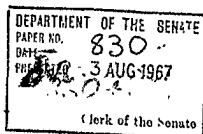


FOR SENATOR ~~BROWN~~

BRANSON.



I present the Report of the Parliamentary Standing
Committee on Public Works relating to the following proposed work,
ERECTION OF A MAIL EXCHANGE BUILDING AT
PERTH, WESTERN AUSTRALIA.

I ask for leave to make a short statement.

(WHEN LEAVE GRANTED)

The summary of recommendations and conclusions of
the Committee is as follows:

1. There is an urgent need for the proposed building to cope with the growing volume of mail traffic, to overcome the disabilities of the existing accommodation, and to permit the introduction of modern mail handling equipment.
2. The site chosen is most suitable for the purpose.
3. Recreation facilities should be provided on the roof of the building at an additional cost of \$30,000.
4. The Committee recommend the construction of the work in this reference.
5. Every practical step should be taken which will ensure that completion of the building is not delayed.
6. The estimated cost of the work, when referred to the Committee was \$3,200,000.

23 August 1967.

FOR SENATOR PROWSE:

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23 August 1967.

1967

THE PARLIAMENT OF THE COMMONWEALTH OF AUSTRALIA

PARLIAMENTARY STANDING COMMITTEE ON PUBLIC WORKS

R E P O R T

relating to the proposed erection of a

MAIL EXCHANGE BUILDING

at

PERTH, WESTERN AUSTRALIA

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PARLIAMENTARY STANDING COMMITTEE ON PUBLIC WORKS

MAIL EXCHANGE, PERTH, WESTERN AUSTRALIA

R E P O R T

By resolution on 11 May 1967 the House of Representatives referred to the Parliamentary Standing Committee on Public Works for investigation and report the proposal to erect a Mail Exchange Building in Perth.

The Committee have the honour to report as follows:

THE COMMITTEE'S INVESTIGATION

1. The Committee received submissions and drawings from the Postmaster-General's Department and the Department of Works and studied a model of the proposed building. Evidence was taken at public hearings in Perth from departmental witnesses, representatives of staff associations, the West Australian Chamber of Manufactures (Inc.) and from a private witness. We inspected the site for the proposed building, the existing mail handling facilities at the GPO and the Chief Parcels Office and we viewed a film on the operation of the recently completed Sydney Mail Exchange. While in Sydney on other business we took the opportunity to inspect the Sydney Exchange.

THE PROPOSAL

2. The proposal submitted to the Committee is to build a four-storey mail exchange in Perth, at a cost of \$3.2 million, on portion of a 2½ acre site half a mile north-east of the GPO.

3. The primary objective of the proposal is to provide facilities in Perth which will enable the growing volume of mail to be sorted and dispatched efficiently and economically. It is planned to achieve this by centralising and mechanising facilities on the lines adopted in recently constructed major mail exchanges in Australia and overseas.

4. The building is planned to meet the growth in mail traffic expected over the next 15 to 20 years and the design will permit the lateral extension of the facilities to satisfy space needs beyond that time. There is also to be space in the new building for a post office and for that section of the Department of Customs and Excise responsible for examining parcels for dutiable articles.

THE NEED FOR THE BUILDING

5. Inadequacy of Existing Facilities At present, mail exchange activities occupy all of the first floor of the GPO and the Registration and City Sections are located on the ground floor. Part of the basement is used for lockers, lunch rooms and storage and for loading and unloading mail trucks. The Administrative Section has its offices on the sixth floor.

6. The Parcels and Customs Sections are located in a leased building in Brewer Street on the fringe of the city about half a mile from the GPO.

7. The continuing increase in the volume of the mail creates a serious problem at the GPO where space is not available to expand the facilities of the mail exchange to cope with the extra traffic. The demand for space forced the Parcels and Customs Sections to be moved to Brewer Street but the rate of growth has been such that the letter handling sections have again become badly overcrowded. Space in the GPO is now taxed to the limit and service is being provided under extreme difficulties. It is also relevant that the GPO building is unsuited to the installation of modern mail handling equipment. The shape and relationship of the areas occupied are not adaptable to an ideal mail room layout and congestion and waste of time and effort result.

8. It has not been possible to use all the equipment required for the efficient handling of mails. For example, provision of a letter

transfer system to distribute sorted letters would reduce congestion and save labour but the installation of such a system is impracticable under the present conditions.

9. The areas available for loading and unloading mail from vehicles in the basement are also restricted. As there is no space for holding incoming and outgoing mail, this must be stacked in the working areas, thereby adding to the congestion. These conditions add to the difficulty in meeting mail dispatch times.

10. Movement of the Parcels Section to Brewer Street unfortunately resulted in a dispersal of mail exchange activities. Not only does this arrangement limit the interchange of staff between sections to cope with peak loads but it hinders management, supervision and mail traffic control, increases transport costs and wastes time in transporting mails from one building to another. Space at Brewer Street is also becoming inadequate and relief will be required in two to three years.

11. Growth of Mail Traffic The development which has taken place in Western Australia in the post war period, particularly in the metropolitan area, has been reflected in the growth of mail traffic and in the increase in equipment and staff required to handle the extra traffic. In the 15 years to 1966, the number of postal articles handled annually in the Perth Mail Exchange rose by over 90% from 106 million to 202 million. During the same period the population of Western Australia rose from 600,000 to 825,000, an increase of 37%. This trend during this period was for the number of postal articles per head of population to rise and there is no evidence that this will not continue. It has been estimated that the population of Western Australia in 1990 will be 1.5 million, an increase of 81% on the 1966 figure and that the Perth Mail Exchange in that year will handle 509 million postal articles, an increase of more than 150%.

12. Peak Loads Annual turnover figures do not convey the full picture of mail traffic. At some periods, for example at Christmas, the traffic is heavier than at others and even in normal times the arrival of mail in the exchange is not evenly regulated throughout the day. Due to the posting habits of the public and the arrival times of trains, planes and ships, it arrives in peaks but must be sorted to meet a pattern of dispatches dictated by the departure times of public transport. The time available for sorting is often limited, thereby creating a peak demand on equipment and staff. Despite campaigns to persuade users of the mail services to lodge mail early and despite the increasing frequency of transport services, peaks unavoidably remain a dominating feature of the mail flow pattern and it is essential that facilities be capable of coping with these conditions.
13. Vehicular Traffic Congestion It is clear that vehicle congestion in the Perth city area creates transport problems and that vehicular traffic is relatively slow during business hours. There is evidence that the 360 vehicles which carry mail to and from the exchange at the GPO each day are being subjected to increasing delays in the busy city area. This adds to the difficulty of maintaining mail schedules.
14. Trends in Modern Mail Exchanges Perth is the only capital city in Australia where the mail exchange is still located in the GPO. Formerly, this was the accepted practice, but now the exchanges in the other cities are located separately from the General Post Offices. The change was precipitated by the need for more space in which to handle quickly the increasing volume of mail traffic and as the expansion possible on GPO sites was limited, other ways of overcoming the problem had to be examined.
15. Studies undertaken in Australia and overseas have shown that the most economical solution as well as the best operational arrangement

is a single self-contained exchange in each metropolitan area. This principle has been applied successfully in recent years in new exchanges constructed in major Australian and overseas cities.

16. The Committee's Conclusion In view of the poor working conditions and facilities, particularly in the GPO, we consider the present high standard of mailservice being provided from the exchange to be a tribute to the resourcefulness and efforts of management and staff alike. It was evident, however, that unless substantial improvements are made soon, the standard of service is likely to deteriorate. Under the present conditions it will be increasingly difficult to handle traffic growth and it is essential therefore that a new mail exchange be established in a building specifically designed for the purpose, suitably located and with adequate provision for the future.

17. We concluded therefore that there is an urgent need for the proposed building to cope with the growing volume of mail traffic, to overcome the disabilities of the existing accommodation, and to permit the introduction of modern mail handling equipment.

THE SITE

18. The site on which it is proposed to construct the Mail Exchange is on the outskirts of the city half a mile north-east of the GPO. It is Commonwealth owned land, bounded by Stirling, Newcastle and Pier Streets and is a square, relatively flat block of 2 acres 1 rood 39 perches with frontages in each direction of 330 ft. The buildings which were on the site when it was acquired and which now house minor activities of the Postmaster-General's Department are to be demolished. They are old and of minimum economic value. The Postmaster-General's Department's Transport Depot in a large single storey structure on the southern part of the block will not be affected by the present proposal.

19. The new building will occupy 27% of the site and is to be situated in the north-western corner adjacent to the intersection of Stirling and Newcastle Streets. A vehicle hard standing, substation and emergency generator house, all part of the present proposal, will be located in the north-eastern quarter of the block.

20. Suitability For functional reasons the Mail Exchange should be reasonably close to the GPO because about 20% of the mail is city traffic and this will continue to be sorted at the GPO. It is equally desirable that the Exchange not be located in the inner city area because of road traffic congestion. The site on the fringe of the city, only half a mile from the GPO, satisfies both of these requirements.

21. Suburban traffic represents 60% of the mail handled in Perth and as it has been found from experience that the most efficient method of serving the suburbs is by road it is desirable that the Exchange be centrally situated in relation to the suburban road network and to the proposed freeway system. From this point of view the site is well placed.

22. The other important consideration is accessibility to rail, sea and air terminals. Perth Airport is six miles east of the city whilst the sea terminal is at Fremantle, 13 miles to the west. The main rail terminal is at present in the city. As it would be impossible to choose a site which would be close to all three we think that the one chosen is satisfactory from this point of view.

23. A private witness submitted to the Committee that the main consideration in selecting the site for the Mail Exchange should be proximity to the rail terminal. While recognising that this factor is certainly important, we are of the opinion that it is not the only factor.

24. Although the proposal submitted to the Committee is planned to take mail exchange expansion for the next 15 to 20 years, there is sufficient

space on the site to permit major lateral extensions after that period. Furthermore, the semi-industrial nature of mail exchange functions is consistent with the light industrial zoning of the area. It is also relevant that the departmental transport depot is established on the site as this will eliminate dead running between the depot and the exchange. The site is adequately served by public transport.

25. Our conclusion from the evidence presented is that the site chosen is most suitable for the purpose.

USE OF THE PROPOSED BUILDING

26. The building has been designed to meet the functional requirements of the Postmaster-General's Department for the mechanical handling of mails. Manual sorting of postal articles into static equipment is to be minimised and heavy manual and fatiguing work is to be limited by using conveyors to move articles and bagged mail.

27. Allocation of Space The ground floor will be divided by a wide driveway, on the north side of which will be the dispatch and bulk mail docks, parcels final sorting area, post office, lifts and entrance foyer. On the opposite side will be the receiving dock, the bagged mail holding area and the Customs Section.

28. The main activities on the first floor will be the final sorting of letters, newspapers and packets, and the primary sorting of parcels. The Registration and Way Bills Sections, television control room and first aid post will also be on this floor.

29. Most of the space on the second floor will be devoted to the primary sorting of letters and newspapers and packets. Other facilities located here will include the Dead Letter Office, PABX, a rest room for female staff and a common room for supervisors and overseers.

30. A number of different activities are to be located on the third floor including the mail opening section, technicians' workshop, mechanical equipment, staff training, the administrative sections of the Mail Exchange and Transport Branches, as well as the cafeteria, and the Postal Institute.

31. Two penthouses will accommodate the mechanical and electrical plant and lift machinery.

32. Letter Sorting The building has been designed for the use of either conventional equipment for processing letter form articles or the letter coding and decoding system as installed in the Sydney Mail Exchange. The degree to which the more advanced equipment will be installed initially will be determined after further operational experience has been gained with the Sydney installation and the recently introduced Postcode system.

33. A modern distribution system for letter form articles and decoders for the automatic sorting of letters received from other States where coding equipment has already been installed, are to be provided initially. Machines for culling, automatic edging, facing and cancelling of letters coming from street receivers will also be installed at the outset. Conventional horizontal field letter sorting machines similar to those already operating in Perth may be installed initially and their output conveyed automatically by the letter distribution system to final sorting positions. Secondary letter machines will not be needed because coding and decoding equipment will be provided early in the life of the building. Up to 100 coding positions can be installed on the second floor coupled by the automatic distribution system to seven decoders and manual final positions on the first floor. All coded letters would then reach their final dispatch points without manual handling.

34. Mail from street receivers will go to culling machines where large letters, etc. will be removed. The remaining letters which are

suitable for machine processing will be edged on to fast moving belts and passed through gauging units to the automatic facing and cancelling machines and then on to the letter machines. When the letter coding system is operating, cancelled letters will be placed into dispatch units and sent by stream feeds to the coding suites. After coding, the letters go to terminal decoders and thence to the appropriate final stackers.

35. Newspapers and Packet Sorting A machine similar to that now operating in the Perth Exchange is to be installed on the second floor for the primary sorting of these articles. After this process, the articles will be conveyed by a sloping belt system to the final sorting positions on the first floor.

36. Parcel Sorting Parcel mail will enter the Exchange at the receiving dock and be elevated to the second floor parcel opening area. There, customs officers will examine parcels from overseas for dutiable articles. Parcels freed by Customs and those from local mails will then pass to the primary sorting machine on the first floor - those containing dutiable articles will be sent to the Customs Section on the ground floor. The primary sorting machine will be key-board operated, the discharge of the sorted parcels at the correct delivery points being controlled by a magnetic drum memory. Sorted parcels from the machine will be conveyed to storage hoppers on the ground floor for final sorting. Parcels on which duty is payable and which are for metropolitan addresses will be delivered to the recipients over the counter in the Customs Office while those for country addresses will be dispatched with the ordinary mails.

37. Registered Mail Registered articles will be transferred by enclosed conveyor from the mail opening section on the third floor to the Registration Section on the first floor where they will be sorted and then included in outgoing dispatches.

38. Receipt and Dispatch Facilities The receipt and dispatch docks will flank the driveway on the ground floor. Vehicles will enter from Stirling Street and after unloading or collecting mail will depart by Pier Street. Those dispatching bulk mail will enter from Newcastle Street and unload at the bulk mail dock at the Pier Street end of the driveway. Ultimately, 450 vehicles are expected to pass through the building each day. To facilitate the flow of this heavy traffic the driveway will be wide enough to allow vehicles to be parked at the docks on either side while still retaining a free traffic lane in the centre.

39. Mail Opening Mails containing letters, newspapers and packets, and registered articles will be sent by mechanical conveyors from the receiving docks to the mail opening area on the third floor where the bags will be opened and the contents distributed to the appropriate points for processing. There are to be eight bag opening points.

40. Post Office This is to be situated on the ground floor in the north-western corner of the building with entry from Stirling Street. Only counter facilities will be provided initially but private letter boxes will be installed when the demand arises. The Post Office can be extended by expanding into the adjoining area when later stages of the building are constructed. Provision of a post office will enable the existing East Perth Grade 2 Post Office, which is no longer well placed, to be closed.

AMENITIES

41. Amenities to be provided will include locker and change rooms, toilets, showers, rest rooms, space for recreation, common rooms, cafeteria, kitchen and first aid room in conformity with the Amenities Code and local building regulations. The facilities have been designed

for the expected demand when the building is staffed to capacity. The number of staff then is expected to be 730 in normal times, of whom some 630 would be on duty at any one time. These numbers would increase to about 950 and 840 respectively at the Christmas period. About one third of the staff are expected to be females.

42. The cafeteria, on the third floor, is to be designed to seat 240 people. It is expected that initially there will be insufficient patrons to warrant a full meal service so that at first the cafeteria will be equipped to serve only light refreshments and hot snacks. The design will permit equipment to be added to provide a full meal service when the patronage develops.

43. A space of 2,000 sq ft on the third floor adjacent to the cafeteria is to be available to the Postal Institute. The partitioning between this area and the cafeteria will allow the total space to be converted into one large room for staff functions.

44. Lockers and toilets are to be provided on all floors for male and female employees. As it is possible that the ratio of male to female employees may vary from time to time the subdivision of the toilets and lockers is to be adjustable to meet changing requirements.

45. A staff association representative suggested to the Committee that an area on the roof of the building be developed as recreation space for employees. Subsequent to the hearing, we noted that similar facilities have been provided on the roof of the Sydney Mail Exchange. We were told that the suggestion is practicable and that an additional \$30,000 would be required for the extra work.

46. The Committee agree with the suggestion and recommend that recreation facilities be provided on the roof of the building.

THE BUILDING PROPOSALS

47. Planning Considerations The proposal is the first phase of a three-stage development. The second stage is to be a lateral extension eastward from the first to the Pier Street alignment. It is envisaged that the third stage will also be a lateral extension - south of the first two stages - to embrace the area occupied by the Transport Depot. The second and third stages will add nearly three times as much space as the first. We were told that the ultimate development will satisfy known future demands for mail exchange accommodation in Perth.

48. It was decided after discussions with local authorities that the most suitable point for vehicle entry to the site would be in Stirling Street as this will best suit existing and future traffic patterns. Because of this and to allow orderly extension in the future, entrances to the Post Office, Customs Section, passenger lifts and main stairways will also be from Stirling Street.

49. Design The activities of a mail exchange are semi-industrial in nature and the character of the building will be in keeping with its function. A strong but simple expression is to be achieved by wrapping the structure in horizontal concrete bands. This treatment is to be given to the four faces of the building which will be visible from vantage points in the city. The bands will be pre-cast concrete units which will permit the building to be enclosed when the frame has been completed.

50. The paved colonnade to Stirling Street will give a unifying effect to this elevation and offset the visual division caused by the large void of the driveway. The colonnade will shelter the entrances and the external post office facilities. Attractive planting features will provide relief to the paved forecourt and will also define the entrances and the driveway. A free standing flagpole will be a feature of the forecourt treatment.

51. The Post Office and Customs Section on the ground floor at the front of the building will present an attractive appearance to the public. In other sections of the building not open to the public the use of costly and elaborate finishing materials will be avoided but the interiors will be bright, clean, and appropriate to large working areas.

52. Structure and Foundations The building is to be of steel frame construction which we were told is the most appropriate alternative having regard to the nature of the building and its function. This form of structure will provide flexibility in re-locating floor openings to suit future changes in equipment which may be necessary.

53. The primary beams will span transversely, that is north - south, between columns, with secondary beams spanning longitudinally between the primary beams at centres varying from 6 ft 8 in to 7 ft 6 in. This spacing will accommodate the equipment floor openings. The column grid is designed to suit the wide driveway and large equipment areas. The reinforced concrete floor and roof slabs will be cast in place.

54. Because preliminary investigations have shown that the soil is of medium dense sand with ground water 10 ft below the surface, the intention is to use spread footings under the columns. The ground floor slabs will generally bear directly on the ground.

55. The Committee examined the related subjects of foundation design and future upward extension of the building. We were informed that this matter had been investigated and the conclusion reached that as the proposed building will satisfy mail exchange requirements for 15 to 20 years and as three-quarters of the site will remain available for lateral expansion beyond this time, strengthened foundations to take future vertical extensions are not warranted.

56. We agree in this instance that there is no need to provide for future upward expansion, but suggest that this question is important enough to warrant similar investigation at the planning stage of future major Commonwealth buildings.

57. Finishes The external faces of the precast concrete slabs which make up the horizontal bands will be vertically grooved. The continuous strip windows are to have anodised aluminium frames and grey glass. Internal walls of stairs, lift shafts and ducts will be brick or concrete, generally with a smooth off-form finish. Interior walls will have a sprayed finish in vinyl or acrylic whilst toilet walls will be tiled.

58. Floors will be covered with vinyl tiles generally except in the toilets where ceramic tiles will be used. Loading platforms will have timber decks.

59. Ceilings will have off-form concrete painted surfaces except office areas, the cafeteria, Post Office and Customs Section, where suspended acoustic ceilings will be provided. It was noted that close attention is being given to the acoustic protection required in areas having a high noise level.

60. Windows As in the Sydney Mail Exchange, window areas are to be kept to a minimum, being provided mainly to give visual relief to staff engaged on close work. Although the glazing will be an almost continuous band around the building at each floor level, the height of windows will be kept to a minimum and grey glass used to reduce the solar loading on the air conditioning system.

61. Although it was suggested that greater use might be made of natural light in working areas, it was clear that because of the large amount of machinery to be installed and the heat loading imposed on the

air conditioning system by large window areas, the design proposed is most suitable. Furthermore, by minimising the glazing the quality of light at working points can be controlled at a satisfactory and even intensity at all times.

62. Lifts and Stairs Provision is to be made for three passenger lifts near the front entrance of the building and one goods/passenger lift at the rear of the building near the bulk mail dock. However, one of the passenger lifts will not be installed until traffic makes this necessary. The lifts will be automatic, the goods lift being designed to carry any of the equipment to be installed in the building.

63. We noted, in response to a suggestion that access to the goods lift might be available from outside the building, that this is not favoured because of maintenance problems. We also noted that minor improvements to the layout of the area are to be made to improve access to this lift.

64. Stairways will be provided near the main entrance and in the north-eastern and south-eastern corners of the building.

65. Mechanical Services The building will generally be air conditioned from two centrifugal chiller sets and two hot water boilers supplying chilled and hot water to a number of air handling plants. Conditioned air will be distributed by low velocity duct systems. The chiller sets, boilers and air handling plants will be located in the penthouses and third floor plant room.

66. Toilets, locker rooms, plant rooms, the kitchen and the vehicle driveway will be mechanically ventilated. Hot water radiant heaters will be installed in the delivery and loading areas.

67. Domestic hot water will be supplied to basins, sinks, showers and kitchen equipment.

68. Electrical Services Electricity will be supplied by the State Electricity Commission by underground cable to a substation on the site. The substation is to be designed to take larger transformers as the demand for power in the Exchange increases.

69. Emergency electrical power for essential equipment will be supplied by two diesel generating sets, each of 300 kW capacity. The sets will be housed in a single storey building to be erected on the Pier Street side of the site. The building will be enclosed with concrete walls matching the main building and be designed to form part of the second stage extension.

70. Artificial lighting generally will be fluorescent conforming to the approved lighting code.

71. Hydraulic Services In addition to normal water, sewerage and drainage services, water storage facilities will be provided to maintain supply for domestic purposes in case of the failure of the mains supply.

72. Fire Protection The building generally will be protected by automatic sprinklers connected to water mains in adjacent streets. Internal beams are to be fire-proofed to a three-hour rating with sprayed asbestos, whilst other beams will be concrete encased. The two stairways at the rear of the building will be fire isolated to serve as escape routes.

73. Fire hydrants, hosereels, manual alarms and portable extinguishers will be installed at strategic points.

74. Parking A hard standing area for official vehicles and those delivering bulk mail will be provided between the eastern end of the building and the Pier Street boundary. This will also serve as a holding area for vehicles awaiting a place at the unloading docks as well as a parking area for the vehicles of staff engaged on the night shift.

75. In relation to car parking facilities for staff during daylight shifts we considered that adequate space is available in the vicinity of the site. We also noted that the vehicle parking policy of the Perth City Council limits the provision of parking facilities on premises in the area to 20 vehicles an acre plus one vehicle for each 1,000 sq ft of building area.

76. Committee's Recommendation The Committee recommend the construction of the work in this reference.

PROGRAMME

77. The Committee noted that 10 months will be required from the time approval is given to proceed with the project to complete the working drawings and tender documents. Construction is expected to take 20 months from the time a tender is accepted.

78. Allowing time for the invitation and checking of tenders, the building will not be available for the installation of mail handling equipment until about mid 1970. Conditions in the existing Mail Exchange are very poor and as the volume of mail is increasing steadily the Committee feel that it will require a concerted effort on the part of the Postmaster-General's Department to continue to provide an acceptable standard of service until the new Exchange is operating. As we believe that provision of a new mail exchange in Perth is overdue we recommend that every practical step be taken which will ensure that completion of the building is not delayed.

ESTIMATE OF COST

79. The estimated cost of the work when referred to the Committee was \$3,200,000 as follows:

		\$
Building Work		1,845,000
Mechanical Services :-		
Air conditioning	632,000	
Mechanical ventilation	65,000	
Heating	24,000	
Emergency generating plant	139,000	
Sprinklers	59,000	
Miscellaneous equipment	<u>21,000</u>	940,000
Electrical Services		315,000
Lifts		100,000

80. These figures do not include the cost of the additional amenities referred to in paragraph 45.

USE OF AREAS TO BE VACATED

81. Following occupation of the proposed building, an area of about 29,000 sq ft on the upper floors and 4,000 sq ft in the basement, will be vacated in the GPO. At this stage it has not been determined which sections of the Post Office will occupy the cleared space in the GPO but the accommodation will be used for expansion of departmental activities and the relocation of some sections now occupying leased accommodation. We were told that the Post Office now uses about 53,000 sq ft of leased space in Perth.

82. The lease of the property in Brewer Street where the Chief Parcels Office now operates will be terminated when the proposed building is occupied.

STANDARDISATION OF ENVELOPE SIZES

83. One of the problems that the Post Office has to contend with is outsize envelopes, packets and other articles. There are limits

to the size of envelopes which modern sorting machines can handle and envelopes which are not within these limits have to be sorted manually. This slows down the process and causes delays.

84. One solution of the problem is to standardise envelope sizes and the Committee noted with interest the efforts of the Postmaster-General's Department in this field. On the national level, the Post Office has induced the Standards Association of Australia to issue a specification for the guidance of envelope manufacturers. Similar specifications have been issued by the International Standards Association and by the Universal Postal Union. It was also suggested that standardisation of packets and other articles is desirable and that the Universal Postal Union is being asked to examine this matter.

RECOMMENDATIONS AND CONCLUSIONS

85. The summary of recommendations and conclusions of the Committee is set out below. Alongside each is shown the paragraph in the report to which it refers.

Paragraph

- | | | |
|----|--|-------|
| 1. | THERE IS AN URGENT NEED FOR THE PROPOSED BUILDING TO COPE WITH THE GROWING VOLUME OF MAIL TRAFFIC, TO OVERCOME THE DISABILITIES OF THE EXISTING ACCOMMODATION, AND TO PERMIT THE INTRODUCTION OF MODERN MAIL HANDLING EQUIPMENT. | 17 |
| 2. | THE SITE CHOSEN IS MOST SUITABLE FOR THE PURPOSE. | 25 |
| 3. | RECREATION FACILITIES SHOULD BE PROVIDED ON THE ROOF OF THE BUILDING AT AN ADDITIONAL COST OF \$30,000. | 45/46 |
| 4. | THE COMMITTEE RECOMMEND THE CONSTRUCTION OF THE WORK IN THIS REFERENCE. | 76 |

5. EVERY PRACTICAL STEP SHOULD BE TAKEN WHICH WILL
ENSURE THAT COMPLETION OF THE BUILDING IS NOT
DELAYED.
6. THE ESTIMATED COST OF THE WORK, WHEN REFERRED TO
THE COMMITTEE WAS \$3,200,000.

78

79/80

F.C. Chaney

F.C. CHANEY
Chairman.

Parliamentary Standing Committee on Public Works,
Parliament House,
CANBERRA.

22 August, 1967