



Australian Government
Department of Employment and
Workplace Relations

PROPOSED FITOUT OF NEW LEASED PREMISES

FOR THE

DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS (DEWR)

AT 29-31 BRINDABELLA BUSINESS PARK, ACT

STATEMENT OF EVIDENCE

TO THE

PARLIAMENTARY

JOINT STANDING COMMITTEE

ON PUBLIC WORKS

Department of Employment and Workplace Relations

21 June 2006

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1. IDENTIFICATION OF THE NEED

1.1. Project Objectives

- 1.1.1. The Department of Employment and Workplace Relations' (DEWR) purpose is to provide the Government, and indeed the Australian public with high quality advice, programmes and services to achieve three key Outcomes:
 - I. Efficient and effective labour market assistance.
 - II. Higher productivity, higher pay workplaces.
 - III. Increased workforce participation
- 1.1.2. In order to effectively and efficiently achieve high level results in these three Outcomes, DEWR has a presence in each Australian Capital City as well as a number of Regional locations across Australia.
- 1.1.3. DEWR's headquarters is situated in Canberra, ACT and is commonly known as DEWR National Office.
- 1.1.4. The National Office accommodates and supports the DEWR Executive and associated senior management for each of the three key Outcomes and associated enabling services. There are several key support functions provided to the State and Regional offices that are also centrally managed from DEWR National Office including but not limited to, property services, security services, information technology (IT) services, and records management.
- 1.1.5. DEWR currently occupy 13 buildings across the ACT, located in Civic, Turner, and Brindabella Business Park (refer Appendices A and B). These buildings range in condition and size and total approximately 48,800 square metres.
- 1.1.6. Recent Government policy reviews relating to Workplace Relations Reforms (WRR) has lead to staff increases of approximately 440 staff in the DEWR National Office by 30 June 2007. Accommodation pressures are further accentuated by the expiration of an existing DEWR sub-lease of approximately 2,400 square metres. This sub-lease is within the Allan Woods Building (AWB), located at 25 Constitution Avenue, Civic. There are no further sub-lease options available as part of this sub-lease agreement.
- 1.1.7. To accommodate the additional staff and those currently located at the AWB (approximately 135), as well as reinstate facilities, such as conference and meeting rooms that have diminished to meet immediate accommodation needs,

DEWR are negotiating commercial leasing terms for a 10,798 square metre building known as 29-31 Brindabella Business Park (BBP).

1.1.8. DEWR will be the sole lessee of this building with projected staffing numbers demanding this amount of space be procured.

1.1.9. There are two core objectives DEWR is seeking to realise by executing the proposed fitout project, which is the subject of this submission and will lead to a segment of the Department occupying 29-31 BBP:

- Meeting the additional accommodation requirements of the Department which have been significantly effected by the recent implementation of the WRR, and expiration of existing sub-lease arrangement at the AWB.
- By maximising space efficiencies made possible by larger floor plates on offer at 29-31 BBP, DEWR will exploit the opportunity to collocate currently fragmented working groups and reinstate synergies leading to the most efficient outputs possible.

1.1.10. In addition to the above mentioned objectives, DEWR is seeking to generate a modern and dynamic working environment conducive to continual change for working groups and general Departmental needs. A thorough description of the implementation of these objectives can be found throughout Section 2 below.

1.2. Historical Background

1.2.1. DEWR's National Office accommodation, and indeed the Department wide accommodation has come under increased pressure following Machinery of Government (MOG) changes and revisions to key employment and workplace relations policies and procedures.

1.2.2. This proposal to fitout an additional 10,798 square metres at 29-31 BBP is the result of a significant increase to National Office staffing numbers since the announcement of WRR late in 2005. The increase is further accentuated by MOG changes during 2004 that also lead to increased National Office staffing numbers resulting in effectively zero expansion opportunity within the existing National Office building (refer table below).

Table 1 - DEWR Staff Growth

Period	National Office Staffing
1/7/2003	1475
1/1/2004	1524
1/7/2004	1608
1/1/2005	1849
1/7/2005	2062
1/1/2006	2271
31/3/2006	3275
Projected to 30/6/2007	Approx. 3715
Key	
	Provided by HR without non-ongoing staff accounted for
	Provided by each Group, including non ongoing employees

- 1.2.3. The extremely sharp increase in staffing numbers demanded an innovative approach to identifying accommodation to meet the needs of the Department.
- 1.2.4. DEWR approached the Canberra commercial office property market during the fourth quarter on 2005, via DEWR's outsourced property provider. The purpose of the approach was to seek expressions of interest from building owners and/or developers with the ability to provide a minimum of 2,100 square metres.
- 1.2.5. This exercise resulted in 3 responses with a total of 5 building options, however many of these responses did not meet the core requirements DEWR were seeking, such as geographical location, size of tenancies, availability of space, and environmental performance of the building (refer Table 2 – Para 1.6.1.4).
- 1.2.6. Of particular interest from the responses to the expression of interest was the Canberra Airport Group (CAG) proposal, providing two leasing options. (refer Table 2 – Para 1.6.1.4)
- 1.2.7. An initial review of the current National Office accommodation advocated that approximately 5,000 square metres would adequately accommodate the staffing projections of that time (during December 2005).
- 1.2.8. On the 13th December 2005 the DEWR Management Board approved a proposal to lease 6,600 square metres (3 floors) of the 29-31 BBP building from the results of the expression of interest.

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- 1.2.9. Due to the speed at which the accommodation requirements were changing DEWR's Business Services Branch initiated a survey, run concurrently with the Expression of Interest. The survey was conducted via the Departments senior management to ascertain a definitive projection of National Office staff numbers to June 2007. The results of this survey brought to light the need for additional accommodation in the order of 10,500 square metres, some 4,000 square metres more than the December 2005 review indicated.
 - 1.2.10. The results of this survey were considered and reviewed by the DEWR Property Sub Committee to ensure that figures were in line with staff budget allocations and general business requirements. The figures were found to be the genuine requirement for all groups.
 - 1.2.11. This additional expansion further enhanced the option put forward by CAG for the 29-31 BBP building, having a NLA of 10,798 square metres.
 - 1.2.12. Following further approval from the DEWR Management Board during April 2006, DEWR have been able to secure the remainder of the 29-31 BBP building which met the needs of DEWR National Office, and led to the development of this proposal.

1.3. Need for the Work

- 1.3.1. As outlined above the current DEWR lease expiry at Allan Woods building, Civic together with recent expansion of staff to meet changed program delivery has created a need for approx 10,500 square metres of additional office accommodation.
- 1.3.2. The 29-31 BBP base building work has been scheduled for completion by 8th August 2006. The construction phase of the base building is being managed directly by CAG with Construction Control (CC) fulfilling the role of construction manager.
- 1.3.3. Subject to Parliamentary approval DEWR need to be in a position to commence occupation of the building during December 2006.
- 1.3.4. Details of the proposed key dates for the program can be found at 2.23.

1.4. Description of the Proposal

1.4.1. DEWR approached the market seeking suitably qualified companies to tender for the Project Management of the proposed work. The Request for Tender sought respondents to approach the task as two stages, namely, pre Public Works Committee (PWC) tasks, and post PWC approval work (subject to Parliamentary approval). A further breakdown of the approach to project delivery can be found at paragraph 2.22.

1.4.2. DEWR, through the appointed project manager and architect Interiors Australia (IA) are proposing a 2 stage approach to delivery of the project. This submission proposes that DEWR, in conjunction with IA procure:

- The services of a Construction Manager to implement the suggested scope of work described within this submission
- Key deliverables to this contract will include, but not be limited to; structural fitout (office walls etc.), joinery supply and installation, installation of data and electrical components, management of all furniture installations, and overall management of staff relocation.
- Subject to Parliamentary approval; IA will develop, release, evaluate and be in a position to award contracts for fitout items including workstations, partitions, and loose furniture via the construction manager.

1.4.3. DEWR will undertake the tender for Security Access control independently from the Construction Manager. On acceptance of contracts IA will ensure security works are integrated with the construction program.

1.4.4. DEWR consider the relocation aspect of this project to be integral to the projects successful delivery. As such DEWR, via IA will seek consultancy from relocation service providers to ensure minimal staff disruption for as seamless as possible transition to the new building.

1.5. Other Options Considered

1.5.1. Leasing

1.5.1.1. As mentioned at paragraph 1.2.4 above, DEWR approached the Canberra commercial real estate market seeking expressions of interest for approximately 2,100 square metres of office space. Subsequent to this approach, a detailed review of the National Office requirements provided that the requirement was more in the order of 10,500 square metres. A table

summarising the responses and further details of responses can be seen at (refer Table 2 – Para 1.6.1.4).

1.5.2. Fitout

1.5.2.1. The other options available to DEWR for the required amount of space would have resulted in the occupation of several buildings across geographical divides.

1.5.2.2. DEWR management discussed removal of all conference facilities and a large proportion of offices to provide and extremely concentrated staff population in the existing DEWR accommodation. This option was not considered cost effective and would result in further accommodation having to be procured. Furthermore a considerable amount of time and resources would be required to procure conference and meeting facilities to meet the day-to-day needs of the Department.

1.5.2.3. To carry out a project of this nature there are several options ranging from DEWR managing separate contracts for each of the deliverables (potentially entering into 30 separate contracts) through to having a project manager to administer all of these contracts and have ultimate responsibility to DEWR for the deliverables of the project.

1.5.2.4. DEWR considered the optimal solution available for managing this fitout process is for DEWR to have a single point of contact for all issues, from project initiation to completion of the defects liability period, while providing a cost and risk effective solution.

1.6. Reasons for Adopting Proposed Course of Action

1.6.1. Leasing

1.6.1.1. It was clear from the responses to the expressions of interest that the CAG proposal allowed the Department to achieve its short to medium term business needs, while being located in close proximity to approximately 750 existing staff members located in 4 nearby buildings.

1.6.1.2. Furthermore, detailed discussions with CAG and CC have confirmed there is a relatively straightforward and cost effective solution to provide communications between the 29-31 BBP building and the existing DEWR tenancies located in the airport precinct.

1.6.1.3. Commercial terms of the lease are in line with current Canberra market conditions and availability of facilities within the precinct are comparative

with those found in other prime commercial office building locations. Further details of these benefits can be found in Section 2 of this submission.

- 1.6.1.4. Please refer to Table 2 below for further details of each of the options stemming from the approach to the market.

Table 2

Property Response	Available Space (square metres)	Comments
44 Mort Street Braddon	2,715	Space does not meet the overall DEWR requirements and is quite isolated from existing DEWR tenancies. Program inconsistent with DEWR requirements.
2 Farrell Place	8,000	Space does not meet the overall DEWR requirements and is quite isolated from existing DEWR tenancies
Level 3, 15 Moore Street	1,074	Space does not meet the overall DEWR requirements. Tenancy has subsequently been leased by DEWR to adsorb immediate staffing increases.
12 Brindabella Business Park	5,300	Space does not meet the overall DEWR requirements.
29-31 Brindabella Business Park	10,798	Space satisfies DEWR requirements and is located close by existing DEWR tenancies. DEWR anticipate a relatively easy link between existing tenancies and this new building.

1.6.2. **Fitout**

- 1.6.2.1. DEWR determined, through previous experience and discussions with other public and private sector project coordinators having completed similar projects, that a project hierarchy allowing DEWR to contract to one Project Manager rather than contracting to a number of different tradespeople and consultants would make way for effective communication and overall management of the proposed work.

- 1.6.2.2. Subject to Parliamentary approval DEWR anticipate being able to absorb the short term (pre 31st December 2006) growth within their existing accommodation and not unnecessarily exhaust Commonwealth funds on additional leases that essentially will not be fully realised.

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- 1.6.2.3. It is important to note the challenging timeframes DEWR propose to be operating under are not their preferred course of action; however it is essential for this style of program to be realised in order to meet the Departments critical dates.

1.7. Environmental Impact Assessments

- 1.7.1. The CAG have initiated and continue consultation with the Department of Environment and Heritage for all developments within the BBP precinct. Key factors for consideration are shown at 2.13 below.

1.8. Heritage Considerations

- 1.8.1. DEWR are unaware of any heritage issues that may be associated with the site or that CAG may have been involved with.

1.9. Consultation Carried Out Among Relevant Stakeholders

- 1.9.1. Due to the urgent nature of this project DEWR has, and will continue to, implement a concentrated consultative approach.
- 1.9.2. **External**
- 1.9.2.1. To date DEWR, together with IA have had initial consultation with several crucial external stakeholders. The Australian Greenhouse Office (AGO) has been consulted to ensure that the intent of the lease is in line with AGO preferences. In addition to this DEWR sought to ensure that key fitout items integral to building performance form part of the scope of work. Please refer to Section 2, Technical Information for a more detailed analysis of these initiatives.
- 1.9.2.2. Consultation with the PWC Secretariat has been undertaken to ensure that DEWR's key objectives are in line with the requirements of the PWC process.
- 1.9.2.3. The Department of Finance and Administration (Finance) have been consulted as part of the referral process to the PWC with DEWR, IA and Finance ensuring all relevant details are submitted to the PWC for consideration. In addition to the PWC referral, Finance Budget Group have been consulted to confirm the funding for the project.
- 1.9.2.4. DEWR will also seek input from ACT & Federal Government agencies deemed relevant to the project's realisation.

1.9.3. **Internal**

- 1.9.3.1. The internal consultative process regarding this project have commenced through the DEWR Management Board, DEWR's Property Sub Committee, Property and Facilities Management Team, and Business Services Branch.
- 1.9.3.2. The development of conceptual drawings (Appendix E) will allow the Project Management Team, both DEWR and IA, to consult with those who will form the Internal Project Control Group (IPCG). The IPCG will consist of representative from OH&S, security, business continuity, emergency planning and management, information technology infrastructure and desktop support, telephony, environmental management coordination, and support services including corporate support, corporate finance, corporate administrative services, information management and records management, as well as DEWR's outsourced National Property Service Provider.
- 1.9.3.3. In addition to the IPCG the Project Management Team will begin consultation with the user groups, relevant unions and industrial groups in more detail during July 2006 to ensure even the most basic details are considered and implemented to the design where deemed relevant.
- 1.9.3.4. Consultation with the Departmental staff will be conducted via:
- Staff Consultative Forum.
 - Administration Officers monthly meetings.
 - Dedicated web page as part of the DEWR intranet.
 - Dedicated email inbox to field questions relating to the project for collation and subsequent factual, informative responses.
 - An open forum for all staff to attend.

1.10. **Revenue to be derived from the Project**

- 1.10.1. There will be no revenue directly derived from this fitout project.

2. TECHNICAL INFORMATION

2.1 Project Location

2.1.1 The location for the proposed fitout is 29-31 Brindabella Business Park, and forms part of the Canberra International Airport Precinct.

2.1.2 The precinct is just minutes from the Canberra CBD, Parliamentary Triangle and is accessible by vehicle from surrounding areas.

2.2 Site Selection

2.2.1.1 As described in Section 1, DEWR National Office is located in Canberra and as such has demanded the majority of staff increases relating to WRR and other MOG changes.

2.2.1.2 In order to procure the required accommodation DEWR undertook a market testing process (refer Table 2 - Para 1.6.1.4) that resulted in the 29-31 BBP option being considered most suitable.

2.2.1.3 The key benefits of this option include the proximity to existing DEWR tenancies (accommodating approximately 750 DEWR staff), collocation of working groups and reduced infrastructure costs.

2.3 Site Description

2.3.1 The site is known as 29-31 Brindabella Business Park, or Block 587, Volume 1549 Folio 49 Majura. The site is currently being developed with base building work due for completion by 8th August 2006.

2.3.2 The site adjacent to the 29-31 BBP building has been earmarked for development to accommodate a supermarket facility and associated medical centre.

2.4 Zoning and Approvals

2.4.1 The BBP is a designated commercial precinct

2.5 Land Acquisition

2.5.1 There is no land acquisition as part of this project.

2.6 Applicable Codes and Standards

2.6.1 DEWR, via IA as project manager will ensure that the fitout work will comply with;

- National Code of Practice for the Construction Industry revised September 2005, reissued June 2006.
- Building and Construction Improvement (Accreditation) Scheme Regulations 2005 (OH&S).
- Building Code of Australia (BCA) and all relevant Australian Standards.

2.7 Planning and Design Concept

2.7.1 Design Philosophy

- 2.7.1.1 DEWR's fundamental philosophy is to provide space efficient, essentially open planned workstation and office design. This is reflected throughout the DEWR accommodation guidelines and generally forms the basis for all of DEWR accommodation fitouts and refurbishments.
- 2.7.1.2 DEWR have adopted designs that promote a flexible working environment and compliments employee working requirements while promoting efficiency and job satisfaction.
- 2.7.1.3 DEWR promotes minimal use of fully enclosed, private offices for individual employees and wherever possible, offices are constructed away from external windows.
- 2.7.1.4 Due to many of DEWR's business functions having external clients, designs allow visitors to sit down and be treated with courtesy and privacy with tenancy perimeter meeting and conference rooms.
- 2.7.1.5 Use of natural daylight is achieved by way of locating all workpoints within 12.5 metres of an external window and will provide a free flowing layout conducive to ensuring a highly productive work environment.
- 2.7.1.6 To further ensure natural light is not unnecessarily impeded, wherever possible offices will not be located along the window lines.

2.7.2 Offices

- 2.7.2.1 Partitioned offices will be provided for SES & EL2 Officers. All other staff, including Executive Level 1, will be accommodated in the open plan. The open plan option will also be optional for EL2 and SES officers. Should this

occur retrospective to the proposed fitout the office can be utilised as a meeting room or carers room. This will be achieved by offices and rooms being universal in size and proximity to services.

2.7.3 **Shared Storage**

2.7.3.1 The fitout design principles have been developed incorporating shared storage to allow various working groups to utilise the one centrally located storage room. DEWR intend to further exploit the functionality of these rooms by installing flexible storage systems individually partitioned to allow discretion should it be required.

2.7.3.2 These shared storage facilities are provided on each floor of the fitout. In addition to the tenancy storage, there are provisions in the basement level for further storage of bulk items.

2.7.4 **Meeting, Conference, and Videoconference Facilities**

2.7.4.1 Small meeting rooms will be developed to accommodate meetings of six or less people. As mentioned above these will be of a size relative to the SES or EL2 to allow flexibility in DEWR's dynamic work environment.

2.7.4.2 SES officers are provided with individual video conferencing facilities as part of their personal computing functions which allows for a lessor requirement for video conferencing rooms.

2.7.5 **Kitchenette and Meals Areas**

2.7.5.1 The Kitchenette's will be strategically located to provide sufficient coverage for all staff. It is envisaged they will be towards the extremities of each floor, with a larger meals area towards the centre of each floor.

2.7.6 **LAN Rooms**

2.7.6.1 To ensure costs saving measures are sensibly incorporated DEWR will centrally locate the IT LAN rooms to ensure that only one room is required per floor. In addition to this the rooms are designed to ensure that relevant OH&S policies are met for the users, particularly relating to the circulation space surrounding the equipment.

2.7.7 **Amenities Room**

2.7.7.1 The amenities room has both formal and semi-formal functions. The size allows it to be used for large forums, most notably when interstate staff forums are organised, with audio visual equipment proposed to support such events. With regard to the semi-formal functions expected to be held within the room, DEWR anticipate using floor finishes and design techniques that are flexible and durable to ensure long term viability of the room.

2.7.8 **Mailroom Function**

2.7.8.1 The mailroom proposed to be implemented as part of this fitout is a replication of DEWR's existing mailroom located in 10 Mort Street, Civic. DEWR have recognised that with additional staff located at BBP there is an increased need for a mailroom presence in the precinct. DEWR propose to provide separate switching for the mechanical services to this room to enhance staff security and safety.

2.7.9 **Workstation Design**

2.7.9.1 DEWR propose using a 120 degree (refer Appendix E) modular workstation design and incorporate a mobile personal storage unit that complements the functionality of the workstation design. DEWR understand that CAG have a strong preference for positioning workstations off the window line. This design allows maximum space efficiency while meeting this requirement.

2.7.10 **Loose furniture**

2.7.10.1 As a minimum requirement, DEWR will use loose furniture that complies with relevant Australian Standards. Should additional requirements need to be met for individuals; staff will be directed to the Departments OH&S officer.

2.7.11 **Heating, Ventilation, and Air Conditioning (HVAC) systems**

2.7.11.1 Where possible DEWR will utilise the existing base building HVAC systems. Where additional systems are required, DEWR will make best endeavours to ensure the systems are in keeping with the environmental goals of the building.

2.7.12 **Carers, First Aid and Prayer Rooms**

2.7.12.1 These rooms will as a minimum meet the Australian Standards, and comply with the Building Code of Australia (BCA). The dispersion of these rooms will be in line with legislation and/or DEWR internal policy whichever is most stringent.

2.7.13 **Structure, Materials and Finishes**

2.7.13.1 The fitout will be constructed of quality durable materials and fittings and comply with the relevant Australian Standards and Codes.

2.7.13.2 From a non technical point of view, a consultation process with the end users will be undertaken to ensure finishes are in line with staff expectations, while remaining consistent with the DEWR Accommodation Guidelines.

2.7.14 **Services**

2.7.14.1 *Communication Services* - The fitout will be required to have communication services distributed to each workstation, office and meeting facilities to allow effective communication between DEWR colleagues, other Government Departments and private industry. The communications services will be installed to ensure consistency with existing DEWR accommodation.

2.7.14.2 *Electrical Services* - The fitout will be required to have electrical services distributed to each workstation, office, meeting facilities, utilities and general areas to allow correct operational use of computers, equipment and the like. Again these services will remain consistent with existing DEWR accommodation.

2.7.14.3 *Mechanical Services* - The fitout will have mechanical services to suit the fitout requirements. Typical adjustments for example include isolation of the mail room and additional supplementary outside air and air conditioning to service high occupancy and heat load areas, such as conference rooms and IT training facilities.

2.7.14.4 *Hydraulic Services* - The fitout will have hydraulic services to suit location of amenity and wet areas.

2.8 Project Scope

2.8.1 The concept design (Appendix E) has indicated that space allocation, when considering the whole of the NLA is inline with the existing DEWR space allocation. This has been achieved while providing adequate staff amenity areas, in line with existing DEWR tenancies prior to addressing the current accommodation pressures.

2.8.2 The fitout project will include:

- Main entry foyer and security guard reception desk
- Secure lift foyers to each floor
- Security access control to all perimeter doors (swipe in, swipe out controls)
- Mailroom services, including isolatable air conditioning controls for users
- Office accommodation for SES and EL2 officers
- Open plan workstations for all other staff
- Modular workstation design including integrated mobile personal storage systems
- Functional sized meeting rooms strategically located on each floor to maximise space efficiency
- Small / Large meeting facilities.
- Videoconference facilities
- IT and general training rooms
- Conference facilities
- Large amenities room for large staff forums and semi-formal gatherings of staff
- Break out areas strategically positioned to make best use of available space
- Carers, first aid, and prayer rooms
- Kitchenette's and larger sit down meals areas
- Storage, utilities, and compactus areas
- Loose furniture
- IT/Communications, data and power cabling
- Lockers
- Heating Ventilation and Air Conditioning (HVAC) systems

2.9 Master Planning and Site Planning Considerations

- 2.9.1 The CAG have built in excess of 10 commercial office buildings in the past five years. Provisions have been made for an additional 5 buildings in the foreseeable future. These include a supermarket facility and a medical centre.
- 2.9.2 Additional vehicular access roads have been developed to link the precinct back to Piallago Road. A substantial increase to childcare facilities is currently under construction (refer 2.15.1).

2.10 Heritage Issues

- 2.10.1 There are no known heritage issues relevant to this fitout project. DEWR is unaware of any site heritage which will remain the responsibility of the CAG as controllers of the land.

2.11 Acoustics

- 2.11.1 The 29-31 BBP building has been designed to conform with the acoustic requirements of AS2107 and has taken into account the relevant noise levels associated with it's location at the Canberra International Airport.
- 2.11.2 DEWR will utilise the services of an acoustics engineer to ensure that areas that are prone to high levels of noise are adequately attenuated to reduce the instances of disruption to staffed areas and general public.

2.12 Energy Conservation Measures

- 2.12.1 DEWR understand that the 29-31 BBP building has been designed to achieve a minimum Australian Building Greenhouse Rating (ABGR) of 4.5 stars and a Greenstar rating of 4.0 stars.
- 2.12.2 The base building includes a number of initiatives to achieve these ratings.
- 2.12.3 DEWR currently and will continue to, use flat screen monitor as standard for all workstations and IT training facilities.
- 2.12.4 DEWR have recently implemented, and have gained accreditation for, an Environmental Management System consistent with the requirements under ISO 14001:2004 for waste management in its 64 Northbourne Avenue tenancy. DEWR expect to implement a similar system in the 29-31 BBP tenancy post occupation and again achieve accreditation.

2.13 Other Environmental Management Measures

- 2.13.1 DEWR understands a new Environmental Strategy for the next five years is being prepared by CAG that addresses:
- areas of environmental significance;
 - sources of environmental impact, including land, air and water pollution;
 - studies and monitoring to be undertaken; and
 - specific measures to prevent or control pollution or reduce adverse environmental impact.
- 2.13.2 A Grasslands Management Plan has been endorsed by the Department of Environment and Heritage. This Management Plan, which will be periodically updated, has identified native grassland areas in and around the Airport site that provide habitat for the endangered Eastern Lined Earless Dragon and the Golden Sun Moth. CAG have also identified appropriate management strategies for the grasslands while maintaining aircraft safety through minimising bird strike risks in the Plan.
- 2.13.3 The quality of surface water runoff will be monitored in accordance with the Airport Environment Strategy.
- 2.13.4 DEWR has identified a number of tools which it will use to assess energy efficiency in the design and operation of the building over the lease term, including:
- the Commonwealth Government *Policy Measures for Improving Energy Efficiency in Commonwealth Operations*; and
 - the *Australian Building Greenhouse Rating Scheme*.
- 2.13.5 DEWR intend monitoring energy usage via information gained from the Building Management System. It is intended that tenant systems will be linked to the base building for ease of obtaining data relevant to energy performance measurement.

2.14 Provisions for People with Disabilities

- 2.14.1 DEWR have approximately 83 employees with some form of disability.
- 2.14.2 DEWR has a duty of care under the OHS Commonwealth Employment (CE) Act, 1991, and the Disability Discrimination Act 1992. As such DEWR will continue to address the requirements of current and future employees with a disability.

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- 2.14.3 The accessibility objective is total workplace equity of access and amenity. The accommodation generally, including workspace, utility areas, and meeting areas, will comply with AS 1428 and feature:
- adequate circulation for wheelchairs;
 - accessible toilets at each level of the building;
 - where possible, provision of automatic or operable doors;
 - delay action door closers;
 - corridors and aisles wide enough for wheelchairs;
 - adjustable workstations, tables and desks at a height for wheelchairs to fit underneath;
 - lever door handles will be preferred to knobs (mounted at 900-1100 mm above floor level);
 - provision of seating at strategic points (rest stops);
 - accessible kitchenettes and other equipment;
 - non-slip floors and short level carpet pile (no underlay);
 - adequate lighting and low brightness diffuser light fittings to minimise glare;
- and
- voice annunciation in the lifts

2.15 Child Care Provisions

- 2.15.1 The existing BBP Childcare facility, 'Parkes School of Early Learning' caters for 86 placements. In addition to this there is currently an extension under construction that will allow an additional 88 placements. Staff located within the BBP precinct are provided with preferential placement to the centre.

2.16 Fire Protection and Security Measures

- 2.16.1 The 29-31 BBP building has a fire detection system designed to meet the requirements of the BCA and referenced to the Australian Standards. This system consists of smoke detectors, air handling plant shutdown and smoke dampers at each floor.
- 2.16.2 The fitout will require the existing Fire services to be modified to suit the fitout and maintain compliance with the BCA and AS 2118 requirements.
- 2.16.3 DEWR's Emergency Planning and Management (EP&M) is centrally coordinated and is a function of the Business Services Branch. The EP&M

representatives will form an integral consultative role in the IPCG, and throughout all staff consultation processes.

- 2.16.4 The tenancy will have a security guard station, access control system and routine after hours monitoring. The monitoring will extend to any essential mechanical plant. These provisions are in line with existing DEWR accommodation.

2.17 Occupational Health and Safety Measures

- 2.17.1 DEWR are committed to Occupational Health and Safety (OH&S) across the Department. The Department has a dedicated OH&S sub committee with policies and procedures being reviewed in a consultative approach every 2 years.
- 2.17.2 Terms and conditions of the Construction Management Request for Tender (RFT) will demand that full compliance with the Building and Construction Improvement (Accreditation) Scheme Regulations 2005. (OH&S)
- 2.17.3 These policies and procedures will be reflected within the 29-31 BBP building upon occupation, and be the basis for all consultation with staff.

2.18 Landscaping

- 2.18.1 CAG are committed to further developing an already impressive landscape that makes up the BBP precinct. Predominantly native plants are professionally maintained and with each new development further landscaping is assured.

2.19 Consultation with Relevant Authorities

- 2.19.1 DEWR and IA have initiated, and will continue to work with several relevant authorities, and Government Departments including but not limited to ACTPLA, ACTEW AGL, ACT Fire Brigade and Deanes Buses.

2.20 Impact on Local Community

- 2.20.1 Approximately 440 additional job opportunities are being created in the DEWR National Office through the implementation of Workplace Relation Reforms.
- 2.20.2 DEWR understands that the sub-lease that is expiring at the Alan Woods Building will be reoccupied by the head lessee, Air Services Australia, effectively leading to no change to the degree of Public Service staff at that location.
- 2.20.3 The scope of this project will lead to employment for a team of tradespeople employed via contractual arrangements with the yet to be procured Construction Manager. DEWR anticipate the number of employees required to provide this degree of work would be in the order of 100 staff over a 4 month period. This is in addition to the staff allocated by IA in developing the technical specifications and architectural specifications.
- 2.20.4 DEWR currently provide a bus shuttle service linking its Civic tenancies to the BBP tenancies. The service is run in conjunction with the Deanes Bus Lines (DBL) Service which is on the alternate half hour i.e. there are two services running between Civic and BBP, and vice versa every hour. Both services are free of charge to DEWR staff upon presentation of their DEWR identification pass. DEWR has undertaken to monitor the use of this service through its Business Services Branch and report back to CAG and DBL to implement more services as the demand requires. Expectations are that peak times such as morning, lunch, and evening will have higher demand and will be the key times to be monitored upon occupation of the new building. DEWR expect, through previous experience, that this will assist with reducing traffic congestion issues.
- 2.20.5 CAG have recently opened an additional thoroughfare leading from the airport precinct onto Piallago Road, this too has assisted with potential traffic flow issues.
- 2.20.6 The precinct has facilities including a gymnasium, childcare facilities, sporting grounds, tennis court, coffee shops, fuel station/convenience store, and a restaurant which are all within a short walk from the proposed DEWR tenancy. CAG anticipate further expansion of facilities as occupation of the precinct increases.

-
- 2.20.7 CAG have undertaken to develop a supermarket and medical centre adjacent to the 29-31 BBP building.
- 2.20.8 There is a free secure bicycle lock up initiated by the CAG which is access controlled via staff proximity cards.
- 2.20.9 Parking within the precinct is well distributed and when compared with the parking rates for Civic show a saving of between \$500 and \$1,000 per year.

2.21 Project Costs

- 2.21.1 Funding for this project has been identified as part of DEWR's 2006/2007 property team capital budget, as approved by the Finance Budget Group.
- 2.21.2 Projected expenditure for the additional space has formed part of DEWR's future operating expenses budget.
- 2.21.3 Overall Project forecast costs are \$15.1 million including;
- Fitout works
 - Workstations
 - Loose furniture
 - Services
 - Fees
 - Contingencies
 - Escalation

2.22 Project Delivery System

- 2.22.1 DEWR determined that a project hierarchy allowing DEWR to contract to one Project Manager rather than contracting to a number of different tradespeople and consultants would make way for effective communication and overall management of the proposed work.
- 2.22.2 This is to be achieved by DEWR engaging IA as project manager, who in turn will tender and subsequently appoint a construction manager. All subsequent sub trades will be contracted to the appointed construction manager.
- 2.22.3 DEWR have committed resources to form the conduit of information between the project manager and Departmental staff.

2.23 Project Schedule

- 2.23.1 Pending Parliamentary approval, DEWR, through IA intend completing stage 1 (approximately 4,300 square metres) of the fitout during December 2006, with the remainder of the tenancy being occupied during February 2007.
- 2.23.2 This schedule will allow DEWR to meet its core business needs for this period.

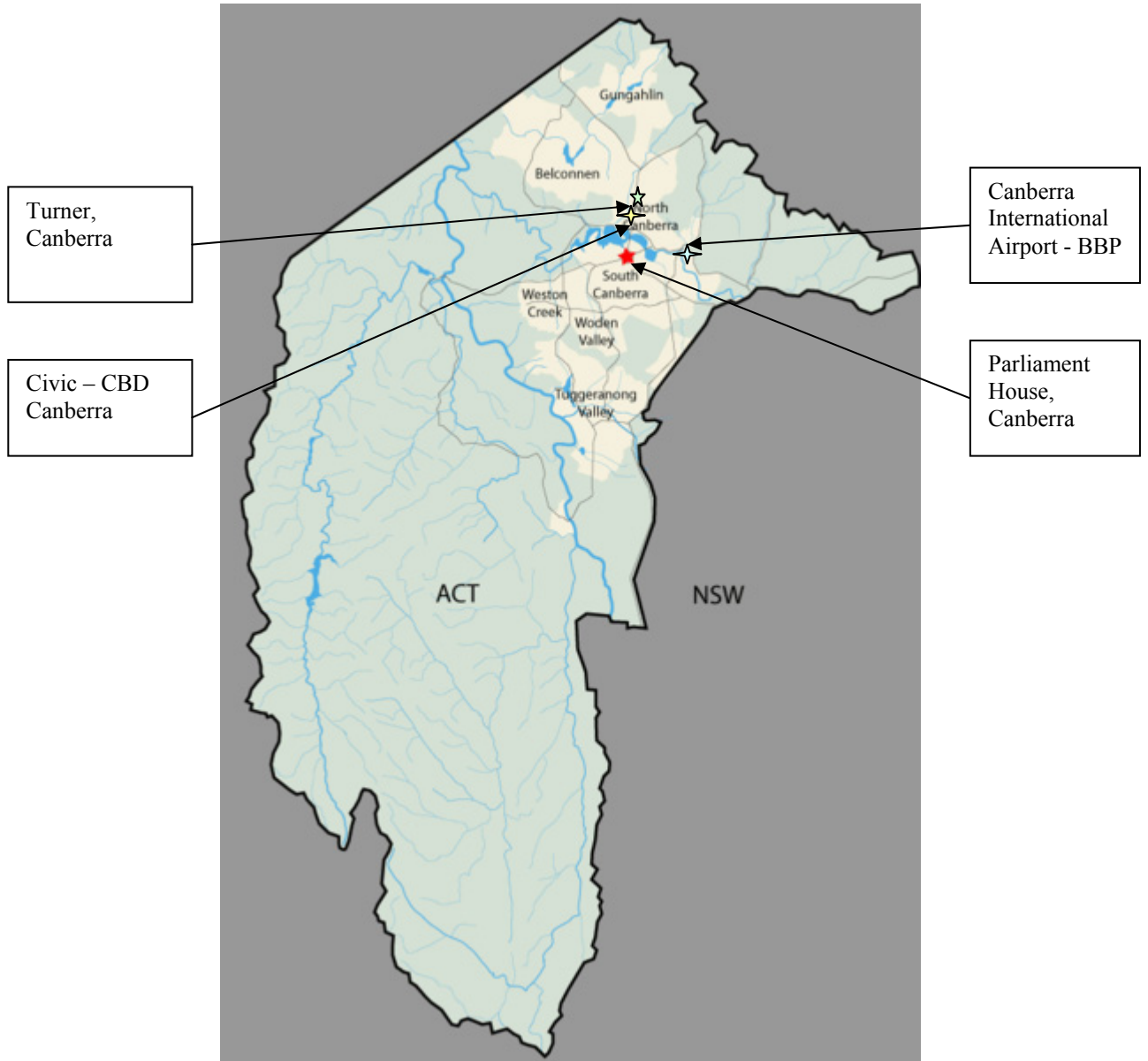
2.24 Plans and Drawings

- 2.24.1 The plans, drawings and maps for the 29-31 BBP project can be found in the following Appendices:
- ACT Location Map (Appendix A)
 - Existing DEWR locations map (Appendix B)
 - Site Plan (Appendix C)
 - Building Perspectives (Appendix D)
 - Conceptual Floor Plans (Appendix E)

Appendix A

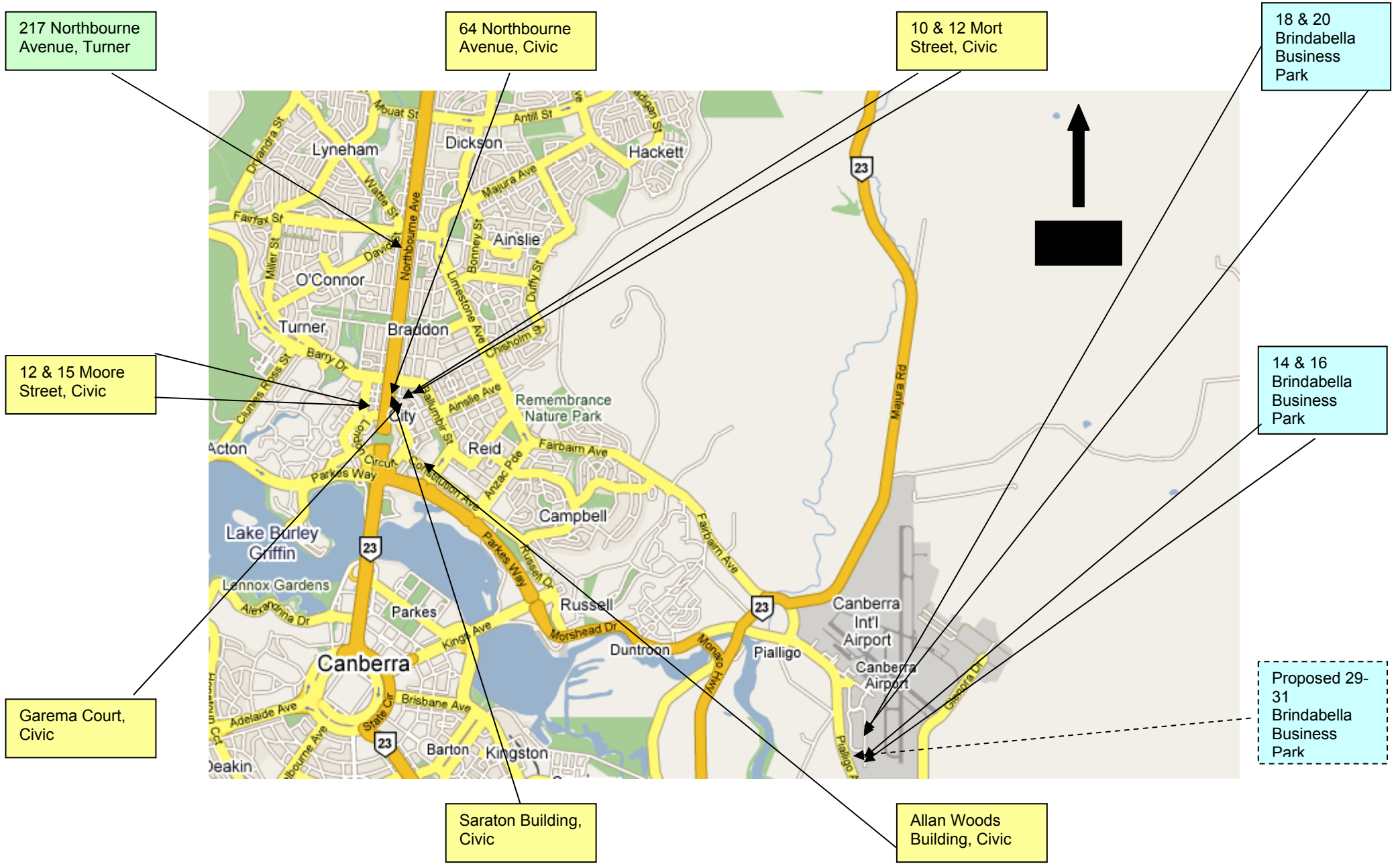
AUSTRALIAN CAPITAL TERRITORY LOCATION MAP

AUSTRALIAN CAPITAL TERRITORY LOCATION MAP



Appendix B

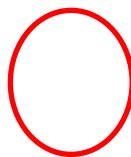
EXISTING DEWR LOCATIONS MAP



Appendix C

SITE PLAN

BRINDABELLA BUSINESS PARK DEVELOPMENT PLAN



4 buildings currently occupied by DEWR and new 29-31 BBP building

Appendix D

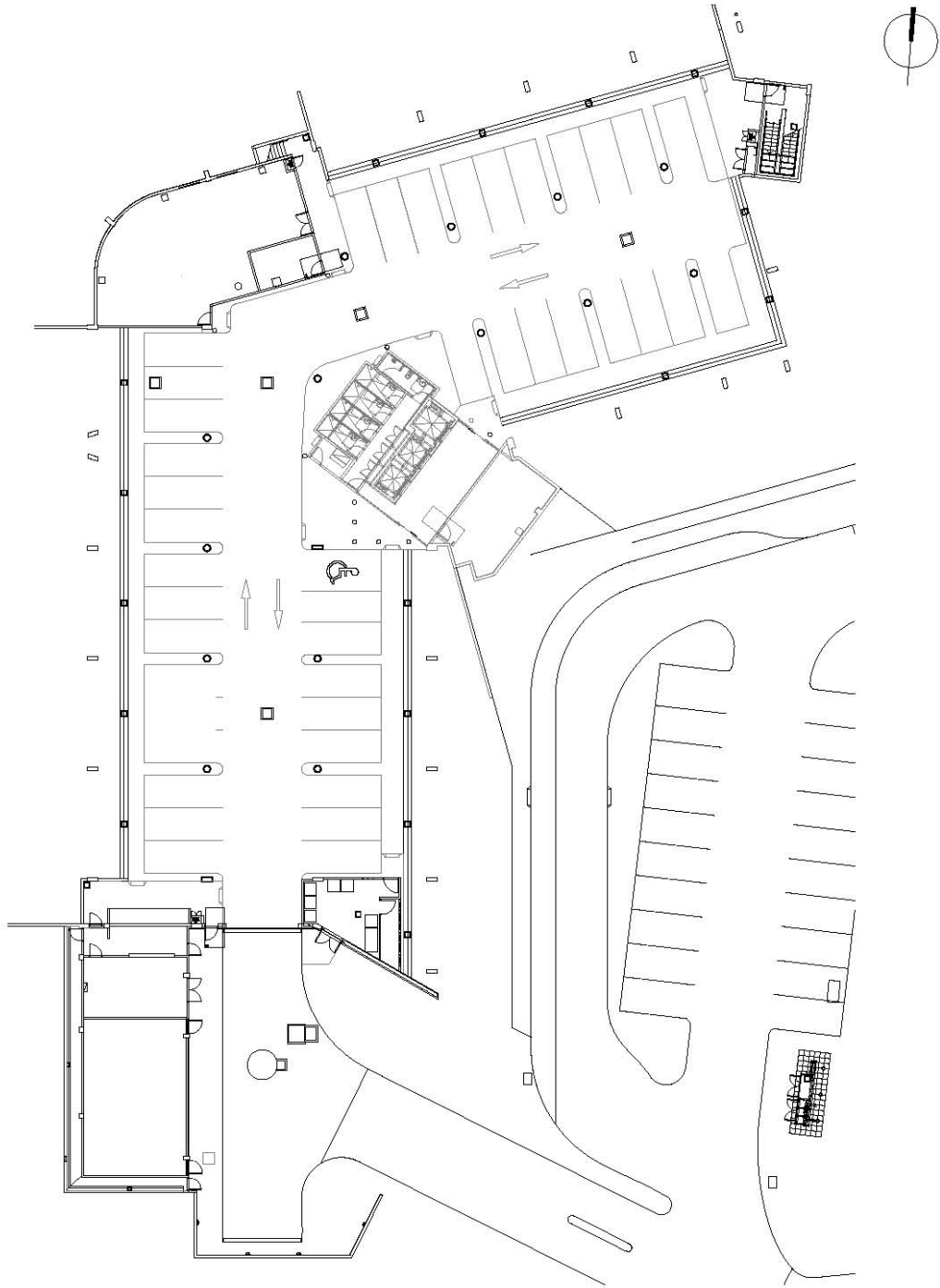
BUILDING PERSPECTIVES

CONCEPTUAL BUILDING PERSPECTIVES



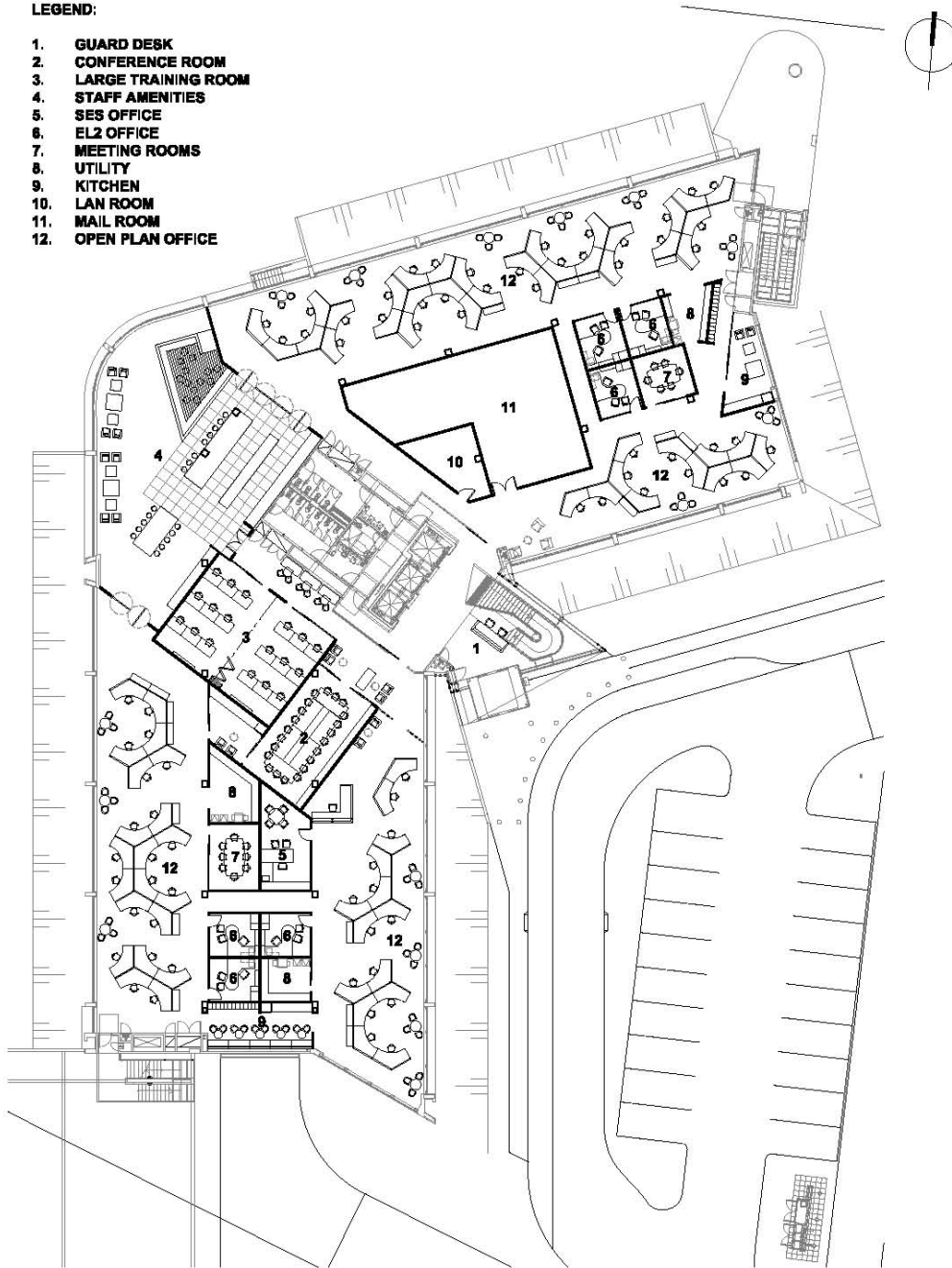
Appendix E

CONCEPTUAL FLOOR PLANS



LEGEND:

1. GUARD DESK
2. CONFERENCE ROOM
3. LARGE TRAINING ROOM
4. STAFF AMENITIES
5. SES OFFICE
6. EL2 OFFICE
7. MEETING ROOMS
8. UTILITY
9. KITCHEN
10. LAN ROOM
11. MAIL ROOM
12. OPEN PLAN OFFICE

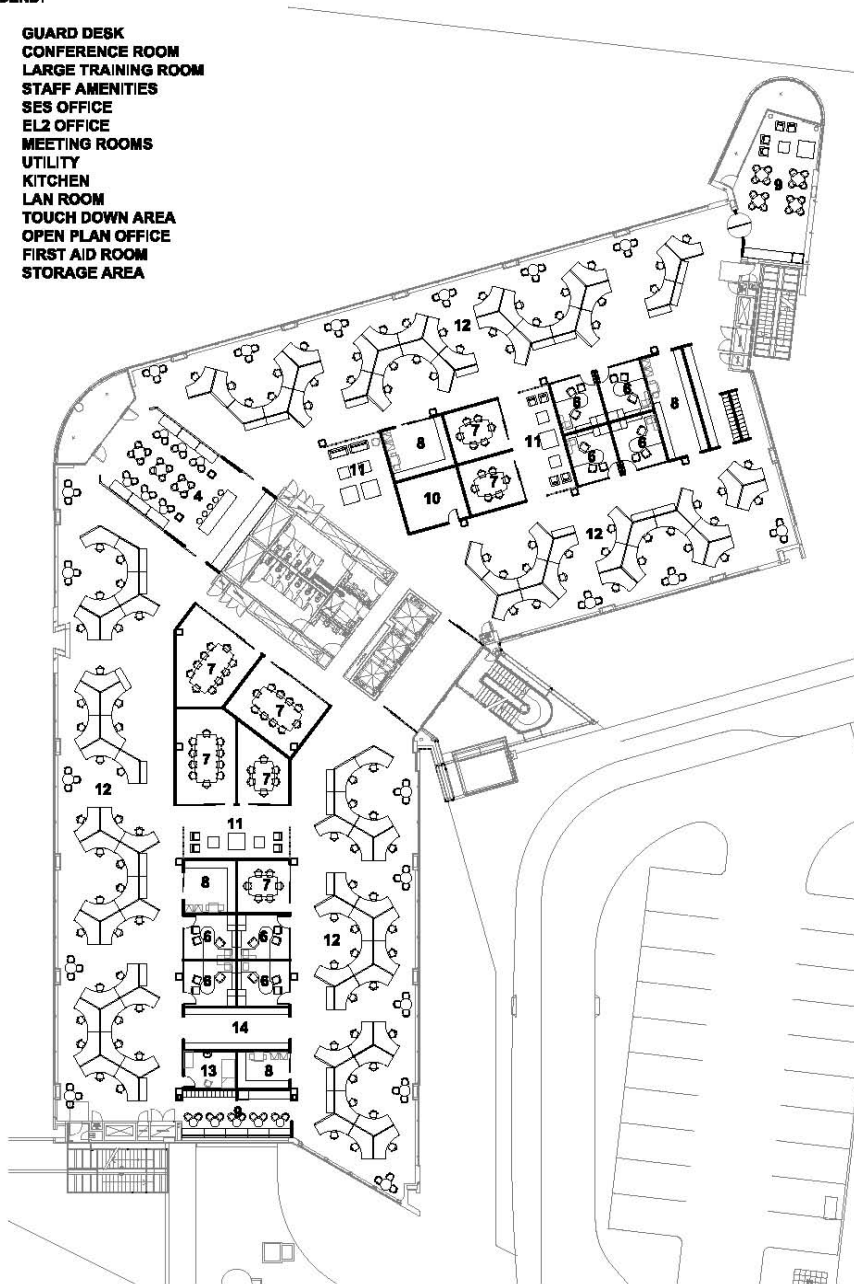


GROUND FLOOR
DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS
29-31 Brindabella Circuit, Brindabella Park



LEGEND:

1. GUARD DESK
2. CONFERENCE ROOM
3. LARGE TRAINING ROOM
4. STAFF AMENITIES
5. SES OFFICE
6. EL2 OFFICE
7. MEETING ROOMS
8. UTILITY
9. KITCHEN
10. LAN ROOM
11. TOUCH DOWN AREA
12. OPEN PLAN OFFICE
13. FIRST AID ROOM
14. STORAGE AREA

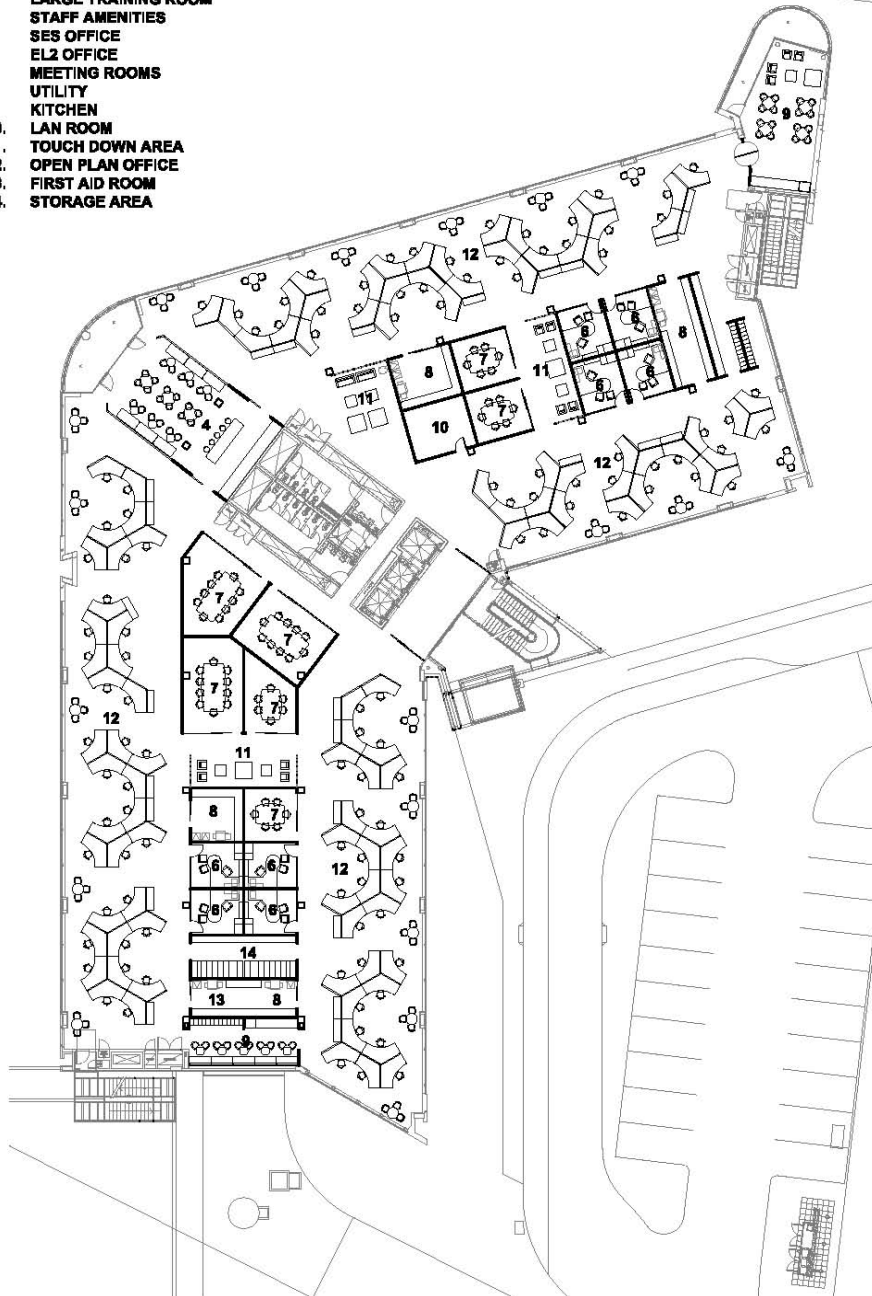


LEVEL 1
DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS
29-31 Brindabella Circuit, Brindabella Park



LEGEND:

- 1. GUARD DESK
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- 6. EL2 OFFICE
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- 8. UTILITY
- 9. KITCHEN
- 10. LAN ROOM
- 11. TOUCH DOWN AREA
- 12. OPEN PLAN OFFICE
- 13. FIRST AID ROOM
- 14. STORAGE AREA

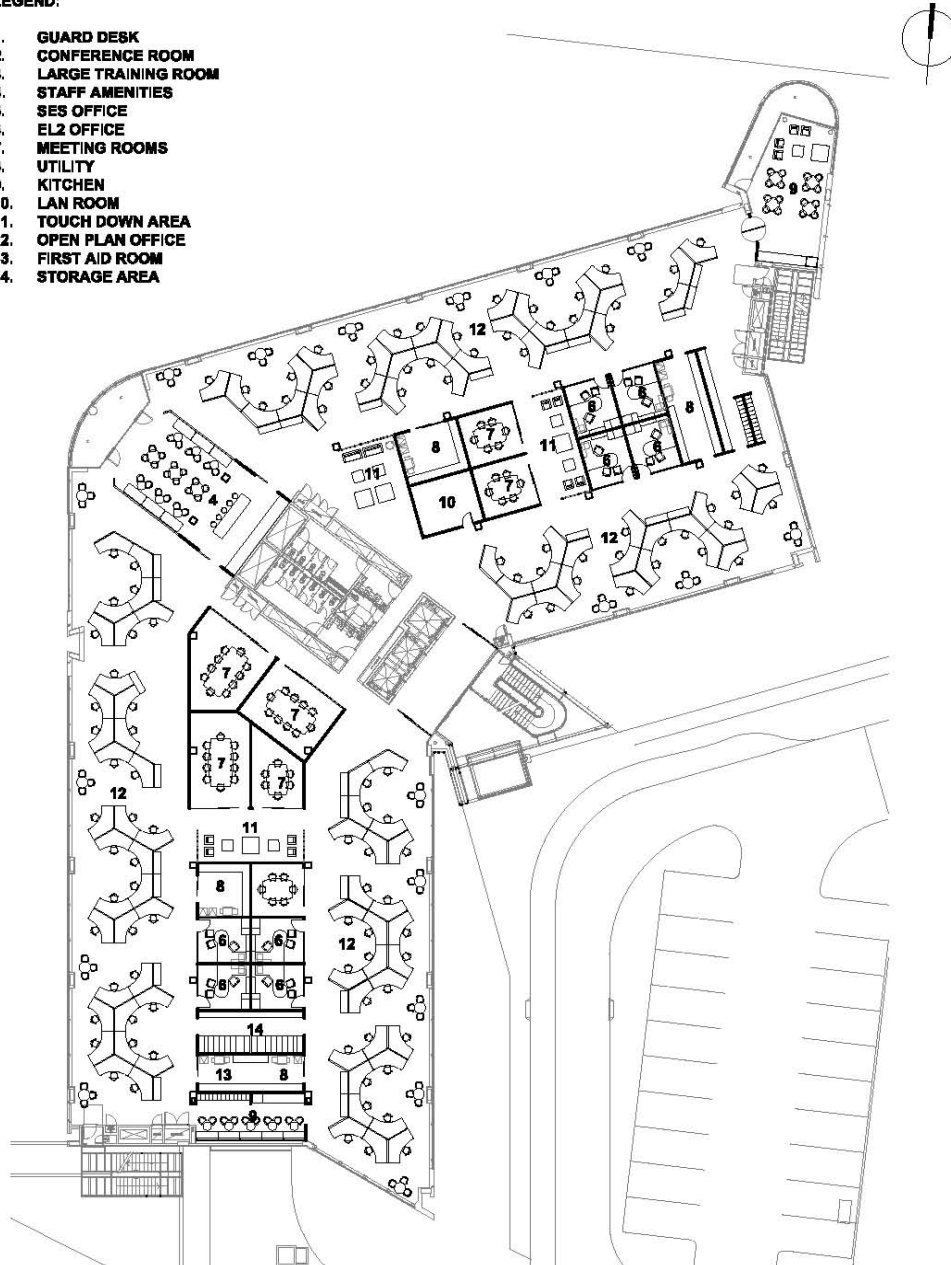


LEVEL 2
 DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS
 29-31 Brindabella Circuit, Brindabella Park



LEGEND:

1. GUARD DESK
2. CONFERENCE ROOM
3. LARGE TRAINING ROOM
4. STAFF AMENITIES
5. SES OFFICE
6. EL2 OFFICE
7. MEETING ROOMS
8. UTILITY
9. KITCHEN
10. LAN ROOM
11. TOUCH DOWN AREA
12. OPEN PLAN OFFICE
13. FIRST AID ROOM
14. STORAGE AREA



LEVEL 3
 DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS
 29-31 Brindabella Circuit, Brindabella Park



LEGEND:

1. GUARD DESK
2. CONFERENCE ROOM
3. LARGE TRAINING ROOM
4. STAFF AMENITIES
5. SES OFFICE
6. EL2 OFFICE
7. MEETING ROOMS
8. UTILITY
9. KITCHEN
10. LAN ROOM
11. TOUCH DOWN AREA
12. OPEN PLAN OFFICE
13. FIRST AID ROOM
14. STORAGE AREA

