease proposals of the remaining two buildings considered:
- (a) A qualitative assessment of technical and non-technical aspects of the buildings (e.g building service standards and amenities, efficiencies of floor plates etc). This process was assisted by the engagement of building services engineers who performed technical due diligence on the buildings.
 - (b) A comparative assessment of the financial terms of each proposal on a Net Present Value (NPV) basis. The comparison was undertaken using the commercial and financial terms which had been negotiated between the tribunals and each building. The financial assessment contained the following items:
 - i. Base rental (before abatements);
 - ii. Commercial incentive including incentive remaining after funding fitout which can be applied as rental abatement.
 - iii. Effective rental after abatements;
 - iv. Rental escalations as per lease proposals and other operating expenses increasing at 3%p.a
 - v. Outgoings;
 - vi. Cleaning (tenancy and common area);
 - vii. Parking;
 - viii. Fit-out project costs (including design, project management, relocation and construction costs);
 - ix. Make good (where required);
 - x. Property consultancy and legal fees.
 - (c) A best value for money assessment taking into consideration both qualitative and financial aspects detailed at (a) and (b) above.

1.5 Preferred property

- 1.5.1 Following the assessment of proposals 83 Clarence Street was considered the best value for money option. This proposal was slightly more expensive than 55 Market Street on NPV terms but had significant qualitative advantages. Key factors which led to the conclusion that 83 Clarence Street reflected the better value for money option included:

- (a) A considerably higher standard of building amenity and services. In January 2015 as part of its considerations the tribunals commissioned a technical due diligence report on 55 Market Street from building engineering firm Norman, Disney & Young (NDY). The report noted that the majority of building plant and equipment has not undergone any significant replacement, refurbishment or upgrade in the last 5-10 years and consequently will be nearing the end of its usable lifespan within the AAT's lease period. The outcomes of this report were raised with the lessor and while there was some willingness to undertake some capital works there was no detailed planning and scoping which had been undertaken regarding these works. In contrast to 55 Market Street the tribunals were able to confirm that 83 Clarence Street has undergone significant upgrade works and that the building plant and services would not require significant upgrade during the AAT's lease period. Based on these considerations it was determined that 83 Clarence Street posed substantially less risk of significant operational disruptions due to building works or service failures.
- (b) As a public-facing entity it is considered vital that AAT premises have adequate disabled access. The lifts of 83 Clarence Street are accessible 'at grade' from the street level with no requirement for staff, members or clients with a disability to navigate any additional ramps or lifts, similarly access from basement carparking to lifts is without any additional ramps or lifts. In contrast the lifts at 55 Market Street are located on a mezzanine which is currently not wheelchair accessible from street level. Visitors to the building in wheelchairs are required to use a different and relatively poorly signed entrance and take multiple lifts to access the AAT, or access the building via the basement carpark. The tribunals do not consider this to be an adequate situation and the AAT had identified accessibility issues as a significant matter in need of redress if it was to renew its leasing arrangements in the building. The lessors of 55 Market Street have proposed some degree of lobby upgrades; however at the time of consideration the planning of such upgrades was largely limited to concept drawings rather than any solid plans. The tribunals therefore considered that without more concrete plans to rectify accessibility issues 55 Market Street would not be a viable option.
- (c) 55 Market Street also posed risks to the project with respect to timing. In order for the MRT-RRT and SSAT elements of the amalgamated AAT to move into new floors in the building an existing commercial tenant would need to vacate floors over which they held an option. The existing tenant had provided indications to the lessor that they were willing to vacate their floors and surrender their options; however no formal legal documentation of such agreement had been executed. Additionally the existing tenant had indicated

they were not willing to vacate their floors until 1 January 2016, which would delay the amalgamated AAT project by approximately 6 months. This delay would require the negotiation of a lease extension of the SSAT's current premises, which may not have been possible, and which would have diminished 55 Market Street's financial advantages.

- 1.5.2 Despite being the more expensive option, considering the qualitative factors outlined in (a), (b) and (c) above, 83 Clarence Street was considered to be the option providing better value for money.

1.6 Lease Negotiations for Preferred Property

- 1.6.1 Following the endorsement by the Registrars and Heads of Jurisdiction of the AAT, MRT-RRT and SSAT of 83 Clarence Street as the preferred property, the MRT-RRT on behalf of the amalgamating tribunals executed Heads of Agreement (HOA) which contained the key terms of the lease.

1.7 Submission to the Public Works Committee (PWC)

- 1.7.1 In December 2014 the MRT-RRT on behalf of the amalgamating tribunals sought tenders in an open approach to market for interior design and construction project management in anticipation of the execution of a lease over 83 Clarence Street. IA Group was selected as the preferred tenderer as a result of that process.
- 1.7.2 It was made clear in the request for tender documents and contracts that the project was to be subject to the consideration of the PWC. As part of the planning stage of this project a concept design was produced which IA Group will use to develop the final interior design and construction documentation of the premises.
- 1.7.3 As the fitout for the proposed new leased premises is regarded as a 'public work' for the purposes of the *Public Works Committee Act 1969*, noting that it is expected that the works will exceed the threshold amount provided in s18(9)(a), this submission has been referred to the PWC for its consideration.

1.8 Proposed Outcome

- 1.8.1 The outcome of this approach will be that the amalgamated AAT will be located in custom designed accommodation which will best allow the tribunal to perform its statutory function. The approach will also

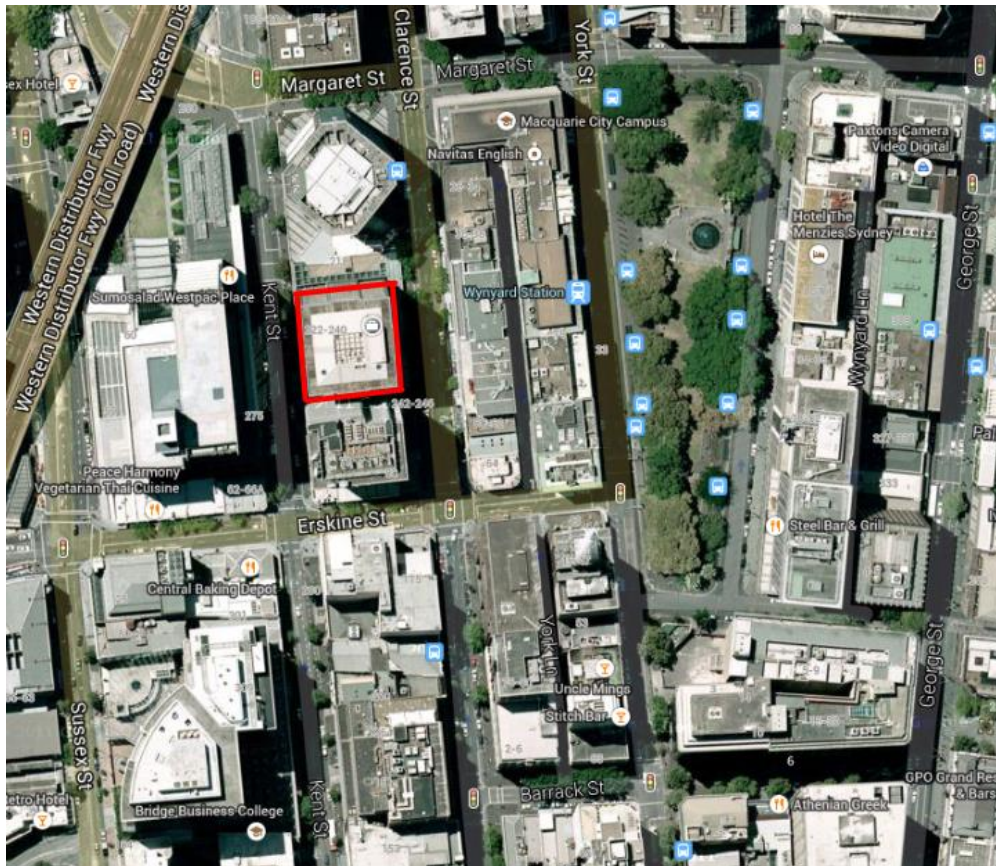
provide savings to Government through the consolidation of existing property holdings and allow for increased administrative and operational efficiencies. The fitout will be designed to comply with the Government's occupational density target of 14 square meters per occupied workpoint as far as is possible.

1.9 Description of Proposed New Premises

- 1.9.1 The new premises will be located over Levels 4-6, 11-15 and 17 at 83 Clarence Street, Sydney. The building is a predominantly commercial office tower with a small amount of retail space at ground level and two levels of basement carparking. The amalgamated AAT will be the largest tenant in the building occupying just under 50% of the total NLA. The other major tenants in the building will be the building owner, SAS Trustee Corporation, and First State Super. The building meets Property Council of Australia 'A' grade standards and a set of detailed building service standards is included in the HOA and will form part of the final lease.
- 1.9.2 The amalgamated AAT will enter into a license for 6 basement parking spaces. Some of these spaces will be allocated for use by clients with a disability and some will be converted into bicycle cages for use by staff and members. A portion of spaces will also be allocated for the transport of clients held in immigration detention attending hearings of the Migration and Refugee Division.
- 1.9.3 The building is located in the Sydney CBD western corridor which is an area currently undergoing significant growth being driven predominantly by the nearby 'Barangaroo' development. It is predominantly surrounded by other commercial buildings but with good access to retail, food and other conveniences on the ground levels of surrounding buildings.
- 1.9.4 The building has excellent street frontage and is easy for first time visitors to locate from Clarence Street. The basement carparking is also easily accessible via Kent Street.
- 1.9.5 The building is also well placed in relation to public transport. Wynyard Station is approximately 200m walk from the main entrance of the building and is serviced by the majority of lines on the Sydney suburban train network. Clarence Street itself and nearby York and George Streets are also well serviced by many bus routes serving most parts of the Sydney metropolitan area.
- 1.9.6 The central location of 83 Clarence Street was considered an important factor in determining the preferred building as the amalgamated AAT will not have a client base predominantly located in

a particular geographic region and it was therefore considered that the Sydney CBD would provide the greatest accessibility to the widest range of clients. It is also noted that many clients are represented by legal professionals which are predominantly located in the CBD or surrounds.

Location of 83 Clarence Street and surrounds



- 1.9.7 The amalgamated AAT is seeking to maximise flexibility in how it utilises the space by developing consistent staff and member accommodation which will enable flexibility of the use of spaces, and the development of public spaces such as hearing and conference rooms which can be used across all divisions of the amalgamated AAT. PCG were engaged in September 2014 to develop a national accommodation masterplan for the amalgamated AAT which includes standards regarding workspaces and hearing rooms which will be adopted in Sydney and elsewhere.
- 1.9.8 The content of the masterplan was developed by PCG in collaboration with all four tribunals. The cross-divisional use and flexibility of the spaces will be a significant indicator of the success of this project.
- 1.9.9 The fitout of the building will meet all disability access requirements in matters such as the provision of disabled bathrooms on every floor

and wheelchair access throughout both the public areas and the secure zone. A number of the parking spaces which the tribunal will license will be specifically allocated to be used by clients with a disability, particularly in the NDIS division.

- 1.9.10 The majority of staff accommodation in the fitout will be open plan workstations with enclosed offices being allocated only to SES and most EL2 officers. All tribunal members, who are statutory appointees remunerated at or above SES levels, will be allocated enclosed offices on a single or shared basis. It is proposed that offices will range from approximately 12m² for single-occupant offices to approximately 36m² for the President's chambers. Most offices in Sydney will be 18m² offices shared between two part-time members. A design principle will be adopted that where possible open plan workstations will be located along the external walls and offices, meeting rooms and other support facilities will be placed around the building core.
- 1.9.11 The principles which have been adopted regarding the allocation of offices will result in some staff currently allocated an enclosed office being moved into an open plan workstation in order to provide greater preference to the provision of quiet rooms and meeting rooms.
- 1.9.12 There is a relatively high number of planned enclosed offices relative to other commonwealth entities and it is anticipated that the design will find challenges in complying with the Government's occupational density target of 14m² per occupied workpoint.

1.10 Environmental Issues

- 1.10.1 The base building complies with the Commonwealth Energy Efficiency in Government Operations (EEGO) policy and meets a 4.5 star NABERS rating. The fitout will also comply with applicable Commonwealth energy efficiency policies.
- 1.10.2 The lessors have agreed to the inclusion of a Commonwealth Green Lease Schedule in the lease and have agreed to fund the amalgamated AAT's installation of energy efficient lighting in the tenancy.

1.11 Heritage Considerations

- 1.11.1 There are no heritage considerations that are required to be addressed by this fitout.

1.12 Details of Organisations Consulted

1.12.1 Throughout the process of determining the preferred building and preparing the cost-benefit analysis for the Finance Secretary's consideration, and this brief of evidence, a variety of agencies and businesses have been consulted in relation to aspects of the project to obtain expert advice and guidance. The entities and businesses consulted to date have been:

- (a) Attorney-General's Department;
- (b) Department of Social Services;
- (c) Department of Immigration and Border Protection;
- (d) Department of Finance;
- (e) Project Control Group (Property consultants and tenant representatives);
- (f) Cardno (Building engineers)
- (g) Norman Disney & Young (Building engineers);
- (h) IA Group (Interior designers and architects);
- (i) Ascot Project Management (Project managers); and
- (j) Okane Cost Management (Quantity Surveyors).

1.13 Amount of Revenue, If Any, Derived From the Project

1.13.1 There is no direct revenue from this project.

1.13.2 Through consolidation of the property holdings of the amalgamating tribunals in Sydney savings are projected through decreased property operating expenses. The projected savings which have been included in the forward estimates are as follows:

- \$0.59m in 2015-16
- \$2.81m in 2016-17
- \$4.29m in 2017-18

These savings do not take into account savings derived through increased administrative efficiencies made possible by operating from a single location.

1.14 Key Legislation

1.14.1 The following legislation is relevant to this project:

- (a) *Tribunals Amalgamation Act 2015*;
- (b) *Administrative Appeals Tribunal Act 1975*;
- (c) *Building and Construction Industry Improvement Act 2005*;
- (d) *Disability Discrimination Act 1992*;
- (e) *Safety, Rehabilitation and Compensation Act 1988*;
- (f) *Work Health and Safety Act 2011 (Cth)*;
- (g) *Work Health and Safety Act 2011 (NSW)*;
- (h) *Public Governance, Performance and Accountability Act 2013*; and
- (i) *Fair Work Act 2009*.

Relevant Australian Standards and the National Construction Code are applicable to all design, fabrication and installation works.

1.15 Public Value

1.15.1 Public value associated with this project is realised through the ability of the amalgamated AAT to provide the most efficient and streamlined merits review in accordance with its statutory role to provide a mechanism of review that is accessible, fair, just, economical, informal and quick. If the amalgamated AAT was to remain located in multiple buildings in Sydney the tribunal would not be able to perform this function as effectively as possible, or achieve the savings anticipated by the amalgamation decision.

1.15.2 Public value is also realised through reducing the overall property footprint in Sydney, thereby reducing ongoing property operating expenses.

2. TECHNICAL INFORMATION

2.1 Location

2.1.1 The amalgamated AAT fitout is located at 83 Clarence Street, Sydney.

2.2 Scope of work

2.2.1 The amalgamated AAT will lease 9,548m² for ten years with a five year option and will be undertaking a refurbishment of the existing MRT-RRT fitout in this space and fitting out newly lease space.

2.2.2 The works include:

- (a) Base Building: integration of services into the base building, including electrical, mechanical, communications, security, fire and hydraulic services;
- (b) Supplementary air conditioning in those rooms with higher than normal cooling and ventilation requirements including hearing and conference rooms, larger meeting rooms, training rooms and the central communications/server room and hubs;
- (c) Installation of energy efficient T5 lighting;
- (d) Data cabling throughout the tenant areas including phone and network outlets at each work point. The cabling infrastructure will be designed to cater for future capabilities. These works may also include the installation of WiFi subject to security considerations;
- (e) Supplementation of the base building fire services where required as a result of the fitout works to ensure compliance with relevant codes. This may include additional exit lights, fire detection and sprinkler supplementation as necessary. Highly sensitive fire detection equipment and fire suppression systems will be required to be installed in the communications/server room;
- (f) Office accommodation including construction of hearing rooms, conference rooms, reception areas, secure corridors behind hearing rooms, a security alarm and access control system, general office fitout and open plan work area;
- (g) Standardised office sizes of:
 - 12m² (most EL2 officers and full time Members);

- 18m2 single office (SES Band 1 and full time Senior Members);
- 18m2 two person share office (part time Members);
- 24m2 (Registrar and Deputy Presidents);
- 36m2 (President's chambers);

(h) Generic open plan workstations;

(i) Standardised hearing room sizes of:

- 32m2 (8-10pax);
- 48m2 (25pax);
- 50m2 (20pax);
- 75m2 formal room (30pax); and
- 90m2 (for complex matters with a large number of legal representatives)

(j) Flexibly designed standardised ADR conference room sizes of:

- 24m2 (8-10pax including videoconferencing facilities);
- 36m2 (12-14pax);

(k) Standardised interview room sizes of:

- 12m2 (4 pax);
- 18m2 (6 pax);
- 24m2 (10 pax);

(l) Breakout spaces, quiet rooms, casual and formal meeting spaces;

(m) Communications/Server rooms built to specialist specifications;

(n) Storage facilities/compactuses;

(o) Training rooms;

(p) First aid room;

(q) Kitchens;

(r) Library/Information hub facilities;

(s) A secure storage room which is required to conform to ASIO T4 Zone 5 requirements, to hold classified material for the Security Division.

2.2.3 The fitout design will provide the amalgamated AAT considerable flexibility to cater for possible jurisdictional and work practice changes. As the amalgamated AAT commences operations there is the

possibility that changing work practices and harmonisation of work across the various divisions will require changes to accommodation configuration. It is also envisaged that the progressive move towards the use of predominantly digital files in line with the Commonwealth's digital agenda will reduce storage needs and require flexibility in workspace and hearing room technology provisions.

- 2.2.4 Conceptual floor plans of a generic hearing room and a generic staff floor have been developed and are included at Annexure A.

2.3 Approvals

- 2.3.1 Development approval is not required for this project.
- 2.3.2 25 May 2015 the Secretary of the Department of Finance formally advised the MRT-RRT that she had endorsed entry into the lease.
- 2.3.3 As required throughout the project expenditure approvals will be sought from the appropriate PGPA Act delegates in accordance with Accountable Authority Instructions and financial delegations.
- 2.3.4 Approvals from other relevant authorities for works approval will be sought as required.
- 2.3.5 The cost of this fitout is to be funded by the commercial incentive to be provided by the lessor; as such no appropriation has been sought for these works. The savings relating to amalgamation have been identified and taken into account in the amalgamated AAT's appropriations over the forward years.
- 2.3.6 A recommendation from the Committee to the House of Representatives that the works are in the public interest is thereby sought.

2.4 Codes and Standards

- 2.4.1 The fitout will comply with all statutory requirements including the Building Code of Australia (BCA), and the relevant Australian Standards. The amalgamated AAT will ensure that all relevant codes and standards are included in the design and building briefs, including the Building Code 2013 and the guidelines from the Office of the Federal Safety Commissioner. Attention will be drawn to the potential that the Building and Construction Industry (Fair and Lawful Building Sites) Code may come into effect during the construction. The fitout will also comply with the Protective Security Policy Framework and other .

- 2.4.2 An accredited Building Certifier will be engaged to certify compliance of the fitout works.
- 2.4.3 Outside legal advice will be sought at appropriate times to ensure all works and documentation are in compliance with relevant codes, standards and legislative instruments.

2.5 Materials and Finishes

- 2.5.1 Materials and finishes will be selected from those readily available locally for their functionality, durability, low maintenance and for their ecologically sustainable design properties.
- 2.5.2 Plasterboard, prefinished board and glass partitioning will be used to form individual offices, meeting rooms, reception areas, utility and store rooms, training rooms, communications equipment rooms and staff facilities.

2.6 Planning and Design Concept

- 2.6.1 The fitout will incorporate high quality finishes and materials which are affordable within the defined project budget and which meet the overall goals of being flexible and functional. In determining the design, furnishing and finishes of the public areas the core goal is to project an image of the amalgamated AAT that is welcoming, non-confronting and relatively informal. It is important that the AAT have a look and feel which is clearly distinct from a formal 'court' type fitout.
- 2.6.2 The back of house areas will similarly be designed with finishes, furnishings and materials which are appropriate having regard to the project budget and operational needs. The desired outcome is that the staff and member areas will portray an image of a modern work environment that is safe, smart, flexible, comfortable and functional. Where possible the fit-out will be designed so as to maximise flexibility for possible future changes to the work practices of the amalgamated AAT.
- 2.6.3 Security consultants InTec1 have been engaged by the amalgamating tribunals to undertake a full risk assessment and security review. Part of InTec1's remit is to provide advice and input into the design of the Sydney fitout. This will include matters such as the design and placement of hearing room furniture, the placement of duress alarms, CCTV and reception safety. The fitout will be designed so as to allow

the installation of temporary security equipment if required and for appropriate control of pathways through the area.

- 2.6.4 Electrical and IT engineering consultants will be engaged to provide advice and input into the layout of data cabling and the design of the communications/server room and hubs.
- 2.6.5 The floorplates of 83 Clarence Street are column free and of a regular shape which will allow for an efficient fitout.
- 2.6.6 Engineering consultants have been engaged via IA Group to provide and advice in the planning stage on the integration of base building services with the fitout. This will include the installation of supplementary air conditioning to areas such as large meeting rooms and hearing rooms and specialised cooling to the Communications/Server rooms and hubs.
- 2.6.7 Carpet tiles will be fitted to general office areas which allow for easy replacement of worn/damaged sections of carpet.
- 2.6.8 Workstations will be individual modular workstations, designed and placed so as to not disrupt the passage of natural light into the building. All workpoints will allow for the future installation and operation of new technologies.
- 2.6.9 This fitout will see some transitioning of officers currently allocated enclosed offices into open plan workstations. This allows for a substantially more effective use of space by allowing for an increased number of quiet rooms and meeting rooms which can be used by all staff on an 'as needs' basis. This is also consistent with the Department of Finance's *Flexible and Efficient Workplace Design Guidance*.
- 2.6.10 The fit-out provides the opportunity for the amalgamated AAT to build on the existing achievements and successful practices of the amalgamating tribunals and create a built environment which supports the expansion of these elements across the whole jurisdiction. The design and installation of a new fitout also provides the opportunity to consider how new technologies can be employed to deliver services more efficiently and effectively, and enhance the experience of applicants through a single point of access to merits review.

2.7 Mechanical Services

2.7.1 Expert advice will be sought via IA Group on the design and installation of any mechanical services required to be installed beyond that which is part of the base building, and the integration of base building services into the fitout. Where such services are to be installed the design and selection will be based on the following principles:

- (a) Financial sustainability;
- (b) Noise and vibration characteristics;
- (c) Proven design;
- (d) Reliability;
- (e) Durability;
- (f) Ease of replacement/maintenance;
- (g) Efficiency of operations;
- (h) Environmentally sustainable principles.

2.7.2 A quantity surveyor will be engaged to provide oversight of cost proposals related to mechanical services.

2.8 Hydraulic Services

2.8.1 Expert advice will be sought via IA Group on the design and installation of any hydraulic services required to be installed beyond that which is part of the base building. This expertise will also be utilised to plan, where required, the integration of base building hydraulic systems into the fit out as required including for the provision of disabled bathrooms and supplementary cooling systems.

2.8.2 A quantity surveyor will be engaged to provide oversight of cost proposals related to mechanical services.

2.9 Electrical

2.9.1 Building services engineers have been engaged through IA Group who will be responsible for design of the layout of electrical systems throughout the tenancy.

- 2.9.2 A key consideration in the design of the fitout and in particular the layout of rooms will be the placement of electrical and data cabling, for example placement of hearing room tables/benches against walls is preferred over the need to use floor boxes.
- 2.9.3 As a requirement of the green lease schedule which will form part of the lease, each floor will be separately metered. The lessor is also providing as part of the HOA an allowance for the amalgamated AAT to install energy efficient lighting in the premises.
- 2.9.4 In addition to the mains power supply to the building the tribunals have secured as part of the HOA access to the base building diesel generator. 60A per phase of generator power will be available to the floor accommodating the communications/server room and 30A per phase will be available to all other floors.

2.10 Information and Communications Technology (ICT)

- 2.10.1 The provision of ICT services provided in the base building will be integrated with the fitout and include:
 - (a) Installation of cable pathways;
 - (b) Base building communications customer cabling to support the provision of telecommunications services in the new building;
 - (c) A range of provisions for distributed audio-visual facilities throughout the fitout; and
 - (d) Provisions of hearing augmentation systems for hearing and conference rooms.
- 2.10.2 A specialist AV consultant with substantial experience in courts and tribunals will be engaged to provide advice and input into the provision of AV systems particularly in the hearing and conference rooms. This will include consideration of evidence presentation technologies, recording technologies, and other e-court type functionalities.
- 2.10.3 A specialist IT systems engineer will also be engaged to provide design input into the Communications/Server room and the layout of the ICT system throughout the fitout and its integration with other systems.
- 2.10.4 The design of a custom fitout will allow the amalgamated AAT to explore the installation and utilisation of new technologies to client services and experiences. This will be particularly realised in the installation of e-service 'hubs' which will allow tribunal clients to take advantage of e-lodgement of applications and submissions.

2.11 Lifts

- 2.11.1 The space which the amalgamated AAT will lease is located on both the high and low rises of the building. As part of the HOA the lessor will program two lifts to be available to service both floors. These lifts will allow staff and members to traverse the entire building without having to change lifts and limit co-mingling of tribunal Members and Staff with applicants.
- 2.11.2 The lifts are also able to be 'locked off' to allow exclusive access direct from the basement to the amalgamated AAT's tenancy in instances where, for example, a tribunal applicant in secure custody needs to be transported.
- 2.11.3 Minimum lift performance standards have been negotiated and will form part of the final lease.

2.12 Fire Protection

- 2.12.1 The fitout will be constructed in accordance with the building fitout guidelines which require the provision of fire services in accordance with the Building Code of Australia and local authority requirements. In addition to the outside-tenancy fire protection services the fitout will include the following:
 - (a) Fire protection, detection systems, smoke hazard management and fire egress travel distances in accordance with the Building Code of Australia and AS1668 and AS2118.1;
 - (b) Fire Suppression Systems;
 - (c) Battery operated self-contained emergency lights and exit signs which are regularly tested;
 - (d) Extinguishers, fire blankets;
 - (e) Internal fire hose reel system.

2.13 Security

- 2.13.1 Security Construction and Equipment Committee (SCEC) approved security consultants InTec1 have been engaged to perform a security risk assessment the scope of which includes input into the design of the fitout insofar as it relates to security. The fitout will comply with

the outcomes of this security assessment. All staff and members will be provided with security proximity card passes which will interface with access control readers. Electronic access points will include:

- (a) All external access points to the building including the car park roller door and main lobby entrance;
- (b) All doors leading off the lift lobby into the tribunal's tenancy from every floor;
- (c) All doors leading from the public reception areas into the secure staff zone;
- (d) All doors between the secured corridor behind hearing/conference rooms into the secure staff areas.

2.13.2 In order to comply with the requirements that some amalgamated AAT hearings be conducted in private (e.g. refugee matters) all hearing room doors will be electronically lockable preventing access without a security pass.

2.13.3 In order to allow quick egress in an emergency a security pass will not necessarily be required to access the secure corridor from a hearing room, but a security pass will be required to access the secure zone from the secure corridor.

2.13.4 Internal areas with higher than normal security requirements will also have proximity card readers installed at the entrance doors to restrict access to authorised staff only.

2.13.5 Tribunal reception staff will be required to handle some cash received as payment of application fees. The scope of InTec1's security assessment will be advising on the security requirements of the reception including whether it will be required to be enclosed behind glass/Perspex or whether less obtrusive security measures are appropriate.

2.13.6 The Migration and Refugee Division will frequently hear matters in which the applicant is held in immigration detention, a dedicated room adjacent to the public reception area will be provided where these applicants can wait for their hearing to commence. The other divisions may from time to time hear matters where one of the parties is held in immigration detention or other form of custody, this room will also be available for those cases. Where a party to a case is considered to pose an unacceptably high security risk alternate arrangements may be made for them to appear by video or for the matter to be heard at an alternate location such as a court.

2.13.7 There are also situations in which it is necessary that the parties to a particular matter be separated. The public area will be designed so as to provide waiting areas which are not within the 'line of site' of other waiting areas to cater for such situations. A number of informal 'interview' rooms adjacent to the public area may also be used for this purpose.

2.13.8 In some instances Security Division matters require a higher degree of security and segregation of parties than in the normal course of the tribunals operations. As part of the design of public areas there will be consideration to the ability to have an area which can be segregated and operate as a 'sterile' area.

2.14 Acoustics

2.14.1 Acoustics are an important design consideration especially with respect to hearing rooms. As part of the design process specialist acoustic expertise will be procured where necessary.

2.14.2 Acoustic considerations are also important in the staff and member work areas. In order to reduce noise in the work environment measures such as acoustic ceiling tiles, fabric panelling and carpeted floors will be utilised. Consideration will also be given to the placement of equipment/facilities such as video conferencing meeting rooms and air conditioning vents to abate noise to the greatest practical extent.

2.14.3 Acoustic performance is a matter which will be incorporated in the interior designers' return brief which will form the basis of the detailed fitout design.

2.15 Building performance standards

2.15.1 . As part of the lease there will be baseline building performance standards which will cover such services as:

- (a) Internal temperatures and acceptable ranges;
- (b) Relative humidity;
- (c) Air movement range;
- (d) Air circulation volume;
- (e) Maximum noise rating of base building services;
- (f) Lift speeds, waiting times, vibration and ride quality;
- (g) Lighting; and
- (h) Utility power supply.

2.16 Provisions for People With a Disability

2.16.1 The provision of adequate facilities for people with a disability is an extremely important concern in this project as equity of access is a central tenant of the amalgamated AAT's role. This is particularly so given the NDIS jurisdiction of the amalgamated AAT.

2.16.2 The design of the fitout will include access provisions for people with a disability in accordance with the Disability Discrimination Act, the relevant technical requirements of the Building Code of Australia, Access to Premises Standard (2010) and associated Australian Standards. Accordingly, the following facilities will be provided:

- (a) self-contained accessible toilets;
- (b) all lifts accessible and facilities provided in accordance with AS1735.12;
- (c) accessible parking;
- (d) hearing aid loops to hearing rooms, conference rooms and public areas;
- (e) appropriate signage as required under the building code of Australia; and
- (f) lifts, access-ways, doorways and accessible toilets will be sized to confirm to Building Code of Australia.

2.17 Child-Care Provisions

2.17.1 The lessor is planning to open a child care facility on the premises in the latter part of 2015. Staff and members will be able to utilise these facilities however no priority arrangements will be given to tenants of the building.

2.17.2 The fitout will include a 'parents room' on a public floor which can be utilised for breastfeeding. The disabled bathrooms to be installed will also have nappy change facilities.

2.18 Cultural Provisions

2.18.1 The tribunals recognise that their client base and workforce comes from a variety of different backgrounds including many different faith backgrounds. A number of generic 'interview rooms' will be installed on the public floor and quiet rooms will be provided on the staff floors. These facilities will be available for religious prayer when required.

2.19 Public Transport

2.19.1 83 Clarence Street is located very close to Wynyard railway station which serves almost all lines on the Sydney suburban train network and connects with Central Railway Station where intercity transport is available. Nearby Clarence, York and George Streets are also major bus thoroughfares in Sydney with easy access to buses to most parts of the Sydney metropolitan area. Additionally other forms of public transport are easily accessible from the building including ferries from Circular Quay and the NSW Government's planned CBD light rail service down George Street.

2.20 Workplace Health and Safety

2.20.1 The property project team will work closely with the Work Health and Safety coordinators of each tribunal and seek expert advice and consult with Comcover and Comcare where necessary on the design of the fitout. The amalgamated AAT will also work closely with the design and project managers to ensure the fitout complies with all relevant codes.

2.20.2 The tribunals will work with the interior designers and project managers to select internal furniture and fittings which address WHS concerns. Such furniture and fittings will include adjustable desks and storage selected to minimise the risk of staff injuries. For staff and members with identified and medically certified needs special furniture such as sit-stand desks will be purchased.

2.20.3 The contractual arrangements with all contractors performing services on the site will comply with relevant and appropriate WHS legislation.

2.21 Consultation

2.21.1 As the detailed design phase of the fitout project commences the tribunals will employ a communications and change management strategy to seek the views of internal and external stakeholders on the content and functionality of the workplace. The design principles upon which the detailed design has been based have been drawn largely from the existing standards of each tribunal and from recent fitout projects in other locations.

- 2.21.2 Aspects related to property and fit out form an important part of the wider change management process which is underway as part of the amalgamation of the four tribunals.
- 2.21.3 Tribunal users will be kept informed and strategies put in place to minimise disruption to service delivery as a result of the relocation of tribunal elements based at 55 Market Street and 580 George Street.

2.22 Local Impact

- 2.22.1 The local impact of this project will be negligible. Given the internal nature of this fitout there is not expected to be any sort of disruption visible outside the building. There may be minimal disruption to other tenants within the building.
- 2.22.2 There will be some positive employment benefits from the approximately 4-5 month construction period.
- 2.22.3 No job losses will occur at the amalgamated AAT as a result of this project.

2.23 Project Costs

- 2.23.1 The estimated cost of \$1800 per square meter, plus \$100 per square meter escalation contingency, has been determined by the tribunals in collaboration with Project Control Group who are the engaged property consultants and developers of the accommodation masterplan. The appointed interior designers and project managers IA Group agree that this is a reasonable budget having regard to the nature of the fitout. \$1800 per square meter is also largely in accordance with the recent experiences of the MRT-RRT and AAT in their Melbourne and Canberra projects respectively.
- 2.23.2 The fitout of the amalgamated AAT is a relatively standard one. The only non-standard feature of this project is the provision of hearing rooms on three to four floors. The technological requirements of hearing rooms tends to increase the cost per square meter of these areas. In other respects however the fit out would be considered a standard Commonwealth fitout project.

2.24 Project Delivery Methodology

- 2.24.1 The amalgamating tribunals have engaged IA Group to prepare the detailed design documentations and manage the construction of the

fitout. This work will be undertaken on a cost-plus basis with the amalgamated AAT paying actual tendered prices for goods and services received, with IA Group charging a fixed price fee for the management of the works.

- 2.24.2 The amalgamating tribunals will shortly be engaging an independent quantity surveyor to provide oversight of the project, particularly the financial aspects, to ensure the Commonwealth's interests are protected throughout the project.

2.25 Construction Program

- 2.25.1 It is anticipated that the amalgamated AAT will receive access to the newly leased floors from early September 2015. From this point of time the fitout will take place in two stages:

- (a) Stage 1 will consist of the construction of new hearing rooms and is expected to commence (subject to Parliamentary approval) in around mid to late September 2015 and be completed the end of November 2015. At the conclusion of this stage Staff, Members and hearing operations will be re-located from their current locations into the newly fitted out space;
- (b) Stage 2 will commence from around the end of November and consist of fitting out the space vacated by Staff, Members and hearing operations at the conclusion of Stage 1. Stage 2 is expected to conclude by around the end of February 2016 and will include the relocation of Staff and Members currently occupied at 55 Market Street and 580 George Street.
- (c) The practical completion of the project is therefore expected by Mid-March 2016.

2.26 Concept Layouts

- 2.26.1 Conceptual plans for both a hearing room/public floor and a staff/member floor are provided at Annexure A

Annexure A

Staff and public floor concept layouts

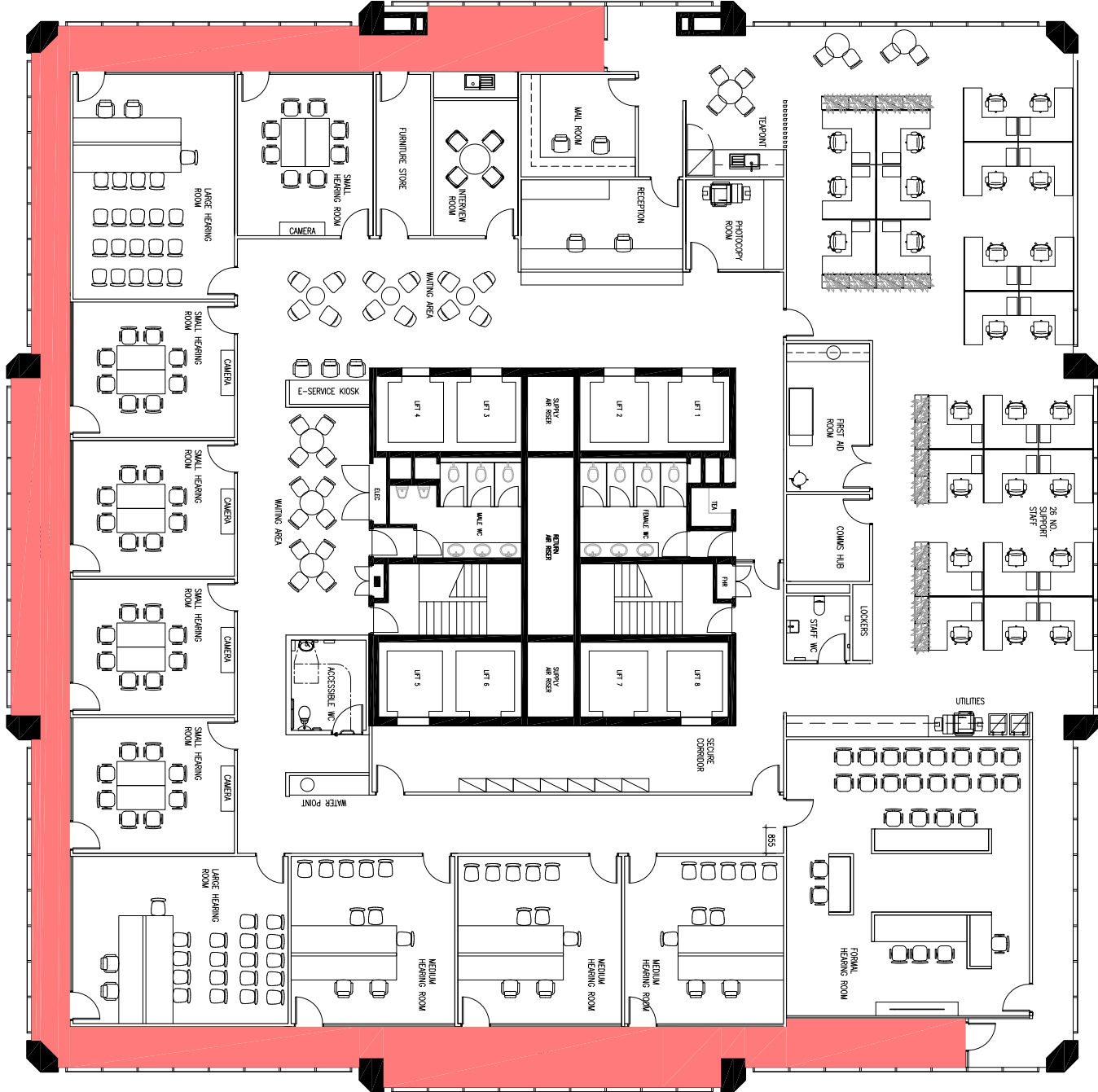


DATE	ISSUE	AMENDMENT
25.11.14	A	ISSUED FOR CLIENT INFORMATION

FOR INFORMATION

ACCOMMODATION – LEVEL 5	
NLA: 1090 SQM	QTY
FORMAL HEARING ROOMS	1
LARGE HEARING ROOMS	2
MEDIUM HEARING ROOMS	3
SMALL HEARING ROOMS	5
INTERVIEW ROOMS	1
FOH PHOTOCOPY ROOM	1
FURNITURE STORE	1
E-SERVICE KIOSK	2
FOH WATERPOINT	1
PARENT ROOM	0
ACCESSIBLE STAFF WC	1
ACCESSIBLE PUBLIC WC	1
FIRST AID ROOM	1
RECEPTION	1
MAIL ROOM	1
UTILITIES	1
WAITING AREA	2
HEARING RM TEAPPOINT	1
SUPPORT STAFF (INCL. RECEPTION)	26 WP
HOTDESK	2 WP
TOTAL WORKPOINTS	28 WP
SUPPORT STAFF AREA: 328 SQM	

DENOTES SECURE CORRIDOR SPACE



83 CLARENCE STREET. LEVEL 5
NLA 1090 M²

1:100 @ A1
1M5M10M

Project Control Group Pty Ltd
Ploca 1, Australia Square, 95 Pitt Street
Sydney NSW 2000, Australia
Phone: 02 8249 7500 Fax: 02 8249 7555

CLIENT

PROJECT
83 CLARENCE STREET
SYDNEY

DRAWING
RECEPTION & HEARING ROOM FLOOR
OPTION C

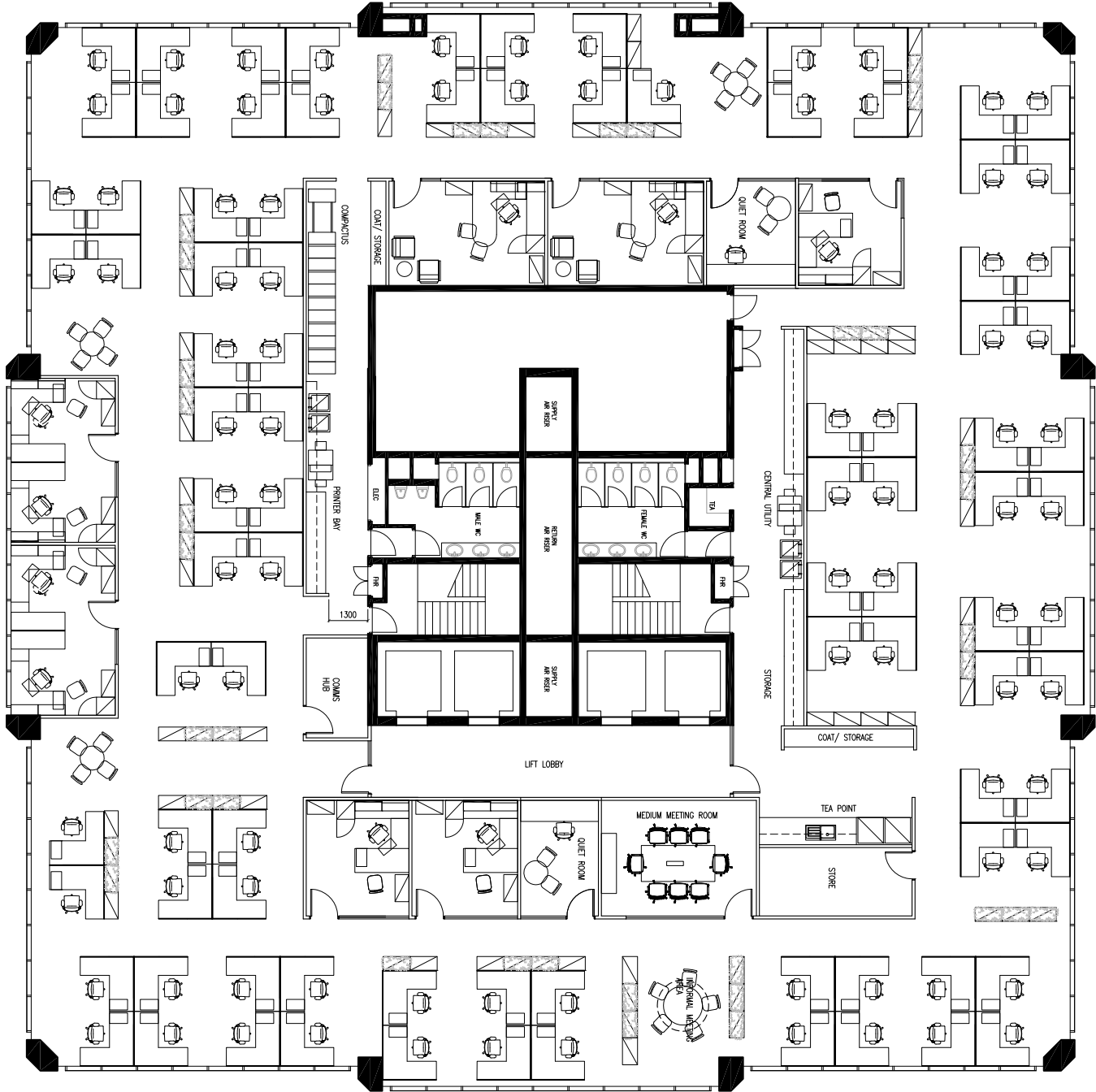
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DATE NOV 14	DRAWING NO.	ISSUE
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DATE	ISSUE	AMENDMENT
25.11.14	A	ISSUED FOR CLIENT INFORMATION

FOR INFORMATION

ACCOMMODATION – LEVEL 14		
NLA: 1090 SQM		
OFFICES		QTY
SHARED OFFICES (2 PER OFFICE)	2	5
WORKSTATIONS		93
MEDIUM MEETING ROOMS	1	1
QUIET ROOMS		2
INFORMAL MEETING AREA		1
UTILITIES		2
COMPACTUS		1
STORE ROOM		1
COMMS HUB		1
TOTAL WORKPOINTS		102



83 CLARENCE STREET. LEVEL 14
NLA 1052.5 M²

DRAWING			
TYPICAL STAFF & MEMBER FLOOR			
SCALE 1:100 @ A1	JOB 3155	CAD FILE:	
DATE NOV 14	DRAWING NO.	ISSUE	
DRAWN AZ	CL-TF-04	A	
CHECKED --			

1:100 @ A1

1M5M10M

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CLIENT
AMALGAMATED TRIBUNALS

PROJECT
**83 CLARENCE STREET
SYDNEY**