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THE PARLIAMENT OF THE COMMONWEALTH OF AUSTRALIA
PARLIAMENTARY STANDING COMMITTEE ON PUBLIC WORKS

REPORT

relating to the

**FITOUT OF CIVIL AVIATION AUTHORITY
HEADQUARTERS BUILDING, CANBERRA**

(Fourteenth Report of 1989)

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**MEMBERS OF THE PARLIAMENTARY STANDING COMMITTEE
ON PUBLIC WORKS**

(Twenty-Ninth Committee)

Mr Colin Hollis MP (Chairman)

Mr Percival Clarence Millar MP (Vice-Chairman)

Senate

House of Representatives

Senator Bryant Robert Burns

Mr George Gear MP

Senator John Robert Devereux

Mr Robert George Halverson OBE MP

Senator Dr Glenister Sheil

Mr John Graham Mountford MP

Mr William Leonard Taylor MP *

*** Appointed on 29.9.88 following resignation of
Mr Maxwell Arthur Burr MP**

**EXTRACT FROM THE
VOTES AND PROCEEDINGS OF THE HOUSE OF REPRESENTATIVES
NO. 126 DATED WEDNESDAY 31 MAY 1989**

9 PUBLIC WORKS COMMITTEE - REFERENCE OF WORK - FITOUT OF CIVIL AVIATION AUTHORITY HEADQUARTERS BUILDING, CANBERRA:
Mr West (Minister for Administrative Services), pursuant to notice, moved - That, in accordance with the provisions of the Public Works Committee Act 1969, the following proposed work be referred to the Parliamentary Standing Committee on Public Works for consideration and report: Fitout of Civil Aviation Authority Headquarters Building, Canberra.

Mr West presented plans in connection with the proposed work.

Debate ensued.

Question - put and passed.

PARLIAMENTARY STANDING COMMITTEE ON PUBLIC WORKS

FITOUT OF CIVIL AVIATION AUTHORITY
HEADQUARTERS BUILDING, CANBERRA

By resolution on 31 May 1989 the House of Representatives referred to the Parliamentary Standing Committee on Public Works for consideration and report the proposal for the Fitout of Civil Aviation Authority Headquarters Building, Canberra.

THE REFERENCE

1. In March 1989 the Civil Aviation Authority (CAA) purchased building number 6 of the National Convention Centre in Canberra at a cost of \$49.5m. It is proposed that the building will be used as the CAA's headquarters and will reduce the long-term cost of providing rented office accommodation in Canberra.

2. The building has recently been constructed and needs to be fitted out to provide adequate accommodation for approximately 800 staff as well as providing staff amenities for all CAA staff located in the Canberra Central Business District (CBD).

3. The scope of the work comprises:

- . systems furniture installations to create economical use of space and provide modern working conditions
- . partitions for enclosed offices, conference rooms, interview rooms, etc
- . necessary alterations to mechanical services, light and power and any special services to suit specific office layouts

- . some adjustments to existing ceilings, walls and floor finishes
 - . special joinery items to general office, technical specialist areas, executive areas and conference facilities
 - . significant staff recreation and amenities facilities
 - . special treatment of the entry foyer and reception area
 - . general building security and surveillance
 - . installation of the building's private automatic branch exchange and telephones
 - . window treatments
 - . storage facilities.
4. The estimated cost of the proposed work when referred to the Committee was \$10.5m at March 1989 prices. This cost has now increased to \$13.4m at July 1989 prices. The reasons for this increase are discussed in paragraph 29.

THE COMMITTEE'S INVESTIGATION

5. The Committee received a written submission from CAA and took evidence at a public hearing in Canberra on Thursday 13 July 1989.
6. A list of witnesses who gave evidence at the hearing is contained at Appendix A. The Committee's proceedings will be published as Minutes of Evidence.
7. Prior to the hearing the Committee inspected building number 6 of the National Convention Centre as well as existing accommodation in the Civic Advance Bank Building and a sample of the proposed fitout.

BACKGROUND

8. The CAA is a Commonwealth Statutory Authority established

on 1 July 1988 under the Civil Aviation Act 1988, with the following functions:

- . the conduct of safety regulations of both civil air operations in Australia and Australian aircraft operating overseas
- . the provision of air route and airways facilities
- . the provision of air traffic control services and flight services
- . the provision of a rescue and fire fighting service
- . the provision of a search and rescue service
- . the provision of an aeronautical information service.

9. The CAA is generally regionally based. However, a central office located in Canberra maintains head office functions and provides the headquarters for operational groups.

THE NEED

10. During late 1988 and early 1989, the CAA examined a number of options for accommodating its central office functions with the intention of reducing operating costs and providing a good standard of accommodation for its staff. Those options included the continued lease and refit of existing buildings, the construction of purpose-built facilities at either the Belconnen Town Centre or the Fern Hill Technology Park at Bruce, and the purchase of existing buildings in Canberra City.

11. The CAA advised the Committee that the purchase of an existing building in the Canberra CBD was the most economic, showing a 10 per cent internal rate of return over the other options. The building purchased by the CAA contains approximately 16 500 m² of usable office space and parking for 178 vehicles.

12. Approximately 1130 CAA staff presently occupy leased accommodation in Civic, Belconnen, Deakin and Weston. Operating

costs for this leased accommodation are as follows:

Property	Rent (\$pa)	Other out- goings (\$pa)	Rent review due date
Westpac House	624 050	64 580	May 1990
Scott House	19 260	1 110	Feb 1990
Coolleman Court	87 610	11 910	Aug 1989
Belconnen Laboratory	384 190	50 690	Nov 1990
GIO Building	108 000	8 570	Aug 1989
Civic Advance Bank	2 360 680	241 590	Nov 1989
Custom Credit House	2 107 360	208 720	Nov 1989
Deakin Exchange	<u>337 200</u>	<u>265 660</u>	Nov 1989
Totals	<u>6 028 350</u>	<u>852 830</u>	

Note: 1. Rents based on 1988-89 actual costs.
2. Other outgoings include rates, energy charges, security and cleaning. Costs for repairs, maintenance and insurance are not included as they are the responsibility of the building owners.

13. Most of the accommodation leased in the CBD will shortly require major refurbishment by the building owners. When this occurs these buildings will attract a lease rate of about \$260 per m² per annum in today's values, compared with about \$205-\$210 presently paid by the CAA. The CAA would probably be required to carry out a new fitout of these buildings at the same time.

14. CAA advised that operating costs for the proposal and for the resultant overflow leased accommodation will be as follow:

Outgoings for New Headquarters Building: \$650 000

Note: 1. Based on Australian Valuation Office estimate in September 1988 costs

2. Outgoings include rates, maintenance, repairs, insurance, energy charges, cleaning and security.

Operating costs for Overflow Leased Accommodation:

Property	Rent (\$pa)	Other Outgoings (\$pa)
Belconnen Laboratory	384 190	50 690
Deakin Exchange	252 900	150 000
Additional CBD Space (approx 7000 m ²)	1 534 440	181 190
Totals	<u>2 171 530</u>	<u>381 880</u>

Note: It is planned that the 7000 m² additional space will be reduced to about 2500-3000 m² over the next few years by devolution of functions to the regions.

15. Concentration of the greater part of the CAA's Canberra-based staff into one building, with the greater part of the remainder collocated into one additional leased office block in the Canberra CBD will provide considerable intangible benefits to the operational efficiency of the CAA in the following areas:

- . reduced wasted time spent by staff moving between locations
- . reduction in registry, courier and other communications services
- . closer supervision of previously dispersed staff
- . greater sense of unity by staff of the CAA

- . greater central control of management and building services
- . greater control of the accommodation destiny of the CAA and its commitment to the maintenance of a good standard of accommodation for its staff.

Committee's Conclusion

16. The Committee agrees that a need exists to relocate the staff of the central office of the Civil Aviation Authority to a central location in the Central Business District of Canberra. This will achieve a more efficient use of the resources of the Civil Aviation Authority as well as improve staff morale.

THE PROPOSAL

17. The proposed works encompass:
- . installation of partitions for offices, conference facilities, interview rooms, specialist work areas and store rooms
 - . the installation of systems furniture and partitions
 - . construction of a staff recreational facility on the upper plant level of the building
 - . modification to existing toilet and tea room facilities to make them more suitable for the CAA's needs
 - . provision of some additional toilets, showers and tea room facilities
 - . alterations to mechanical, electrical and other building services to accommodate the fitout
 - . provision of a building security system
 - . provision of window treatment, storage systems and other furniture
 - . provision of a PABX and associated cabling
 - . provision of a new hydraulic lift to the staff recreational area and plant level storage areas.

18. Construction details are provided at Appendix B with project drawings at Appendix C.

Floor Space

19. CAA advised the Committee that 30 to 35 per cent of the 16 500 m² of floor space will be used for conference rooms and circulation space. Full height partitioning will be provided for all section heads and for officers one level below that of section head. To maximise light, full height offices will be located in the centre of the building with junior officers' areas with low height partitioning located close to the windows. CAA advised the Committee that staff will be invited to view a model of the display work station which is located in the new building. Negotiations will continue with the unions in regard to furniture and equipment for the offices.

Accommodation Standards

20. CAA, being a statutory authority, is not bound by the Department of Administrative Services (DAS) accommodation guidelines. In general, senior staff have been allocated areas in excess of the guidelines while junior clerical staff have been allocated less space due to the modular-type work stations. The Committee was assured by CAA that the staff have agreed to these arrangements.

Public Access

21. The building will have a major entrance and a secondary service entrance. However, CAA advised that most work related to the public is carried out by its regional offices.

Car-parking

22. Parking space will be provided for 178 vehicles. All Senior Executive Service officers entitled to official vehicles

with private plates will be allocated spaces. CAA advised the Committee that remaining spaces would be offered to personnel at the manager level - that is, administrative services officer 8, engineer class 5 - as these officers often work long hours and manage significant groups of people. CAA does not intend to charge rent for parking spaces.

Amenities

23. Six showers are located in the basement. It was originally planned that three of these would be for female use and three for male use. However, as they are located at the base of an isolated stairwell, it has been decided to allocate the six for male use and to build three showers for female use on the upper plant level.

24. Approximately 175 m² have been allocated for passive recreation. A small kitchen and bar facility will also be provided as well as a small gymnasium area of 40-50 m².

Child Care

25. The Committee was advised that child care during school holidays is provided on a voluntary basis by the aviation institute (the social club of the CAA). The Committee notes that CAA will take into consideration extending this service to a full-time operation.

Staffing

26. While approximately 800 staff will be able to be accommodated, 350 remaining staff will continue to occupy leased office space. It was originally envisaged that 850 staff would occupy the new building. However, following consultations with the unions certain modifications were agreed to, including increasing the area of each work station. As a result, the proposed occupancy of the building decreased from 850 to 800.

27. The Committee queried the possibility of accommodating all central office staff within one building. CAA advised that although such a building was sought, none was available on the market at that time. The construction of a building of appropriate size had been considered at the Belconnen Town Centre and the Fern Hill Technology Park. However, this option had been discounted following consideration of the cost of leasing the site, construction, plus the added cost of remaining in leased accommodation during the construction period.

Committee's Conclusion

28. The Committee is satisfied that the proposal will fulfil the Civil Aviation Authority's objective of providing a suitable standard of accommodation for the majority of its central office staff.

COST

29. The cost of the project when referred to the Committee was \$10.5m at March 1989 prices, while at the time of the public hearing the cost was estimated to be \$14.7m. CAA advised that the holding charges on this project are in the order of \$350 000 per month, and this influenced the decision to seek referral of the work before detailed project investigation had been completed and before sketch plans for the work had been finalised. If referral had been delayed until these processes were complete this would have resulted in a significant delay in project completion and a considerable increase in the overall costs to the CAA. However, due to a number of changes, the Committee has been advised that the cost is now estimated to be \$13.4m at July 1989 prices. CAA advised that the reasons for the increase over the original \$10.5m are as follows:

- a staff amenities area in the upper plant level of the building at a cost of \$455 000. This will utilise

previously unused space in the building. If this had not been included, additional expensive leased prime office space would be required in the local area to accommodate this facility.

- . change from a generally 'open plan' arrangement to now include a large number of individual offices with full height walls, at an estimated additional cost of about \$1 315 000 in partitioning and doors, and electrical, mechanical and fire services. This resulted from discussions with unions which occurred after referral of this work.
- . upgrading of toilets, tea rooms and disabled facilities to overcome severe shortcomings in the original building design identified during the design stage, at an increased cost of about \$130 000.
- . additional heating to the ground floor to overcome shortcomings identified by occupants of other buildings in the National Convention Centre Complex, at a cost of \$70 000.
- . provision of an external signage at a cost of \$50 000. This item was overlooked in the original estimate.
- . provision of a more complicated PABX to satisfy the needs of all Canberra CAA staff at an additional cost of \$350 000. The original estimate was based on satisfying occupants of the new building only.
- . in addition to the above, professional fees and builders' preliminaries, profits and margins (which are based on a percentage of actual cost) have consequentially increased by \$585 000. The original estimate has also escalated as a result of movements in

the CPI and the building index over the period March to July 1989 (by about \$270 000).

Cost Recovery

30. The Committee was informed that government policy of full cost recovery requires the CAA to act as a business in the terms of servicing its capital. Over the past two years charges have been reduced by 3 per cent per annum and these reductions have been passed on to the aviation industry.

Consultations

31. The Committee was advised that the following authorities would be consulted during the development of the fitout:

- . ACT Administration, Building Section
- . ACT Electricity and Water
- . ACT Fire Brigade
- . Telecom
- . Interim Territory Planning Authority.

32. The Committee was advised that these are the normal practical consultations which take place with regard to any building being constructed in the ACT.

33. Unions representing staff who will occupy the building were consulted in the development of the accommodation standards to be used in the fitout, the provision of amenities and other user requirements. CAA confirmed that these consultations will continue during the development of the project. At the referral stage of the project CAA had believed that the unions were in agreement with the proposal. However, as a result of further negotiations with the unions, the plans have been amended. CAA advised that the unions are now in agreement with the proposed standards.

Fitout Program

34. It is anticipated that the fitout works will be undertaken to the following program:

Construction Commences	22 September 1989
Construction Completed	end February 1990.

Limit of Cost

35. The limit of cost for the proposed fitout is \$13.4m at July 1989 prices.

Committee's Recommendation

36. The Committee recommends the fitout of the Civil Aviation Authority Headquarters Building, Canberra at an estimated cost of \$13.4m at July 1989 prices.

Conclusions and Recommendation

37. The conclusions and recommendation of the Committee and the paragraph in the report to which each refers are set out below:

- | | Paragraph |
|--|-----------|
| 1. The Committee agrees that a need exists to relocate the staff of the central office of the Civil Aviation Authority to a central location in the Central Business District of Canberra. This will achieve a more efficient use of the resources of the Civil Aviation Authority as well as improve staff morale | 16 |
| 2. The Committee is satisfied that the proposal will fulfil the Civil Aviation Authority's objective of providing a suitable standard of accommodation for the majority of its central office staff | 28 |
| 3. The Committee recommends the fitout of the Civil Aviation Authority Headquarters Building, Canberra at an estimated cost of \$13.4m at July 1989 prices | 36 |


Colin Hollis
Chairman
31 August 1989

APPENDIX A

List of Witnesses

**ARMOUR, Mr Jeffrey Dennis, Consultant Architect, Geoff
Butterworth, Armour and Partners, 40 Marcus Clarke Street,
Canberra, ACT 2600**

**GRANT, Mr Thomas More, General Manager, Corporate Management,
Civil Aviation Authority, PO Box 367, Canberra, ACT 2601**

**MORSE, Mr Colin Marshall, Project Manager, Headquarters Fitout
Project, Civil Aviation Authority, PO Box 367, Canberra,
ACT 2601**

**SERVICE, Mr James Glenn (Senior), Project Management Consultant,
J.G. Service Pty Ltd, PO Box 38, Kingston, ACT 2604**

**SERVICE, Mr James Glenn (Junior), Project Management Consultant,
J.G. Service Pty Ltd, PO Box 38, Kingston, ACT 2604**

APPENDIX B

FITOUT STANDARDS

General

The building will be fitted out using modular systems furniture based on:

- . full height partitioned offices for senior staff, conference and interview rooms, storage areas and other areas requiring a higher level of security or sound attenuation
- . other office/work points will be based on modular systems furniture partitions varying in heights up to 2100 mm.

A higher level of finish will be used in executive and reception areas.

System Furniture

Modular systems furniture are a demountable, screen-based system providing support for work tops, storage units, shelving and specialist user requirements.

System furniture provides multi-duct cabling routes to all work points for power, data and telephone.

This type of furniture has been selected as it provides greater efficiency in the use of building floor space, as well as allowing greater flexibility for future modification.

A special accommodation standard has been developed for CAA staff occupying this building which reflects the efficiency of systems furniture. This standard provides an equivalent level of functionality to that provided by the Commonwealth Office Accommodation Guidelines and Administrative Services in 1986, but uses less space overall. This accommodation standard has been agreed by unions representing CAA office staff.

In areas where fully partitioned offices are required, steel framed, gyprock clad, fully demountable partitions will be used with appropriate acoustic rating and skirting ducts for cabling.

SERVICES

Mechanical Services

The building is equipped with an air-conditioning system. This system will be modified to increase its cooling capacity. In addition, some air registers and duct work will be relocated to suit the requirements of new partitions.

Electrical Services

Modification will be made to power and lighting, including additional lighting to enclosed office areas and power reticulation to all work points and other specialist equipment such as photocopiers and printers.

Fire Protection

The building is equipped with fire hydrants, hose reels and thermal fire detectors in accordance with ACT building requirements. Additional protective measures will be provided where necessary in accordance with regulations.

Telephone Systems

The building is fitted with Telecom block cabling. A PABX room and system will be installed by CAA as part of these fitout works, including all associated cabling and ancillary equipment.

Security Systems

A perimeter security system for external doors will be provided. Additional after-hours security will be provided by a commercial watching service.

Lifts

An additional hydraulic lift will be provided from level 6 to the upper plant level to allow goods and handicapped staff access to the staff amenities area, and goods access to the plant level storage areas.

Computer Cabling

The building will be cabled to accommodate CAA's general computing network which is based on a major central computer facility located at Deakin.

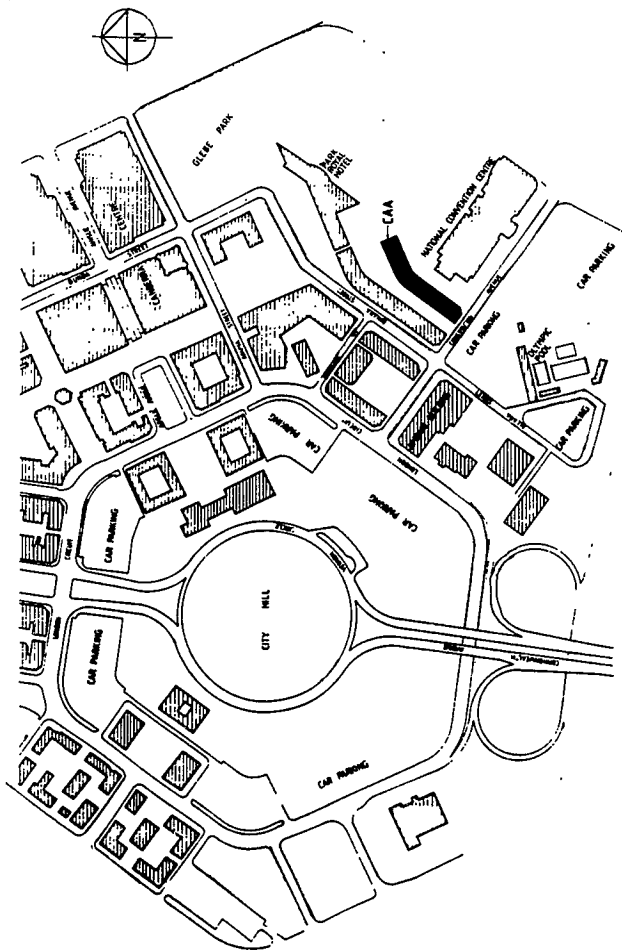
PROJECT MANAGEMENT

J.G. Service Pty Ltd of Canberra has been engaged by CAA to manage the implementation of this project. In addition, Geoff Butterworth, Armour and Partners of Canberra has been engaged as architectural consultants, and Gutteridge, Haskins and Davey Pty Ltd of Canberra has been engaged as service consultants.

APPENDIX C

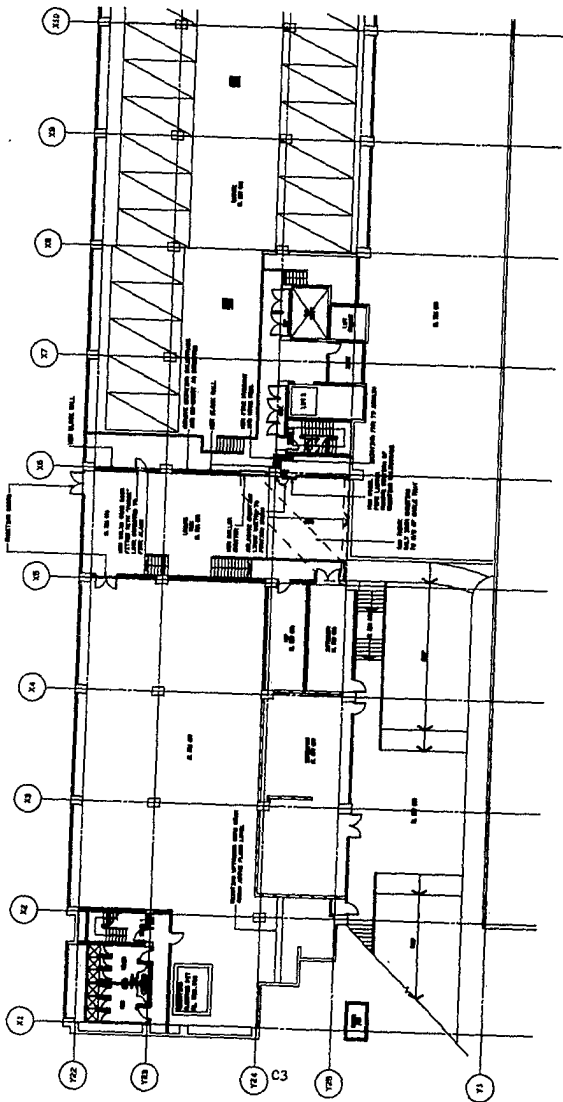
Project Drawings

Location Plan	C2
Basement Car-park	C3
Ground Floor	C4
First Floor	C5
Second Floor	C6
Third Floor	C7
Fourth Floor	C8
Fifth Floor	C9
Sixth Floor	C10
Plant Room level	C11
Work Station Type A	C12
Work Station Type B	C13
Work Station Type C	C14
Work Station Type D	C15
Work Station Type E	C16
Work Station Type F	C17
Work Station Type 1	C18
Work Station Type 2	C19
Work Station Type 3	C20
Work Station Type 4	C21
Work Station Type 5	C22
Work Station Type 6	C23
Work Station Type 7	C24
Work Station Type 8	C25
Work Station Type 9	C26



location plan

		<p>PROJECT MANAGER J.G. GERVILL PTY LTD 100/102 Sturt Street, Adelaide, South Australia Telephone: 08 823 1111 Fax: 08 823 1112</p>	<p>DESIGNED BY FRANK & JANE ARCHITECTS 12 ROBERTSON ROAD, SYDNEY, NSW 1585 Australia Telephone: 02 955 0011 Fax: 02 955 0012</p>	<p>PROJECT TITLE LOCATION PLAN DATE DRAWN BY CHECKED BY U.S. # R/S/OR</p>
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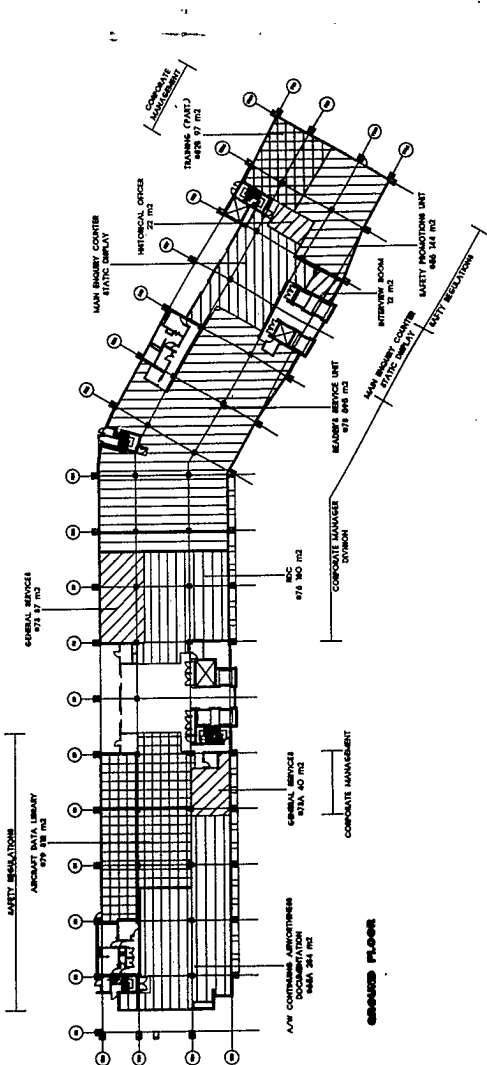
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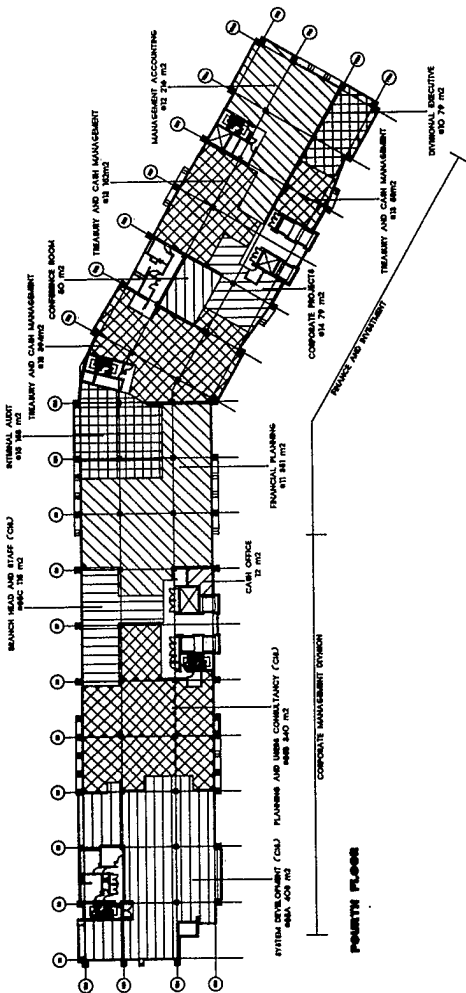
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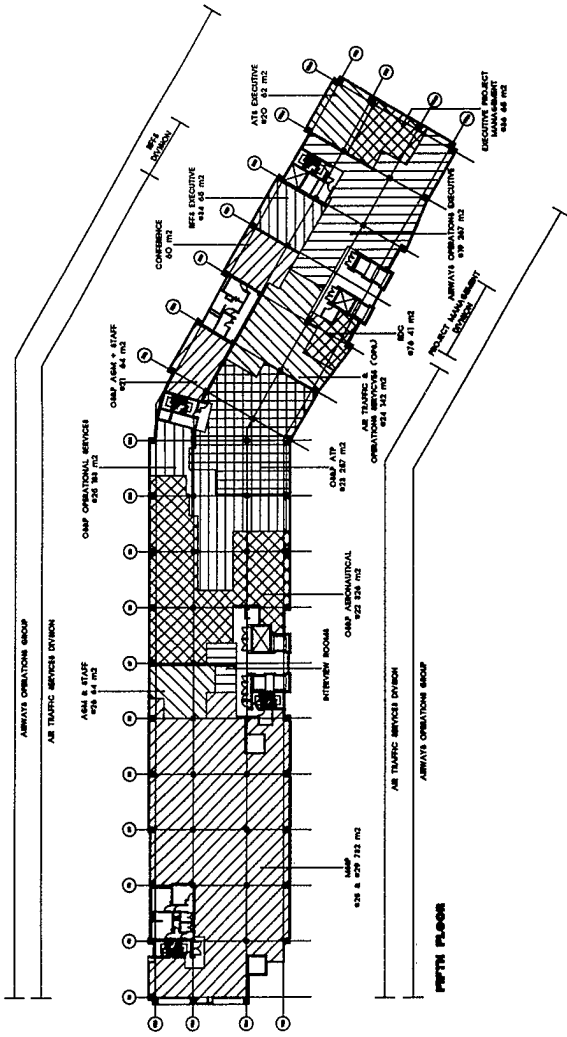
C4

		GROUND FLOOR BULK PLANNING DRAWING - 4 Scale: 1:500 Date: 05/78 Author: J.B.G.	
PROJECT TITLE: GROUND FLOOR BULK PLANNING CLIENT: COMPOSITE MANAGER DIVISION DRAWING NO: 4		PROJECT NO: 05/78 DATE: 05/78 AUTHOR: J.B.G. CHECKED: J.B.G. APPROVED: J.B.G.	
		J. B. SERVICE PTY. LTD. 100, 102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000	
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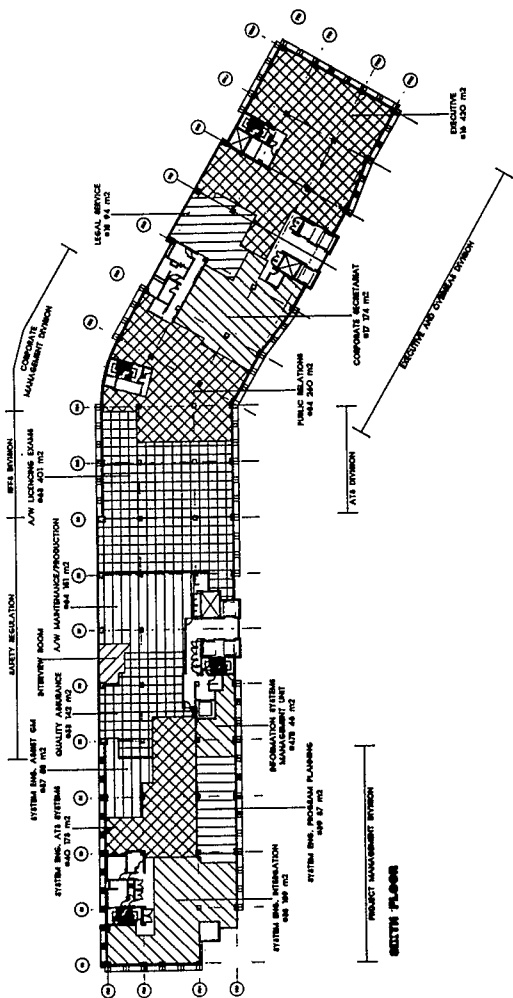


FOURTH FLOOR

<table border="1"> <tr><td>NO.</td><td>1</td></tr> <tr><td>DATE</td><td>11/14/78</td></tr> <tr><td>BY</td><td>J.B.</td></tr> <tr><td>CHKD.</td><td>J.B.</td></tr> <tr><td>APP'D.</td><td>J.B.</td></tr> <tr><td>REV.</td><td></td></tr> </table>	NO.	1	DATE	11/14/78	BY	J.B.	CHKD.	J.B.	APP'D.	J.B.	REV.		<p>PROJECT NO. 408C 128 FT2</p> <p>DATE 11/14/78</p> <p>BY J.B.</p> <p>CHKD. J.B.</p> <p>APP'D. J.B.</p>	 <p>J.B. SERVICE FLY LINE</p> <p>1000 W. 10th Street, Suite 100 Los Angeles, CA 90015</p>			<table border="1"> <tr><td>NO.</td><td>1</td></tr> <tr><td>DATE</td><td>11/14/78</td></tr> <tr><td>BY</td><td>J.B.</td></tr> <tr><td>CHKD.</td><td>J.B.</td></tr> <tr><td>APP'D.</td><td>J.B.</td></tr> <tr><td>REV.</td><td></td></tr> </table> <p>PROJECT NO. 408C 128 FT2</p> <p>DATE 11/14/78</p> <p>BY J.B.</p> <p>CHKD. J.B.</p> <p>APP'D. J.B.</p>	NO.	1	DATE	11/14/78	BY	J.B.	CHKD.	J.B.	APP'D.	J.B.	REV.		<table border="1"> <tr><td>NO.</td><td>1</td></tr> <tr><td>DATE</td><td>11/14/78</td></tr> <tr><td>BY</td><td>J.B.</td></tr> <tr><td>CHKD.</td><td>J.B.</td></tr> <tr><td>APP'D.</td><td>J.B.</td></tr> <tr><td>REV.</td><td></td></tr> </table>	NO.	1	DATE	11/14/78	BY	J.B.	CHKD.	J.B.	APP'D.	J.B.	REV.	
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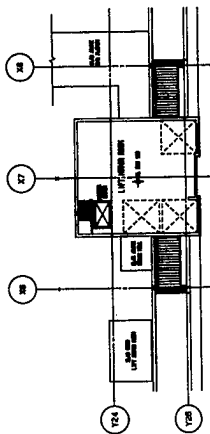
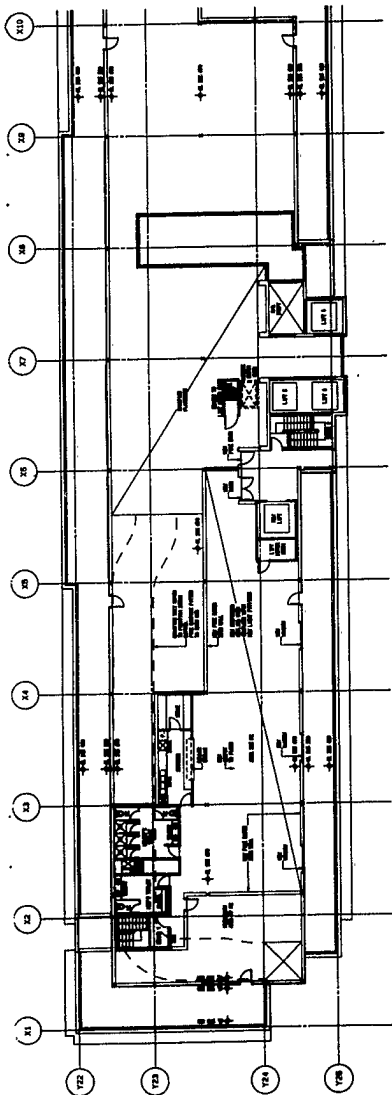


<p>J & W SERVICE PTY LTD 100/104 Campbell Street, Sydney NSW 2006 (02) 9254 9000 Fax: (02) 9254 9001 Email: info@jandw.com.au Website: www.jandw.com.au</p>				<p>FIFTH FLOOR TEAM NAME DISPATCH # DATE TIME</p>			
<p>AIRWAYS OPERATIONS GROUP 100/104 Campbell Street, Sydney NSW 2006 (02) 9254 9000 Fax: (02) 9254 9001 Email: info@airways.com.au Website: www.airways.com.au</p>				<p>PROJECT MANAGER [] COORDINATOR [] OPERATIONS [] TRAINING [] SALES [] MARKETING [] GENERAL [] ADMIN [] OTHER []</p>			



C10

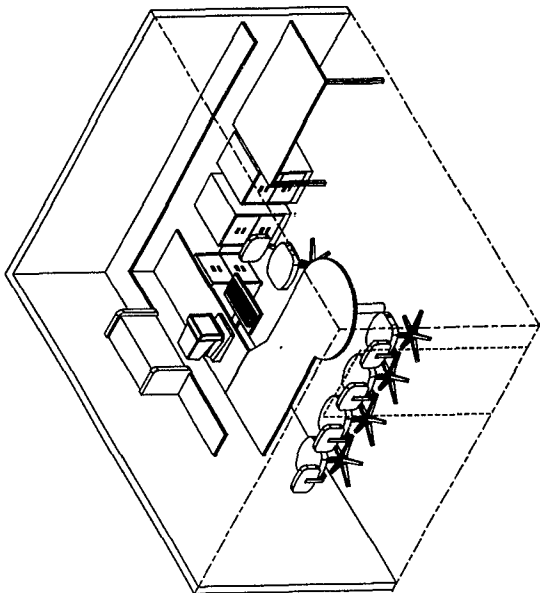
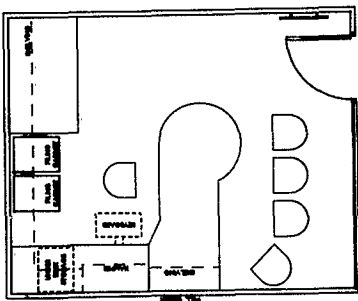
<p>J. B. SERVICE Pty Ltd 1000 South Street, Suite 1000 San Francisco, CA 94108 Tel: (415) 774-1111 Fax: (415) 774-1112</p>	<p>J. B. SERVICE Pty Ltd 1000 South Street, Suite 1000 San Francisco, CA 94108 Tel: (415) 774-1111 Fax: (415) 774-1112</p>	<p>J. B. SERVICE Pty Ltd 1000 South Street, Suite 1000 San Francisco, CA 94108 Tel: (415) 774-1111 Fax: (415) 774-1112</p>	<p>J. B. SERVICE Pty Ltd 1000 South Street, Suite 1000 San Francisco, CA 94108 Tel: (415) 774-1111 Fax: (415) 774-1112</p>
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C11

<p>PROJEKTOWY BUREAU ARCHITECTURA I LPTA WARSZAWA ul. Żurawia 15 00-505 Warszawa tel. 22 629 42 00 fax 22 629 42 01 e-mail: biuro@pba.pl</p>	<p>PROJEKTOWY BUREAU ARCHITECTURA I LPTA WARSZAWA ul. Żurawia 15 00-505 Warszawa tel. 22 629 42 00 fax 22 629 42 01 e-mail: biuro@pba.pl</p>	<p>PBA</p>	<p>PROJEKTOWY BUREAU ARCHITECTURA I LPTA WARSZAWA ul. Żurawia 15 00-505 Warszawa tel. 22 629 42 00 fax 22 629 42 01 e-mail: biuro@pba.pl</p>	<p>PROJEKTOWY BUREAU ARCHITECTURA I LPTA WARSZAWA ul. Żurawia 15 00-505 Warszawa tel. 22 629 42 00 fax 22 629 42 01 e-mail: biuro@pba.pl</p>	<p>PROJEKTOWY BUREAU ARCHITECTURA I LPTA WARSZAWA ul. Żurawia 15 00-505 Warszawa tel. 22 629 42 00 fax 22 629 42 01 e-mail: biuro@pba.pl</p>	<p>PROJEKTOWY BUREAU ARCHITECTURA I LPTA WARSZAWA ul. Żurawia 15 00-505 Warszawa tel. 22 629 42 00 fax 22 629 42 01 e-mail: biuro@pba.pl</p>	<p>PROJEKTOWY BUREAU ARCHITECTURA I LPTA WARSZAWA ul. Żurawia 15 00-505 Warszawa tel. 22 629 42 00 fax 22 629 42 01 e-mail: biuro@pba.pl</p>	<p>PROJEKTOWY BUREAU ARCHITECTURA I LPTA WARSZAWA ul. Żurawia 15 00-505 Warszawa tel. 22 629 42 00 fax 22 629 42 01 e-mail: biuro@pba.pl</p>	<p>PROJEKTOWY BUREAU ARCHITECTURA I LPTA WARSZAWA ul. Żurawia 15 00-505 Warszawa tel. 22 629 42 00 fax 22 629 42 01 e-mail: biuro@pba.pl</p>
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A

AREA = 16.2 m²

ENG. S. (AWORTHNESS)
 CHIEF AIRWORTHNESS SURVEYOR
 A15 &
 ADO 2

DESK WITH RETURN & CHAIR
 LAYOFF TABLE
 STORAGE HAMPER
 UNDER DESK STORAGE
 SHELVING
 FACILITY FOR RETURNING
 & VISION CHAIRS
 CONFERENCE FACILITY
 (2) RING CABINETS BY CAAJ
 COAT RACK
 EQUIPMENT

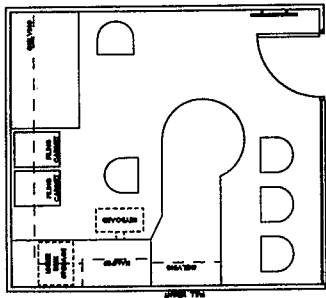
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APPLICATION

WORK STATION TYPE : A

B

AREA = 14.6 m²

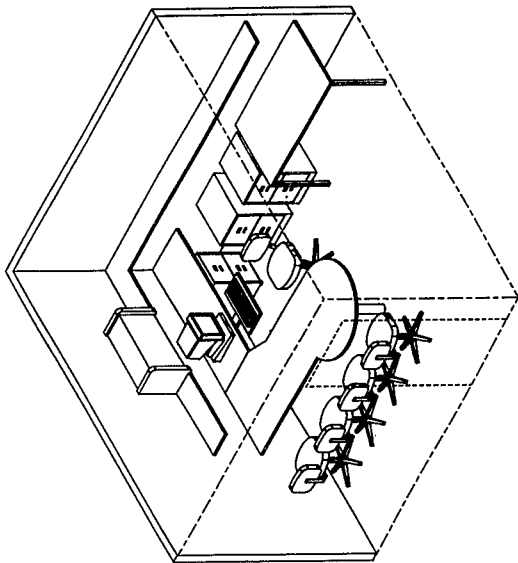


ENG 5 (Airway)
RMO 2

DESK WITH RETURN & CHAIR
LAVOFF TABLE
STORAGE HAMPER
UNDER DESK STORAGE
SHELVING
FACILITY FOR KEYBOARD
4 VIRTORB CHAIRS
CONFERENCE FACILITY
(2 FILING CABINETS BY CAAJ)
CONT BACK
EQUIPMENT

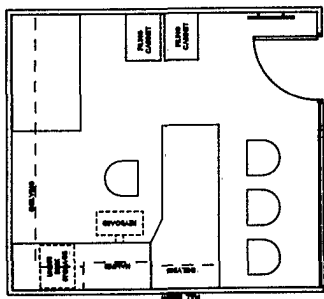
APPLICATION

1:50



WORK STATION TYPE : B

C

AREA = 14.6 m²

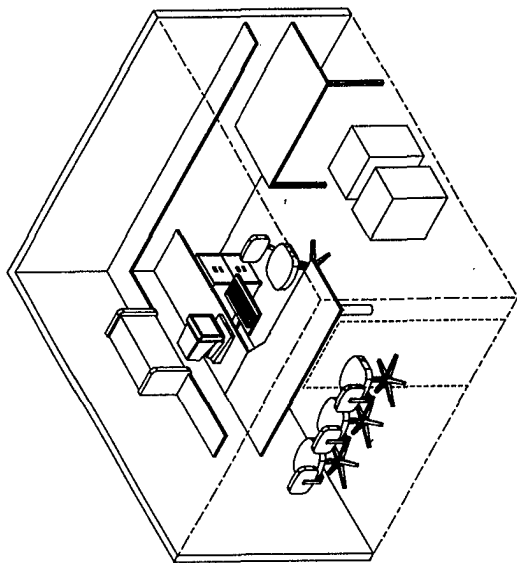
ENG. & CADWORKING
SUPERVISING ARCHITECTURE SURVEYOR

DESK WITH RETURN & CHAIR
LAYOFF TABLE
STORAGE HAMPERS
UNDER DESK STORAGE
SHELVING
FACILITY FOR KEYBOARD
3 VISITORS CHAIRS
2 FILING CABINETS BY CHAIR
COAT RACK

APPLICATION

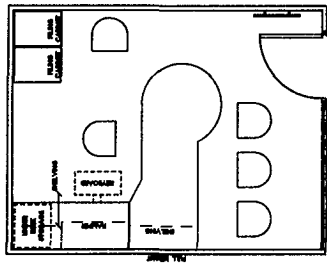
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EQUIPMENT



WORK STATION TYPE : C

D

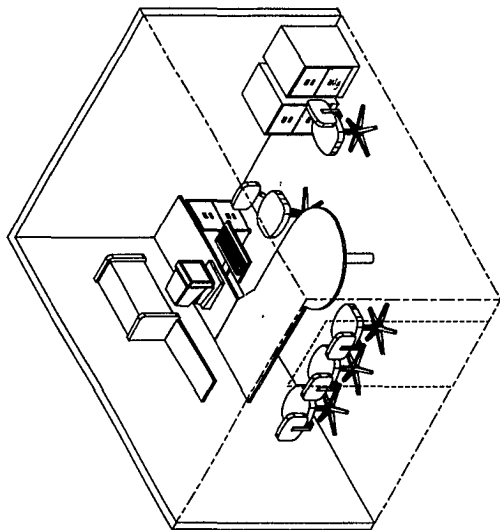
AREA = 12.8 m²A40 8
C40 8
JA 2-3

DESK WITH RETURN & CHAIR
STORAGE HAMPER
UNDER DESK STORAGE
FACILITY FOR KEYBOARD
4 VISITORS CHAIRS
CONFERENCE FACILITY
COAT RACK

APPLICATION

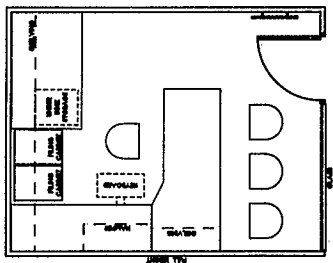
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EQUIPMENT



WORK STATION TYPE : D

E

AREA = 12.8 m²

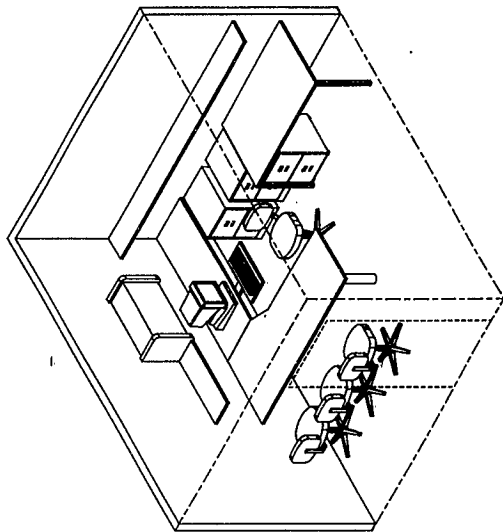
ENG 4 (Airways)
 SENIOR EOA
 SENIOR AIRWAYS SURVEYOR
 AIRWAYS SURVEYOR (PTJ) CN

DESK WITH RETURN & CHAIR
 LAYOFF LABEL
 TEST PLOT 3-5
 STORAGE HAMPER
 UNDER DESK STORAGE
 UNDER DESK STORAGE
 FACILITY FOR RETURNED
 MAIL
 3 VISITOR'S CHAIRS
 (2 FILING CABINETS BY CAA)
 COAT RACK

APPLICATION

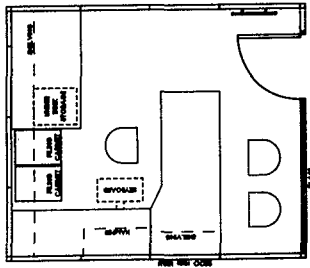
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EQUIPMENT



WORK STATION TYPE : E

F

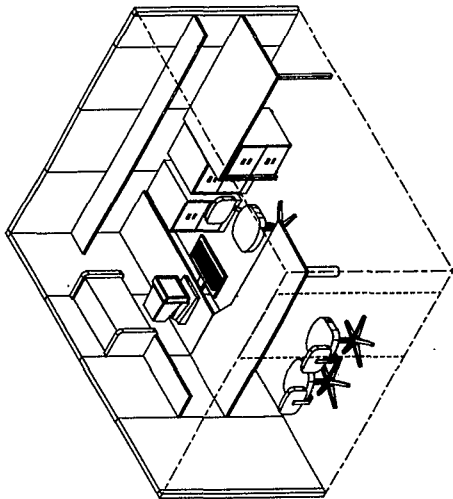
AREA = 11.8 m²EOA
AIRWAYS SURVEYOR

DESK WITH RETURN & CHAIR
LAYOFF TABLE
STORAGE HAMPER
UNDER DESK STORAGE
SHELVING
FACILITY FOR KEYBOARD
2 VISITOR CHAIRS
COAT RACK

APPLICATION

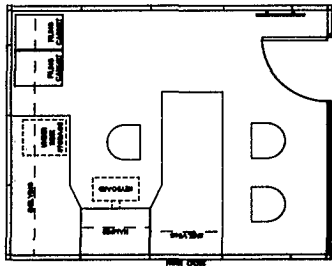
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EQUIPMENT



WORK STATION TYPE : F

AREA = 12.8 m²



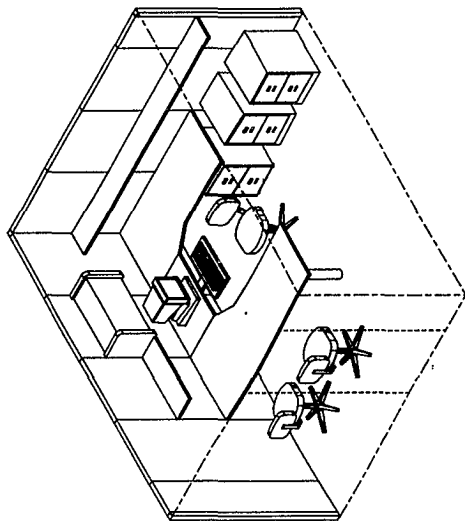
ENG 3 (Akworinsha)

DESK WITH RETURN & CHAIR
LAYOFF TABLE
STORAGE HAMPER
UNDER DESK STORAGE
FACILITY FOR KEYBOARD
SHELVING
2 VISITOR CHAIRS
(2 FILING CABINETS BY CAAJ)
COAT RACK

APPLICATION

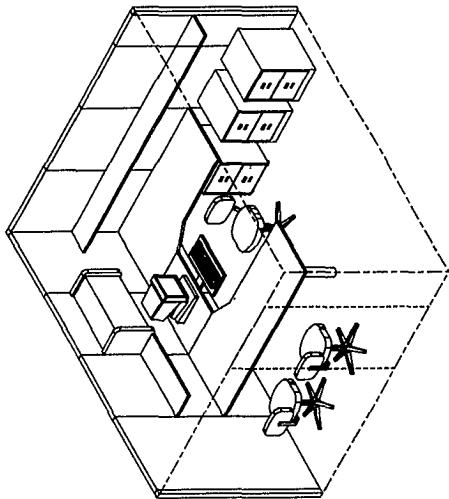
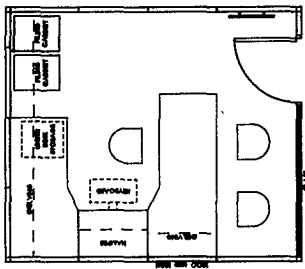
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EQUIPMENT



WORK STATION TYPE : 1

2

AREA = 11.8 m²

ENG 3 (Airway)
 AGO 7
 218
 SENIOR AIRWORTHINESS SURVEYOR

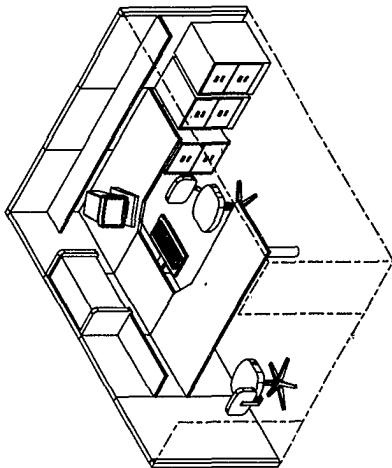
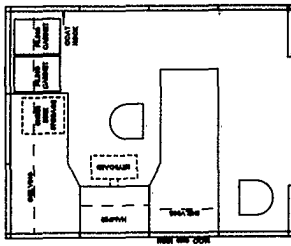
DESK WITH RETURN & CHAIR
 1 X VISITORS CHAIR
 STORAGE CABINETS
 UNDER DESK STORAGE
 SHELVE
 FACILITY FOR KEYBOARD
 2 VISITORS CHAIRS
 2 FILING CABINETS BY CAAJ
 COAT RACK

APPLICATION

1:50

EQUIPMENT

WORK STATION TYPE : 2



ASO 6
 STO 3
 EMC 2
 REC AIRWORTHINESS SURVEYOR
 AIRWORTHINESS SURVEYOR

DESK WITH RETURN & CHAIR
 LAYOFF TABLE
 STORAGE HAMPER
 UNDER DESK STORAGE
 FACILITY FOR KEYBOARD
 1 VISITORS CHAIR
 COAT HOOK BY C.A.J.

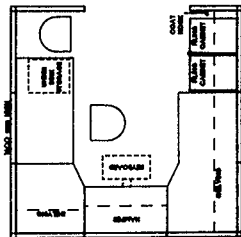
APPLICATION

1:50

EQUIPMENT

WORK STATION TYPE : 3

4

AREA = 8.1 m²

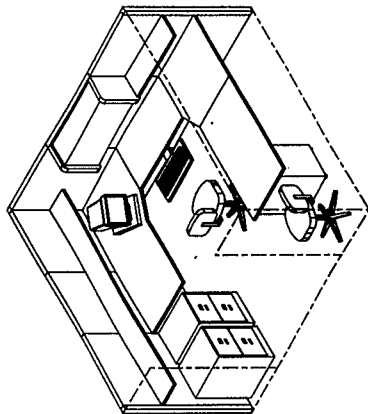
ENG 1
ATS 1-2
STO 1-2

DESK WITH RETURN & CHAIR
OFFICE TABLE
STORAGE CABINETS
UNDER DESK STORAGE
FACILITY FOR KEYBOARD
1 VISITORS CHAIR
(2 FILING CABINETS BY CAAJ)
COAT HOOK

APPLICATION

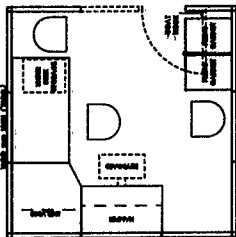
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EQUIPMENT

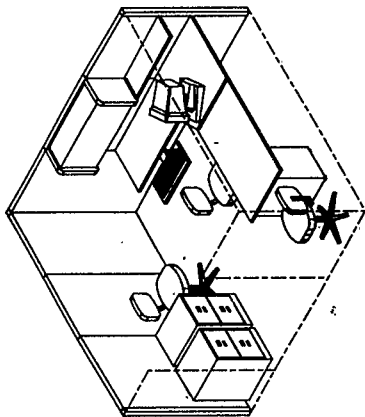


WORK STATION TYPE : 4

5

AREA = 8.1 m²ASO 7
CBO 4
JA 1

DESK WITH RETURN & CHAIR
 2 VISITORS CHAIRS
 UNDER DESK STORAGE
 SHELVING
 FACILITY FOR KEYBOARD
 2 VISITORS CHAIR
 (2 FILING CABINETS BY C.A.)
 COAT HOOK



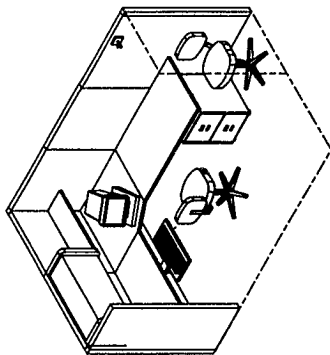
APPLICATION

1:50

EQUIPMENT

WORK STATION TYPE : 5

6

AREA = 5.6 m²

ASO 4-6
CSO 1-3
J ABC

DESK WITH RETURN & CHAIR
STORAGE COMPART
UNDER DESK STORAGE
FACILITY FOR SEVERAL
SEATING
1 VIRTUOUS CHAIR
COAT HOOK

APPLICATION

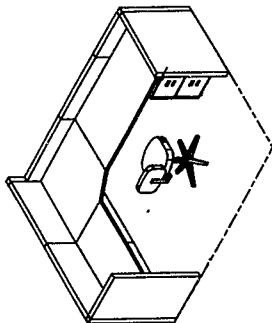
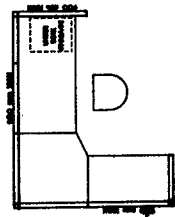
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EQUIPMENT

WORK STATION TYPE : 6

7

AREA = 4.7 m²



ASO 1-3

DESK WITH RETURN & CHAIR
UNDER DESK STORAGE

APPLICATION

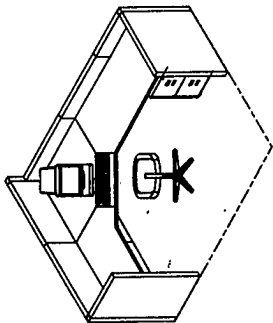
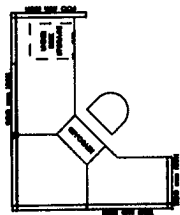
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EQUIPMENT

WORK STATION TYPE : 7

8

AREA = 4.7 m²



WP

DESK WITH RETURN & CHAIR
UNDER DESK STORAGE
FACILITY FOR KEYBOARD

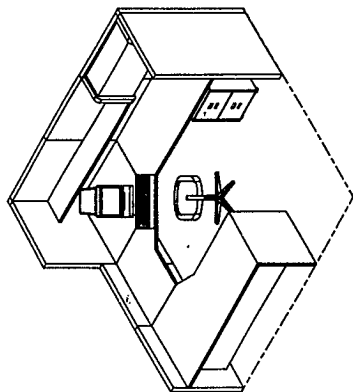
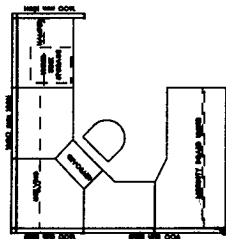
APPLICATION

1:50

EQUIPMENT

WORK STATION TYPE : 8

Q AREA = 7.3 m²



P.A. DEBK WITH RETURN & CHAIR
UNDER DESK STORAGE
STORAGE UNIT
FACILITY FOR KEYBOARD
EQUIPMENT TABLE

APPLICATION

1:50

EQUIPMENT

WORK STATION TYPE : 9