



**PROPOSED FITOUT OF NEW LEASED
PREMISES**

**FOR THE ATTORNEY-GENERAL'S
DEPARTMENT**

AT

3-5 NATIONAL CIRCUIT, BARTON, ACT

STATEMENT OF EVIDENCE

TO THE

PARLIAMENTARY STANDING COMMITTEE ON PUBLIC

WORKS

**ATTORNEY GENERAL'S DEPARTMENT
CANBERRA ACT
August 2004**

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IDENTIFICATION OF NEED

1.1 Objectives

1.1.1 The Attorney General's Department serves the people of Australia by providing essential expert support to the Government in the maintenance and improvement of Australia's system of law and justice.

1.1.2 The Department is the central policy and coordinating element of the Attorney General's portfolio, for which the Attorney General and Minister for Justice and Customs are responsible.

1.1.3 The mission of the Attorney General's Department is *achieving a just and secure society*. In pursuing this mission, the Department is focused on achieving two outcomes:

An equitable and accessible system of federal civil justice

and

Coordinated federal criminal justice, security and emergency management activity, for a safer Australia.

1.1.4 AGD is seeking to consolidate its accommodation within one purpose built facility in the Barton precinct(excluding Emergency Management Australia accommodation in Bruce and the Security Training Centre at 71 State Circle, Yarralumla), In doing so, AGD will realise a number of operational and administrative efficiencies, including:

- A cost effective property solution;
- Advantages from technological improvements in services;
- Efficiencies in infrastructure, eg security, training facilities, staff amenities, conference/meeting facilities and meeting Commonwealth energy and waste management targets;
- Inclusion of AGD requirements into the base building, eg communications and security; and
- Operational work allocation and resource utilisation efficiencies.

1.2 Background

1.2.1 The Department currently occupies three head office locations within Canberra totalling 19,244m² of office space, accommodating 750 fulltime and part time staff and contractors. In addition to the existing tenancies, the Department has an immediate requirement for a further 69 desks, increasing to 93 by 2007/08. This requirement cannot be accommodated within the existing premises.

1.2.2 The leases for these three head office accommodation sites - Robert Garran Offices, Arts House and Brisbane Avenue are scheduled to expire between May 2006 and February 2007, which allows the

Department to address current shortcomings in the context of future accommodation strategies and implement the optimal accommodation strategy.

1.2.3 An accommodation review commissioned by the Department identified a number of workplace deficiencies and operational risks and inefficiencies in the three current leasings, in particular the Robert Garran Offices. This led to a management decision to examine the longer term requirements of the Department, and the investigation of a number of alternate options to accommodate the Department.

1.2.4 Following these investigations and the analysis of the alternate options, it was agreed that the Department's committing to the lease of a new commercial office development will achieve the preferred accommodation solution.

1.2.5 An AGD Project team was established to ensure that the fitout of this new facility (for which it has direct control) meets the Department's requirements and also that the base building design is consistent with best practise in terms of services, security and energy management.

1.3 The Need For The Work

1.3.1 The current situation has the Department spread over five disparate sites, and suffering a shortfall of accommodation, a situation that will be exacerbated when planned expansions in staffing take place over the next three years. The leases on AGD's existing accommodation will expire within three years and an alternate accommodation solution will offer significant savings in leasing costs, operating efficiencies and administrative overheads.

1.4 The Proposal

1.4.1 The proposal is to fitout the 3-5 National Circuit development, as the building is constructed. The site, an area of 16,700m², is currently occupied by a building leased by PM&C, who will vacate the building in December 2006. At this time the owner will demolish the building and construct a new office complex on the site, and lease this to AGD. The AGD project team has had significant input into the building scope, and the building, on completion, will meet the Departmental needs for a period in excess of 25 years.

1.4.2 The construction will produce an estimated office space totalling 18,000m² and 400 car spaces.

1.4.3 The works to be undertaken include:

- The fitout of the new building to meet AGD specific requirements of the premises;
- Architecturally designed office accommodation including reception general office areas, computer facilities, meeting rooms, utilities,

stores, kitchens, first aid room, carer's room, conference and training facilities.

- 1.4.4 Integration of fitout related services into the base building works will be negotiated to produce cost savings and construction efficiencies including electrical, mechanical, communications, security, fire and hydraulic services.
- 1.4.5 Building specifications will be examined to ensure that all essential AGD requirements are met.
- 1.4.6 Fitout design and specification will meet the Disabilities Legislation both in respect to access for clients and staff including wheel chair access to the building and office areas, door widths and height, lift arrangements, parking, toilets and access to counter facilities.
- 1.4.7 The building brief will require the development to comply with applicable Environmental Protection Legislation.
- 1.4.8 A basement car park in combination with on grade car parks on the new building site will provide 400 car spaces.
- 1.4.9 Following AGD vacating RGO opportunities exist on the 3-5 National Circuit site for a cafe, and an Early Learning Child-care Centre.
- 1.4.10 AGD will lease the new office accommodation for 15 years with two five-year lease extension options and will be undertaking an office fitout. Occupation of the new building by AGD by December 2008 is proposed
- 1.4.11 Site/location plans are attached at **Annexure A**.

1.5 Options Considered

- Remain in existing locations;
 - Lease alternate existing accommodation; and
 - Lease accommodation to be constructed to AGD's requirements
- 1.5.1 The scenario of remaining in the existing locations is not a viable long term solution. The aging fitout of Robert Garran Offices is causing increased maintenance costs and may give rise to OH&S concerns. There is a lack of efficiencies due to building design and heritage restrictions, substantial occupancy and energy inefficiencies and segregation of Department functions.
 - 1.5.2 Accommodation option studies commissioned by AGD could not identify any existing facilities within Canberra that would suit, or be retrofitted to suit, the AGD requirements.
 - 1.5.3 The option studies identified the only way to meet the requirements identified over a 25year span would be to lease a facility that would be

designed and constructed to meet existing and reasonably foreseen requirements.

- 1.5.4 The Department engaged independent advisers to source potential suitable alternative sites capable of providing a single stand alone property solution. A formal expression of interest campaign was undertaken during the final quarter of 2003, resulting in five potential sites. Through independent evaluation of these sites and then subsequent discussions with the Department of Finance and Administration and ISPT (building owner of the existing site), the five possible sites were reduced to a preferred short list of two sites in Barton, including the Finance owned York Park and a new building constructed on the 3-5 National Circuit site following the relocation of The Department of the Prime Minister and Cabinet.
- 1.5.5 The 3-5 National Circuit Barton site was clearly the preferred option based on surety of construction timeframes and certainty of tenure in the existing tenancy while construction took place.
- 1.5.6 The preferred option was selected for reasons outlined earlier in this submission. In addition to the administrative and operational efficiencies, this option will reduce ongoing occupancy costs per seat by approximately 16%.

1.6 Description of Proposal

- 1.6.1 The AGD fitout is part of the 3-5 National Circuit development. The site, an area of 16,700m², will have the existing building demolished following the relocation of PM&C.
- 1.6.2 Basement car parking in combination with on grade car parks will provide 400 car spaces.
- 1.6.3 Following AGD vacating RGO, opportunities exist on the 3-5 National Circuit site for a cafe and an Early Learning Child-care Centre.
- 1.6.4 The construction will produce an estimated office space totalling 18,000m² and 400 car spaces. Lease costs are still being negotiated with an effective commencing rate of between \$390-\$405m² anticipated.
- 1.6.5 Site/location plans are attached at **Annexures A**.
- 1.6.6 AGD will lease the new office accommodation for 15 years with two five-year lease extension options and will be undertaking an office fitout. Occupation of the new building by AGD by December 2008 is proposed.
- 1.6.7 The works to be undertaken include:
- The fitout of the new building to meet ADG specific requirements of the premises.

- Architecturally designed office accommodation including reception, general office areas, computer facilities, meeting rooms, utilities, stores, kitchens, first aid room, carer's room, conference training facilities and early childhood learning Centre.
- Integration of fitout related services into the base building works will be negotiated to produce cost savings and construction efficiencies including electrical, mechanical, communications, security, fire and hydraulic services.

1.6.8 Building specifications will be examined to ensure that all essential AGD requirements are met.

1.6.9 Fitout design and specification will meet the Disabilities Legislation both in respect to access for clients and staff including wheel chair access to the building and office areas, door widths and height, lift arrangements, parking, toilets and access to counter facilities.

1.6.10 The building brief will require the development to comply with applicable Environmental Protection Legislation.

1.7 Environment Issues

1.7.1 There are no environmental issues related to the fitout, however, consideration of a traffic management study and compliance with applicable Environmental Protection Legislation will be managed by the developer.

1.8 Heritage Considerations

1.8.1 The building brief will require the development to comply with applicable heritage legislation including heritage amendments to the Environment Protection and Biodiversity Conservation Act 1999.

1.9 Details of Organisations Consulted

1.9.1 AGD has developed a communication strategy for internal and external consultation. The internal consultative framework includes both formal and informal means of communication and consultation with managers, staff and the Community and Public Sector Union (CPSU). This strategy includes:

- Briefings for managers and staff
- Work area involvement in the development of the requirements
- Information sessions for staff including site visits during construction
- Establishing a project steering committee responsible for overseeing the project including overall strategic direction

- Establishing a reference group to provide advice on more significant specialist aspects of the project
- A comprehensive intranet site and regular articles in the AGD newsletter, 'Upfront'
- All staff e-mails

1.9.2 External clients will be consulted through the network of consultative forums.

1.9.3 Other organisations included in the consultative process will include:

- The Department of Finance and Administration
- The Department of the Prime Minister and Cabinet
- The National Capital Authority
- The Department of the Environment and Heritage

1.10 Amount of Revenue, if any, Derived from the Project

1.10.1 There will be occupancy per seat cost reductions realised by collocating to the one site.

1.10.2 Departmental staff are negotiating with current building owners to minimise risk of paying rent on empty space. Liquidated damages clauses in the development documentation and extension of lease options are being investigated. AGD currently have 80% occupancy in a building owned by the owner of the preferred site, subsequently exposure to tenure and dead rent issues are minimised.

TECHNICAL INFORMATION

2.1 Location

- 2.1.1 The AGD fitout is part of the re-development of the 3-5 National Circuit Barton site. The site is an area of 16,700m². Site/location plans are attached at **Annexure A**.

2.2 Scope of Work

- 2.2.1 AGD will lease the office accommodation for fifteen years with two five-year options and will be undertaking an office fitout.

- 2.2.2 The works include:

- Architectural designed office accommodation including:
 - Construction of a reception area;
 - Type 1 security controlled access;
 - General office fitout and open plan work areas;
 - The majority of offices provided to be in central cores not external windows;
 - Breakout spaces, harbour rooms and casual meeting space;
 - Computer room built to specifications;
 - Storage facilities;
 - Conference and training facilities;
 - First aid room;
 - Utilities rooms;
 - Carer's room;
 - Kitchens;
 - Showers and lockers and
 - Early Childhood Learning Centre
- Integration of fitout related services into the base building works will be negotiated to produce cost savings and construction efficiencies including electrical, mechanical, communications, security, fire and hydraulic services.
- Tenant fitout above base building will be undertaken to conform to AGD special requirements including operational rooms.

- 2.2.3 Minimum space allowances for individual work points for APS Level 6 employees will be 8m² and for APS 1-5 employees 6.5m². These space allowances have been based on a number of factors including standards that exist for other Commonwealth agencies.

- 2.2.4 The workplace will provide users with an environment that has the ability and capacity to meet the changing organisational needs of AGD. This will be achieved through:
- Work points which can easily and quickly be reconfigured without disturbing productivity.
 - Providing open plan areas.
 - Ensuring the enclosed areas is capable of being altered easily for future change.
 - Building services that are flexibly located to allow for repositioning of walls, work point layouts and accommodation changes in technology.
- 2.2.5 Floor plans have not been finalised at this time, however a typical floor layout is illustrated at **Annexure B**.

2.3 Site Selection and Site description

- 2.3.1 The Department engaged independent advisers to source potential suitable alternative sites capable of providing a single stand alone property solution. A formal expression of interest campaign was undertaken during the final quarter of 2003, resulting in five potential sites. Through independent evaluation of these sites and then subsequent discussions with the Department of Finance and Administration (Finance) and ISPT (building owner of the existing site), the five possible sites were reduced to a preferred short list of two sites in Barton, including the Finance owned York Park 2 and a new building constructed on the 3-5 National Circuit site following the relocation of PM&C.
- 2.3.2 The 3-5 National Circuit Barton site was clearly the preferred option based on surety of construction timeframes and certainty of tenure in the existing tenancy while construction takes place.
- 2.3.3 The AGD fitout is part of the 3-5 National Circuit development. The site, an area of 18,000m² (NLA) will have the existing building demolished following the relocation of PM&C.

2.4 Zoning and Approvals

- 2.4.3 The issue of zoning and approvals will be addressed by the site owner, ISPT.
- 2.4.4 AGD will be undertaking the internal fitout of the premises. Subject to Parliamentary funding approval of the project, approval for the works will be obtained through the developer and local authorities on completion of fitout plans. Work on the fitout is expected to commence in December 2007 and be completed by December 2008.

2.5 Land Acquisition

- 2.5.1 The developer has ownership of the site and is responsible to increase the Net Lettable Area of the proposed building to 18,000m². The site is zoned for office accommodation.

2.6 Codes and Standards

- 2.6.3 All relevant Building Codes of Australia and reference standards will be met. AGD will engage a consultant to ensure that all relevant codes and standards are included in design and building briefs.

2.7 Planning and Design Concepts and their basis including: Structure; Materials and finishes; Mechanical Services; Hydraulic Services; and Landscaping.

- 2.7.3 The building will be fit to purpose in accordance with all relevant Building Codes and standards.
- 2.7.4 A building column grid of 8.4m by 8.4m is proposed, and accommodates undercroft and basement parking. The general office areas overlook the central atrium.
- 2.7.5 Carpet tiles will be fitted to general office areas. High quality tiles or terrazzo to the central atrium and bridges and entry lobbies.
- 2.7.6 Acoustic ceiling tiles at ceiling height of 2700mm above floor level will be provided to general office areas. Functional requirements within AGD will require individuals to have an environment that provides acoustic and visual privacy for the performance of tasks or to work with classified information. Secure work areas will be provided to undertake these tasks.
- 2.7.7 The AGD project team will negotiate with the developer to ensure that general engineering service installations will specifically address the following criteria:
- Proven reliability and performance
 - Ease of maintenance and replacement
 - Energy efficient
 - Environmental responsibility and cost effectiveness
 - Flexibility for churn works
 - Minimum noise and vibration characteristics
- 2.7.8 Work points will be based on individual modular workstations that preserve views and light penetration into the building. Workstations more efficiently cater for the installation and operation of new technologies. They significantly utilise the floor areas more effectively

and will create opportunities for accommodating additional facilities such as open meeting areas and common spaces.

2.8 Acoustics

- 2.8.1 Noise levels inside the tenancy area will not exceed the maximum design sound levels recommended in AS/NZS 2107:2000 Acoustics – Recommended design sound levels and reverberation times for building interiors.

2.9 Energy Conservation Measures – including targets

- 2.9.1 AGD will seek a number of energy efficient measures in building brief and fitout including:

- Glazing to comply with SAA Glass Installation Code AS1288
- Acoustic efficient levels
- Building to be subject to the requirements of the Energy Intensity Levels in accordance with Boma Guideline 94 at the completion of 12 months operation

- 2.9.2 To maximise the Ecologically Sustainable design impact of 3-5 National Circuit, AGD will request that the following have been included in project delivery:

- Increased reliance on renewable energy
- Enhanced water catchment
- Increased reliance on renewable materials
- Emissions minimization
- Source control of pollution and waste during construction
- Efficient energy use
- System maintenance and waste avoidance
- Heritage protection

2.10 Master Planning and Site Planning Considerations – future developments

- 2.10.1 Planning and development issues will comply with NCA requirements.

2.11 Provisions for People with Disabilities

- 2.11.1 The design brief will detail a number of requirements for people with disabilities including:

- Person with disabilities shall have access to buildings and car parks occupied by the Commonwealth, without unnecessary segregation or isolation from other users

- The building shall be designed to the latest edition of AS1428.2 and comply with at a minimum with the mandatory parts of the code under the Building Code of Australia
- Provision of disabled parking for public and staff
- A separate disabled toilet on each floor and disabled showers to be provided.
- Suitable access to the building.

2.12 Heritage Issues

- 2.12.1 The building brief will require the development to comply with applicable heritage legislation including heritage amendments to the Environment Protection and Biodiversity Conservation Act 1999.

2.13 Child-care Provisions

- 2.13.1 The AGD provides a commitment to enable staff with family responsibilities to be employed without discrimination and, as far as possible, without conflict with their family responsibilities.
- 2.13.2 The provision of an Early Learning Child-care Centre is planned for the site. This centre will cater for between 50 – 80 places within the proposed building.

2.14 Fire Protection and Security

- 2.14.1 Fire protection and detection services for the building will include the following provisions:
- Fire protection, detection systems, smoke hazard management and fire egress travel distances in accordance with the Building Code of Australia (BCA) and AS1668 and AS2118.1
 - Emergency Warning and Intercommunication System complete with additions to cater for hearing impaired requirements
 - Extinguishers, fire blankets etc.
 - External and internal hydrant system
 - Internal fire hose reel system
 - Ancillary alarm outputs to various building sub systems
- 2.14.2 AGD security staff has been consulted with the development of security requirements for the building including access, monitoring and storage

2.15 Occupational Health and Safety

- 2.15.1 The AGD project team will liaise closely with departmental occupational health and safety officers and working groups to ensure

that the fitout design incorporates requirements under the relevant codes.

2.15.2 Characteristics of the proposed work space will be:

- Modular work points that provide functional support, storage and a level of privacy.
- Low profile to preserve views.
- Feeling of light, airy, healthy openness.
- Capacity for visual variation.

2.16 Landscaping

2.16.1 Landscaping will comply with NCA requirements and will include signage and flagpoles, external facilities for waste enclosure, BBQ facilities sympathetic to the building character.

2.17 Consultation

2.17.1 AGD has developed a communication strategy for internal and external consultation. The internal consultative framework includes both formal and informal means of communication and consultation with managers, staff and the Community and Public Sector Union (CPSU). This strategy includes:

- Briefings for managers and staff
- Work area involvement in the development of the requirements
- Information sessions for staff including site visits during construction
- Establishing a project steering committee responsible for overseeing the project including overall strategic direction
- Establishing a reference group to provide advice on more significant specialist aspects of the project
- A comprehensive intranet site and regular articles in the AGD newsletter, 'Upfront'
- All staff e-mails

2.17.2 External clients will be consulted through the network of consultative forums.

2.17.3 Other organisations included in the consultative process will include:

- The Department of Finance and Administration
- The Department of the Prime Minister and Cabinet
- The National Capital Authority
- The Department of the Environment and Heritage

2.18 Local Impact - eg employment

- 2.18.1 The fitout process will be undertaken in conjunction with the construction of the facility. It is estimated that an average of 80 people will be directly employed on site on any one day in construction and construction related activities, while approximately 150 will be employed in fitout trades. Other off-site employment opportunities will be generated in areas such as material supply and support, off site fabrication, management and administration.
- 2.18.2 During the construction and fitout period there is potential increase in trade for businesses in close proximity of the site including Kingston and Manuka.
- 2.18.3 The increase in employees located at the site could positively impact on patronage of the public transport system.

2.19 Project Costs

- 2.19.1 The estimate fitout cost based on consultation with Quantity Surveyor WT Partnership is \$23m. These costs are currently being refined against discipline. A Confidential Cost estimate has been prepared and will be provided as a separate document.

2.20 Project Delivery System

- 2.20.1 An integrated fitout in conjunction with the building construction is proposed. A separate design and project management fitout team will be established under the control of an already established in-house new building project team.

2.21 Construction Program

- 2.21.1 The new building project team will be responsible in overseeing the design, fitout and relocation and managing consultants including the fitout project manager and design consultants.
- 2.21.2 Building construction is programmed to commence in March 2007 with fitout construction to commence in December 2007.
- 2.21.3 Occupation by AGD in December 2008 is anticipated.

2.22 Sketch designs

- 2.22.1 Floor plans are in an early stage of development and a typical floor layout is illustrated at **Annexure B**.

2.23 Program

- 2.23.1 The proposed construction and fitout program is attached at **Annexure C**.

ANNEXURES

- A. Site Plans
- B. Floor Plans
- C. Construction and Fitout Program