

3/12/2024

AEC

Proposed Fitout

Of new leased premises at the CBD site, Canberra

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

Public Submission 1.0

November 2024

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1 Executive Summary

1.1 Introduction

- 1.1.1 This submission seeks to inform the PWC about the Australian Electoral Commission's proposal to fitout leased premises at 26 Narellan Street Canberra in the ACT (the CBD Site), at a cost of \$35.9 million (excluding GST).
- 1.1.2 The new fitout is required to relocate the Australian Electoral Commission (AEC) National Office from 4, 10 and 12 Mort Street, Canberra.
- 1.1.3 The proposed new location is 400m away, or a 5-minute walk from the existing CBD location. The new CBD site offers convenient access to public transportation, including bus and tram services that connect to Canberra's suburban areas.
- 1.1.4 The CBD Site will provide an efficient use of space with 1,046 work points to accommodate up to 1,308 staff at an 8:10 work point to occupant ratio, and 1,494 staff at a 7:10 ratio. This equates to a staff occupational density of 10.6 square metres at an 8:10 ratio and an average fitout density of 12.5 square metres, with the ability to accommodate an increase in the staffing footprint by clever furniture design layouts to accommodate an additional 248 work points to meet the AEC's need during event periods.
- 1.1.5 On 18 November 2024, the Minister for Finance endorsed the Australian Electoral Commission's proposed new lease which includes 13,863 square metres of A-Grade office space.
- 1.1.6 The proposed works are due for practical completion and AEC relocation by 31 July 2027.

1.2 Scope

- 1.2.1 The AEC proposes to undertake fitout works of 13,863 square metres at the CBD Site.
- 1.2.2 The fitout will be undertaken in accordance with all relevant building codes, regulations, guidelines, and specifications, which have been developed in consultation with industry experts.

1.3 Key Issues

- 1.3.1 The Australian Electoral Commission (AEC) currently lease three (3) separate buildings on Mort Street, in the Canberra CBD. These buildings represent a combined Net Lettable Area (NLA) of 17,126 square metres (sqm). The existing site presents key limitations that impact the functionality and suitability for the AEC's needs, including:
 - Ageing and insufficient Net Zero solutions;
 - Inflexible floor plate designs that do not provide for expected future fitout requirements including;
 - Two central cores and complex mechanical/services;
 - An inability to surge and adjust for workforce changes during an event;
 - Limited security uplift solutions;
 - HVAC and supplementary air limitations; and
 - Compromised car parking (services interference and access issues).

- 1.3.2 For these reasons, the AEC intends to consolidate its footprint into a single lease at the CBD Site. The consolidation will address the limitations of Mort Street while enhancing collaboration, improving efficiency, and creating a more agile and integrated work environment for AEC staff while also providing for an uplift in premise security.
- 1.3.3 The proposed work will involve the fitout of all office floors, which will focus on ensuring a space that enhances community, stakeholder, and staff wellbeing. The new fitout will provide a flexible, agile and contemporary fitout with a greater emphasis on open plan collaborative spaces, encouraging staff interaction, and improved wellbeing. This approach will result in a useable space of 13,863 square metres (sqm) – this is the amount of space used to calculate the occupational density.
- 1.3.4 The fitout will result in an organisational move to flexible seating, with the ability to reduce desk ratios if appropriate. A number of business areas within the AEC currently utilise a flexible seating arrangement, however an organisation wide solution will be presented to staff as part of the AECs consultation process.
- 1.3.5 The proposed fitout targets a fitout density sits at an average of 13m² of usable office area. This will allow the AEC to meet the Government's occupational density target of 14m² per occupied work point, set out in the Commonwealth Property Management Framework (Resource Management Guide 500).
- 1.3.6 The new office accommodation aligns with the AEC Property Strategy and recent Property Projects, which support flexible ways of working and making effective use of the workplace to promote a high-performing workforce.
- 1.3.7 In the FY2021 Budget process, the AEC was allocated significant funding to undertake an IT modernisation program (Indigo Program). This program will likely see a further increase in AEC staffing profile over the forward years (subject to Government decision), beyond the already increased amount since the commencement of the Program. Combined with the surge in workforce requirement for the election cycle and other future programs the AEC may require, the increase in staffing profile from the Indigo Program will result in the AEC not having enough workpoints in the current premises. The recommended lease arrangement at the CBD Site along with an 8:10 ratio will allow for the required flexibility to ensure the AEC accommodation requirements can continue to be met.
- 1.3.8 It is imperative the AEC has certainty of accommodation to deliver legislative requirements in upcoming federal electoral events. The Election Readiness Framework provides assurance to the Electoral Commissioner and the Government that the AEC is at a level of readiness required to conduct a successful election. The timing of each phase of election readiness is determined by the directed level of election readiness (DLER). The Electoral Commissioner currently has set two DLERs dates: writ ready minus 100 days by 28 June 2024 and writ ready by 27 September 2024, and for the 2027/28 election the timing of readiness is likely to be approx. March 2027 and June 2027 (subject to the timing of the 2024/25 Federal Election). The CBD Site will provide for the AEC's resource surge during these periods, including diversion of all available staff for event delivery.

1.4 Costs

- 1.4.1 The cost of the proposed fitout works is estimated at \$35,851,254 million (excluding GST), being \$2,586 per square metre (excluding GST) based on the net lettable leased area of 13,863 square metres and is inclusive of the P80 cost and the Escalation.
- 1.4.2 In accordance with the PWC Procedure Manual, the estimate excludes several non-construction related costs (noting that the P80 component in the Quantity Surveyors (QS) report will not include these costs either):

- Non-construction contingencies.
- Relocations.
- Fixtures and fittings (including workpoints and loose furniture).

These excluded costs are not included in the submission.

- 1.4.3 Funding of the PWC fitout cost will be sourced entirely through the landlord lease incentive, with any residual incentive to be applied as rent abatement.
- 1.4.4 Value for money for the proposed fitout will be achieved throughout the procurement process by the engagement of AEC's Property Services Provider (PSP), Jones Lang LaSalle (JLL), which can leverage industry expertise for specialist services, trade packages and furniture contracts. This will include:
- Applying the market expertise from a QS and design consultants;
 - Considering the appropriateness of open approaches to market versus existing panels arrangements on a risk-based approach; and
 - Value management throughout the design process.
- 1.4.5 A project cost estimate has been prepared by WT Partnership as Quantity Surveyor (QS) based on the concept plans developed by the Principal Lead Consultant (PLC), Davenport Campbell and coordination through JLL Project and Development Services ACT as the Project Management and Contract Administrator (PMCA).

2 Purpose of the Works

- 2.1.1 The AEC is responsible for maintaining an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services and targeted education and public awareness programs.
- 2.1.2 To support these activities, the AEC manages a portfolio of 81 leases across 76 properties throughout Australia. These are mainly office spaces but also include three warehouses and five multipurpose sites (office and warehouse space), as well as the National Electoral Education Centre at Old Parliament House in Canberra. In addition, the AEC lease 56 temporary counting centres for the 2023 referendum.
- 2.1.3 This proposal relates to the AEC's National Office in the ACT and the consolidation of three (3) tenancies at Mort Street into a fit-for-purpose workspace within the Canberra CBD that:
- Meets the Commonwealth occupational density targets and maximise the efficient use of space.
 - Provides A-Grade office accommodation that supports organisational agility, flexibility and promotes staff wellbeing.
 - Provides an improved workplace with modern facilities and enhanced technology for staff.
 - Provides a value for money outcome for the Commonwealth.
 - Has a strong emphasis on improving the workplace by encouraging staff to embrace modern and evolving ways of working.
 - Reduces the AEC's property-related emissions by offering improved alignment with the Net Zero in Government Operations Strategy including:

- The services within the fitout intend to make use of the ACT's 100% renewable electrical energy grid and source all power from it with zero use of non-renewable such as gas.
- Additional supplementary cooling to manage AEC specific tasks will utilise electric heat pump technology and make use of the buildings Adiabatic heat rejection system located in the roof top plantroom.
- All lighting will be new, replacing fluorescent type fittings with more energy efficient LED type as well as improving the controls from standard switches to time and occupancy sensing. This ensures lighting is available when needed and switched off when not, to maximise both user benefits and reduced energy consumption.

3 Need for the Works

- 3.1.1 The three (3) leases in the Canberra CBD – 4, 10 and 12 Mort Street represents a combined space of 17,126sqm. These leases have varying expiries ranging from 24 March 2025 to 24 March 2030. The AEC will not renew the lease at 4 Mort Street when it expires on 30 June 2026. The leases at 10 – 12 Mort Street (Mort Street) have a surrender clause if exercised by 30 June 2027.
- 3.1.2 Across Mort Street the maximum number of workpoints is 1,111. The AEC's staffing profile as part of the Indigo program is anticipated to increase in the near term by approximately 100. An increase in work points to staff member ratio at the CBD Site will ensure the Indigo program and surge staff during electoral event periods are provided.

4 Mort Street (and 73 Northbourne Avenue)

- 3.1.3 4 Mort Street is a smaller premises of 1,728sqm. This will be vacated at the lease expiry as the premises is too small and the preference is to accommodate all staff within the one premises.
- 3.1.4 73 Northbourne Avenue is 2,007sqm is in the process of being vacated and the lease surrendered. There is no ongoing requirement for this lease as the building was no longer required due to additional space gained at 12 Mort Street (further details at 3.1.5).

10 and 12 Mort Street

- 3.1.5 Following the termination by the Landlord of an earlier procurement process for office space (JATM), the AEC initiated conversations with the current landlord (Growthpoint) on proposals for the future of the Mort Street lease. Growthpoint provided a proposal to the AEC for the Mort Street lease with additional space in 12 Mort Street.
- 3.1.6 To provide surety of tenure and reduce the risk of disruption to staff for a possible upcoming event, the position of the AEC was to attempt to secure the properties at Mort Street prior to Directed Level of Election Readiness (DLER) dates and ensure all floors were available without a requirement to surrender any floors or space. This was done to ensure that event delivery for the 2024/25 financial year would be able to take place and that a change in premises for National Office would not occur over the Event Period, which is anytime between August 2024 to May 2025.
- 3.1.7 The option to extend the existing lease eliminated risk for AEC by minimising business interruption and costs associated with fitout. At the time, it was the best option available considering the time constraints, upcoming lease expiry and the operational requirements in the event period.

- 3.1.8 The AEC negotiated the inclusion of the surrender clause within the lease extension provided AEC with flexibility to proceed to secure an alternative long-term solution whilst maintaining security of tenure. This clause provides for the AEC to exit the lease between 30 September 2027 and 31 March 2028, subject to 9 months' notice. Notwithstanding the surrender clause, the Mort Street variation of lease was entered into for five years from 25 March 2025 (when the existing lease term ends) to 24 March 2030. This clause provides for the AEC to manage operational and financial risk in circumstances where the dates of future electoral events are uncertain.

4 Options Considered

4.1 Approach to Market

Request for Proposal

- 4.1.1 An approach to market determined the “CBD Site” presented the best overall value for money for the Commonwealth.
- 4.1.2 As the procurement process remains ongoing, further information on the procurement process can be found in the Confidential Submission.

Preferred Option

- 4.1.3 After careful consideration, the “CBD Site” was identified as the preferred option for its proposed solution, representing best overall value for money for the Commonwealth. This was due to the high level of suitability, delivering a highly efficient and adaptable floorplates with a strong offering that refurbishes the existing building to a PCA ‘A’ Grade building adjacent to the Canberra Centre, and a fitout that will meet the AEC’s operational needs now and into the future.
- 4.1.4 The CBD Site is an existing building and has been well-maintained demonstrating ongoing value in the commercial market. The solution will deliver value for money and achieve savings for the AEC over the life of the lease.
- 4.1.5 To ensure the CBD Site meets the AEC’s current and future operational requirements and Commonwealth’s strategic objectives, the AEC is finalising negotiations for a fitout that will upgrade and improve the base building and atrium, create facilities that support activity-based working, technological proficiency, and workforce flexibility, ensuring the building remains suitable for current and future government operations. It is expected that design efficiencies throughout the fitout process will give way to further cost savings.
- 4.1.6 The CBA was endorsed by the Minister for Finance on 18 November 2024.

5 Value for Money

- 5.1.1 Value for money for the proposed fitout will be achieved throughout the procurement process by the engagement of AEC’s Property Services Provider (PSP), Jones Lang LaSalle (JLL), which can leverage industry expertise for specialist services, trade packages and furniture contracts. This will include:
- Applying the market expertise from a QS and design consultants.

- Considering the appropriateness of open approaches to market versus existing panels arrangements on a risk-based approach.
- Value management in design.
- Early engagement with associated contactors and consultants.

5.1.2 To ensure value for money in the proposed fitout procurement, engaging JLL as the Project Management and Contract Administrator (PMCA) offers multiple advantages:

- **Industry Expertise:** JLL's experience in specialist services, trade packages, and furniture contracts leverages deep industry knowledge, ensuring cost-effective and quality-driven outcomes.
- **Quantity Surveyor and Design Consultants:** Utilizing the expertise of quantity surveyors and design consultants helps in accurate cost estimation and efficient project design, minimizing waste and maximizing efficiency.
- **Market Approach:** Evaluating whether to use open market approaches or existing panel arrangements allows for a tailored risk-based strategy, optimizing procurement processes and reducing costs.
- **Value Management in Design:** Implementing value management principles during the design phase ensures that the project meets performance criteria while staying within budget, delivering optimal value for investment.

5.1.3 Overall, these strategies help achieve a cost-effective and high-quality fitout that aligns with the project's objectives.

6 Scope of Works

6.1 Fit-out Summary

- 6.1.1 In accordance with the Department of Finance's (Finance) Property Services Coordinated Procurement Arrangements (PSCP Arrangements), AEC has appointed JLL as the Project Management and Contract Administrator (PMCA) along with Davenport Campbell (DC) to provide a compliant and fit-for-purpose design to meet AEC and Commonwealth property requirements.
- 6.1.2 The proposed fitout will be based on a usable floorplate of 13,863sqm made up mostly of open plan workstation settings, bookable offices, breakout spaces and meeting rooms. This includes an area of approximately 677sqm on Level 2 that is the base of the atrium where most of the space will be used for conference, meeting, collaboration and breakout spaces. A concept fit-out plan of a typical floor is at Attachment A.
- 6.1.3 The AEC will implement a ratio-based work environment, transitioning to an 8:10 or 7:10 desk-to-staff ratio, depending on operational needs. This approach ensures optimal use of space, supporting both regular and event-driven workforce requirements efficiently. This flexible arrangement allows the AEC to accommodate changes to staff numbers, expanding and contracting as required during electoral periods.
- 6.1.4 The table below provides a breakdown of the NLA, number of workpoints, fitout and occupational densities:

Floor	NLA m2	Work Point Total 80%	Work Point Density m2	Staff Density Actual (Based on 8:10 ratio)	Staff Density m2
Basement 2	24	0	N/A	N/A	N/A
Level 2	2,245	103	21.8	129	17.4
Level 3	2,124	172	12.35	215	9.9
Level 4	2,116	183	11.56	229	9.4
Level 5	2,110	181	11.66	226	9.34
Level 6	2,634	180	14.63	225	11.7
Level 7	2,634	227	11.6	284	9.3
Total Usable NLA	13,863				

6.1.5 The proposed composition of the AEC floorplate will include the following key areas where segregation from the main staff occupied floors as required.

- SME Area 1 – ACT Divisional Office
- SME Area 2 – Conferencing/Training Rooms
- SME Area 3 – IT Build Room
- SME Area 4 – Executive and Commissioner's Suite
- SME Area 5 – Specialist Workspace
- SME Area 6 – Command Centre and Rapid Response Room
- SME Area 7 – Media Room

6.1.6 The proposed fitout will include:

- Open plan office accommodation for all staff, including staff visiting from other AEC locations.
- Open plan workpoints will be rectangular 1,600 millimetres long with electronic sit-stand height adjustability, and an adequate ratio of meeting rooms, quiet rooms, and casual breakout spaces.
- On-floor breakout/hub areas and kitchens designed to support refreshing and recharging and encouraging casual meeting and incidental interactions.
- A range of meeting and focus room types of varied sizes with a variety of collaboration zones (conveniently located adjacent to the open plan areas with separate air-conditioning for all rooms, with capacity exceeding eight persons).
- Loose furniture solutions, which includes monitor arms, task and meeting room chairs, meeting room tables, breakout tables, chairs, stools and other casual seating.
- Banks of lockers for storage of laptops and personal equipment necessary for an unassigned seating Activity Based Working (ABW) environment.
- Equipment and furniture storage for temporary work point accessories and resource areas for event periods.
- Wellness area that includes carers room, first aid room and a reflection room.
- Consistent room sizes to allow for repurposing of rooms over the life of the lease, which in turn is expected to minimise future construction costs, including minimised

use of fixed joinery to provide greater flexibility for furniture changes to support alternative uses.

- Specialist areas including a Command Centre, Multipurpose rooms, Media room and IT build room.
- Dedicated secure meeting and work zone for the building to maximise efficiency, reducing on-floor duplication and the ability to maximise flexibility.
- Bookable offices for Executive Level 2's (EL2) and visiting SES.
- Allocated offices for Senior Executive Staff (SES), that includes a meeting table space.
- An executive area for the Chairperson of the Electoral Commission, Electoral Commissioner, Deputy Electoral Commissioner and First Assistant Commissioners and their support staff.
- Two separately air-conditioned communications equipment rooms on each floor to ensure the maximum distance for communications cabling is not exceeded.
- Secure basement parking spaces and basement storage.

- 6.1.7 To cater to structural changes that are likely to occur within AEC, the fitout has been designed across typical floors to provide a flexible and generic layout capable of accommodating most groups with minimal changes. The AEC will effectively manage staff surges during electoral events through the clever introduction of multipurpose furniture that converts collaboration workspaces used during business-as-usual operations into additional workpoints.
- 6.1.8 Offices and meeting rooms will be located away from the perimeter to enable maximum efficiency with an open office layout and equitable access to natural light.
- 6.1.9 Building services, including air conditioning, lighting, electrical distribution, fire protection and plumbing to kitchen facilities will be integrated with construction of the base building, resulting in cost savings to AEC.
- 6.1.10 The use of wireless data connectivity (i.e. Wi-Fi) has been implemented in the fit-out design to minimise installation of cabling in collaboration or lounge type spaces where there is no dedicated workstation or meeting table.
- 6.1.11 Audio visual equipment, such as TV screens, will be selected to reflect current trends in presentation and teleconferencing technology.
- 6.1.12 Interconnecting stairs between floors are already provided for between levels 2 and 5 to facilitate staff movement between floors and encourage a high level of interpersonal communication. New stairs connecting Levels 5 to 7 will be provided by the Building Owner enabling all AEC tenanted floors to be connected.
- 6.1.13 The AEC will occupy levels 2 to 7 only. The remaining levels (8 to 10) will be occupied by other tenant(s) with the building allowing for a security desk and speed stiles on Level 2 restricting unauthorised access.
- 6.1.14 The table on the following page provides a summary of the proposed fitout at the CBD Site in comparison to the existing facilities provided at Mort Street.

	Item	The CBD Site	10-12 Mort Street
Workpoints	Workpoints – Open Plan	955	987
	Offices - EL2	35	89

	Item	The CBD Site	10-12 Mort Street
	Offices - SES	12	25
	Offices – Commissioner’s & FAC	11	7
	Quiet Rooms	33	3
	Total Workpoints	1046	1111
Meeting Rooms	Conference/ Training Rooms (12+)	6	7
	Meeting – Medium (8 - 12)	12	10
	Meeting - Small (4 - 6)	28	13
	Total Meeting Rooms	46	30
Specialised Requirements	Comms Room	10	11
	Storeroom	6	9
	Utility/ Print Hub	10	6
	IT Build Room	1	1
	Media Room	1	1
	Rapid Response Room	1	1
	Control Centre	1	1
Diversity & Inclusion	Multi-Faith Room	1	1
	First Aid Room	1	1
	Kitchen/Breakout	6	15
	Hydration Point	11	Nil
	Retreat/Carer’s Room	9	1
	Retreat Space	24	Nil

7 Site Selection

- 7.1.1 In August 2024, the AEC consolidated most of its Canberra-based teams into adjacent and connected buildings within Mort Street to have teams near each other and the AEC Command Centre (critical to operations). The CBD Site will allow the AEC to consolidate further from Mort Street totalling 15,398sqm, to a single fit for purpose lease totalling 13,863sqm.

- 7.1.2 The delivery of legislative requirements of the Electoral Act 1918 by the AEC necessitate a collaborative and centralised National Office. Proximity and co-location of key decision makers, delivery support teams, Command Centre and enabling teams within the same location generates efficiencies of communication and collaboration. Elections remain a physical process and will do so into the foreseeable future with the CBD Site providing these essential requirements to be met for National Office and visiting staff.
- 7.1.3 The AEC regularly experiences significant expansion and contraction of its staffing footprint in support of the delivery of democratic events. Historically, this was typically linked to a three-year cycle. More recently, this expansion has occurred more frequently due to an increase in events including by-elections and the recent referendum. This may even become faster shifting to annual expansion and contraction in response to the delivery of democratic events both here in Australia and in support of the Commonwealth's pacific partners.
- 7.1.4 The CBD Site is for an initial 15-year lease term with two 5-year options, supporting the AEC's preference for flexibility. The extended lease term provides AEC with certainty and continuity in its operations while the option terms offer flexibility to adapt to operational requirements.
- 7.1.5 Over this timeframe, the AEC anticipates potential changes to operational requirements, in particular, workforce surges during election periods. The lease structure will allow AEC to manage the surges effectively and support evolving workplace needs such as activity-based working, technological proficiency, and workforce flexibility.
- 7.1.6 The solution for the CBD Site is well positioned within the Canberra Central Business District (CBD) and within walking distance to the retail precinct, hospitality venues, cycle paths, public transport routes and parking facilities and offers a large amount of public car spaces are available for visitors to the AEC office. This ensures that employees and visitors can easily access the office, regardless of their preferred mode of transport.
- 7.1.7 Key features of the CBD Site are:
- Meets the relevant metrics associated with a PCA A grade building and complies with all Australian Standards including the National Construction Code, and has been well-maintained demonstrating ongoing value in the commercial market.
 - Offers flexible and contiguous tenancy space that can adapt to changing operational requirements, with upcoming upgrades.
 - Includes large efficient floor plates of 2,100 – 2,600 square metres with an abundance of natural light across all floors and internal stairs.
 - New floor coverings, ceilings, window furnishings and light fittings replaced as part of the base building refurbishment.
 - Building sustainability features include rooftop solar, heat pump for space heating and heat pumps for domestic hot water removing the use of gas in the building.
 - New floor coverings, ceilings, window furnishings and light fittings replaced as part of the base building refurbishment.
 - New secure loading dock and proposed new end-of-trip facilities including change rooms, bicycle racks, lockers, and refurbished male, female and all gender amenities on each floor to include refurbished with new fittings and finishes, including touchless taps and toilet cisterns as well as two new accessible bathrooms to each floor.
 - Is located within walking distance to an existing light rail station. The light rail provides convenient access for staff to the bus interchange and retail facilities such as the Canberra Centre on the northern side of the city (with future expansion expected to the southern side of the city).

- Secure parking with 70 car spaces and 4 motorcycle spaces allocated to the AEC. Among the 70 car spaces, there are four accessible car spaces and 10 electric vehicle charging stations for visitors, fleet vehicles and SES through a parking management system which will provide staff with the ability to book spaces in the dedicated AEC basement carpark that are not permanently allocated to personnel.
- The ground floor drop-off area and secure journey through to the main reception on Level 2 will provide multiple layers of security, while still offering an accessible, impressive and user-friendly public interface.

8 Planning, Design and Concept

8.1 Flexible Working

- 8.1.1 AEC's working environment is evolving in line with other agencies with a flexible and changing environment, including the hybrid-working model. AEC will operate from an 8:10 workstation allocation model (i.e. 8 workpoints to 10 staff) which is complimented by the AECs flexible working arrangements policy.
- 8.1.2 The benefits of flexible working are well known within government as they provide for more efficient and flexible use of workspaces. AEC's concept design has a strong focus on staff wellbeing and delivers an inviting and fit-for-purpose workplace that promotes interaction and collaboration.
- 8.1.3 The proposed concept design also aligns with the existing AEC Accommodation Design Standards, and the AEC Accommodation Fitout Guide which has been developed in consultation with, and through the collection of feedback from staff from recent large scale AEC projects, as well as relevant experts to ensure all AEC and legislative requirements are met.
- 8.1.4 Construction of the fitout to an agile working model will provide 1,046 workpoints to accommodate a staffing headcount of up to 1,308 (8:10 ratio) and 1,494 (7:10 ratio), not including meeting, conference, special purpose, and multipurpose spaces, allowing for the use of these spaces to support events and other future needs using multipurpose areas that can be flexibly adjusted to workpoints and when needed for staffing increases.
- 8.1.5 The AEC has established the following office fitout and occupancy principles, in line with Finance's requirements, which apply to all new fitouts or fitout rearrangements where economically viable to:
- No greater than 14 square metres per work point.
 - Progressive implementation of an agile working model.
 - Flexible working arrangements policy that supports the AEC's commitment to creating a modern workplace that enables, encourages and supports flexible working arrangements for AEC employees where legislative, operational and business requirements allow.

8.2 Accommodation Insights

- 8.2.1 Based on feedback from staff from earlier projects, and specialist areas in the AEC, Davenport Campbell (DC) as the Principal Lead Consultant (PLC) through specific user

briefing meetings have documented the following insights, have developed a concept plan that addresses the following insights:

- The AEC is a highly agile workforce, passionate and committed to “getting stuff done”.
- Working from the existing team head counts and metrics, the number of collaboration, meeting rooms and focus rooms are currently insufficient for the needs of the team.
- The existing site comprises of two adjacent but disconnected sites, which hinders team connection across the floor plates.
- The fitout is dated, and includes the former DEWR workplace, which has not been updated to reflect the AEC’s identity.
- The new building offers more connectivity within the workplace as well as proximity to cafes and retail.
- The intertenancy stairs and open plan floor plates will facilitate greater connection.
- The new site is an opportunity for AEC to create a welcoming and calming workplace that supports their staff under pressure, particularly during intense timeframes.
- The new workplace will be designed for AEC’s flexible work style and surge requirements.
- The new workplace will support adaptive change and enable AEC to move from a 1:1 ratio to a flexible working ratio.
- Research shows an increased need for shared spaces, wellness spaces, and opportunities for individual user adjustment.
- Identification of key areas for consideration by the WHS Team has provided insight into the types of furniture settings to be used and confirmation that a pilot space is to be developed for teams to test trial chairs and to test IT equipment set ups on workstations.
- The new workplace provides a physical environment to promote a sense of belonging, connection between generations, and alignment of the fitout with AEC values.
- Young professionals expect a greater commitment to sustainability, ethical business practices, wellness, diversity, equity and inclusion and this is beneficial for talent attraction and retention, as well as employee wellbeing.
- An understanding of the close connection and collaboration between AEC teams and divisions.
- During event times there is a surge in staffing requirements. To balance the pressures of these high-pressure timeframes, the workplace needs to provide a calm and adaptable environment.
- The workplace should reflect the quality, agility, professionalism, integrity and diversity of the AEC team, including equal access to technology.
- Provide a variety of spaces to support the specific needs of individuals, groups & specialist teams.
- Introduction of best practice approaches to inclusion and sustainability.
- Exploration of opportunities for Connection to Country in the fitout.
- Acoustics are considered in a variety of spaces with and without VC capability.
- A spread of Support Spaces such as Meeting Rooms, Quiet Rooms and Breakout Spaces allow ease of access for all occupants and encourages movement between floors.
- A neutral and calming look and feel that is hard wearing and will not date over time.

8.3 Childcare Provisions

- 8.3.1 While AEC does not provide child-care facilities, there will be a Carers Room within a Wellness Area to support interaction on a temporary and short-term basis.

8.4 Site Planning

- 8.4.1 In conjunction with the landlord, the site planning is summarised in the table below:

Building Component	Performance Criteria
Base Building Services	All base building services including lighting, fire services, mechanical will be reconfigured to suit the proposed AEC floor plans. All engineering design, compliance and certification will be in accordance with the relevant building codes.
Electrical & Data Services	<p>The electrical installation will include electrical supply, metering, distribution, lighting that will employ tenancy sub-metering and a highly efficient automated lighting control system with daylight harvesting.</p> <p>Data will be Category 6a data cabling throughout the tenancy. A Distributed Antenna System for mobile and 4G coverage is to be provided by the base building as noted by the base building Concept design report. A Video Distribution System including Internet Protocol Television (IPTV), Digital Signage and Way Finding will be incorporated into the design of the building.</p>
Hydraulics	<p>The hydraulic installation will include new breakout spaces and tea points. Specific fit-out Hydraulic Engineering Service installations will be in accordance with requirements of the National Plumbing Code AS/NZS 3500 and include:</p> <ul style="list-style-type: none"> • Potable and non-potable water supply. • Boiling, hot, cold and chilled water system. • Sewer drainage and sanitary plumbing.
Mechanical	<p>The mechanical installation will include supplementary systems for communications rooms, special purpose rooms and executive offices. There will be a requirement to modify the existing base building services to incorporate new security and acoustic requirements as well as the updated layout of the space. The fitout Mechanical Engineering Service installations to the building will be in accordance with the requirements of the AS/NZS 1668 series and include:</p> <ul style="list-style-type: none"> • Minimum noise and vibration characteristics. • Reasonable maintenance costs. • Proven design with environmentally sustainable principles. • Reliability & durability.

8.5 Environmental Sustainability

- 8.5.1 The base building and fitout will be designed, constructed, operated and maintained to use energy and water as efficiently as possible and comply with Australian Government and AEC requirements, and that supports the implementation of sustainable purchasing practices and policies as described in ISO20400:2017 Sustainable Procurement Guidance.
- 8.5.2 The base building and proposed fitout of the CBD Site will meet the EEGO Policy. The EEGO requires National Australian Built Environment Rating System (NABERS) rating of at least 4.5 Stars. The CBD Site holds a 5-Star NABERS Energy Rating and is targeting a 5.5-Star NABERS Energy Rating that will be achieved by providing a fully electric base building, which will (in conjunction with the ACT 100% renewable grid) allow for a fully renewable powered building.
- 8.5.3 The fitout will maximise the use of environmentally sustainable and recyclable materials wherever possible, and includes the following initiatives to reduce consumption, costs and the environmental impact:
- Dedicated end of trip facilities including bicycle racks, showers and lockers to encourage staff to walk, run or cycle to work.
 - Direct access to Canberra public transport including buses and the light rail.
- 8.5.4 Base building initiatives include:
- Energy efficient lighting, with replacement of existing fluorescent with new LED type fittings. The new fittings will achieve lower energy consumption whilst achieving improved lighting coverage. Lighting controls will be upgraded from standard switches to include presence and absence detection. This will enable lighting to be active when occupants are within the space and deactivate when not, maximising both user experience and energy efficiency.
 - Energy performance metering, with replacement of main electrical switchboards including distribution boards on each floor. Metering will be provided in these new boards that will separate power and lighting.
 - Building waste facilities that encourage waste reduction through multiple waste stream separation to maximise recycling and composting of waste material.
 - Improved indoor air quality within the building will be provided via a CO2 demand-controlled ventilation regime.
 - Use of low-carbon materials like green concrete and design efficiencies to minimise carbon footprint with a minimum target of 20% upfront carbon reduction and current estimated reduction at just over 30%.
 - A minimum of 90% Construction and Design (C&D) waste diversion from landfill with a project specific Environmental Management Plan developed to cover the full scope of construction activities to assist in managing environmental performance conditions and impacts arising from demolition, excavation and construction to align with the National Waste Policy 2018.
 - A high energy efficiency target of NABERS energy 5.5-star has been set to minimise the operational energy and the carbon impact through high performance passive design and efficient servicing. This will be supported by an on-site solar photovoltaic array that will directly reduce building energy use and all electric servicing that can utilise the decarbonized Canberra grid supporting targets set in the Net Zero Government Initiative. The project's NABERS commitment is well below the Energy Intensity Targets set in the EEGO with an approximate 66% reduction in energy intensity when compared to EEGO target for offices, which will be achieved by:

- Existing building wide lighting (including carpark) is being replaced with new DALI LED lighting that has both occupancy and daylight sensor control.
- A 350kW photovoltaic array is being installed on the roof of the building.
- The building is being fully electrified. Existing gas hot water plant is being replaced with eight 150kW modular heat pumps.
- Existing chillers are being replaced with 3 new magnetic centrifugal water-cooled chillers.
- All chilled water and heating hot water pumps are being replaced with new, higher efficiency pumps.
- All existing belt driven air handling units (AHU) are being replaced with new AHU's using plug fans.
- Air to air heat exchangers are being introduced for the pre-treatment of outside air.
- The controls system throughout the building is being replaced to allow greater analytics and HVAC optimisation.
- The building's metering system is being upgraded to meet current NABERS Energy requirements with additional sub-meters being added to aid in building optimisation.
- A target of 5.5 Greenstar rating for which they expect to achieve within 12 months of the base build upgrade.

8.6 Provision for People with Disabilities

- 8.6.1 The fitout design and specifications will meet all applicable codes and standards, including access requirements and provision of services. This includes wheelchair access to the building, office areas, door widths and heights, lift arrangements, parking, and staff amenities.
- 8.6.2 The base building and fitout design will comply with legislative requirements as per the:
- Federal Disability Discrimination Act 1992 (DDA).
 - Disability (Access to Premises – Buildings) Standards 2010 (Premises Standards).
 - National Construction Code (NCC).

8.7 Workplace Health and Safety

- 8.7.1 JLL as PMCA will ensure that the fitout design complies with the relevant Work Health and Safety (WH&S) legislation and codes of practice.
- 8.7.2 Specialists including architects, internal WH&S stakeholders, and ergonomists will assist in the recommendation of workstation furniture and fittings suitable for a wide range of staff to use safely.
- 8.7.3 The proposed fitout will incorporate universal design principles wherever possible as well as a wellness area that includes a carers room, multipurpose room and Safe Work Australia compliant first aid room.
- 8.7.4 In addition to the end of trip facilities, the AEC will have access to car spaces as part of the lease which will be used for official purposes including space for mobility impaired parking.
- 8.7.5 Internal stairs will also be provided by landlord as part of the base building upgrades between levels 5 and 7, with existing stairs already available between levels 2 and 5. The stairs will encourage the health and wellbeing of staff located at the site by providing ease of movement between floors as a further option to passenger lifts.

8.8 Plans and Drawings

- 8.8.1 The proposed fitout design is indicative only.
- 8.8.2 Further staff engagement will occur once Parliamentary Works Committee approval has been received to further develop the design.
- 8.8.3 The proposed fitout concept design for a typical floor is included at **Attachment A**.

9 Other Issues

9.1 Key legislation

- 9.1.1 The project will comply with all local, state and federal legislation.
- 9.1.2 Throughout the project delivery, AEC will comply with all relevant building codes, standards and regulations.

9.2 Heritage and Geographical Considerations

- 9.2.1 There are no known heritage or geographical considerations for this site.

9.3 Environmental Impact Assessments

- 9.3.1 There are no known issues for this site.

9.4 Local Impact Assessment

- 9.4.1 A Local Impact Assessment was not required.
- 9.4.2 The AEC does not foresee any negative impacts on the local community (including local business, traffic flow, transport, and community resources) because of the proposed fitout and occupation of the CBD Site, and its proximity to the existing Mort Street location.
- 9.4.3 The relocation to the CBD Site will provide a positive effect on the local economy through:
 - Attracting and retaining staff to work in the area.
 - Anticipated additional jobs within the construction industry for the delivery of the project and continued support for local trades and services with ongoing maintenance and supply requirements.
 - Continued support of local businesses frequented by AEC employees.

9.5 COVID-19

- 9.5.1 The AEC will work with its specialists to ensure that the fitout design considers health advice and lessons learnt from the global COVID-19 pandemic.

10 Consultation

10.1 Staff Consultation

10.1.1 The AEC is committed to ensuring staff are at the forefront of the design process with several strategies in place to achieve this. The AECs communication methodology will include:

- **Internal Project Governance Framework** – The AEC will have broad staff representation across an internal Working Group. This serves as one of the main information conduits for staff to be kept appraised of developments and to table issues relevant to their business areas. The AEC's Executive Leadership Team (ELT) will continue to be a key governance body for the project.
- **Communication Strategy** – The AEC will draw on a robust communication strategy that includes a communication plan, dedicated intranet site, project mailbox, working group, interactive staff surveys and regular all staff updates to keep staff aware of key stages of the project.
- **Change Management** – The AEC will continue to work in partnership with its Enterprise Change Management Office (ECMO) and an external change management provider to ensure the fitout and subsequent relocation is conducted in a consultative and transparent manner.

10.1.2 The AEC will conduct other consultation and staff engagement activities, including:

- Project specific intranet site with regular project updates for staff.
- Dedicated fitout project email address.
- Discovery workshops.
- Information/orientation sessions.
- Display of prototype work area so that all staff can familiarise themselves and raise questions about the proposed fitout.
- Engagement with cultural and diversity networks.
- Briefings for other internal committees.
- Engage with external stakeholders such as the CPSU

10.1.3 Leveraging ongoing consultation activities and data insights, the AEC has developed concept plans based on the ideas, comments and insights heard from staff as part of the project and other capital works projects. The AEC will continue to engage with staff throughout the detailed design process so that staff can provide feedback on the selection of certain items including task chairs. This will again be achieved through targeted working groups and surveys where feedback will be sought prior to final selections being made.

10.2 Staff Engagement Activities to Date

10.2.1 To understand the types of environments, settings and tools required, between February 2023 – October 2024, the AEC re-engaged staff and specialist business areas in a series of engagement activities intended to inform the design to further refine business requirement and document concept design.

- 10.2.2 Staff engagement has included observing behaviours, understanding staff perspectives as well as strategic business needs, with the following table outlining the activities undertaken during this period:

Item	Description
Site Tours	Ethnographic observations of five AEC's existing offices
Workplace Comparison	Compared 1,040 AEC spaces, offices with other federal government workplaces to test space ratios
Leader Conversations	Gathered strategic insights regarding future shifts and outcomes from 11 senior leaders
Study Tour	SME's from across AEC collected ideas and lessons learned from five other modern workplaces
Working Groups	SME's from across AEC identified business and user need. Sense checking ways these could be address within the design
Occupancy Analysis	Conducted an analysis of how we use out buildings across more than 269,200 data points
Discovery Sessions	Staff workshops with 111 staff generating more than 3,450 ideas and insights
Furniture and Lab Tours	Explored and tested potential furniture solutions with our people
AEC Pilot and Lessons Learned	Collected insights and intelligence with Melbourne, Brisbane and Canberra office changes

10.3 Stakeholder Engagement

- 10.3.1 The AEC will continue consultation with the following internal and external stakeholders:

- AEC Staff
- AEC Executive
- AEC Specialist Areas including Security, Media, IT and ACT Divisional Office
- AEC Employee Relations
- AEC Work Health & Safety
- AEC Workplace Diversity
- Finance
- Change Management
- JLL (Property Services Provider)
- Davenport Campbell (Principal Lead Consultant)
- WT Partnership (Quantity Surveyor)

11 Cost Effectiveness and Public Value

11.1 Forecasted project cost

- 11.1.1 The AEC has established a total fit-out budget forecast of \$35,851,254 million based on the concept design and advice from the Quantity Surveyor. AEC will continue to ensure the project cost achieves the best value for money outcome for the Commonwealth.

- 11.1.2 The initial project budget rate of \$2,586 per square metre (ex GST) for construction costs has been applied to this estimate which is considered to be in the medium range for Commonwealth office fitout in Canberra. This cost noted above is inclusive of the P80 and escalation costs that are detailed in the QS report located in the confidential submission.
- 11.1.3 Funding of the proposed fitout cost will be sourced through the landlord lease incentive and a landlord 'warm shell' credit. Any residual incentive will be applied as rent abatement.
- 11.1.4 A breakdown of the project cost estimate of \$35,851,254 (ex GST) is detailed in the confidential submission.

11.2 Project delivery method

- 11.2.1 The AEC has engaged JLL as Project Management and Contract Administrator (PMCA) under the Whole of Australian Government (WoAG) Property Services Coordinated Procurement Arrangements for the fitout works and will work collaboratively to ensure value for money is achieved throughout the project.
- 11.2.2 The Principal Lead Consultant, Davenport Campbell (DC), have been engaged to complete the concept designs and are expected to continue to develop detailed designs for the project following PWC approval.
- 11.2.3 The Quantity Surveyor (QS), WT Partnership has been engaged to prepare a cost estimate based on the concept plans and is expected to continue throughout the project.
- 11.2.4 Throughout the life of the project, the QS will review and assess all fitout costs at key milestones including site inspections of fitout construction progress.
- 11.2.5 Building approvals have been included in the cost report. These amounts consist of all ACT statutory obligations for works to commence. The amount for building works approval is governed by a percentage that is set by the ACT Government.

11.3 Construction program

- 11.3.1 Subject to Parliamentary approval, the key milestones for the project are as follows:

Key Milestones	Start	Complete
Design and Approvals	1 October 2024	19 June 2025
Construction – Building/Fitout*	5 January 2026	30 June 2027
<i>*Indicative and subject to change</i>		
Relocation	1 July 2027	31 July 2027
Post Implementation Report submitted to PWC		3 months following Practical Completion
Defect liability period		12 months following Practical Completion

11.4 Revenue

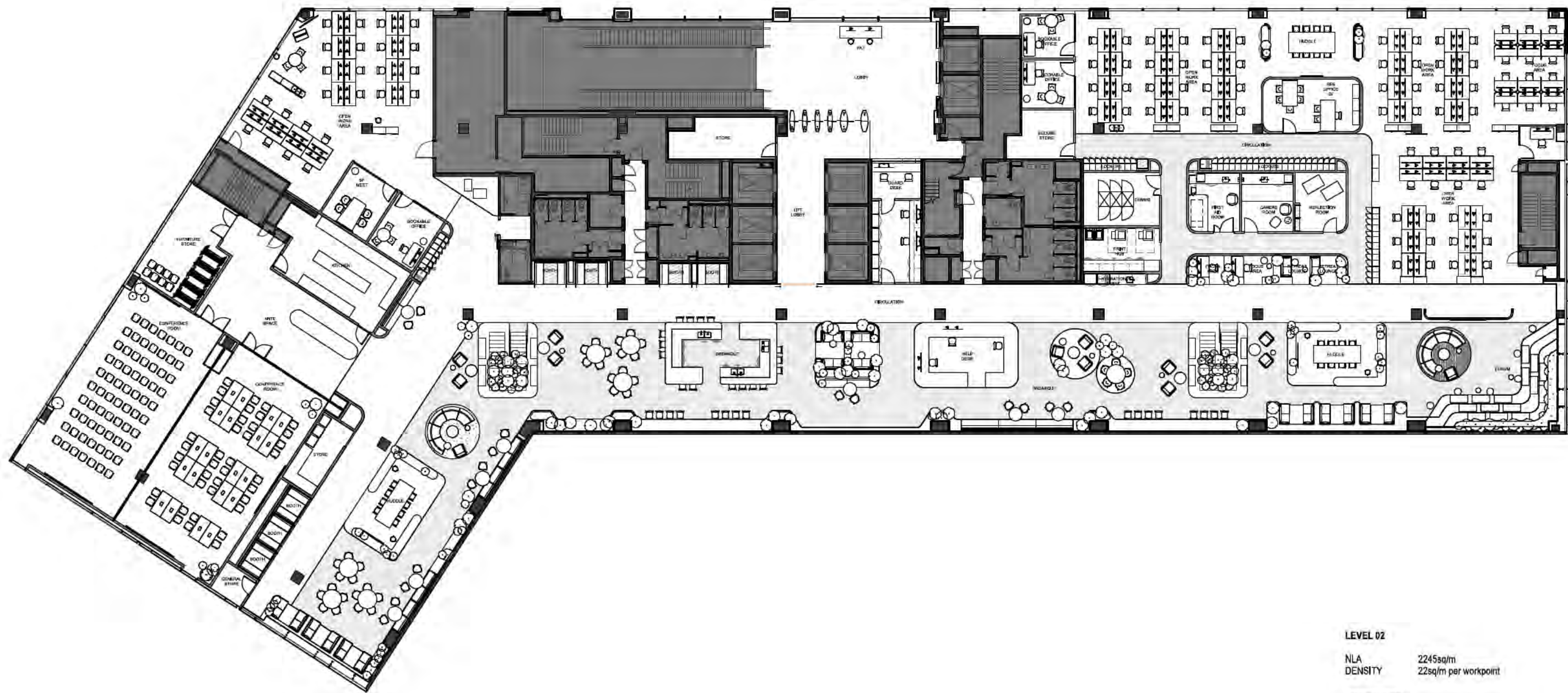
- 11.4.1 There is no expected revenue from the project.

11.5 Public Value

11.5.1 The delivery of the proposed fitout provides public value by enabling AEC to achieve operational and cost efficiencies while continuing to maintain a workforce in Canberra. Public value associated with the project includes:

- Improvement in office operational efficiencies through the adoption of an activity-based workplace design, which will allow for a flexible and scalable office accommodation capable of being flexible to meet the AEC's needs when increasing and decreasing our staffing footprint around supporting events, along with future changes to business requirements as needed, with minimal costs.
- Value for Money associated with improved leasing costs in the consolidation of leases and relocation to a refurbished building. Reviews will occur throughout the lifecycle of the project to ensure the AEC continues to continue receive the best value for money.
- Improved ecologically sustainable development (ESD) outcomes associated with modern and efficient building services design, including lower energy costs.
- The modern design of the office fitout and its associated amenity is expected to attract staff to return to the office more often, which in turn provides benefits to local small businesses.
- Creating jobs during construction and fitout works including through the engagement of local small business and Indigenous providers where possible.
- Making use of existing and proposed public transport facilities.

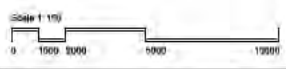
Attachment A: AEC Typical Floor Plans

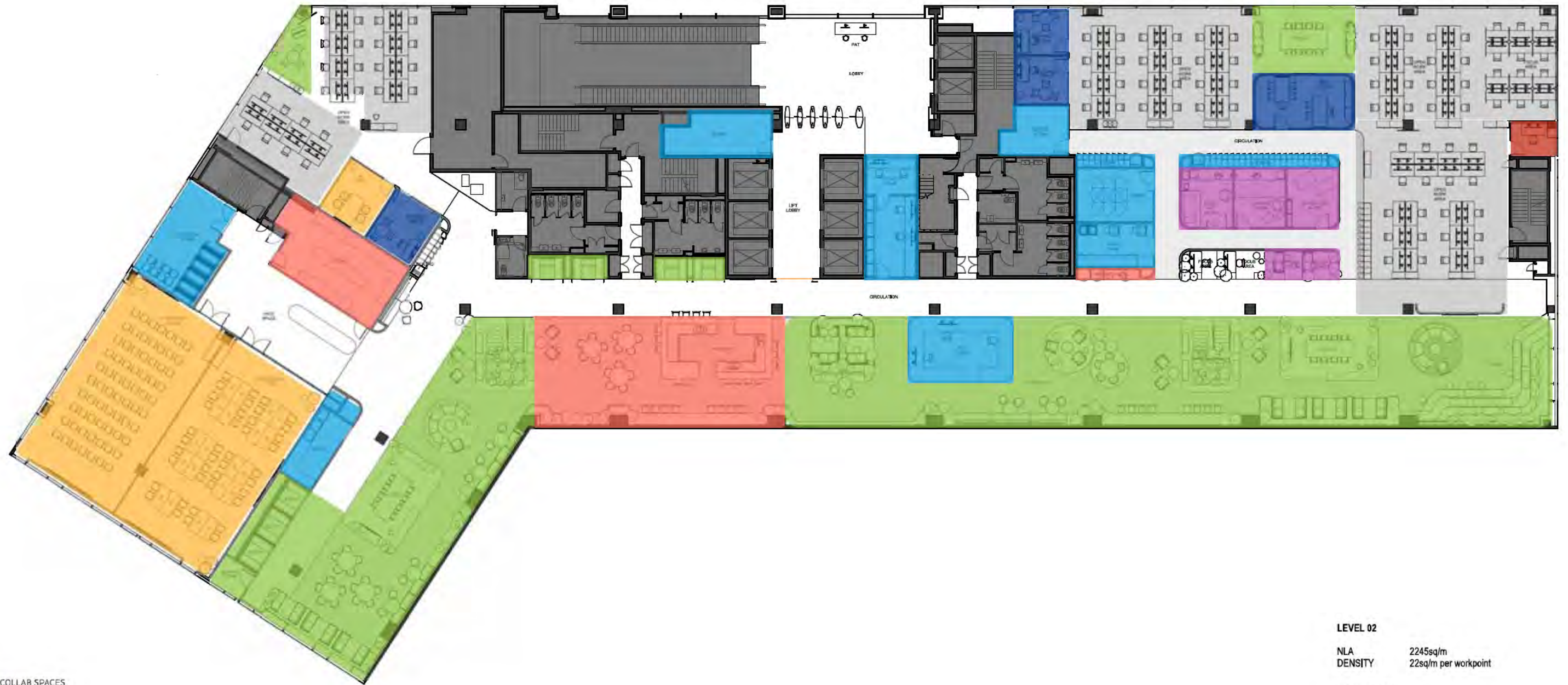


LEVEL 02
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DENSITY 22sq/m per workpoint

WORKPOINTS	
STANDARD WORKPOINT	84
FOCUS WORKPOINT	14
BOOKABLE OFFICE	3
SES OFFICE TYPE 01	1
QUIET ROOM	1
TOTAL	103

MEETING ROOM AND COLLABORATION SETTINGS	
SMALL MEET	1
CONFERENCE ROOM	2
Huddle	3
atrium mixed collab settings	20
TOTAL	26





- COLLAB SPACES
- OFFICES
- QUIET ROOMS
- MEETING / TRAINING ROOMS
- SUPPORT SPACES
- SOCIAL SPACES
- WELLNESS SPACES
- SPECIALIST SPACES
- EXECUTIVE AREA
- OPEN WORK AREAS

LEVEL 02

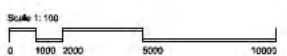
NLA 2245sq/m
DENSITY 22sq/m per workpoint

WORKPOINTS

STANDARD WORKPOINT	84
FOCUS WORKPOINT	14
BOOKABLE OFFICE	3
SES OFFICE TYPE 01	1
QUIET ROOM	1
TOTAL	103

MEETING ROOM AND COLLABORATION SETTINGS

SMALL MEET	1
CONFERENCE ROOM	2
HUDDLE	3
ATRIUM MIXED COLLAB SETTINGS	20
TOTAL	26



DATE	REVISION	DESCRIPTION
15/10/24	A	Issue for construction

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National Responsible Architect Peter Wager, Registration No. 6814



CLIENT	JLL AEC Canberra
PROJECT	JLL AEC Canberra

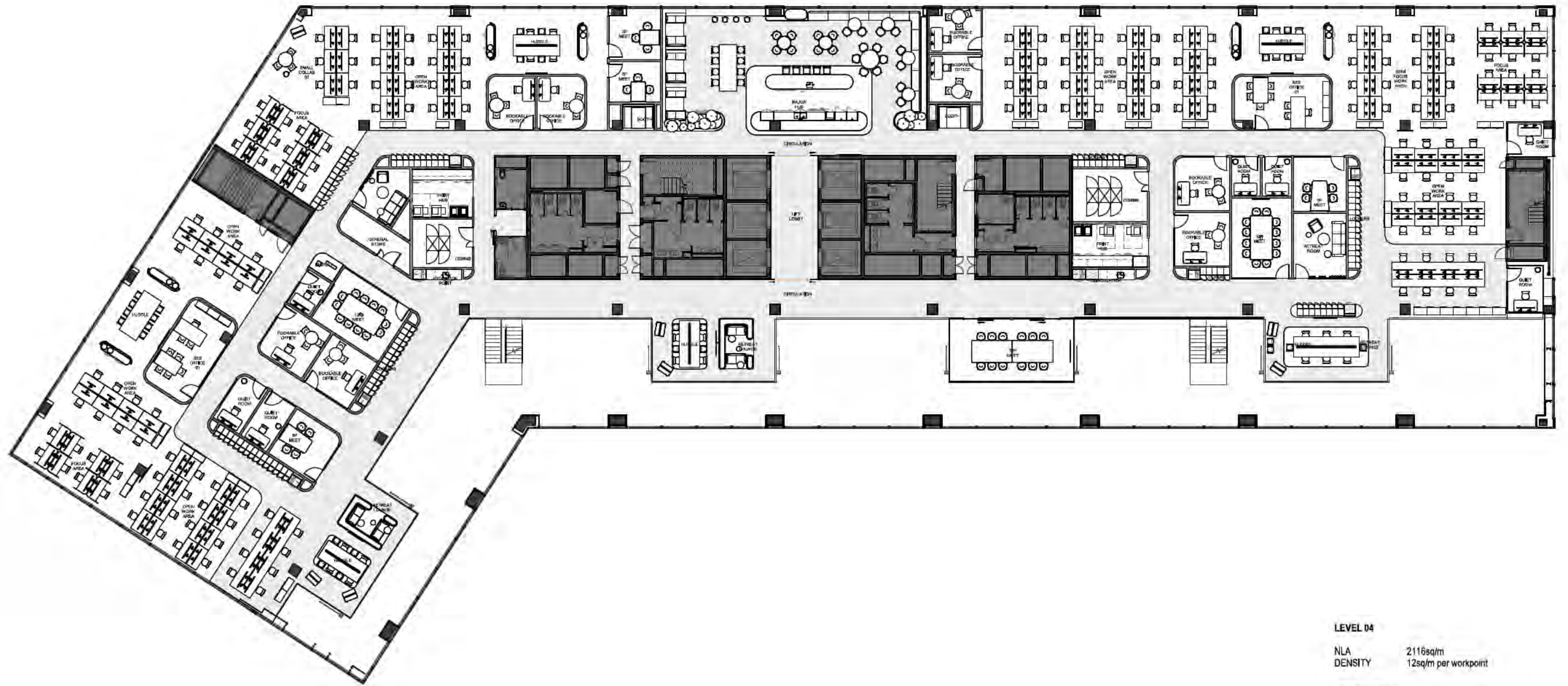
PROJECT MANAGER
JLL

DEVELOPER / CONSULTANTS

DRAWING
ZONING DIAGRAM - LEVEL 02

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Check By	Author
Drawing Number	SK102
Sheet	A



LEVEL 04

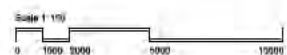
NLA 2116sq/m
DENSITY 12sq/m per workpoint

WORKPOINTS

STANDARD WORKPOINT	118
FOCUS WORKPOINT	32
TOUCHDOWN WORKPOINT	16
BOOKABLE OFFICE	8
SES OFFICE TYPE 01	2
QUIET ROOM	7
TOTAL	183

MEETING ROOM AND COLLABORATION SETTINGS

SMALL MEET	2
LARGE MEET	3
HUDDLE	6
BOOTH	2
TOTAL	13



Submission 1 of 40

Submission 1 of 40

Submission 1 of 40

Submission 1 of 40



- COLLAB SPACES
- OFFICES
- QUIET ROOMS
- MEETING / TRAINING ROOMS
- SUPPORT SPACES
- SOCIAL SPACES
- WELLNESS SPACES
- SPECIALIST SPACES
- EXECUTIVE AREA
- OPEN WORK AREAS

LEVEL 04

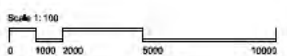
NLA 2116sq/m
DENSITY 12sq/m per workpoint

WORKPOINTS

STANDARD WORKPOINT	118
FOCUS WORKPOINT	32
TOUCHDOWN WORKPOINT	16
BOOKABLE OFFICE	8
SES OFFICE TYPE 01	2
QUIET ROOM	7
TOTAL	183

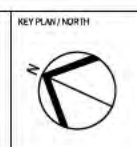
MEETING ROOM AND COLLABORATION SETTINGS

SMALL MEET	2
LARGE MEET	3
HUDDLE	6
BOOTH	2
TOTAL	13



DATE	REVISION	DESCRIPTION
15/10/24	A	Issue for construction

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Nominated Responsible Architect Peter Wager, Registration No. 6814



CLIENT	JLL AEC Canberra
PROJECT	JLL AEC Canberra

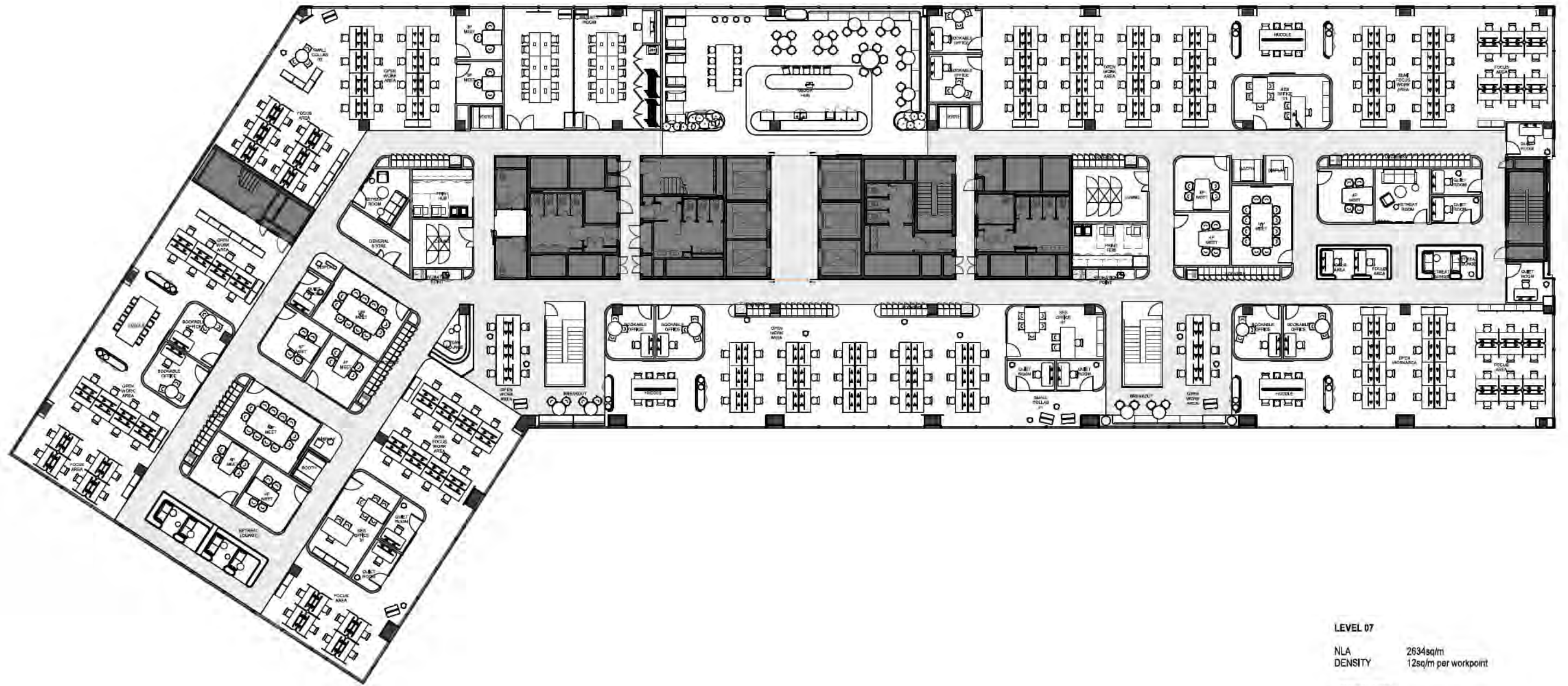
PROJECT MANAGER
JLL

DEVELOPER / CONSULTANTS

DRAWING
ZONING DIAGRAM - LEVEL 04

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LEVEL 07

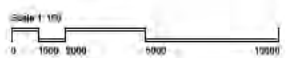
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DENSITY 12sq/m per workpoint

WORKPOINTS

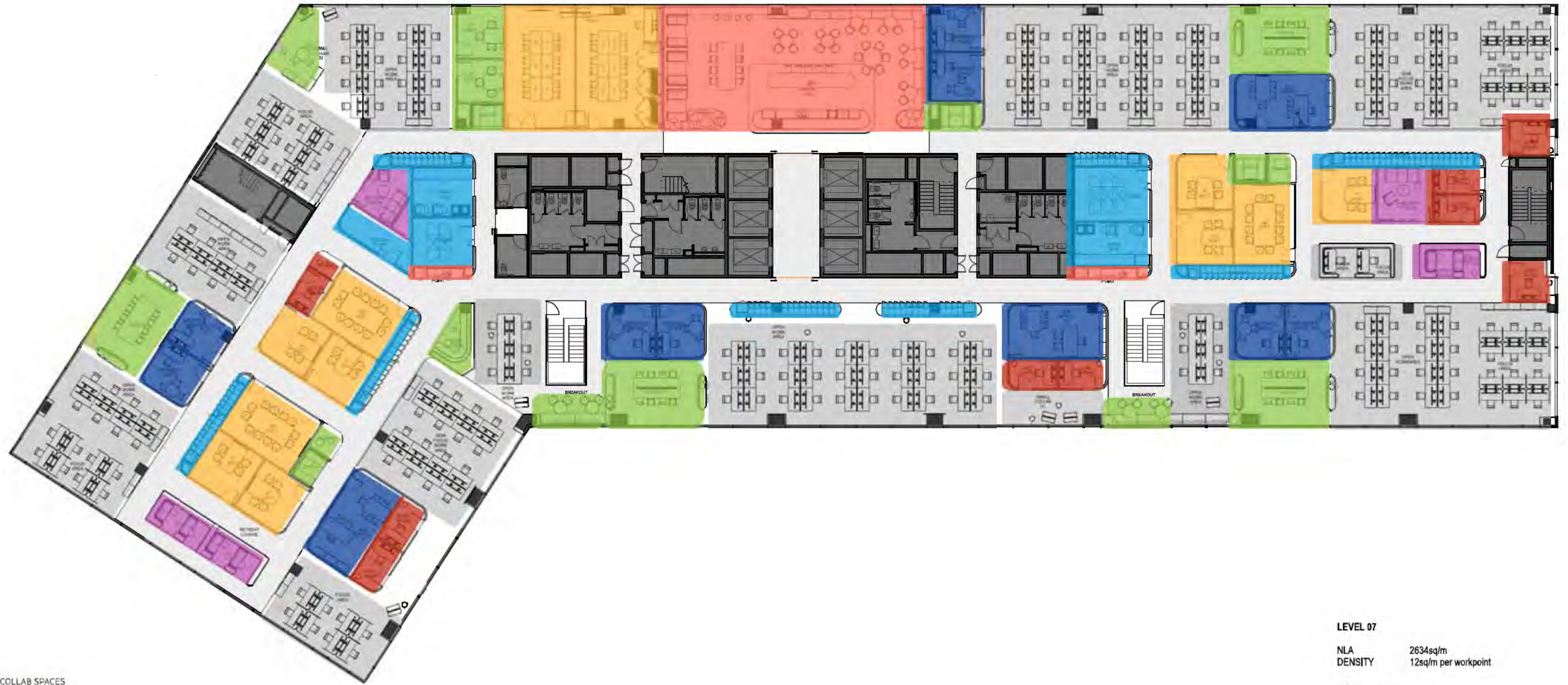
STANDARD WORKPOINT	142
FOCUS WORKPOINT	54
TOUCHDOWN WORKPOINT	12
BOOKABLE OFFICE	8
SES OFFICE TYPE 01	3
QUIET ROOM	8
TOTAL	227

MEETING ROOM AND COLLABORATION SETTINGS

SMALL MEET	6
LARGE MEET	3
PROJECT ROOM	2
HUDDLE	4
BOOTH	2
BREAKOUT	2
TEAM LOUNGE	1
TOTAL	20



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- COLLAB SPACES
- OFFICES
- QUIET ROOMS
- MEETING / TRAINING ROOMS
- SUPPORT SPACES
- SOCIAL SPACES
- WELLNESS SPACES
- SPECIALIST SPACES
- EXECUTIVE AREA
- OPEN WORK AREAS

LEVEL 07

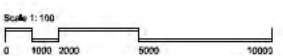
NLA 2634sq/m
DENSITY 12sq/m per workpoint

WORKPOINTS

STANDARD WORKPOINT	142
FOCUS WORKPOINT	54
TOUCHDOWN WORKPOINT	12
BOOKABLE OFFICE	8
SES OFFICE TYPE 01	3
QUIET ROOM	8
TOTAL	227

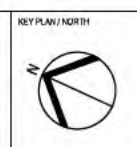
MEETING ROOM AND COLLABORATION SETTINGS

SMALL MEET	6
LARGE MEET	3
PROJECT ROOM	2
HUDDLE	4
BOOTH	2
BREAKOUT	2
TEAM LOUNGE	1
TOTAL	20



DATE	REVISION	DESCRIPTION

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ABN 23 099 216 841 ACN 099 216 841
Nominated Responsible Architect Peter Wager, Registration No. 6814



CLIENT	PROJECT
JLL AEC Canberra	

PROJECT MANAGER
JLL
DEVELOPER / CONSULTANTS

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Drawn By	Author
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