

Civic Centre Feasibility Study

**Break O' Day Council
Municipal Management Plan**

June 2013

CONTRIBUTORS



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1 Scope & Methodology

1.1 OBJECTIVES

The aim of the Civic Centre Feasibility Study is to investigate the extension of the existing Council Chamber and Council Offices on the current site through:

- Purchase of adjoining property to allow a horizontal extension of the existing building; and
- A first floor addition to the existing building.

1.2 SCOPE OF SERVICES AND METHODOLOGY

The methodology employed in preparing the Civic Centre Feasibility Study will involve:

- a) Preparation of a Design Brief for the Council facilities within a 20 year horizon which will include;
 - Existing facilities to be reviewed through a site inspection and examination of existing documentation including an inventory of the existing facilities and levels of usage;
 - The key staff, their roles and inter-relationships will be documented based on the information provided by Council;
 - Space Data sheets for the distinct activity areas to be accommodated in the building will be prepared noting their functional requirements and relationship to each other and the site;
 - The expected level of environmental performance will be established
 - The level of quality, and what this means to everyone involved, will be discussed and agreed.
- b) Preparation of Site Analysis for the site which will address;
 - The site in terms of contours and pertinent spot levels; type size and location of existing vegetation; existing buildings (and any which could be retained); fences, boundaries, easements, and any road realignment lines; any contaminated soils and filled areas, where relevant;
 - Views to and from the site; access and connection points; drainage and services; the orientation, microclimate and noise nuisance sources; features of environmental, cultural or heritage significance;
 - The surrounds in terms of the use on adjacent and opposite properties and location of buildings; pedestrian and traffic circulation patterns; views and solar access enjoyed by adjacent neighbours; major trees on adjacent properties; characteristics of any adjacent public open space; street frontage features such as poles, street trees, kerb crossovers, bus stops and services; the built form and character of adjacent and nearby development
 - Direction and distance to local shops, schools, public transport, parks and community facilities.
- c) Preparation of Concept Plans for the building;
 - The concept plans will focus on the floor layout and site planning. The sketches culminate in an overall plan for the site, floor layouts, as well as schematic sections to illustrate the general form of the building. An appropriate scale for the information to be provided is 1:200.
- d) Preparation of a Final Report which assesses the feasibility of extending the existing Council building based on a comparison with a per square metre rate of likely building costs (from published industry data), if relocation of the building occurred.

1.3 DELIVERABLES

The final Civic Centre Feasibility Study will include the documents noted below.

- a) A comprehensive brief defining Council facilities with a 20 year horizon;
- b) Site analysis plans for the existing site;
- c) Concept Plans for the redevelopment of the existing building
- d) A summary report advising the feasibility of extending the existing Council building;
- e) A one-two page summary document of the outcomes of the report

1.4 EXCLUSIONS

- a) The Structural and Building Services reports
- b) Concept plans for a preferred alternative site

2 Introduction

2.1 WHAT IS A FEASIBILITY STUDY?

This document provides a Design Brief, an analysis of the existing conditions, a Concept Design and a Feasibility Assessment of the Break O' Day Civic Centre. The Brief is a written document for a project developed jointly by a person representing a business or council and the architect. The document is focused on the desired results of design – not the aesthetics. Design briefs are used in consulting engagements, when a design firm executes a design on behalf of a client. For further information see appendix A. FAQ - Project Brief.

The Feasibility Assessment shall consider the Design Brief, the existing conditions and the Concept Design and test at the viability of the proposal for the next 20 years. This assessment will examine the option to purchase the adjoining property to allow a horizontal extension of the existing building and a first floor addition to the existing building. These extensions shall be compared to the relocation of the building to a new site, using a per square metre rate of likely building costs from published industry data.

2.2 THE CLIENT

The Brief and Feasibility Study has been prepared for the Break O' Day Council, Tasmania. The Civic Centre is the principal administrative centre for the Councillors and staff of the Break O' Day Council. The Break O' Day Council services the 3,809 square kilometres of north-eastern Tasmania with a population of 6,000 that doubles during peak tourist seasons.

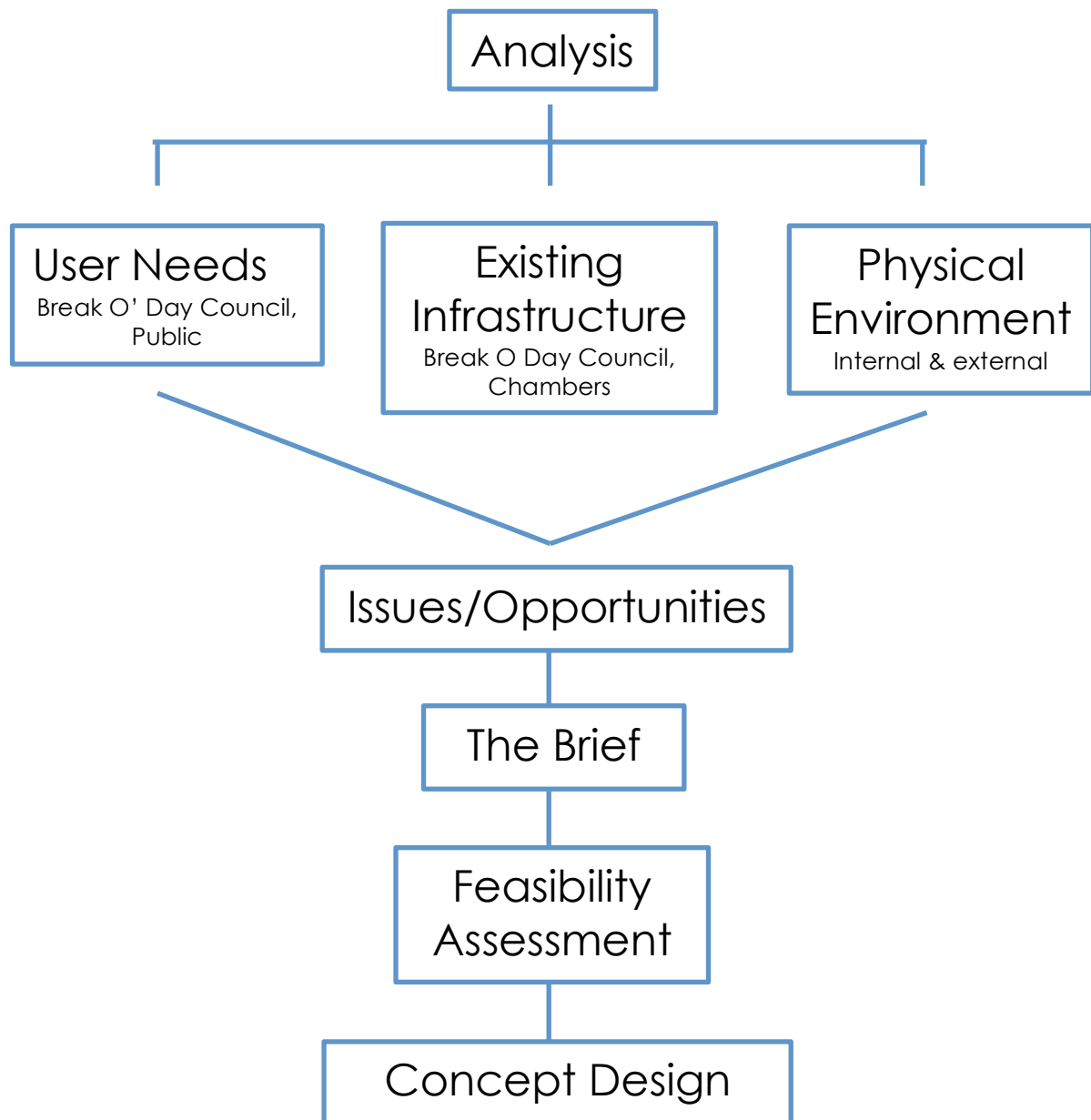
This document is to analyse the existing physical conditions of the Civic Centre and the social relationships that occur in the current layout. The feasibility assessment shall test the likelihood of maintaining the Civic Centre at its current site, for the Break O' Day Council for the next 20 years.

2.3 THE ARCHITECTS

As apart of the TCG Planning team, Architects Edmiston Jones (AEJ) has prepared this document under the Municipal Management Plan (MMP) 2013, as authorised by the Break O' Day Council.

AEJ's prime objective is to provide highly creative and innovative design solutions delivered with a clear management process that keeps clients involved and informed. Environmentally sensitive buildings that maximise site opportunities, while responding to climate and context, are the outcome of our design process.

2.4 DOCUMENT STRUCTURE

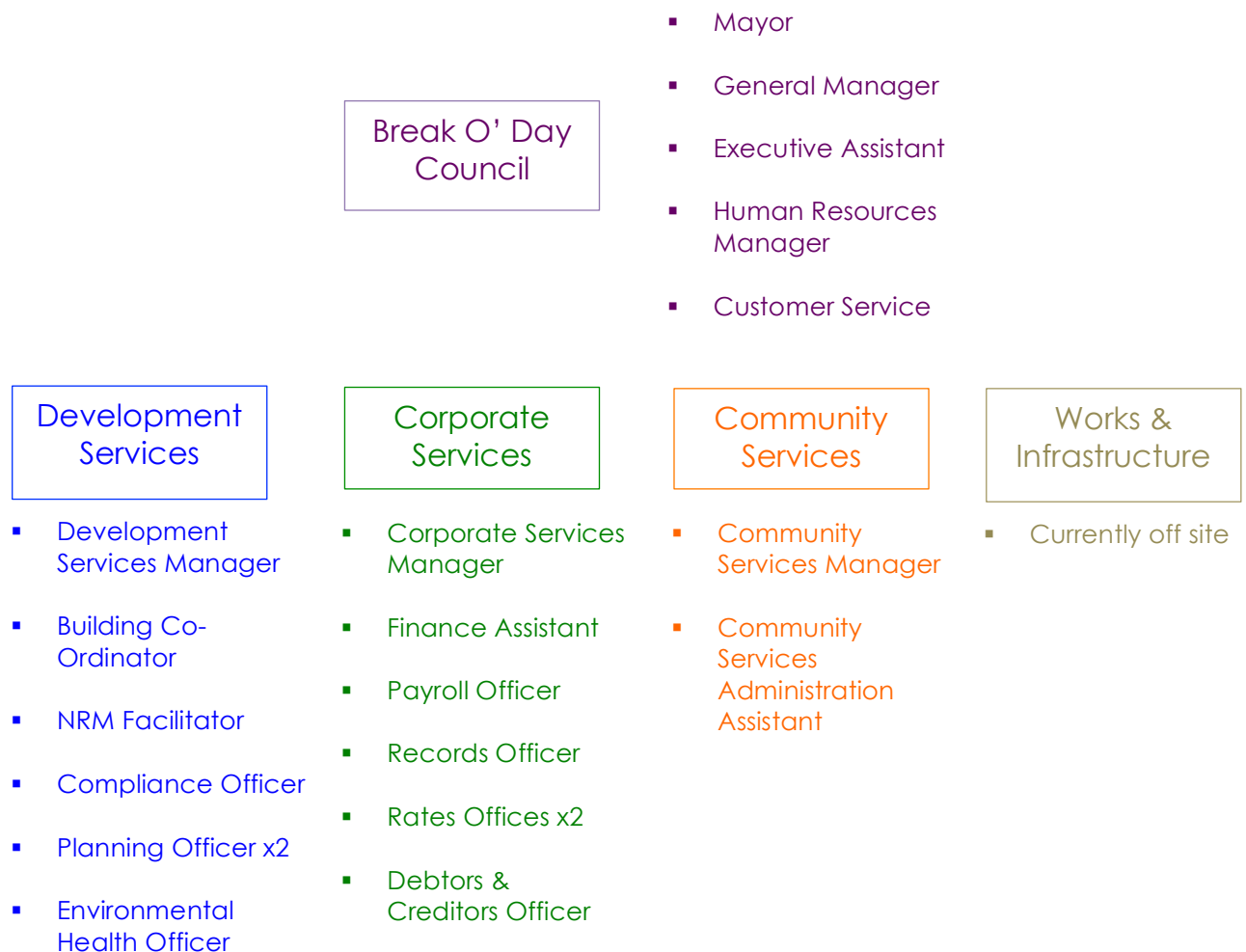


3 People

3.1 THE BREAK O' DAY COUNCIL

The Break O' Day Civic Centre is the council headquarters for the Break O' Day Municipality. The centre also doubles as a court chambers and public meeting space. The physical spaces are offices, meeting rooms, chambers and amenities. The council structure is illustrated below.

Figure 3.1



3.2 FUTURE COUNCIL GROWTH

The Council Staff survey shows (see appendix B. Council Staff) the Break O' Day Council staff is not expected to grow for the next 20 years. The results of this survey expects that the Civic Centre site has enough physical space and amenities for the staffing of council until 2032.

3.3 SPATIAL RELATIONSHIPS

To investigate the relationships of the Break O' Day Civic Centre, Space Data Sheets were distributed amongst the employees (see appendix C. Space Data Sheets). Results from this study show the following observations.

General observations from council staff responses to the space data sheets.

- Office used between 8am-5pm.
Chambers used 9am-9pm.
- The most accessed spaces are meeting room 1, toilets, printer/copier, IT officer and the staff room.
The least accessed spaces are the storerooms and the judge's office.
- Staff require secure rooms or, as a minimum secure storage, for files of a sensitive nature such as development proposals and personal information about the public.
- Some staff are at council 3 days a week.
The Judge's office is under utilised (occupied once a month) with the toilet facilities rarely used. In this instance there is a potential for office sharing.
- There was no personal response to the current condition of the office spaces. Qualitative answers or suggestions regarding finishes or furnishings to spaces were not specific and limited. Comments on the microclimates of the office spaces were minimal.
- The Council Staff survey suggests no new office space or an increase in staff numbers for the next 20 years however, the space data sheets indicate that extra spaces are needed. Two extra rates officers [trainee, auditor], as well as an extra customer service position.
- Generally each department needs to be in contact with each other and the administration staff. Strong direct links were indicated between;
 - The Development Services Manager, Planning Officers and the Administration staff
 - The General Manager and the Customer service staff
 - Payroll Officer and the Human Resources Manager
 - Rates Officers and the Finance Officer
 - All staff require access to meeting rooms

Negative

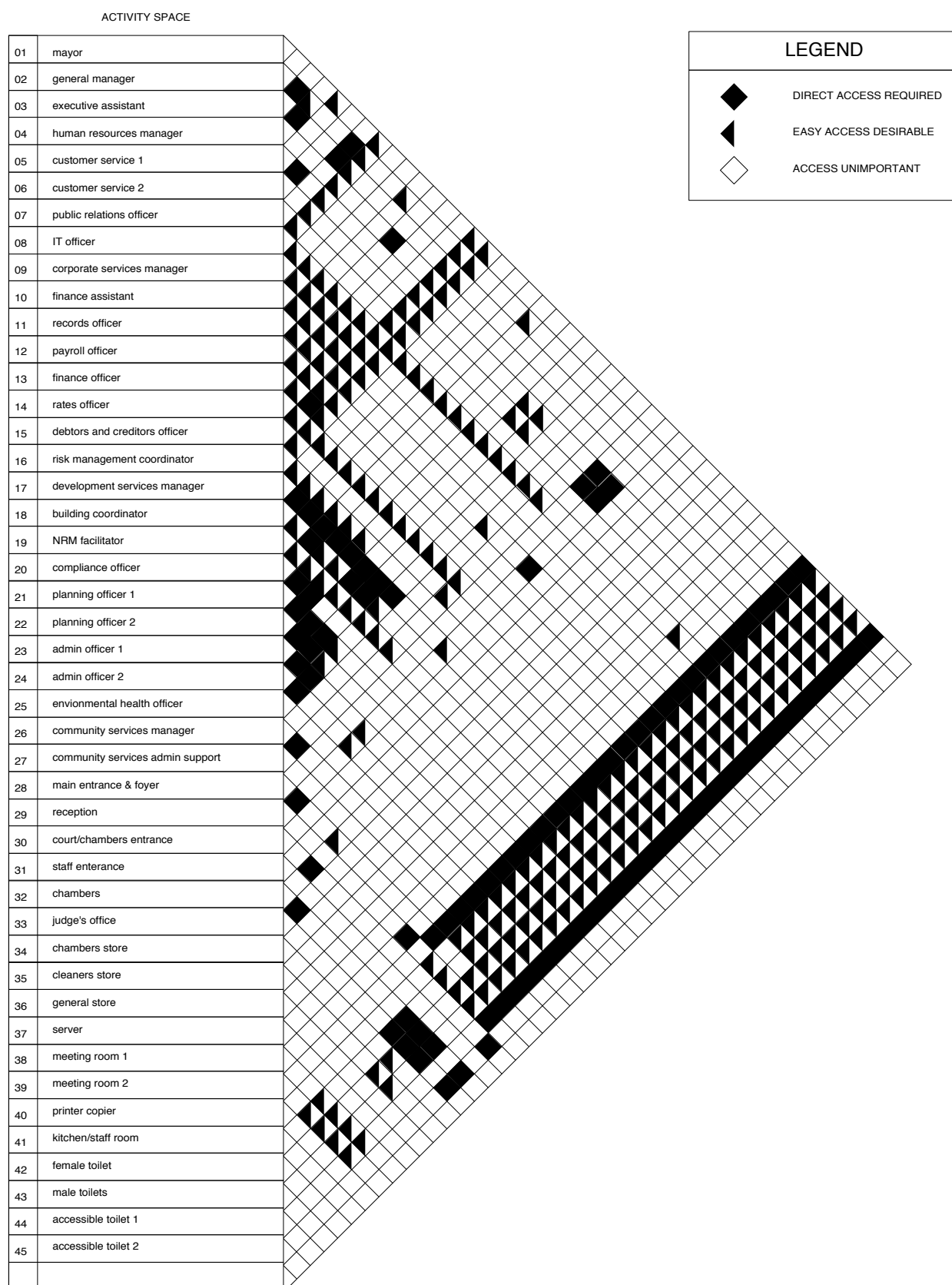
- Acoustics.
For those that specified flooring types all chose carpet, this may be a response to poor acoustic performance.
- Lighting.
For those that specified finishes on walls, the colour white was predominant suggesting poor light quality in many staffed areas.
- The chamber is the most occupied area with a high flow of visitors however it does not have access to a kitchen.

The access required between the Council staff has been expressed in figure 2.2 Space Relationships Diagram.

Figure 3.2

Space Relationship Diagram

For the Break O' Day Council Civic Centre



4 Environmental Performance

4.1 ASPIRATIONS FOR THE CIVIC CENTRE

The Break O' Day Council are committed to the environmental upgrade of the Civic Centre. The feasibility and subsequent concept design for the Civic Centre is consistent with the Municipal Management Plan's (MMP) emphasis on the future sustainability of the area. Applications to the Government Community Energy Efficiency Program (CEEP), and the inclusion of an Environmental Performance evaluation as a part of this brief, showcases the Councils' fundamental role in presenting itself as a sustainable and forward thinking body within the community.

The Civic Centre is a longstanding building that has been added to over the years. Section J of the Building Codes of Australia (BCA) specifies the minimum environmental requirements for all building types. The most recent extensions to the Civic Centre in 2008 pre date the commencement of Section J. Recommendations from the Site Analysis and the subsequent concept designs will suggest improvements to the Civic Centre to meet these requirements.

Further to the minimum requirements other environmental rating tools can be used to assess the performance of the building these include;

- Green Star as run by the Green Building Council Australia (GBCA) is a sustainability assessment process that, using prescriptive measures set out by the GBCA rates and awards registered developments. The registration of a building for Green Star can be expensive for a developer (starts at about \$16,000), however it is very common to have the assessment done without registering it.
- NABERS is an energy-rating tool that looks at the consumption data (electricity, water, gas used and other on site waste produced) over a 12-month period. The building is given an energy rating. This data is used to put in place design measures in the confidence for a better rating the following years.
- Living Building Challenge is an environmental assessment tool with elements of the Green Star and NABERS as apart of the valuation process. This tool differs as the assessment process looks beyond the building envelope and how the development can contribute to the immediate environment and lives of people it surrounds.

General observations gathered from space data sheets suggest that lighting quality could be improved. The building is internally focused with 33% of floor space allocated to circulation; this suggests that air quality alongside heating and cooling could be an issue. An energy audit is recommended for accurate data on energy, water and gas consumption and waste produced by the building.

5 Quality

5.1 WHAT IS QUALITY?

The quality of the indoor environment has a significant impact on staff health, wellbeing and overall satisfaction in the work place. Improving the air, light and thermal quality of a space offers value to Council with increased staff productivity and retention. Making 'Green' selections in materials and construction, to work spaces that offer a sense of personal control for the comfort of its occupants, creates a comprehensive improvement to the indoor environment quality.

Site assessment and discussions with Council on the 13th February 2013 indicated that staff value the following qualities in the workplace;

- Functional workspaces, enough storage, desk space
- General secured storage and personal secured storage
- Equal access to meeting room/spaces
- Visual and physical connections to other staff members
- Adequate and safe parking facilities
- Equitable and approachable foyer area. Where the public meets with Council.
- Prefer a staged development strategy as to not interrupt the running of the Council
- Sustainable and energy efficient building upgrades
- To remain where they are for the next 20 years.

Improvements to the quality of the Civic Centre made recently include,

- Replacement of all light fittings to energy efficient fluorescents
- Instant hot water system in kitchen/staff room
- Remove ducted air conditioning from front glazed offices and replaced with energy efficient heat pumps. The results show increased the air conditioning efficiency to the rest of the building. Individual temperature controls for the front glazed offices decrease energy consumption. The thermal performance of these areas nevertheless requires investigation.

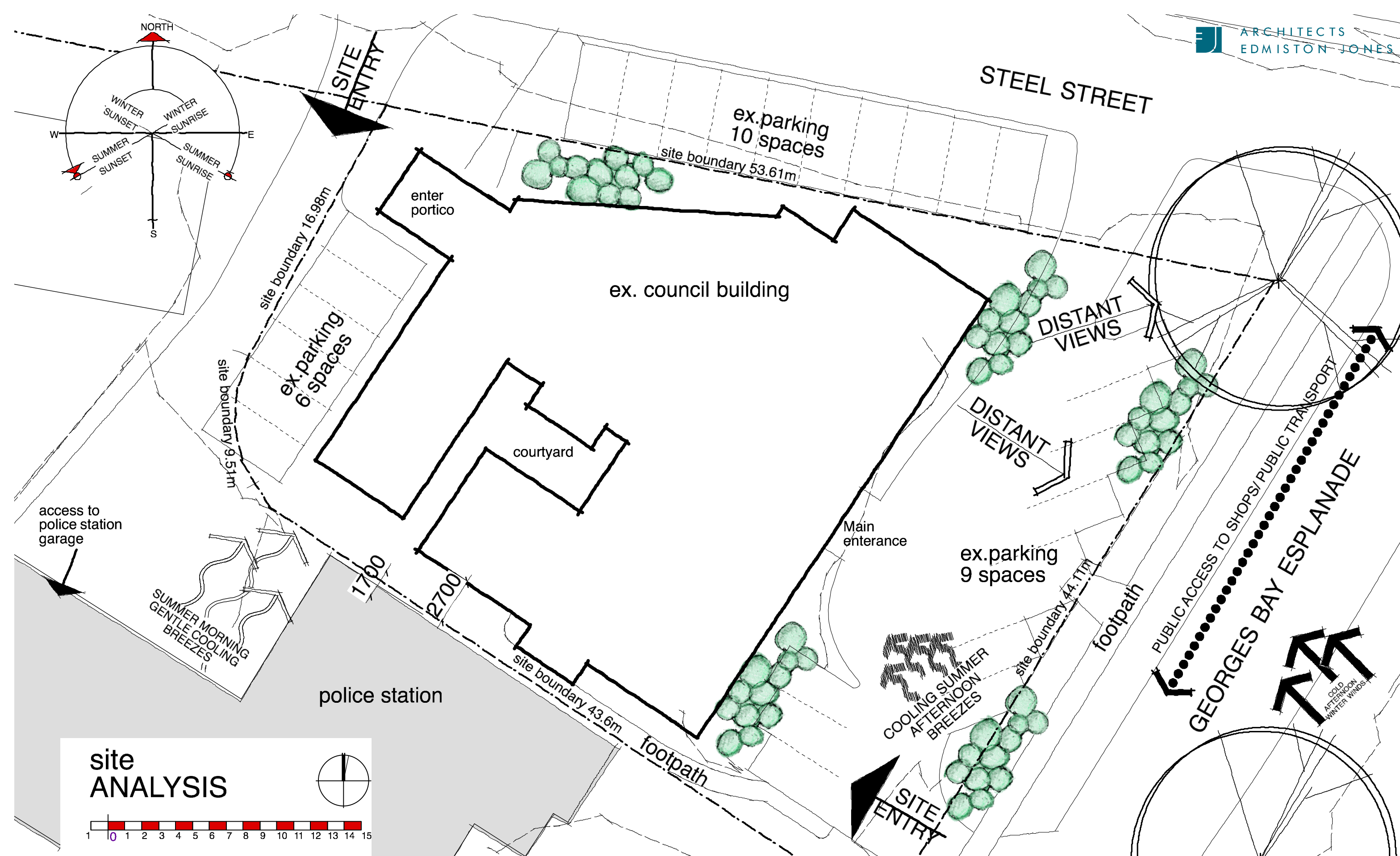
5.2 QUALITATIVE FUTURES

Quality focused design aspires to social change and has the potential to generate boarder contributions to the community. The community benefits as Council lowers costs by retrofitting Council facilities for expected growth and reduced energy consumption instead of proposing new development.

Further improvements to consider in concept design and redevelopment;

- Flexible work stations for visiting consultants or part time staff
- Further efficiencies to the air conditioning system and opportunities for passive ventilation practices
- Investigate insulation in walls and roofs for improved thermal performance
- Further improvements to lighting efficiencies with increases to daylight and task lighting
- Blue / Green design where all staff have access to views of the sky and to gardens, trees or plants
- Plants improve indoor air quality by removing moisture and noxious off gassing materials and chemicals
- Investigate Cradle-to-Cradle materials, finishes and furnishings. Currently all office furniture is custom built owing to the varied angles of the office spaces and consequently out dated due to the expense of replacement.
- Improved sound and acoustic performance

6 Site Analysis



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SA 1



STEEL STREET

GEORGES BAY ESPLANADE

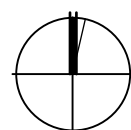
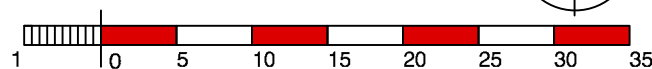
MARINA PARADE

ex. council building

police station

MEDEA COVE

external
photos



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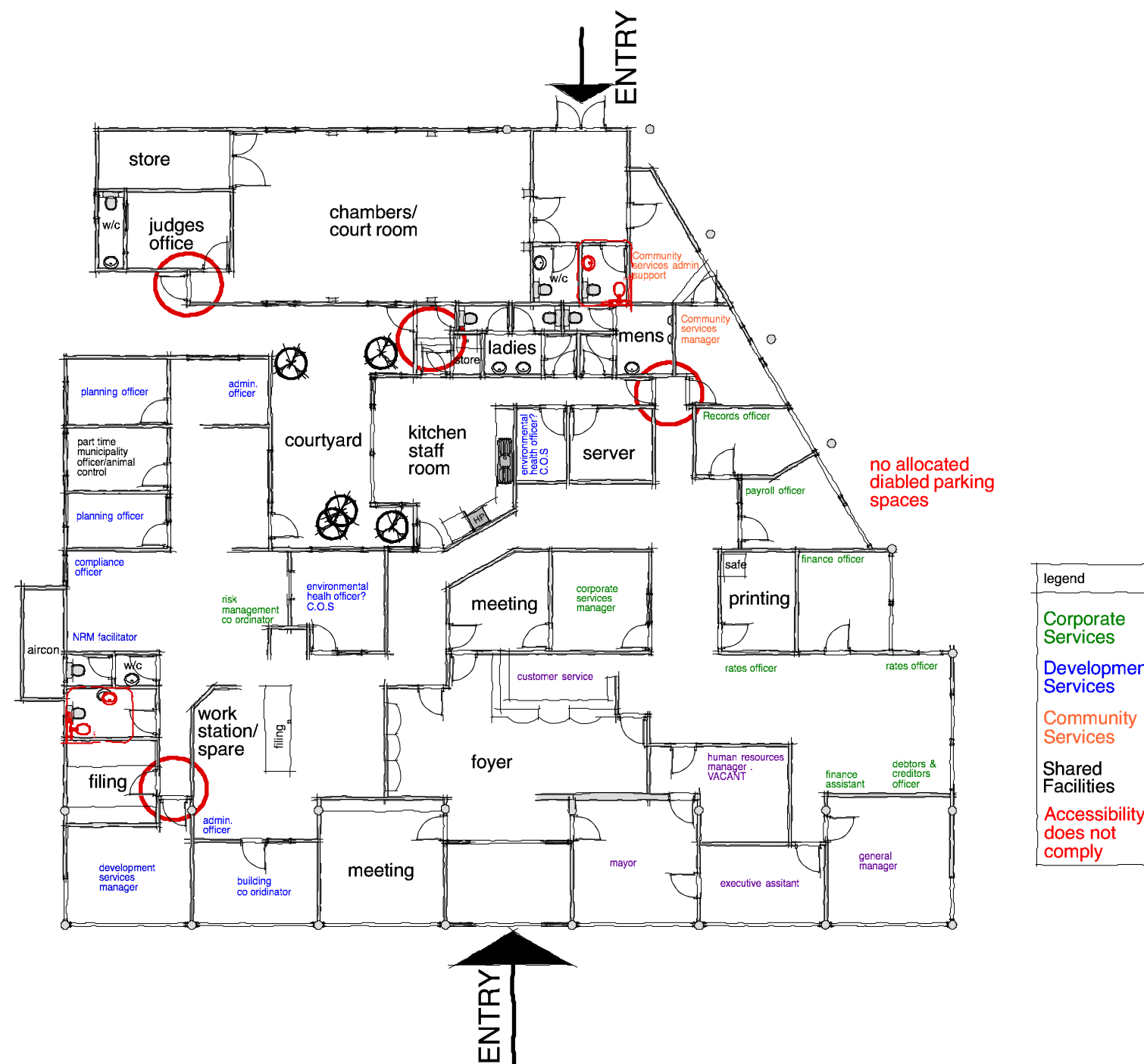
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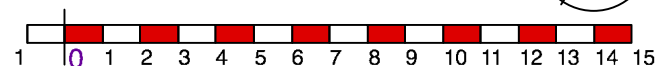


Break O Day Council Chambers
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SA 3



accessibility
assessment



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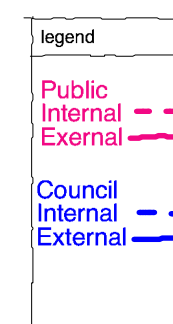
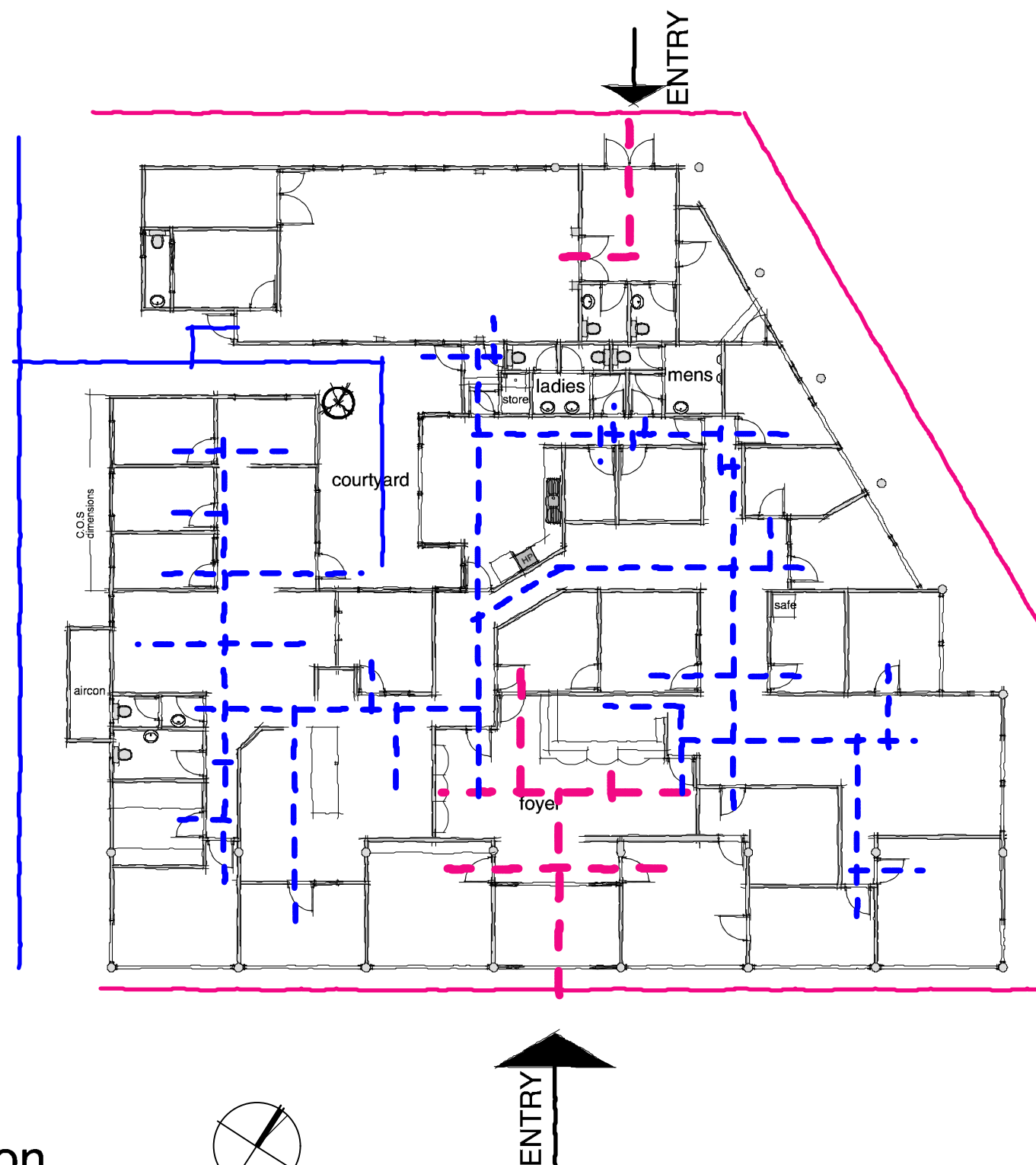
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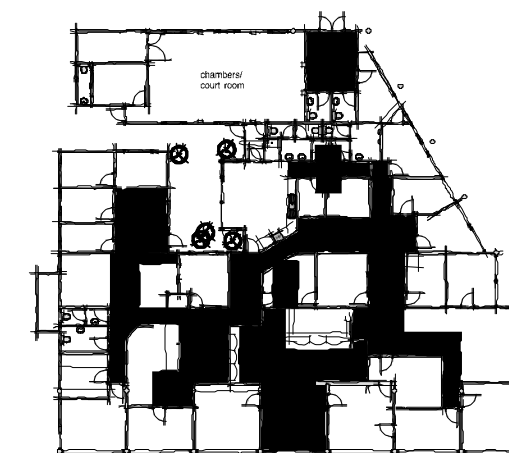
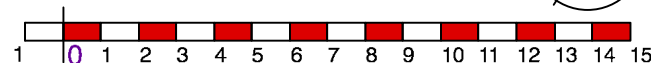
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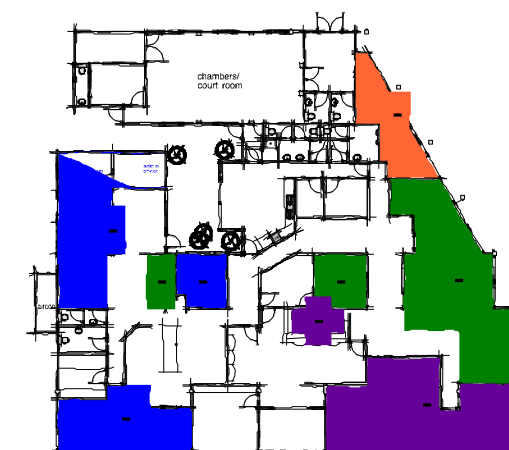
SA4



current
circulation



circulation 35%



departments 39.7%



staff amenity 25.3%

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SA5

7 Feasibility Assessment

7.1 CONTEXT

The location of the Civic Centre along George's Bay foreshore, positioned at the entrance of St Helens, the Break O' Day Council has primary place to present sustainable design to the community as apart of the municipality's Strategic Vision.

7.2 THE SITE

The analysis and research illustrates the site can accommodate the necessary extensions and upgrades to the Break O' Day Civic Centre. Surrounding properties including the Police Headquarters and the vacant land the northwest permits potential relocation of parking facilities to extend the Civic Centres life on site beyond the 20-year benchmark.

7.3 THE BUILDING

Options to purchase and develop adjoining property and/or a first floor extension were not supported, as future growth of the Civic Centre was not expected over the next 20 years (see appendix B – Council Staff) and the Council can be sustained by the current layout.

The Concept Design illustrates ground floor extensions to the Civic Centre. These extensions are to future proof the functionality of the building by adding greater levels of amenity for the staff to exceed the 20-year lifespan forecast.

7.4 STAY OR REBUILD

New development with a medium to high level of commercial finish can be costed at \$2,400 per square metre (see Appendix D – Construction Costs Per Square Metre). Commercial retrofits can be estimated in the order of 50% of new construction costs. Exact costing's for the extensions and the retrofit of the existing building, per square metre, cannot be obtained, as there is limited industry data. In consultation with Piruse Construction Pty Ltd in May 2013 the following estimates were advised;

Costing Break Down - STAY

Extension 1 – East Elevation	63sqm	\$2,000sqm	\$126,000
Extension 2 – North elevation	15sqm	\$2,000sqm	\$30,000
Internal alterations			
excluding major demolition work	283sqm	\$1,400-1,600sqm	\$396,200-452,800
Foyer alterations	73sqm	\$2,000sqm	\$146,000
Internal major demolition work	141sqm	\$ 100sqm	\$ 14,100
		Total cost	\$712,300-768,900

Costing Break Down - REBUILD

A new development of basic masonry and glass construction is,			
Ground floor only	805sqm	\$2,200sqm	\$1,771,000
2 storey development	805sqm	\$2,400sqm	\$1,932,000

These estimates are based on industry data available for Sydney, NSW. The regional variation for Hobart, Tasmania is approximately 87-97% of the above-mentioned costs. (See Appendix D – Construction costs per square metre –Regional Variations)

7.5 DESIGN VALUES

The following design values have arisen after subsequent considerations on the issues identified in this brief. The Concept Designs for the alterations and additions to the Break O' Day Civic Centre reflect these values.

External treatments

- Safe and equitable access such as pedestrian footpaths, walkways, ramps and passive surveillance of all entrances
- Public activation of the streetscape, the relocation and redesign of the surrounding car parking to provide public services around the site

Internal treatments

- Improved spatial relationships for staff, micromanaging of offices and workstations for effective internal circulation through the building
- Equal access to all areas such as accessible toilet, hallway and doorway upgrades, ramps, walkways and views to the sky and the landscape
- Energy consumption reductions including passive heating, cooling, ventilation and lighting

8 Concept Design

ROOMS

- 01 MAYOR
02 GENERAL MANAGER
03 EXECUTIVE ASSISTANT
04 HUMAN RESOURCES MANAGER
05 CUSTOMER SERVICE 1.
06 CUSTOMER SERVICE 2.
07 PUBLIC RELATIONS OFFICER
08 IT OFFICER
- 09 CORPORATE SERVICES MANAGER
10 FINANCE ASSISTANT
11 RECORDS OFFICER
12 PAYROLL OFFICER
13 FINANCE OFFICER
14 RATES OFFICER
15 DEBTORS AND CREDITORS OFFICER
16 RISK MANAGEMENT COORDINATOR
- 17 DEVELOPMENT SERVICES MANAGER
18 BUILDING COORDINATOR
19 NRM FACILITATOR
20 COMPLIANCE OFFICER
21 PLANNING OFFICER 1.
22 PLANNING OFFICER 2.
23 ADMIN OFFICER 1.
24 ADMIN OFFICER 2.
25 ENVIRONMENTAL HEALTH OFFICER
- 26 COMMUNITY SERVICES MANAGER
27 COMMUNITY SERVICES ADMIN
SUPPORT
- 28 FOYER
29 RECEPTION
30 COURT/CHAMBERS ENTRANCE
31 STAFF ENTRANCE
32 CHAMBERS
33 ARCHIVE FILING
34 CHAMBERS STORE
35 CLEANERS STORE
36 SAFE
37 SERVER
38 MEETING ROOM 1.
39 MEETING ROOM 2.
40 PRINTER
41 KITCHEN/STAFF ROOM
42 FEMALE TOILET
43 MALE TOILET
44 ACCESSIBLE TOILET 1.
45 ACCESSIBLE TOILET 2.
46 KITCHENETTE
47 PART TIME MUNICIPALITY OFFICER
48 MEETING 3.
49 RATES OFFICER 2.
50 SPARE WORKSTATION
51 HOTDESKS
52 FILING
53 STORE

LEGEND

- CORPORATE SERVICES DEPT.
COUNCIL DEPT.
DEVELOPMENT SERVICES DEPT.
COMMUNITY SERVICES DEPT.
GENERAL SERVICES AREAS
- BOUNDARY
--- CONTOURS
--- EXISTING WALLS
--- NEW WALLS
--- DEMOLISHED WALLS
--- LANDSCAPED AREA
--- AUSTRALIAN HEIGHT DATUM

REV.	DESCRIPTION	DATE
A	AMEND ROOM LOCATIONS	22/5/14



concept floor
PLAN



Civic Centre Feasibility Study
For The Break O Day Council
At George's Bay Esplande, St Helen's

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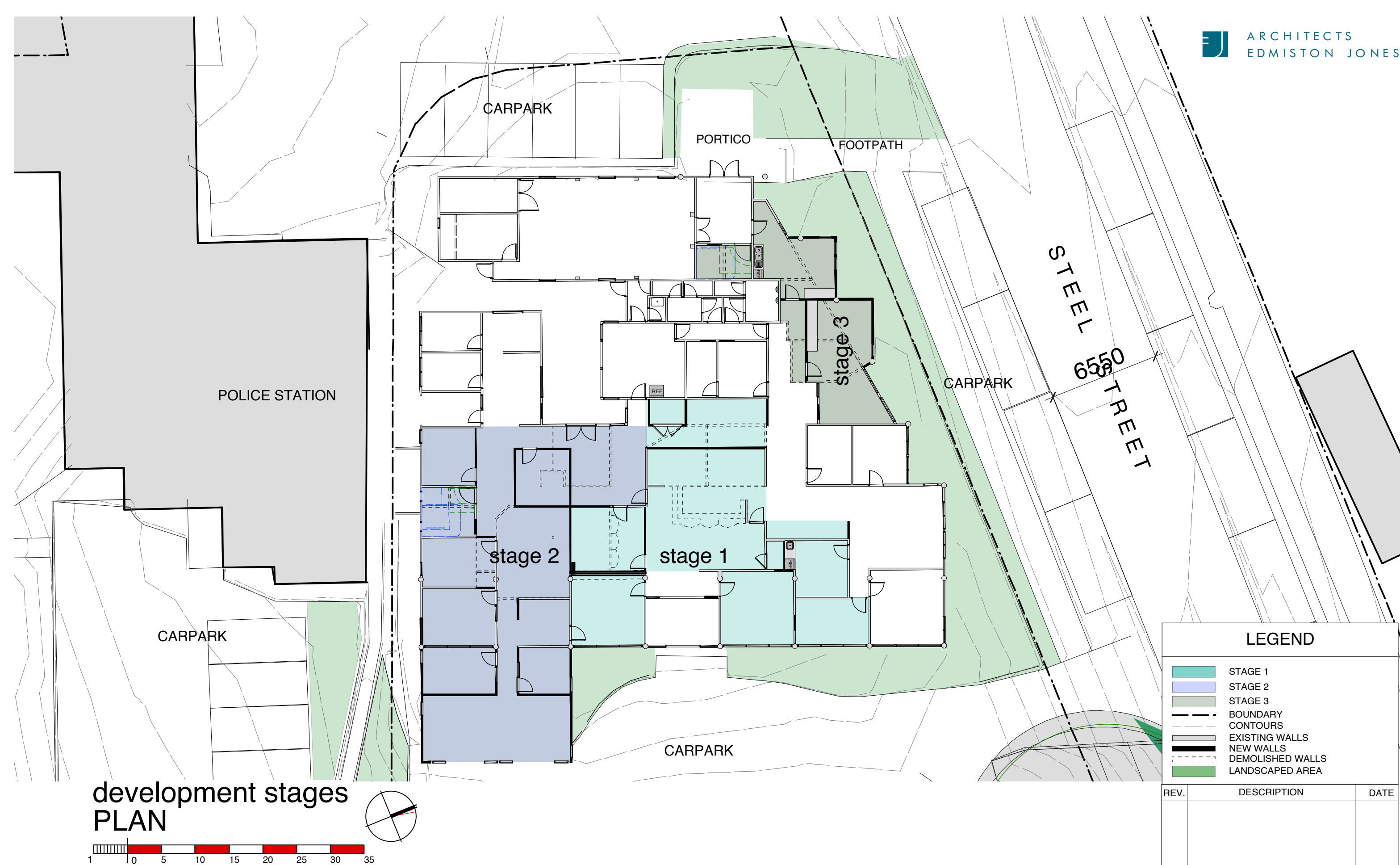
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S2/2 A



Civic Centre Feasibility Study For The Break O Day Council At George's Bay Esplande, St Helen's

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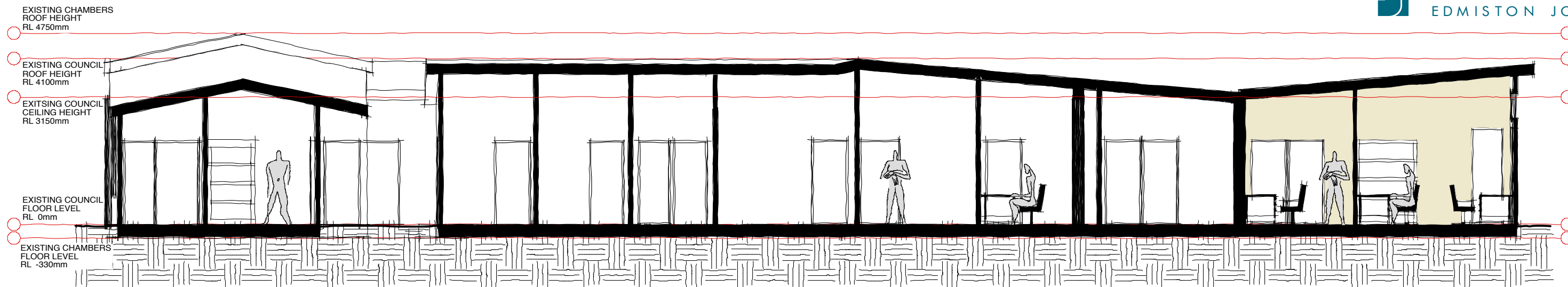
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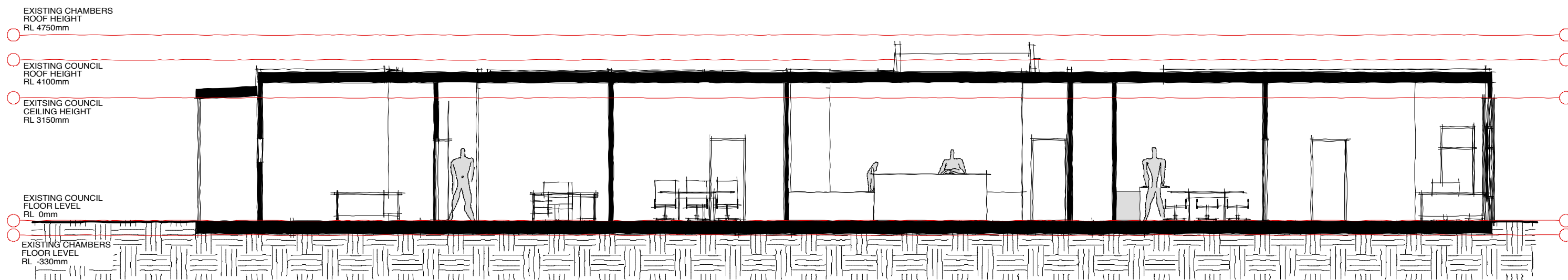
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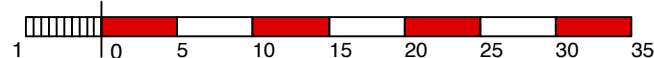


SECTION A



SECTION B

concept
SECTIONS



REV.	DESCRIPTION	DATE

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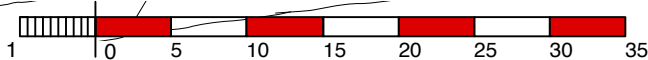
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S2/4



concept
PERSEPCTIVE



REV.	DESCRIPTION	DATE

Civic Centre Feasibility Study For The Break O Day Council At George's Bay Esplande, St Helen's

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F 02 44 221 963

BATEMANS BAY
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Batemans Bay
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F 02 44 221 963

PROJECT #: 12-0023
DWG DATE: 15.04.13
DRAWN: RM
CHECKED: -
SCALES: nts @ A3

S2/5



concept
PERSEPCTIVE



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S2/6

9 Summary Statement

This report advises that the Civic Centre remain at its current location. The results of the Site analysis, Staff Survey, Space Data Sheets, on site inspection and Staff consultation indicate the current layout will provide the Council with 20 more years of use.

Improvements to the function and amenity, for the benefit of the staff, have been explored in the concept design within a 75 square metre extension and internal refurbishments. These alterations would see the Civic Centre extend its lifespan past the 20-year horizon.

Remaining on site and retrofitting the current building will cost approximately half that of a new development. The community benefits as Council lowers costs by retrofitting Council facilities and reducing energy consumption instead of proposing a new development. The concept plans outline the potential for a staged redevelopment that would allow the Council to complete the alterations and additions as the funds become available further easing financial pressures of a new development.

Appendix

A FAQ – Project Brief



Date: December 2011

FAQ – PROJECT BRIEF

The "brief", in the context of a building project, is

"A statement of all the relevant information necessary for the commencement and execution of an architectural design and the program for its implementation".

The architect works with the client in close consultation to ensure the detailed requirements are understood and documented by all parties involved in the project.

Why is a clear brief essential?

- Accurately defining the brief at the outset of the project is critical to lay the foundation for all subsequent design decisions.
- The possibility of the project 'drifting', and time wasted, is avoided,
- The success of the outcome of the project can be measured,
- The possibility of a dispute due to misunderstandings is reduced and
- The architect can do the best job if the objectives are clear.

What does a brief look like?

A brief is a written document that might be anything from a single page to a multiple volume set of documents. There are no absolute rules and the information may be comprised of written statements or lists; clippings from magazines; images of existing spaces; samples of materials etc ...

What not to do!

The temptation is to do the architect's job by preparing a draft of the plan to capture your ideas. Offering a part solution dilutes the raw data driving the project and limits the opportunity for an imaginative and innovative solution.

Some guidelines ...

Any project brief should, ideally, address the following:

Aspirational Statement

A succinct overview of the prime objective of the project or the key issue to be resolved.

Responsibilities.

The key players and their roles and responsibilities should be defined.

The Process.

The sequential steps to be taken to achieve the outcome must be documented possibly in a chart with milestones or hold points identified.

Functional Requirements

The spaces or activities to be accommodated in the building should be listed noting their relationship to each other and the site. Priorities should be established for the orientation and aspect of each space as well as its size. The size of the space is best specified by defining purpose, for example, the number of people to be seated or the furniture required for the activity.

Environmental Performance

The expected level of environmental performance should be established. Minimum standards are stipulated by Government regulations however higher standards

Quality

The level of quality, and what this means to everyone involved needs to be discussed and agreed.

Budget and time program

And, most importantly, the financial and timing constraints for the project needs to be stated and reaffirmed through the design process.

Procurement

Although this does not need to be finalised at the outset of the project, the client should consider the process of procuring the building. Think about the extent of your involvement and your availability.

Finally ...

Expect the design process to challenge your presumptions. It should ask you to test each element of the project from the standpoint of the objectives articulated in your brief.

¹: Terms in Practice - A Dictionary for Australian Architects - David Stanton

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TASMANIA
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Prospect
TAS 7250
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F 03 6343 1668

Appendix

B Council Staff



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan – Civic Centre Feasibility Study
For: Break O'Day Council
Job N°: 12-0023
Date: 26 September 2012

COUNCIL STAFF

COUNCIL STAFF	Current 2011	5 year horizon	10 year horizon	20 year horizon
Mayor	1	1	1	1
General Manager	1	1	1	1
Executive Assistant	1	1	1	1
Human Resources Manager	1	1	1	1
Customer Service	2	2	2	2
CORPORATE STAFF				
IT Officer	1	1	1	1
Corporate Services Manager	1	1	1	1
Finance Assistant	1	1	1	1
Records Officer	1	1	1	1
Payroll Officer	1	1	1	1
Finance Officer	1	1	1	1
Rates Officer	1	1	1	1
Debtors and Creditors Officer	1	1	1	1
Risk Management Coordinator	1	1	1	1
DEVELOPMENT SERVICES				
Development Services Manager	1	1	1	1
Building Coordinator	1	1	1	1
NRM Facilitator	1	1	1	1
Compliance Officer	1	1	1	1
Planning Officer	2	2	2	2
Admin Officer	2	2	2	2
Environmental Health Officer	1	1	1	1
COMMUNITY SERVICES				
Community Services Manager	1	1	1	1
Community Services Admin Support	1	1	1	1

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Appendix

C Space Data Sheets



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

01 MAYOR

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

 per week

FURNITURE REQUIRED

Desk
Chair
Computer
Meeting Table

4 Guest Chair
Printer

STORAGE/ FILING REQUIRED

Lockable Cupboard/Drawers

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...	Good links to...	Incompatible links...
	Front Counter	

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☒
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N°
Data Outlet ☒ N°
Phone Outlet ☒ N°
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor	Wall	Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

02 GENERAL MANAGER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8 am	per day
5 pm	per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk
Chair
Meeting Table
6 Guest Chairs

Computer

STORAGE/ FILING REQUIRED

Lockable Drawers
Wall Unit/Cupboard with Doors

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Executive Assistant
Public Relations Officer

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☒
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N°
Data Outlet ☒ N°
Phone Outlet ☒ N°
☐ N°

SPECIAL EQUIPMENT

Electronic Whiteboard (wall mounted)

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

03 EXECUTIVE ASSISTANT

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8 am	per day
5 pm	per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk
Chair
Shelving
2 Guest Chairs

Printer
Computer (2 screens)

STORAGE/ FILING REQUIRED

Cupboard (lockable)
Filing cabinets (lockable)
Drawers

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

General Manager
Public Relations Officer

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☒
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N°
Data Outlet ☒ N°
Phone Outlet ☒ N°
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

04 HUMAN RESOURCES MANAGER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8.20 am per day
5.00 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Chair

Desk

STORAGE/ FILING REQUIRED

Lockable Filing Cabinet/Drawer

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Payroll Coordinator

Risk and Safety Manager

Good links to...

General Manager

Incompatible links...

Front Reception

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☒
Natural Ventilation ☒
Acoustic separation ☒ important

UTILITY SERVICES

Power Outlet ☒ N° 3+
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Carpet

Wall

Any

Ceiling

Any

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

05 CUSTOMER SERVICE 1

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

4 am	per day
5 pm	per day

DAYS OCCUPIED

5	per week
---	----------

FURNITURE REQUIRED

Desk	...
Chair	
Cash Drawer	

STORAGE/ FILING REQUIRED

Filing Cabinet
Cupboard

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...	Good links to...	Incompatible links...
Reception	Other admin areas	
Foyer/Entry		
Customer Service 2		

ENVIRONMENTAL REQUIREMENTS

Natural Daylight	<input type="checkbox"/>
Artificial light	<input type="checkbox"/>
Natural Ventilation	<input type="checkbox"/>
Acoustic separation	<input type="checkbox"/>

UTILITY SERVICES

Power Outlet	<input checked="" type="checkbox"/>	N° 2
Data Outlet	<input checked="" type="checkbox"/>	N° 1
Phone Outlet	<input checked="" type="checkbox"/>	N° 1
	<input type="checkbox"/>	N°

SPECIAL EQUIPMENT

Reception Style
Phone Equipment

PREFERRED FINISHES

Floor	Wall	Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

06 CUSTOMER SERVICE 2

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

4 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk

Chair

Cash Drawer

...

STORAGE/ FILING REQUIRED

Filing Cabinet

Cupboard

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Reception

Foyer/Entry

Customer Service 1

Good links to...

Other Admin Areas

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☐
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 2
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

Reception Style
Phone Equipment

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

07 PUBLIC RELATIONS OFFICER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8 am per day
5 pm per day

DAYS OCCUPIED

3 per week

FURNITURE REQUIRED

Desk

Chair

Computer

Shelving

...

STORAGE/ FILING REQUIRED

Lockable Drawers

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

General Manager

Executive Assistant

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☒
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N°
Data Outlet ☒ N°
Phone Outlet ☒ N°
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
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Date: 29 October 2012

08 IT OFFICER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

3

HOURS OCCUPIED

4 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk
2 Chairs

Workbench

STORAGE/
FILING REQUIRED

Two sets of shelves
Cupboard

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Incompatible links...

Server Room
All Staff

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☒
Natural Ventilation ☒
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 8
Data Outlet ☒ N° 10
Phone Outlet ☒ N° 6
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

Room needs to be locked
Room needs good ventilation



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

09 CORPORATE SERVICES MANAGER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

3

HOURS OCCUPIED

4 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk

Chair

2 Visitor Chairs

Drawers

STORAGE/ FILING REQUIRED

Set of Shelves or Filing Cabinet

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Corporate Services Team

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☒
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 1
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

10 FINANCE ASSISTANT

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

4 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk
Chair

...

STORAGE/ FILING REQUIRED

Shelving
Cupboard

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

.....
.....
.....

Good links to...

Corporate Services Staff
.....
.....

Incompatible links...

.....
.....
.....

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☐
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 4
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
..... ☐ N°

SPECIAL EQUIPMENT

.....
.....
.....
.....

PREFERRED FINISHES

Floor
.....
.....

Wall
.....
.....

Ceiling
.....
.....

REMARKS (eg security, special floor loading etc)

Same as Debtors/Creditors
.....
.....
.....



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

11 RECORDS OFFICER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8.20 am per day
5.00 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk with return

2 Chairs

...

STORAGE/ FILING REQUIRED

Two draw filing cabinet

Shelving unit

Cupboard (for approx. 20 lever arch)

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Front Counter

Good links to...

Other Departments

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒ preferred
Artificial light ☐
Natural Ventilation ☒ preferred
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 2
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Carpet

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

12 PAYROLL OFFICER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

2

HOURS OCCUPIED

8.20 am per day
5.00 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk & Draws

2 Chairs

Mail Drop Box (secure)

Filing cabinets (1 x 3-draw & 2-draw)

Attach diagram of preferred layout if this clarifies your requirements

STORAGE/ FILING REQUIRED

1 very large locked cabinet

1 large bookcase

1 medium bookcase

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Corporate Services

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☒
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N°
Data Outlet ☒ N°
Phone Outlet ☒ N°
☐ N°

SPECIAL EQUIPMENT

2 computer screens

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

Privacy essential due to confidential nature of conversations and information.



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

13 FINANCE OFFICER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

4 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk

Chair

...

STORAGE/
FILING REQUIRED

Shelves

Cupboard

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Corporate Services Staff

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☐
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 4
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

Same as Creditors/Debtors



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

14 RATES OFFICER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

4 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk
Chair

...

STORAGE/ FILING REQUIRED

Shelves
Cupboard

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Corporate Services Staff

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☐
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 4
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

Same as Creditors/Debtors



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

15 DEBTORS AND CREDITORS OFFICER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8.20 am per day
5.00 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Computer/Printer

Chair

Desk space

shelving

STORAGE/ FILING REQUIRED

120 leaver arch files

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Finance Officer

Good links to...

All inside staff

- Community/Development Services

- Governance

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒

Artificial light ☐

Natural Ventilation ☒

Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N° 4

Data Outlet ☒ N° 1

Phone Outlet ☒ N° 1

☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

16 RISK MANAGEMENT COORDINATOR

SPACE DATA SHEET

MAX. NUMBER PEOPLE

2

HOURS OCCUPIED

4 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk

Chair

Visitor Chair

STORAGE/ FILING REQUIRED

Filing Cabinets

Shelves

Cupboards

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

All staff

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐

Artificial light ☐

Natural Ventilation ☐

Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 4

Data Outlet ☒ N° 1

Phone Outlet ☒ N° 1

☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

Privacy for confidential conversations is beneficial



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

17 DEVELOPMENT SERVICES MANAGER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk

Chair

Computer

2 Visitor Chairs

STORAGE/ FILING REQUIRED

Shelves

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Planning Compliance

NRM, 2 x admin

EHO

Building

Good links to...

File storage

Incompatible links...

None

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒

Artificial light ☒

Natural Ventilation ☒

Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N° 2

Data Outlet ☒ N° 1

Phone Outlet ☒ N° 1

☐ N°

SPECIAL EQUIPMENT

None

PREFERRED FINISHES

Floor

Carpet

Wall

Paint (white)

Ceiling

White

REMARKS (eg security, special floor loading etc)

None



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

18 BUILDING COORDINATOR

SPACE DATA SHEET

MAX. NUMBER PEOPLE

6

HOURS OCCUPIED

8 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Chair
2 Visitor Chairs
Space for opening large plans
Cupboards, draws

Large desk space

STORAGE/ FILING REQUIRED

Australian Standards, BCA,
Plumbing Codes, Reference
Materials, Project Management

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Building Admin & Coordinator

Good links to...

· Filing, Printing
· Counter & Admin
· Compliance Officer & D/S staff

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☒
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N° 4
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

Mobile reception for IT

PREFERRED FINISHES

Floor
Carpet

Wall
Plaster

Ceiling
Plaster

REMARKS (eg security, special floor loading etc)

Confidential space required with ample storage



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

19 NRM FACILITATOR

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8.30 am per day
5.00 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Spacious Desk

Book Shelves

STORAGE/ FILING REQUIRED

Requires a lot of storage space for
NRM equipment, whiteboard
1 filing cabinet

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Incompatible links...

General Development Services

Community Development Services

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☐
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N° 1
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☒ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

As the NRM Facilitator we/I require substantial storage for equipment and resources etc



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

20 COMPLIANCE OFFICER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8.20 am per day
5.00 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk (large)

Chair

Book shelves

Draws (3 draw, bottom for files)

Computer x 2 screens

STORAGE/ FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Planners

Building Services Coordinator

Mgr - DS

Good links to...

General Manager

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☒
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N° 5 min
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☒ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

Acoustic separation would be great – very loud and hard to hear when on the phone.



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EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

21 PLANNING OFFICER 1

SPACE DATA SHEET

MAX. NUMBER PEOPLE

3

HOURS OCCUPIED

8 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Chair x 2

Desk

Whiteboard

Noticeboard

PC – double screen

STORAGE/ FILING REQUIRED

Shelves

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Planning Admin

Planning Officers (2)

Good links to...

Building

Health

Works

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☐
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N°
Data Outlet ☒ N°
Phone Outlet ☒ N°
wifi ☒ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Floorboards

Wall

Painted plaster

Ceiling

Plaster/ply

REMARKS (eg security, special floor loading etc)

Convertible space to allow meeting with large plans (A1) etc



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

22 PLANNING OFFICER 2

SPACE DATA SHEET

MAX. NUMBER PEOPLE

2

HOURS OCCUPIED

7 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk

Chairs x 2

Whiteboard

Noticeboard

...

STORAGE/ FILING REQUIRED

Shelves/Cabinet

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Planning Admin

Planning Officer (2)

Good links to...

Building

Health

Incompatible links...

Works

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☒
Natural Ventilation ☐
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N°
Data Outlet ☒ N°
Phone Outlet ☒ N°
wifi ☒ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Carpet

Wall

Plaster

Ceiling

Plaster

REMARKS (eg security, special floor loading etc)

An office without a window behind (overlooking from outside) security issues



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

23 ADMIN OFFICER 1

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8.20 am	per day
5.00 pm	per day

DAYS OCCUPIED

4 per week

FURNITURE REQUIRED

Desk (large with counter around top)

Chair

Drawers

...

STORAGE/ FILING REQUIRED

Shelves

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight	<input checked="" type="checkbox"/>
Artificial light	<input type="checkbox"/>
Natural Ventilation	<input checked="" type="checkbox"/>
Acoustic separation	<input checked="" type="checkbox"/>

UTILITY SERVICES

Power Outlet	<input checked="" type="checkbox"/>	N°
Data Outlet	<input checked="" type="checkbox"/>	N°
Phone Outlet	<input checked="" type="checkbox"/>	N°
	<input type="checkbox"/>	N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

Need more sound proof spaces. When meetings are held in open areas near offices and desks, it can be very distracting. Noise is a huge problem, most offices are not sound proof



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Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

24 ADMIN OFFICER 2

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8.20 am per day
5.00 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk (large with counter around top)

Chair

Drawers

...

STORAGE/ FILING REQUIRED

Shelves

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☐
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N°
Data Outlet ☒ N°
Phone Outlet ☒ N°
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

25 ENVIRONMENTAL HEALTH OFFICER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8 am per day
5 pm per day

DAYS OCCUPIED

2 per week

FURNITURE REQUIRED

Desk with return

Filing cabinets

Shelving

noticeboard

Chair

STORAGE/ FILING REQUIRED

Yes

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Admin Support

Good links to...

Building Supervisor

Plumbing Inspector

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒

Artificial light ☒

Natural Ventilation ☒

Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N°

Data Outlet ☒ N°

Phone Outlet ☒ N°

☐ N°

SPECIAL EQUIPMENT

Vaccine fridge (not in office)

Water samples fridge

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

26 COMMUNITY SERVICES MANAGER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8 am per day
5 pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Desk, drawers

Shelving

2 chairs

Filing cabinet

Computer

Whiteboard

STORAGE/ FILING REQUIRED

Storage required – PA system etc

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☐
Natural Ventilation ☒
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N° 4
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor
Carpet

Wall
White

Ceiling
White

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

27 COMMUNITY SERVICES ADMIN SUPPORT

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8 am per day
5 pm per day

DAYS OCCUPIED

4 per week

FURNITURE REQUIRED

Desk, drawers

Shelving

Chair

Filing cabinet

Computer

STORAGE/ FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Community Services Manager

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☐
Natural Ventilation ☒
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 4
Data Outlet ☐ N°
Phone Outlet ☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor
Carpet

Wall
White

Ceiling
White

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

28 MAIN ENTRANCE & FOYER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

 per week

FURNITURE REQUIRED

Visitor seating – foyer style for 4

STORAGE/ FILING REQUIRED

Display Units

Pamphlet Stands

Noticeboards

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Customer Service/Reception

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☐
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 4
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

Glassed noticeboards for
development notices

PREFERRED FINISHES

Floor

Hard surface

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

Double door entry x 2



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Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

29 RECEPTION

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

<input type="text"/>	per week
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FURNITURE REQUIRED

Counter

...

STORAGE/
FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Foyer and Entry

Customer Service 1 & 2

Good links to...

Admin Staff

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight	<input type="checkbox"/>
Artificial light	<input type="checkbox"/>
Natural Ventilation	<input type="checkbox"/>
Acoustic separation	<input type="checkbox"/>

UTILITY SERVICES

Power Outlet	<input type="checkbox"/>	N°
Data Outlet	<input type="checkbox"/>	N°
Phone Outlet	<input type="checkbox"/>	N°
	<input type="checkbox"/>	N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

I have treated this as just the front counter, with the equipment designated as the Customer Service areas.

Ideally this would have at least 3 Customer Service points



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

30 COURT/CHAMBER ENTRANCE

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

8 am	per day
9 pm	per day

DAYS OCCUPIED

5	per week
---	----------

FURNITURE REQUIRED

Table for tea making facilities

...

STORAGE/ FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Accessible Toilet 3 facilities

Good links to...

Incompatible links...

To staff only areas

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒
Artificial light ☒
Natural Ventilation ☐
Acoustic separation ☒ between staff only areas

UTILITY SERVICES

Power Outlet ☐ N°
Data Outlet ☐ N°
Phone Outlet ☐ N°
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Vinyl/Tiles

Wall

Any

Ceiling

Any

REMARKS (eg security, special floor loading etc)

Separate from staff areas



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EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

31 STAFF ENTRANCE

SPACE DATA SHEET

MAX. NUMBER PEOPLE

n/a

HOURS OCCUPIED

7 am per day
7 pm per day

DAYS OCCUPIED

6-7 per week

FURNITURE REQUIRED

Electronic entrance/exit

STORAGE/ FILING REQUIRED

n/a

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☒
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☐ N°
Data Outlet ☐ N°
Phone Outlet ☐ N°
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Hardstand – easy cleaning

Wall

Plaster

Ceiling

Plaster

REMARKS (eg security, special floor loading etc)

Electronic entry and exit through single doorway required



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Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

32 CHAMBERS

SPACE DATA SHEET

MAX. NUMBER PEOPLE

30

HOURS OCCUPIED

ad hoc am per day
pm per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Councillors Table

30 Seats

Media Table + 2 Seats

Speaker System

Hearing Augmentation?

Judges

Whiteboard

Projector and Screen

STORAGE/ FILING REQUIRED

Judges

Whiteboard

Miscellaneous items

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Judges Office

Entry

Facilities

Good links to...

Front Counter

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☒

Artificial light ☒

Natural Ventilation ☒

Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N° 6

Data Outlet ☒ N° 6

Phone Outlet ☒ N° 1

☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Carpet (acoustic)

Wall

Any

Ceiling

Any

REMARKS (eg security, special floor loading etc)



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Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

33 JUDGE'S OFFICE

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

8 am	per day
5 pm	per day

DAYS OCCUPIED

1/month per week

FURNITURE REQUIRED

Desk
Chair

...

STORAGE/ FILING REQUIRED

Cupboards

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Facilities
External

Good links to...

Court Room

Incompatible links...

Staff Areas

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☒
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☒ N° 1
Data Outlet ☒ N° 1
Phone Outlet ☒ N° 1
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor
Carpet

Wall
Any

Ceiling
Any

REMARKS (eg security, special floor loading etc)

Has toilet and hand basin not critical



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Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

34 CHAMBERS STORE

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

	per week
--	----------

FURNITURE REQUIRED

...

...

STORAGE/
FILING REQUIRED

Shelving

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Generally accessible

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☐
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☐ N°
Data Outlet ☐ N°
Phone Outlet ☐ N°
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

This is a general purpose storage space

Needs to be security locked



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

35 CLEANERS STORE

SPACE DATA SHEET

MAX. NUMBER PEOPLE

1

HOURS OCCUPIED

am per day
5-10 pm per day

DAYS OCCUPIED

3 per week

FURNITURE REQUIRED

Trough

Mop and Bucket

Broom

Vacuum x 2

Trolley

STORAGE/ FILING REQUIRED

Cupboards for consumables

Chemicals

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

All areas

Good links to...

All areas

Incompatible links...

Office areas

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐

Artificial light ☒

Natural Ventilation ☐

Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☐ N°

Data Outlet ☐ N°

Phone Outlet ☐ N°

☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Hardstand

Wall

Water resistant

Ceiling

Plaster

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

36 GENERAL STORE

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

<input type="text"/>	per week
----------------------	----------

FURNITURE REQUIRED

...

...

STORAGE/
FILING REQUIRED

Cupboards and shelving

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Generally accessible

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☐
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☐ N°
Data Outlet ☐ N°
Phone Outlet ☐ N°
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

At present stationery etc is in various cupboards and shelves



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

37 SERVER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

	per week
--	----------

FURNITURE REQUIRED

Server cabinet

...

STORAGE/ FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Incompatible links...

IT Office

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☐
Natural Ventilation ☐
Acoustic separation ☒

UTILITY SERVICES

Power Outlet ☒ N° 6
Data Outlet ☒ N° 4
Phone Outlet ☒ N° 2
☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

Hard surface

REMARKS (eg security, special floor loading etc)

Needs to be secure, sound proof and cold



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

38 MEETING 1 (main)

SPACE DATA SHEET

MAX. NUMBER PEOPLE

10

HOURS OCCUPIED

adhoc am	per day
pm	per day

DAYS OCCUPIED

5 per week

FURNITURE REQUIRED

Table + 10 Chairs

Projector (beneficial)

...

STORAGE/ FILING REQUIRED

Library?

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Front Foyer

Public Areas

Good links to...

Facilities

Incompatible links...

Staff only areas

ENVIRONMENTAL REQUIREMENTS

Natural Daylight	<input type="checkbox"/>
Artificial light	<input checked="" type="checkbox"/>
Natural Ventilation	<input checked="" type="checkbox"/>
Acoustic separation	<input checked="" type="checkbox"/> (beneficial)

UTILITY SERVICES

Power Outlet	<input checked="" type="checkbox"/>	N°	1
Data Outlet	<input checked="" type="checkbox"/>	N°	1
Phone Outlet	<input checked="" type="checkbox"/>	N°	1
	<input type="checkbox"/>	N°	

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Carpet

Wall

Any

Ceiling

Any

REMARKS (eg security, special floor loading etc)

Security for difficult customers



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

39 MEETING 2 (small)

SPACE DATA SHEET

MAX. NUMBER PEOPLE

4

HOURS OCCUPIED

8 am per day
5 pm per day

DAYS OCCUPIED

adhoc per week

FURNITURE REQUIRED

Desk + 4 Seats

...

STORAGE/
FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Staff and public

Good links to...

Facilities

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☒
Natural Ventilation ☐
Acoustic separation ☒ (beneficial)

UTILITY SERVICES

Power Outlet ☐ N°
Data Outlet ☐ N°
Phone Outlet ☐ N°
_____ ☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

40 PRINTER/COPIER

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

<input type="text"/>	per week
----------------------	----------

FURNITURE REQUIRED

...

...

STORAGE/
FILING REQUIRED

Shelving

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Whole office

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☐
Natural Ventilation ☐
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☐ N°
Data Outlet ☐ N°
Phone Outlet ☐ N°
☐ N°

SPECIAL EQUIPMENT

Copiers/printers
Shredder

PREFERRED FINISHES

Floor

Wall

Ceiling

REMARKS (eg security, special floor loading etc)

Ideally – acoustic dampening

At present includes a safe for secure storage, this would be sited elsewhere



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

41 KITCHEN/STAFF ROOM

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

	per week
--	----------

FURNITURE REQUIRED

Kitchen/Dining

...

STORAGE/
FILING REQUIRED

Shelving

Cupboards

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Incompatible links...

Whole office

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐

Artificial light ☐

Natural Ventilation ☐

Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☐ N°

Data Outlet ☐ N°

Phone Outlet ☐ N°

☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Wall

Ceiling

Hard surface

REMARKS (eg security, special floor loading etc)

Catering preparation area

Events can host small office function with most staff present



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

42 FEMALE TOILET

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

<input type="text"/>	per week
----------------------	----------

FURNITURE REQUIRED

Mirror

...

STORAGE/
FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

Incompatible links...

All areas

Kitchen

ENVIRONMENTAL REQUIREMENTS

UTILITY SERVICES

SPECIAL EQUIPMENT

Natural Daylight ☐

Power Outlet ☐ N°

Artificial light ☒

Data Outlet ☐ N°

Natural Ventilation ☒ (benefit)

Phone Outlet ☐ N°

Acoustic separation ☐

☐ N°

PREFERRED FINISHES

Floor

Wall

Ceiling

Water resistant (vinyl)

Water resistant (vinyl)

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

43 MALE TOILETS

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

<input type="text"/>	am	per day
<input type="text"/>	pm	per day

DAYS OCCUPIED

<input type="text"/>	per week
----------------------	----------

FURNITURE REQUIRED

...

STORAGE/
FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

Good links to...

All areas

Incompatible links...

Kitchen

ENVIRONMENTAL REQUIREMENTS

Natural Daylight	<input type="checkbox"/>
Artificial light	<input checked="" type="checkbox"/>
Natural Ventilation	<input checked="" type="checkbox"/> (benefit)
Acoustic separation	<input type="checkbox"/>

UTILITY SERVICES

Power Outlet	<input type="checkbox"/>	N°
Data Outlet	<input type="checkbox"/>	N°
Phone Outlet	<input type="checkbox"/>	N°
_____	<input type="checkbox"/>	N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Water resistant (vinyl)

Wall

Water resistant (vinyl)

Ceiling

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

44 ACCESSIBLE TOILET 1

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

 per week

FURNITURE REQUIRED

Mirror
Disabled kit

...

STORAGE/ FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

All areas

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☒
Natural Ventilation ☒ (benefit)
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☐ N°
Data Outlet ☐ N°
Phone Outlet ☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor
Vinyl

Wall
Vinyl

Ceiling
Plaster

REMARKS (eg security, special floor loading etc)



ARCHITECTS
EDMISTON JONES

Project: Municipal Management Plan
For: Break O'Day Council
Job N°: 12-0023
Date: 29 October 2012

45 ACCESSIBLE TOILET 2

SPACE DATA SHEET

MAX. NUMBER PEOPLE

HOURS OCCUPIED

am	per day
pm	per day

DAYS OCCUPIED

 per week

FURNITURE REQUIRED

Mirror

Disabled kit

...

STORAGE/ FILING REQUIRED

Attach diagram of preferred layout if this clarifies your requirements

FUNCTIONAL LINKS WITH OTHER ACTIVITIES/ SPACES

Direct links to...

All areas

Good links to...

Incompatible links...

ENVIRONMENTAL REQUIREMENTS

Natural Daylight ☐
Artificial light ☒
Natural Ventilation ☒ (benefit)
Acoustic separation ☐

UTILITY SERVICES

Power Outlet ☐ N°
Data Outlet ☐ N°
Phone Outlet ☐ N°

SPECIAL EQUIPMENT

PREFERRED FINISHES

Floor

Vinyl

Wall

Vinyl

Ceiling

Plaster

REMARKS (eg security, special floor loading etc)

Appendix

D Construction Costs of a New Development

Construction Costs Per Square Metre - Sydney

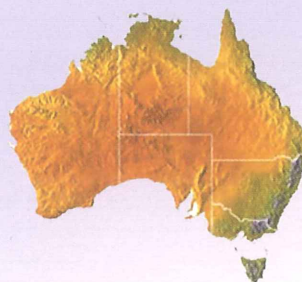
Construction Type

	Level of Finish		
House	Low	Medium	High
3br brick veneer project home, level block, single level, shelf design.....	\$1,010	\$1,250	\$1,630
3br full brick project home, level block, single level, shelf design.....	\$1,040	\$1,320	\$1,670
4br brick veneer home, level block, single level, unique design.....	\$1,570	\$1,750	\$1,890
4br full brick home, level block, single level, unique design.....	\$1,640	\$1,810	\$2,010
3br brick veneer project home, level block, two level, shelf design.....	\$1,060	\$1,310	\$1,710
3br full brick project home, level block, two level, shelf design.....	\$1,090	\$1,380	\$1,760
4br brick veneer home, level block, two level, unique design.....	\$1,640	\$1,830	\$1,980
4br full brick home, level block, two level, unique design.....	\$1,720	\$1,910	\$2,110
Architecturally designed executive residence.....	\$2,160	\$3,250	\$5,050
Townhouse			
2br, single level brick veneer townhouse, including allowance for common property.....	\$980	\$1,220	\$1,560
2br, 2 level brick veneer townhouse, including allowance for common property.....	\$1,190	\$1,320	\$1,710
3br, single level brick veneer townhouse, including allowance for common property.....	\$970	\$1,210	\$1,550
3br, 2 level brick veneer townhouse, including allowance for common property.....	\$1,300	\$1,480	\$2,270
Units			
3 level walk-up unit complex, concrete structure, ground floor parking.....	\$1,460	\$1,700	\$2,270
3 level walk-up unit complex, concrete structure, basement parking.....	\$1,560	\$1,780	\$2,320
4-8 level walk-up unit complex, concrete structure, ground floor parking.....	\$1,600	\$1,820	\$2,440
4-8 level walk-up unit complex, concrete structure, basement parking.....	\$1,700	\$1,920	\$2,550
8 or more level unit complex, including lift and basement car parking.....	\$1,760	\$1,970	\$3,030
Commercial			
1-4 level open plan offices, including A/C & lifts, excluding fit out.....	\$1,320	\$1,510	\$2,290
4-8 level open plan offices, including A/C & lifts, excluding fit out.....	\$1,570	\$1,850	\$2,400
8 levels and over, including A/C & lifts, excluding fit out.....	\$1,880	\$2,064	\$2,770
Industrial			
High Bay Warehouse, standard config, concrete floor, metal clad.....	\$810	\$885	\$980
High Bay Warehouse, standard config, concrete floor, pre-cast concrete wall clad.....	\$930	\$990	\$1,130
Retail			
Suburban shopping mall area including A/C.....	\$1,330	\$1,620	\$2,010
Supermarket, including A/C, excluding fit out.....	\$1,320	\$1,400	\$1,580
Hotels/Motels			
Single level boutique motel, including A/C, guest facilities.....	\$1,920	\$2,390	\$3,100
Single level tavern/hotel, including A/C, excluding loose item fit out.....	\$1,700	\$2,050	\$2,270

The above rates are exclusive of GST. Please visit www.bmtqs.com.au for more information.



Please visit
www.bmtqs.com.au
for more information
on tax depreciation and
construction costs, including
our calculators and previous
publications!



Regional Variations

Cairns	115 - 130%
Brisbane	105 - 115%
Sydney	100%
Canberra	96 - 104%
Melbourne	98 - 108%
Hobart	87 - 97%
Adelaide	98 - 110%
Perth	100 - 120%

If your development is not located in Sydney, you can still estimate the construction cost of a development by applying a regional variation percentage. Simply multiply the construction cost by the regional variation percentage. This will give you an approximate cost for the construction type per square metre in your area.

BMT Tax Depreciation
QUANTITY SURVEYORS

BMT & ASSOC
QUANTITY SURVEYORS

Sydney

Level 20, Tower 2, Darling Park
201 Sussex Street Sydney NSW 2000
PO Box N314 Grosvenor Place 1220
Ph: 02 9641 6477 Fax: 02 9241 6499

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GPO Box 3229 Brisbane QLD 4001
Ph: 07 3221 9922 Fax: 07 3221 9933

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Level 50, 120 Collins Street
GPO Box 4260 Melbourne VIC 3001
Ph: 03 9654 2233 Fax: 03 9654 2244

Adelaide
Level 5, 121 King William Street
GPO Box 1588 Adelaide SA 5001
Ph: 08 8231 1133 Fax: 08 8231 6600

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Level 9, Seabank Building
12-14 Marine Parade
PO Box 810 Southport QLD 4215
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Ph: 07 4031 5699 Fax: 07 4031 5799

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Level 3, 85 Macquarie Street
GPO Box 410 Hobart TAS 7001
Ph: 03 6231 6966 Fax: 03 6231 6977



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