



Australian Government

IP Australia

**Proposed Fitout of New Leased Premises in
Woden ACT**

**Statement of Evidence and Supporting Drawings for
Presentation to the Parliamentary Standing
Committee on Public Works**

October 2005

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1. IDENTIFICATION OF THE NEED

1.1 Objectives

- 1.1.1 IP Australia is a Prescribed Agency of the Department of Industry, Tourism and Resources, and is the Federal Government Agency responsible for administering the Australian Patents, Trade Marks, Designs and Plant Breeders Rights system. The role of IP Australia is to benefit all Australians through the effective use of intellectual property, particularly through increased innovation, investment, and trade.
- 1.1.2 IP Australia provides direct services to users, improves and enhances the Australian intellectual property system to encourage and support innovation in Australia, and seeks to influence developments in the international IP system for the benefit of the Australian economy.
- 1.1.3 The organisation's central office in Canberra is currently spread across three office buildings in Woden. While its principal building (Discovery House) is relatively modern, it is not large enough to house all of IP Australia's work groups, and the current overflow is in other leased premises (Sirius Building and 10 Corinna Street). Those buildings are old and their floor plates and building services are inefficient, and the accommodation is generally incapable of fully supporting IP Australia's ongoing operational needs. In their current state, and even though there is a possibility that their leases could be extended, these buildings are no longer suitable for continued occupation by IP Australia over the longer term. IP Australia is seeking to consolidate into one purpose designed facility in Bowes Street Woden, an large extension to its current modern premises at Discovery House.

1.1.4 This proposal provides IP Australia with a number of advantages including:

- Enhances the operational efficiency and cohesiveness of IP Australia's operations.
- Provides more flexibility and the ability to manage 'churn' with less cost and time.
- Reduces environmental impact.
- Provides improved facilities for staff.
- Enhances security by having a single building with limited access points.
- Increased space efficiency.
- Improves access and facilities for visitors.

1.2 Historical Background

1.2.1 IP Australia has occupied buildings in Woden in the ACT since 1971. IP Australia's principle tenancy is Discovery House which was purpose built for and occupied in February 1997. Annexed accommodation includes the Sirius Building across Worgan Street, built in the late 1960s, which has been leased since 1998, and more recently the nearby 10 Corinna Street, leased late 2005.

1.2.2 The current lease for Discovery House expires in 2012, while the lease for the Sirius Building expires in October 2007, and there is a provision written into the lease to extend the occupation for a further five years. The lease for 10 Corinna Street expires at the end of 2007 and the owner has indicated that he is only willing to consider a short extension, as there is a prospect that he will redevelop the site.

1.2.3 The 20,068 m² of office space in the three Woden buildings is summarised below:

Building	Area under lease	Average floor size	Lease Expiry Date	Approx age of building at end of current lease
Discovery House	11,241 m ²	2,000 m ²	31 January 2012	15 years
Sirius Building	7,253 m ²	2250 m ²	31 October 2007	40 years
10 Corinna Street	1,574 m ²	650 m ²	31 December 2007	30 years

1.2.4 The current rents range from \$248 per m² per annum to \$350 per m² per annum.

1.3 New Proposal

1.3.1 In March 2004 IP Australia implemented a restructure of its organisation with a view to more closely aligning and co-locating its core production groups, namely the Patents and Trade Marks Examination groups, and the Customer Operations Group. At the same time, an increase in staffing levels was identified as a medium term goal to enable the organisation to meet its examination targets.

1.3.2 In mid 2004, IP Australia commissioned a review of its short, medium, and long term accommodation requirements: The brief was to provide a high standard of accommodation to allow for IP Australia's immediate and future expansion needs (up to 10,700 m² net lettable area) in the Woden area, based around the retention of Discovery House as IP Australia's signature building. The critical timing was that occupation of the new fully fitted out accommodation should occur before the expiry of the Sirius Building lease in October 2007.

- 1.3.3 Apart from the preferred option (an extension of the existing Discovery House) only two viable alternatives were identified and evaluated (based on physical, timing, risk, and financial [whole of lease term present value] criteria). These were the development of the former Sirius Building car park, and the redevelopment of the Sirius Building site.
- 1.3.4 The preferred option, which is to construct a building extension onsite immediately adjoining the current Discovery House, and link the two buildings, effectively matched the physical performance specifications of the other two alternatives, provided a better location adjacent to Discovery House, and offered marginally better commercial terms and a significant reduction (rebasing) of the financial terms for the existing Discovery House.
- 1.3.5 The site offered for the preferred option is currently used as a surface level car park, and is owned by the Challenger Financial Services Group (“Challenger”), the owner of the current Discovery House building. The development will be undertaken by that organisation.
- 1.3.6 The proposed building must be completed to enable occupation before the current lease on the Sirius Building expires in October 2007. The new lease (covering the new and existing buildings) will run for a period of 15 years from completion of the extension.

1.4 Need

- 1.4.1 The need for the proposed new building was driven by a combination of planned staff growth and the inability of the existing accommodation to meet the medium and long term requirements for IP Australia as well as an inability to satisfy the functional co-locations required. The approaching expiry of the current lease in Sirius Building provided a further and related reason to take action. The Sirius Building has been continually occupied since the late 1960’s and many of the building services are reaching the end of their life. There are

very limited opportunities to improve building performance from an energy consumption perspective. Furthermore, there are inefficiencies in operating from two close but clearly separate buildings. Finally, with the continued growth in IP Australia's business, and the need to recruit and accommodate new staff and their facilities, the Sirius Building is unable to provide the necessary short and medium term expansion space necessary to allow IP Australia to meet its program objectives. 10 Corinna Street is purely regarded as temporary accommodation and because of its age and size is not regarded as a solution to any of these issues.

- 1.4.2 Refurbishment of the Sirius Building was considered. However, the costs are comparable with a new building and there are many drawbacks with refurbished buildings, not the least of which is the considerable disruption to IP Australia's staff and operations that would occur over a considerable period of time, involving either temporary relocation out of the building, or the noise and inconvenience of construction works going on nearby to work points over a long period if the work was staged. Accordingly, consolidation into an expanded Discovery House without any notable cost penalties was favoured. The greater efficiencies offered by a purpose designed, (and effectively) single office building will enable IP Australia to achieve a cost effective long term accommodation solution that better suits its operational requirements.

1.5 Options Considered

1.5.1 Basic Options

The three basic options considered by IP Australia were:

1. **Do Nothing Option** - Existing Accommodation – extend lease on the Sirius Building to at least 2012 by exercising the option to renew, seek to do the same with the new temporary accommodation at 10 Corinna Street¹, seek additional space for new staff, no refurbishment.
2. **Do Minimum Option** - Seek to extend lease on the Sirius Building for 10 years (to 2017) with refurbishment by the lessor. Seek to extend lease on existing Discovery House to 2017, with upgrades at lessor's cost to existing services. Seek to extend other temporary accommodation lease(s), also with lessor refurbishment.
3. **Preferred New Building Option** - New accommodation, one consolidated (linked) building, long term lease to 2022.

The advantages and disadvantages of the various options are summarised below:

¹ Note that the owner of 10 Corinna Street has indicated that he may undertake a major development of the site rather than extending the lease past the end of 2007. If so, other alternative accommodation would need to be found

1.5.2 DO NOTHING

Extension of Existing Leases for 5 Years (no refurbishment).

- **Advantages**

- Least cost
- Buys some time but it is unlikely that the accommodation situation will be any different at the end of the period than it is now.

- **Disadvantages**

- Sirius Building and 10 Corinna Street will continue to provide a low standard of accommodation, with the operational inefficiencies that this entails. Note comment above on 10 Corinna Street that there is no guarantee that the lease could be extended beyond the end of 2007.
- Additional new temporary space would need to be occupied.
- Continuing fragmentation of IP Australia across at least three buildings.
- Inefficient floor layout and sizes.
- Continued inequity in the size of offices and workstations.
- The existing building services would be well beyond their serviceable life for the 5 year extension and critical services including air-conditioning, lifts and safety systems would have deteriorated to well below acceptable standards.

1.5.3 DO MINIMUM

Extension of Existing Leases for 10 Years with Refurbishment

- **Advantages**

- Possibly less cost than a new building, but only marginally.
- Would improve the overall standard of accommodation to some extent.

- **Disadvantages**

- Significant disruption for staff and IP Australia operations over a two year period while the buildings are being refurbished.
- Additional cost for staging space while the buildings are refurbished or dead rent on areas being refurbished.
- Continued fragmentation of IP Australia across the buildings² with increased travel time for staff between the various parts of IP Australia.
- Inefficiencies inherent in small floor sizes and existing fitout in the buildings remain.

1.5.4 PREFERRED OPTION

Lease on New Consolidated Discovery House Building (15 years through a pre-commitment lease process for the extension, and rebasing of the lease for the existing building)

- **Advantages**

- Meets all of IP Australia's building performance and space requirements.
- A single building enhances cohesiveness and reduces travel time across the organisation.
- Higher quality modern commercial building.
- Opportunity to rationalise the provision of meeting rooms and on-floor storage.
- Reliable building systems.
- Meets current Building Code of Australia requirements.
- A single building with discrete tenancy areas provides much tighter security.
- Base building floor layouts and sizes designed specifically to meet IP Australia's requirements.
- Increased space efficiency.
- Flexible, modular fit-out with reduced ongoing churn costs.
- Reduced environmental impact.

- More efficient facilities management (single landlord and managing agent).
 - New accommodation with minimum 4.5 star ABGR rating
- **Disadvantages**
 - None of significance

The new building option would result in only a net marginal increase in costs compared to the refurbishment option. Although the cost per square metre is slightly higher, the more efficient floor layouts in the new building would mean that significant and ongoing operational savings should be able to be realised.

1.6 Reasons for Adopting the Proposed Course of Action

- 1.6.1 Even though the ‘*Do Nothing*’ options have the lowest cost, extending the current Sirius Building and 10 Corinna Street leases without refurbishment is not an acceptable solution. The existing accommodation does not fully meet IP Australia’s operational needs and after a further period without any remedial work the fitout and building services such as air-conditioning, lifts and safety systems would have deteriorated to well below acceptable standards. The accommodation would be B grade, OH&S requirements would not be met and the workplace would be highly inefficient.
- 1.6.2 The “*Do Minimum*” refurbishment option goes part of the way towards meeting IP Australia’s requirements. However, it continues the fragmentation of IP Australia across three or possibly more sites (noting the situation with 10 Corinna Street) and the various operational and financial inefficiencies that it causes. Refurbishment of each of Sirius Building and 10 Corinna Street (if available, otherwise its replacement(s)) would involve a two year disruptive construction program either staged around staff or causing IP Australia to relocate out of the buildings for that period at considerable cost. At the end of

² Noting that the 10 Corinna Street tenancy may not be available after the end of 2007.

this, IP Australia would still be left with an accommodation solution that has significant shortfalls in terms of floor plate efficiency, overall size, and ongoing operational difficulties and financial penalties caused by physical separation from Discovery House.

- 1.6.3 The “*Preferred New Building*” option (the Discovery House extension) involves a very competitive rent stream, a substantial contribution towards fitout expenses, and a considerable saving on the rent for the existing Discovery House under its current lease. It is cost-effective over the term of the lease, and in terms of unquantifiable benefits, it is the only one that meets all of IP Australia’s accommodation requirements, including the flexibility to allow for the co-location of work groups, and for future growth in business groups. It provides a much higher standard of accommodation overall, including commitment from the developer to achieve and maintain a 4.5 star energy efficiency rating in the new building, and to maintain high standards of building services in both the existing and new buildings over the 15 year lease term. Importantly, it avoids a long period of disruption for staff and IP Australia’s operations during the refurbishment period. Overall, the increased efficiency of a new building provides the best value for money accommodation outcome for IP Australia.

1.7 Description of the Proposal

- 1.7.1 The proposed new building is to be constructed in Woden, ACT adjacent to the existing Discovery House building located on the site bounded by Worgan, Bowes, Launceston and Furzer Streets. The building will effectively form the third side of a triangle with the two wings of the existing Discovery House. The main entrance will continue to be in the existing building facing Worgan and Bowes Streets. The site is close to the Woden Plaza shopping mall, food outlets, a number of clubs and fitness centres, and other office buildings occupied by Government tenants.

1.7.2 The linked building proposal has provision for approximately 1100 - 1200 work stations and offices which allows for future expansion and flexibility in the workplace. Staff facilities will include an amenities room, sick rooms, and a carer's room. A café and gymnasium are currently the subject of consultations with IP Australia staff. The new building extension will provide approximately 10,500 m² of lettable office space and consist of the following:

- Two levels of basement parking with space for approximately 180 cars (including 2 parking spaces for people with a disability and storage for bicycles.) and on-grade (outside) parking for 59 cars.
- The refurbishment of the existing Discovery House basement car park to include: staff showers and change rooms; building services; files stores and a possible staff gymnasium.
- A ground floor with a secondary entrance lobby off Worgan Street, reception/security facilities, loading dock and a mail centre. Provision of a café is yet to be decided, and will depend on assessed demand, as this function is catered for in the immediate Woden area.
- Access to the car parking and goods delivery is off Worgan Street.
- Five levels of office accommodation of about 2,000 m² each incorporating a central core containing lifts, toilets, communication facilities, kitchenettes, break out areas, and services.

1.7.3 Site, location and floor plans are attached at Annex A.

1.7.4 The fitout works will be integrated with the construction of the base building. IP Australia has engaged a design consultant to prepare the functional design brief and fitout sketch plans. This documentation will be handed over to the base building design team to prepare the detailed documentation jointly with the base building documentation. Construction of the base building and fitout will be done concurrently with IP Australia paying for the fitout components.

1.7.5 The fitout works to be undertaken include:

- Integration of services into the base building works including, electrical, air-conditioning, ventilation, lighting control, data, communications, security, fire and hydraulic services.
- Office accommodation including partitioning to form individual offices, meeting rooms, reception areas, utility and store rooms, training rooms, break out areas, rooms to house IT and communications equipment and staff facilities.
- Workstations including desks and provision for personal storage. Screens in the workstation areas will carry the data and power cables.
- Loose furniture – existing furniture will be used where it is in good condition.

1.8 Environmental Protection

1.8.1 All construction works will be carried out in accordance with the *Environmental Protection Act 1997*, particularly but not exclusively in relation to noise and pollution control. During construction, all existing vegetation (trees, shrubs, and grass) located on the verge and unleased Territory land immediately adjacent to the development will be managed, protected and maintained in accordance with an approved Landscape Management Plan as specified by Environment ACT.

1.8.2 Tree protection as advised in the Development Application approved by ACT Planning and Land Authority on 5 October 2005 will be in accordance with the Canberra Landscape Guidelines, and Challenger has obtained approval from Environment ACT on 10 October 2005 for proposed tree felling/removal activity in accordance with section 16 (1) of the *Tree Protection (Interim Scheme) Act 2001*.

1.8.3 Development of the site (an existing car park) will:

- have no significant adverse impact on the natural or human environment,
- encourage improved utilisation of existing public facilities and transport infrastructure,
- make better use of existing engineering services including water, sewerage and storm water in the area, and
- have a positive effect on the local economy both during construction and during long term operations.

1.9 Heritage Considerations

1.9.1 The ACT Heritage Unit of Environment ACT has advised that “Discovery House is not nominated or registered on the ACT Heritage Register; therefore there are no Heritage issues in relation to the proposed redevelopment (addition of West Wing) or with the proposal to paint the building”.

1.10 Governance

1.10.1 The Accommodation Committee

The Accommodation Committee comprises the Director General and three General Managers. The Accommodation Committee is responsible for overseeing the project including overall strategic direction, goal and priority setting.

1.10.2 Legal

Legal advice for the project is being provided by the firm, Mallesons Stephen Jaques.

1.11 Consultation

1.11.1 IP Australia and its agents have consulted with the following external bodies:

- The ACT Planning and Land Management Authority (ACTPLA) regarding planning approval for sites in Phillip;
- ACT Heritage;
- Environment ACT;
- The Australian Greenhouse Office on environmental input to the design; briefing and lease.
- The Department of Finance and Administration;
- The Federal Safety Commission;
- The Property Council of Australia; and
- The ACT Office of Child Care

1.11.2 The main mechanism for internal consultation is the New Accommodation Consultative Forum, with representatives from all Business Groups. The consultation process is closely monitored by the peak consultative forum, the IP Australia Workplace Committee. No significant concerns have been raised by staff to date. Issues have mainly been focussed on the availability of parking and the identification of possible facilities such as child care, a café, and a gymnasium.

1.11.3 Other methods of communication and consultation include:

- Articles in IP Australia's intranet based staff gazette.
- Regular presentations scheduled and available for all staff.
- An intranet site.
- All staff emails.
- Electronic staff surveys.

1.11.4 As the project progresses, the following additional measures to involve staff are proposed:

- Setting up trial work areas with different options of workstation configurations for comment by staff.
- Displays showing proposed building and internal design.
- Presentation of proposed colours and finishes.
- ‘Welcome to’ publication to inform staff about the features of the new accommodation.
- Site tours.

1.12 Revenue Derived from the Project

1.12.1 Substantial savings in property operating expenses (including rebasing of rent for the existing Discovery House building) will be realised by collocating into one building.

1.12.2 An incentive in the form of a cash contribution to fit out was negotiated with the developer, who has requested that the amount be treated as commercial in confidence.

2. TECHNICAL INFORMATION

2.1 Location

2.1.1 The proposed building is located in the Woden Town Centre, Phillip, ACT and bounded by Worgan, Bowes, Launceston, and Furzer Streets. The building will connect to the northern wing and be linked by a bridge to the southern wing of the existing Discovery House. The main entrance facing Worgan and Bowes Streets will be retained.

2.2 Scope of Works

2.2.1 IP Australia will lease the building and have the fitout constructed to its specifications.

2.2.2 The fitout works include:

Integration of services into the base building works. These works include:

- Electrical installations in the tenant areas include tenant switchboards, reticulation and outlets to each workpoint and within each office, meeting room, training room etc. Filtered and backed-up power supplies to the central computer installations will also be provided.
- Supplementary air-conditioning in those rooms with higher than normal cooling and ventilation requirements including larger meeting rooms, training rooms, computer rooms and the amenities room.
- A lighting control system to reduce energy consumption in tenant areas including the ability to automatically turn off lights in unoccupied rooms and to provide reduced lighting levels when appropriate, such as reduced lighting levels for access purposes after hours. Some additional lighting will be provided as required in partitioned rooms.

- Data cabling throughout the tenant areas including phone and computer outlets at each workpoint. 'Wireless' communications are being investigated for the computer network, noting that there may still be security issues to be resolved.
- Security works including CCTV, door hardware and electronic access control at the main entrance, other entrances, exits, vehicle access points and internal areas with higher than normal security needs.
- Supplementation of the base building fire services where required as a result of the fitout works to ensure compliance with relevant codes. These services include additional exit lights, fire detection and sprinkler supplementation as necessary. A Very Early Smoke Detection Apparatus (VESDA) will be installed in the computer room.
- Most hydraulic services are provided as part of the base building including toilets and showers. Hydraulic services in the fitout include additional fixtures in the staff amenities area and first aid and staff-care facilities.

2.2.3 Office accommodation includes:

- Partitions to form individual offices, meeting rooms, reception areas, utility and store rooms, training rooms, break out areas, IT and communications equipment rooms, staff facilities and the store rooms in the basement. IP Australia will investigate the use of demountable partitions to reduce the long-term cost of changes in office configurations.
- The fitout will be designed around a 15-17m²/person gross allocation. Workstation sizes will be based on a 7-8m² planning module, with approximately 16m² for standard offices and 24m² for Group General Manager offices below Director-General level. These planning provisions

are an improvement on the current arrangements and are suitable for the tasks carried out in the respective work areas. They have been benchmarked against other Commonwealth agencies that have undertaken or are proposing to undertake similar activities. Staff in open plan areas will have access to quiet spaces for concentrated work.

- Joinery items will include the reception counter, credenza units in meeting rooms, a servery in the amenities room and display units.
- Workstations including desks and provision for personal storage. Screens in the workstation areas will define groups of workpoints and reticulate both data and power.
- Blinds or other treatment on internal glass panels.
- Commonwealth of Australia and tenant signage including external signs with IP Australia's name, directional signage and statutory signage.
- Appropriate higher standard finishes including selected timbers from renewable plantations, glass, bright metal finishes and plasterboard ceilings in selected areas.
- Modular access (sunken) flooring in the Data Centre.
- New loose furniture will be provided where the existing is not suitable.

2.3 Staff Facilities

2.3.1 Staff facilities provided as part of the fitout include:

- An amenities room;
- A staff care facility comprising first aid, and carers rooms;
- Breakout spaces comprising informal seating areas and tea/lunch making facilities;

- Additional bicycle parking, undercover secure parking; and
- A café and gymnasium are currently being considered under staff consultation processes.

2.3.2 The base building provides an expansion of the existing staff shower and change facility. While the configuration has not been formally agreed, it is envisaged that an additional four male and female showers and one unisex accessible shower will be provided together with change and locker rooms for staff use.

2.4 Site Selection

2.4.1 The site was selected following a review process that identified and evaluated accommodation alternatives according to IP Australia's specifications, and short listed proponents were invited to submit more detailed offers including commercial terms.

2.4.2 The proposals were assessed against the selection criteria and the Discovery House extension option was selected as representing the best value for money for IP Australia.

2.5 Site Description

2.5.1 The total area of the land is 1.193 ha. It consists entirely of an open asphalt car park accessed from Furzer and Worgan Streets and used by IP Australia and other government department staff.

2.6 Zoning and Approvals

2.6.1 The proposal is consistent with the Territory Plan. The site is located in the Woden Town Centre Precinct B and zoned B2B-Town Centres (Commercial 'B'), which has a land use policy allowing office, retail and car parking facilities.

2.6.2 The developer was required to lodge a Development Application and High Quality Sustainable Development (HQSD) documentation with the ACT Planning and Land Authority (ACTPLA) to obtain approval to proceed with the development. Meetings were held between IP Australia, the developer and ACTPLA. The proposal was found by the delegate of the Land and Planning Authority to be consistent with the Territory Plan and the Development Application was approved on 5 October 2005. The key issues identified in the ACTPLA assessment were parking, pedestrian movement within the site, and the building address to the adjoining streets. Conditions have been imposed (and will be fully met by Challenger) to address these issues.

2.7 Land Acquisition

2.7.1 Not applicable. The developer (Challenger) holds a Crown Lease over the land for a period of 99 years commencing on 27 April 1998 for the purposes of offices, business agency, or public agency.

2.8 Codes and Standards

2.8.1 The fitout will comply with all relevant requirements of the Building Code of Australia (BCA), ACT Planning and Land Management and Australian Standards at the time of the Agreement for Lease.

2.9 Planning and Design Concepts

2.9.1 Materials and Finishes. Materials and finishes used in the fitout will be selected for appearance, durability, functionality and ease of maintenance and cleaning while providing a pleasant environment for staff to work. Typical materials and finishes will include plasterboard painted with washable paint, fabric panels on screens and feature walls, feature colours on selected painted walls and plasterboard feature ceilings. Selected use of timber finishes and quality metal hardware as well as tinted and colourback glass will be used in moderation to enhance the overall image of the office environment.

2.9.2 Mechanical Services. It is proposed that a chilled water and heating water loop system be provided to enable supplementary cooling to be provided in areas with higher than normal heat loads such as larger meeting rooms, training rooms and computer rooms. Additional outdoor ventilation will be provided in the ground floor conference centre and on each floor. The cooling towers will be designed to prevent the growth and spread of Legionella bacteria. The lease requires the landlord to report to the tenant every month on the quality of the cooling tower water, including the results of laboratory tests.

2.9.3 Hydraulic Services. Sewer stacks and access to water will be provided to enable tenant facilities such as additional sinks to be connected to the base building hydraulic services.

2.9.4 Electrical Services. The total electrical load for the building will be designed to cater for both the base building and tenant requirements. The electrical system will allow IP Australia to obtain bulk metered power and will include spare capacity for future tenant requirements.

2.9.5 Security and Data Cabling. The building will be designed to ensure tenant cabling requirements for electronic security including CCTV, computer networks and phone connections can be met. Ducts will be provided into the building and from floor to floor. In specified locations, conduits with draw wires will be installed in concrete slabs and masonry walls to enable tenant equipment to be installed.

2.10 Acoustics

2.10.1 The building design incorporates measures to reduce noise in the work environment including double glazed external windows, acoustic ceiling tiles, fabric panelling, carpeted floors. Attention will also be paid to air-conditioning detailing to reduce noise from moving air and mechanical plant.

2.10.2 Acoustic performance criteria will be incorporated into the fitout brief to ensure adequate noise insulation between offices, meeting rooms, training rooms and other work areas.

2.11 Energy Conservation Measures and Targets

2.11.1 The building brief specifies compliance with current government policy. The policy as set out in “Measures for Improving Energy Efficiency in Commonwealth Operations” (issued April 1998, Department of Primary Industries and Energy), requires that all newly constructed Commonwealth occupied buildings must comply with a minimum energy performance standard. Initially this is the 1994 Property Council of Australia Energy Guidelines, which sets an energy consumption design target of 485 MJ/m² per year for an office building in Canberra.

2.11.2 The following measures are specified in the building brief to minimise energy usage and operating costs without a reduction in accommodation standards:

- The building is required to meet and continue to operate at the Australian Building Greenhouse Rating (ABGR) of 4.5 stars.
- The Building Management System will monitor and control lighting, mechanical services, energy, lifts and water supply.
- Embedded energy of building materials to be identified and considered in selection of the materials.
- Thermal conductivity of the façade to be minimised and suspended slabs are to be insulated.
- Double glazing is to be provided.
- Low brightness luminaries with T5 lamps and electronic ballasts.

- Lighting is to be controlled by an electronic system to reduce energy use, especially in unoccupied areas and out-of-hours.
- Access to natural light to be maximised while avoiding direct sun penetration into the building.
- Facilities such as bicycle storage, showers, change rooms and lockers are to be provided to encourage staff to ride or walk to work.

2.11.3 IP Australia is developing a Waste Management Plan and facilities will be provided to allow the segregation of waste into recyclable and landfill components in recognition of the ACT Government's No Waste by 2010 program. During construction, building waste will be sorted for recycling into plasterboard, metal, glass, concrete and bricks. Industrial waste products will be used in on-grade concrete slabs.

2.11.4 Low emission paints, sealants and adhesives will be used in the construction of the building.

2.11.5 IP Australia is gradually replacing the existing computer monitors with flat screen LCD monitors that use significantly less power and give off less heat.

2.11.6 Water usage reduction measures currently being considered in the building design include:

- Storm/grey water collection and re-use where possible.
- Waterless urinals.
- Dual flush cisterns for all toilets.
- Flow restriction devices to be fitted to all fixtures.
- All fixtures to achieve a AAA rating under the Australian Standard NP64.

2.11.7 The lessor's responsibility for ongoing environmental management of the building is specified in the lease with adequate incentives built in to ensure the sustainability of the building's energy performance.

2.12 Master Planning and Site Planning

- 2.12.1 The total area of the land is 1.193 ha and the building will occupy about 4,904m², leaving an area of 7,026m² available for site access, on grade parking and hard and soft landscaping.
- 2.12.2 Stormwater drainage will be connected to an existing 600 dia drain located in the verge on Launceston and Furzer Streets.
- 2.12.3 Water supply will be taken off the existing meter located adjacent to the main entry on Worgan Street; the supply to the site will be upgraded if necessary. Adequate capacity for fire fighting and other water supply requirements surround the site.
- 2.12.4 An existing 150mm sewer main is located on the northern, eastern and southern boundaries of the site and major electrical cables run along the northern boundary. A further electrical cable is located on the western boundary. Communication cables are located on the northern and western boundaries.
- 2.12.5 There is no excess parking capacity in the Woden area. Parking near to the site is at capacity during working hours.
- 2.12.6 The existing 122 car spaces on the site are currently available for public pay parking and will be lost as a result of the proposed development. Approximately 239 car bays will be provided for IP Australia staff in the proposed building comprising 180 in the basement levels and 59 on-grade.

2.12.7 Woden is a bus hub and is well serviced by public transport, and access to bus stops along Launceston Street and Melrose drive are within easy walking distance. The Woden bus interchange is 400m from the site.

2.12.8 Most of the intersections in the area have adequate capacity for current and projected traffic volumes.

2.13 Provisions for People with Disabilities

2.13.1 The building brief requires access for people with disabilities to all areas of the office in accordance with the Building Code of Australia (BCA) and relevant Australian Standards, including AS1428.

2.13.2 The following will be provided:

- One self contained unisex accessible toilet per floor.
- A unisex accessible shower facility.
- All lifts to be accessible and provide facilities in accordance with AS1735.12.
- Accessible parking.

2.13.3 Lifts, access-ways, doorways and accessible toilets and showers will be sized to conform with the proposed amendments to AS1428.

2.14 Heritage Issues

2.14.1 The ACT Heritage Unit of Environment ACT has advised that “Discovery House is not nominated or registered on the ACT Heritage Register; therefore there are no Heritage issues in relation to the proposed redevelopment (addition of West Wing) or with the proposal to paint the building”.

2.15 Child Care Provisions

2.15.1 It is not intended to provide child care facilities within the confines of the building. It is proposed to investigate opportunities with the Department of Health and Ageing to provide a combined facility within their planned accommodation development in Woden.

2.16 Fire Protection and Security Measures

2.16.1 The building brief requires provision of fire services in accordance with BCA and local Fire Brigade Authority requirements, including:

- Fire detection and suppression systems.
- Smoke hazard management system.
- Battery operated self contained emergency lights and exit signs connected to a computerised automatic testing system. Coverage is to include toilets, plant rooms and switch rooms, the office area and car park.

2.16.2 All staff are provided with security passes which will interface with electronic proximity card readers at specified locations at the perimeter of the premises to control access. Electronic access control points include:

- Vehicle, pedestrian and push bike access to the parking areas.
- Loading dock and after-hours access doors.
- The main foyer and the lifts and stairs in the extension.

2.16.3 External doors, including emergency exit doors will be electronically monitored.

2.16.4 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.

2.17 Occupational Health and Safety

2.17.1 IP Australia have engaged specialist consultants to assist in the selection of internal furniture and fittings including adjustable desks, shelving, work tables and compactus units to ensure they are suitable for a wide range of staff to use safely and with minimised risk of injury.

2.17.2 The design, materials and finishes used in the furniture and fitout construction will take into account OH&S aspects and avoid sharp edges, furniture legs which cause obstructions and highly reflective surfaces.

2.17.3 Lighting and window treatments are specified to reduce glare and provide the appropriate lighting levels for the task.

2.18 Landscaping

2.18.1 The proposed landscape will reinforce the existing character of verge treatments of the surrounding streets. IP Australia understands that a landscape architect will be engaged by Challenger to prepare the design proposals.

2.19 Consultation with Relevant Authorities

2.19.1 IP Australia will obtain building approval for the fitout through the ACT Building Controller when the design is sufficiently advanced.

2.19.2 Meetings with officials of the ACT Planning and Land Authority have established the design principles that will meet their requirements for

enhancing the site and improve the appearance and general amenity of the area.

2.20 Impact on the Local Community

- 2.20.1 Consultation with the ACT Government has indicated that the proposal will have a positive impact on the local community. Currently, the land is underutilised and the additional office space is consistent with the Government's aim of increasing the amount of employment in the Woden town centre and stimulating business activity. The land that will remain vacant on the site will be landscaped to improve public amenity in the area.
- 2.20.2 Existing occupancy rates for office buildings in Woden are very high which provides little opportunity for existing lower grade buildings to become vacant and enable them to be refurbished. Currently, about 67% of office space in Canberra is B or C grade and the ACT Government is keen for the quality of office space to be improved. This proposal will free up space to allow the redevelopment of existing buildings (Sirius Building and 10 Corinna Street).
- 2.20.3 Existing infrastructure services including power, communications, sewerage, gas and water supplies are well developed and can easily cope with the increased demand.

2.21 Project Costs

- 2.21.1 The budget for the fitout is \$12.95m (excluding GST) and includes contingency, project management, design documentation and escalation. The estimate assumes an integrated fitout. A further \$2m has been allocated for realignment of workspaces in the existing Discovery House as part of the overall consolidation process. The estimate is also based on some re-use of existing furniture that is in good condition.
- 2.21.2 This budget has been prepared with assistance from the property consultants, Haralambous Dowse and Associates Pty Ltd. Project consultants, including the Tenant Advocate (Haralambous Dowse) and the involvement of a Quantity

Surveyor will provide assurances on maintaining costs within budget during the project.

2.22 Project Delivery System

2.22.1 IP Australia expects to engage the developer to prepare the detailed design documentation and construct the fitout concurrently with the base building. This work will be undertaken on a cost-plus basis, with IP Australia paying actual tendered prices for goods and services received and the developer charging a percentage fee for management of the works.

2.22.2 An integrated fitout is expected to provide IP Australia with the following benefits:

- Costs would be expected to be less because the fitout related work will be done at the same time as the base building work and hence there is less need for re-work in modifying the base building to accommodate the fitout after the base building is completed.
- Time will be saved because IP Australia does not have to wait until the base building is completed before the fitout work commences.
- Coordination is easier because the same project team manages all aspects of the work, including work for the developer and IP Australia. There is less over-lap in responsibilities and less potential for disputes over matters such as interference.
- There is less duplication of resources with one team of design, supervision and management personnel for both aspects of the work.

2.22.3 IP Australia has engaged its own Client Advocate and Quantity Surveyor to ensure its interests are protected throughout the process.

2.23 Construction Program

2.23.1 The developer will construct the building from February 2006. Fitout will be undertaken concurrently with the base building construction and both are due for completion in early September 2007. This will enable the relocation from the existing buildings to the new premises to take place over a two month period if necessary. Project consultants have reviewed the construction program to ensure it is feasible and that there is appropriate contingency to cover time over-runs.

3. Annex A – Site, elevation and floor plans