

Fit-out Standards

August 2014

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Government of
South Australia

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Introduction

The Government of South Australia is a significant owner and lessee of office accommodation, which represents a significant component of an agency's overall cost of delivering services.

Planned management of these costs can result in considerable savings and so enable greater expenditure on core services and programs.

For agencies to effectively manage their office accommodation, respond to emerging work practices and meet government performance targets, accommodation must be linked to and support each agency's service delivery objectives. Government office accommodation must also have the capacity to respond quickly to changes in the structure of agencies and in the way work is performed.

About these standards

The Government Fit-out Standards have been developed by the Department of Planning, Transport and Infrastructure. They outline the Government of South Australia workplace design approach and provide a set of guidelines for establishing standardised office accommodation in government owned and leased premises.

These standards provide a general framework of office fit-out components. They can be utilised to ensure that Government of South Australia agencies are able to deliver strategic value over time by creating and managing workplaces that:

- are efficient and flexible
- maintain a quality standard and consistency
- support business needs and enable improved performance
- respond to varying agency requirements whilst providing a consistency which reflects these fit-out standards
- provide a safe, secure and equitable work place for staff, customers and visitors
- reduce the impact of government office accommodation on the environment.

These standards are relevant to all new office accommodation fit-out projects, as well as changes to existing facilities. They provide straightforward, practical guidance to assist Government of South Australia agencies in planning and managing their office accommodation in accordance with good design and management practice.

These standards aim to:

- provide a clear framework for the procurement and management of government office accommodation fit-outs
- make workplaces more effective to improve staff satisfaction, productivity and service delivery
- maximise the effective use of available space
- achieve flexibility and adaptability in fit-outs to reduce cost of changes and extend economic life
- assist agencies to achieve government's space standards and fit-out cost benchmarks
- achieve long term savings throughout government by better planning and utilisation of office space.

Future workplaces will evolve to meet the needs of the organisations that occupy them and always need to be balanced against the nature of work taking place and the nature of people who do that work. The new workplace models such as Activity Based Working (ABW), provide new strategies and spaces for supporting teams, and need to be explored closely, but always in the context of how they support the organisation. The future workplace is discussed at the end of these standards.



Objectives

Improving space targets

Improving office space utilisation and efficiency and increasing the density of accommodation by reducing the space utilisation target to 14m² or less.

Standardising design

Limiting the need to customise design.

Generic design

Developing a standardised or generic workplace planning and design template which is sufficiently flexible to interpretation for differing floor plates.

Generic components

Developing generic standards for all primary fit-out components, including finishes, fixtures, furniture and equipment.

Reducing cost and time

Reducing fit-out cost and procurement timelines and delivering better value to Government.

Developing schedule-of-cost rates applicable to each fit-out component to enable the establishment of realistic cost estimates.

Transparency

Identifying and categorising any associated costs and services to Government which are not directly related to the office fit-out.

These standards apply to office accommodation occupied by all Government of South Australia agencies, statutory authorities and public sector corporations.

They provide a simple and effective approach to the planning, design and estimate of costs associated with office fit-out.

These standards should be read in conjunction with Premier and Cabinet Circular 018 – Government Office Accommodation Framework (PC018).



Roles and responsibilities

DPTI

The Minister for Transport and Infrastructure is responsible for the endorsement of major accommodation proposals as part of the approval process for agency's office accommodation.

DPTI has the centralised across-government responsibility for office accommodation management. This includes procurement of leases with the private sector, management of those leases and management of government's owned office portfolio.

DPTI is responsible for developing and implementing strategies to allow the delivery of government's office accommodation standards and other whole-of-government targets for effective accommodation use.

The key responsibilities for office accommodation planning, leasing, fit-out construction and management is to ensure the efficient, cost effective provision of government's office accommodation in accordance with government accommodation policies, guidelines and regulatory requirements as outlined in PC018.

DPTI monitors office accommodation proposals across Government in relation to costs and policy compliance.

Agencies

The Chief Executives of government agencies are responsible for ensuring their office accommodation is suitable for the service delivery functions in terms of capacity, area in m², quality standard, amenity, operation and location.

They also need to ensure that their office accommodation remains compliant with the current relevant legislative requirements, codes, standards and government policies and guidelines.

Maintenance responsibilities require that office accommodation is kept safe and secure, free from clutter, in a clean condition, and extends to the replacement or repair of broken or damaged fit-out elements and components.

Government agencies continue to evolve and re-align in response to changes in policy, legislation and ministerial appointments.

Agencies need to remain sufficiently flexible and manage their office accommodation in response to government requirements, changing work practices and performance targets.

An agency's office accommodation must therefore be linked to its corporate plan, objectives for service delivery and strategic plan.

It is important that agencies understand their responsibilities within the context of whole-of-government office accommodation strategic planning, and participate to the benefit of individual and allied agencies.



Fit-out design principles

When considering leasing space, designing new, or altering existing office space, carefully consider these design principles to enable maximising the efficient use of the space in meeting these fit-out standards. Office accommodation solutions that provide flexible, standardised amenity that has the ability to adapt to change, and is cost effective and space efficient is the guiding principle of these standards. As a priority, government fit-out should support the business needs of the agency and what people do rather than who they are.

Fit-out design principles (continued)

Flexibility

A flexible set of design components will provide office accommodation that is adaptable, functional and productive.

They will promote interpersonal communication, team and project work as well as individual tasks.

They will provide sufficient scope for organisational change, re-alignment and re-grouping without the need to remodel or alter.

A flexible workplace fit-out will provide multi-function spaces that respond to change.

The adaptability of the fit-out should be provided at all levels, being:

- work points that are modular and generic
- workspaces such as offices, meetings rooms and storage solutions that are flexible and multi-functional
- floor layouts using consistent modules grouped to avoid highly specialised design layouts, with good connectivity.

Standardisation

Each fit-out shall be designed using standard generic modules that meet or exceed these fit-out standards where at all possible. A standardised, generic planning strategy will enhance a fit-out to be sufficiently flexible and adaptable to provide an identical level of amenity for any agency to occupy any fit-out.

Neighbouring Government fit-outs could be merged for added flexibility and cost benefit. The ability to re-use identical components is an added benefit of generic design.

Workstation footprint

A single format, compact but functional generic workstation will support the provision of flexible spaces for individuals, teams and projects. Each will offer identical amenity without customisation.

Standard finishes

By providing standard finishes, detailing and components, agencies will be able to move, combine, interchange and evolve without costly changes and customising.

Built zone in-board

To maximise access to natural light, outlook and for cost efficiency the fit-out built zones (using solid or glazed walls) should be limited to being located adjacent to the building core.

Open-plan zone outboard

Open plan workstations, local filing and open meeting spaces should be located nearest to windows to maximise access to natural light. Height of workstation screens and storage components shall be limited to 1200 mm to allow penetration of natural light, and access to views and outlook for eye relief.

Modularity

Planning modules

A planning strategy embracing modular design principles will enhance a fit-out to be sufficiently flexible and adaptable. It will enable same sized spaces to be interchanged as future needs evolve or subsequent tenants occupy vacated offices.

6 m²

open workstation
quiet room
IT server room

12 m²

a pair of quiet rooms
standard office
small meeting room
small utility room
small storeroom

18 m²

medium meeting room
small meeting room + a quiet room

24 m²

Chief Executive office
large utility room
large meeting room
small kitchen
a pair of standard offices
a small meeting room + a small storeroom

48 m²

small conference room
reception/waiting

60 m²

medium conference room
staff break-out kitchen

96 m²

large conference/training room
a pair of small conference rooms

Base building modules

To a degree the base building modules will dictate the rhythm of fit-out planning modules. Column size, shape and repetition as well as façade elements such as perimeter glazing and ceiling grids will help determine planning and design solutions aligned to Government modules.

Demountability

The use of identical generic components using a simple kit-of-parts for partitions, furniture, fixtures and fittings will allow elements to be demounted, re-configured and re-used.

The use of plug-in and mobile technologies including soft-wired systems and wireless networks should be explored for inclusion to complement demountable furniture.

Partition systems which utilise modular, demountable components for walls, doors, glazing and framing should also be considered.

Connectivity

All staff should have access to communal nodes which offer storage, utility and a choice of meeting room options as part of the fit-out centralised amenity.

Larger fit-outs may provide a number of communal hub areas or nodes and should be considered when reviewing office connectivity.

Informal areas such as open plan meeting settings may be included amongst the open plan workstations to enable brief informal meetings.

Social interaction, networking opportunities, knowledge sharing and respite zones will further complement the fit-out connectivity through the inclusion of staff breakout kitchens.



Fit-out design principles (continued)

Base building elements

Utilising elements provided by the landlord such as modular carpet tiles, suspended ceiling systems and window blinds should be maximised to ensure good value for money.

Making the best use of existing fluorescent light fittings, air-conditioning outlets, sprinklers and their control systems, with minimal or no alteration will provide the best opportunities to maximise the fit-out budget.

Design decisions such as locating plumbing elements in close proximity to base building waste stacks will ensure fit-out efficiency and cost effectiveness.

Undertake value management reviews throughout all phases of the project, from sketch design through design development and contract documentation phases.

Fit-out components

Floors

Existing modular carpet provided by the landlord should be left unaltered where at all possible. Replacement of modular carpet with other finishes should be determined based on functional need, and limited to the staff breakout kitchen zones utilising resilient finishes.

The use of timber or feature accent carpet is not supported.

Walls

In general replicating the base building wall and skirting details is seen as a cost effective solution.

Avoid sliding door systems which require above ceiling support or modification of the ceiling.

Although the use of film on glass is acceptable, it should not be used in a manner which prohibits light, views and outlooks to the detriment of the rest of the fit-out (except decal for work health and safety).

Built zones

Built zones (comprising partitioned areas including offices, meeting rooms, utility rooms, and such) must be located away from perimeter windows to maximise access to long distance views for eye relief and the penetration of light into the fit-out, where it is available.

Locate open plan work points and other similar amenity to the zone between perimeter windows and the built zone.

Ceiling

Avoid flush plasterboard installations except where acoustic improvements are required, such as for seminar rooms.

Utilise the base building suspended ceiling systems as the most time and cost effective solution. Avoid cutting through the ceiling grid elements, limited to items such as the provision of folding panel walls requiring structural support.

Lighting

Decorative light fittings should be avoided, utilising the energy efficient base building lighting where at all possible. Where necessary, such fittings should be selected based on functional needs and only energy efficient fittings which can be readily maintained and accessed, used.

Air-conditioning

Limit the provision of supplementary air-conditioning systems to large capacity amenities such as seminar/training rooms.

Joinery

Customised joinery should be limited in its use. Finishes, modules and detailing will enhance a flexible and adaptable fit-out. Cost effective,

durable and timeless finishes should be used rather than specialist finishes such as stone, glass and metals.

Use modular format for joinery and limit customisation.

Screen height

The height of workstation screens and storage components shall be limited to a maximum of 1200 mm to optimise the penetration of natural light, access to views and outlook for eye relief.

Systems furniture

A simple generic component based solution must be provided where at all possible. Avoid tailoring and customising personal storage and amenity, supplemented by nearby shared storage zones including open plan storage (shared filing), shared storage (joinery) and storerooms.

The use of single configuration of workpoint is advocated, which will provide equitable amenity without the need for costly alteration should personnel regrouping or movement be required.

Use components which are interchangeable to offices and meeting rooms where possible.

The inclusion of simple technician height adjustment must be provided. 5–10% of workstations should provide winder or motorised height adjustment from the seated to standing positions ideally interspersed throughout the fit-out.

Re-use

Where viable and appropriate consider re-use of furniture and equipment, such as compliant meeting room furniture and ergonomic chairs. Although some refurbishment or adaptation may be required it is seen as a cost effective solution in some cases.

Loose furniture

Select furniture from standard ranges: limit colour and finish selections to generic types which have a forecasted long term availability.

Chairs

A generic family of chairs identical in finish, with the option to add or remove arms with minimum cost/delay.

Furniture

Meeting room furniture to be generic with furniture components that are interchangeable to offices and work points where possible.

Storage

Investigate alternative options for storage, such as limiting on-site storage to current/active files/records.

Utilise off-site options such as archiving of inactive records or storage of irreplaceable unique items rarely required, e.g. property titles, taking into account the agencies compliance obligations.

External record management providers can provide instant soft copy, and transport/delivery of hard copy in a matter of hours from their off-site storage facility in many cases.



Base building assumptions

The base building is the structure or shell within which a fit-out is located and includes the floors, walls, perimeter windows and ceilings, along with shared lobby space, lifts, toilets, and other similar amenities which would not normally be located within the fit-out. It also includes basic lighting, air-conditioning, power and other similar items.

A number of base building factors may affect how efficiently the fit-out space performs, and in turn how effectively these fit-out standards can be met.

To enable government agencies to understand the complexities of office accommodation components and the associated fit-out costs, the following checklist identifies elements and scope which may be applicable to a particular project.

Base building assumptions (continued)

Assumptions

The following list of base building elements would normally be provided by the landlord and are therefore not included in the costs of a new office fit-out.

Floor coverings

New modular carpet tiles installed throughout the entire tenancy. New skirtings installed on all perimeter and core walls, columns.

Walls

White paint finish to all perimeter walls, core walls and columns with good level of finish and condition.

Ceilings

Suspended acoustic tile ceiling in a T-bar grid system - ideally a regular format ceiling grid with good level of finish and condition.

At times the existing ceiling grid may not fully align with the design modules established for the project and could affect the efficiency outcomes to a degree.

Ceiling services

Generic layout of fluorescent T5 or T8 light fittings, air-conditioning outlets, fire sprinklers or thermal detectors, illuminated exit signs and emergency lights commissioned in the T-bar grid system.

Columns

The arrangement and shape of columns can affect yields. It is a design challenge to accommodate design modules, corridor space, *Disability Discrimination Act 1992* requirements and storage within a building column grid.

Building core

Often an offset core (to one side of the building footplate) offers better tenancy efficiency than a central core.

Building glazing

Full height glazing elements, although desirable for light and views, impact on efficiency. They often do not enable maximisation of the space adjacent to glazing for tasks greater than casual seating or similar.

Building services

National Construction Code compliant amenity for life safety including exit signs, emergency lighting, fire and evacuation warning systems, lighting, air-conditioning and fire-fighting.

Base building review

Some base building services such as lighting, air-conditioning and power may easily meet fit-out needs with little alteration. Some such components may not meet needs and require supplementing, such as air-conditioning for larger meeting rooms or the provision of a staff breakout/kitchen.

Window treatments

Chain operated roller blinds, or similar, to all external windows.

Lift lobbies

Existing lift lobby floor, wall and ceiling finishes to remain without alteration.

Core amenities

Existing washrooms to remain without alteration. Access to washrooms provided on each floor level compliant with current Code, Standards and requirements. Existing tea rooms and cleaners amenity provided.



fit-out inclusions and exclusions

Assuming that the selected base building provides the outlined amenity, the fit-out elements can be determined.

fit-out inclusions and exclusions (continued)

Inclusions

Assuming that the selected base building provides the outlined amenity, the fit-out elements can be determined.

The following are items included in fit-out costings.

Construction

- partition walls comprising painted flush plasterboard stud frame
- glazed walls comprising aluminium frame with clear glass
- sliding and hinged doors comprising aluminium frame, clear glass and standard hardware with a lock
- acoustic baffles over selected walls comprising compressed acoustic insulation.

Floor coverings

- resilient floor coverings to staff breakout kitchens.

Ceilings

- modify ceilings to seminar rooms for acoustic improvement
- relocation, modification and compliance of existing ceiling services and outlets to suit room layouts: lighting, air-conditioning, fire-sprinklers/detectors, illuminated exit signs and emergency lights.

Joinery

- fixed joinery to meeting rooms, staff breakout kitchens, utility rooms and the like.

Cabled services

- voice-data cabling reticulation and outlets to a single server or 'patch panel' location within the fit-out
- standard power points.

Window treatments

- modification of existing chain operated roller blinds, or similar, to suit room layouts.

Furniture and equipment

- open plan and office workstations
- task chairs
- loose furniture
- storage cabinets
- selected appliances.

Exclusions

When determining budget for office fit-out a standard cost per square metre is used to calculate the final maximum cost of the project.

To avoid misunderstanding about what is included in an office fit-out budget, the following list of exclusions will assist government agencies in proposing what additional provisions may be required.

Any associated costs which are not included in the fit-out budget will need to be separately funded by the Agency.

Delivery of the project

- integrated fit-out
- agency staff such as Project or Risk Manager
- change management consultants
- post occupancy evaluation/review
- site information boards and advertising
- removalist costs
- decanting costs
- making good or reinstatement costs
- asbestos and hazardous material removal
- enhancements outlined on page 15.

IT, telecommunications and equipment

- ICT network infrastructure link to the building including fibre optic connections
- ICT network infrastructure link within the building to the tenancy
- IT assets such as multi-function devices, photocopiers, printers, facsimiles and computers
- IT equipment such as racks, cabinets, servers, network switches, routers, UPS systems and other network hardware
- telecommunication systems and hardware such as PABX and handsets
- video conferencing and audio-visual equipment.

Power

- emergency or back-up power supplies including generators
- temporary services.

Security

- CCTV security system
- smart-card electronic security access control. Except swipe card access to secure primary entry doors to the fit-out.

Special agency facilities

- special workplaces and non-standard facilities unique to the agencies function or operation, such as public service counters and the like
- additional facilities that form part of the fit-out such as bike storage, change rooms and showers designed to specifically support operational activities
- disability facilities such as accessible washrooms, hearing augmentation systems.

Base building

- upgrade of base building elements, such as amenities, painting, window treatments
- upgrade of base building services and systems, such as air-conditioning and exhaust
- building naming rights, illuminated signs
- decommissioning and make-good of existing premises.

Others

- plants hire or maintenance contracts, artwork or other similar commissions
- signage
- height adjustment to desks
- enhancements.



fit-out components and benchmark costs

Twenty-three standard fit-out components form the kit-of-parts to establish the estimated cost of a fit-out, and includes on-costs such as fees, contingencies and margins.

fit-out components and benchmark costs (continued)

Components

Item.	Component	Unit Area (m²)	Unit Rate (\$)
01	Open workstation	6	4,443
02	Standard office	12	24,216
03	Chief Executive office	24	43,403
04	Quiet room	6	13,869
05	Small meeting room	12	21,546
06	Medium meeting room	18	28,277
07	Large meeting room	24	35,768
08	Small conference room	48	106,646
09	Medium conference room	60	123,061
10	Large conference/training room	96	207,412
11	Small kitchen	24	49,580
12	Staff breakout-kitchen	60	92,858
13	Open plan small meeting	4	1,675
14	Open plan medium meeting	8	2,375
15	Open plan storage	4	6,009
16	General storage	10	6,644
17	Storeroom	12	17,764
18	Small utility room	12	16,328
19	Large utility room	24	28,805
20	Staff lockers	10	9,739
21	Reception/waiting	48	92,825
22	IT server room	6	14,487
23	Circulation	20% net lettable area	415 per m²

Enhancements

Item.	Component	Unit Rate (\$)
E1	Open workstation: user height adjustment	500
E2	Reception arrival point	8,000
E3	Accessible unisex toilet compartment	30,000
E4	Interconnect stairs	175,000
E5	AV–interactive LCD display	3,500
E6	AV–interactive whiteboard	4,500
E7	AV–data projector and motorised projection screen	9,300
E8	Operable wall	30,000
E9	Single door card reader/security access	3,500



Fit-out components and benchmark costs (continued)

Suggested frequency of use

Item	Component	Unit Area (m ²)	Demand	
			Low	High
01	Open workstation	6	more than 90% of all workpoints	
02	Standard office	12	less than 10% of all workpoints	
03	Chief Executive office	24	less than 10% of all workpoints	
04	Quiet room	6	1 per 35 workpoints	1 per 20 workpoints
05	Small meeting room	12	1 per 70 workpoints	1 per 30 workpoints
06	Medium meeting room	18	1 per 70 workpoints	1 per 50 workpoints
07	Large meeting room	24	1 per 75 workpoints	1 per 60 workpoints
08	Small conference room	48	1 per 140 workpoints	1 per 70 workpoints
09	Medium conference room	60	justified needs basis	
10	Large conference/training room	96	justified needs basis	
11	Small kitchen	24	1 per 25 workpoints	1 per 30 workpoints
12	Staff breakout-kitchen	60	1 per 100 workpoints	
13	Open plan small meeting	4	1 per 20 workpoints	
14	Open plan medium meeting	8	1 per 40 workpoints	
15	Open plan storage	4	suit business needs	
16	General storage	10	1 per 40 workpoints	
17	Storeroom	12	1 per 70 workpoints	
18	Small utility room	12	1 per 30 workpoints	
19	Large utility room	24	1 per 60 workpoints	1 per 70 workpoints
20	Staff lockers	10	1 per workpoint	
21	Reception/waiting	48	justified needs basis	
22	IT/server room	6	justified needs basis	
23	Circulation		20% of net lettable area	



01 Open workstation

Space allocation for an individual workstation includes the desk space plus sufficient working space for the user to comfortably occupy their desk, move the desk chair to gain access to the workstation and individual storage without risk to health or safety. Use of a compact, efficient workstation shall be supplemented by a variety of support and interactive spaces including quiet/meeting/conference rooms, utility rooms and storerooms.

Unit area
6 m²

Unit rate
\$4,443

Number of
More than 90% of all work points.

Configuration
The workstation system may utilise a common base frame which includes cable reticulation and common screen panel support.

Desktops shall be individually supported for height adjustment to meet current Australian Standards.

Where used, screens shall be a maximum of 1200 mm high.

Ideal clusters of workstations of 2 to 6: clusters of 8 should only be provided where access is available at each end from a main circulation zone.

Included

Work point comprising:

- 1800 mm x 800 mm laminate desk with powder coated steel frame technician height adjustment
- mobile storage unit for personal items, laminate + lock
- screen panel, 1200 mm maximum height
- 600 mm long screen shelf
- cable management tray
- 2 double GPO points including soft wiring to the ceiling
- 2 voice-data outlets cabled to a tenancy hub
- monitor arm for single screen (screen not included)
- ergonomic task chair, no arms.

Other items comprising:

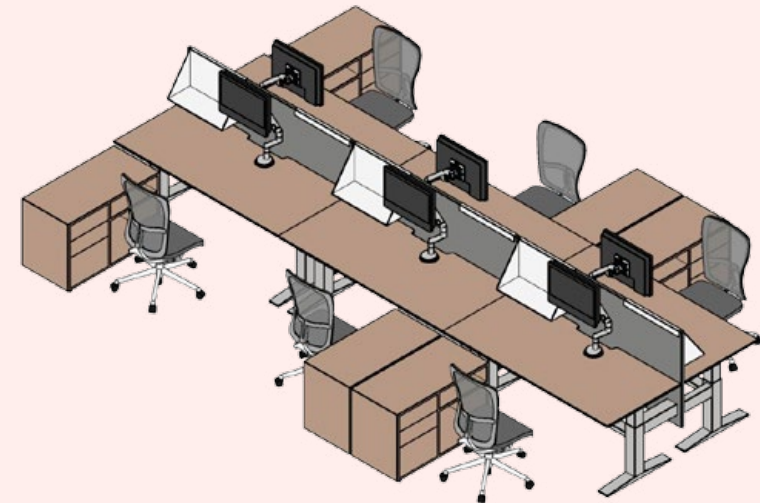
- simple sign or nameplate
- minor alterations to lighting, cabled services, mechanical + fire
- project preliminaries, builders' costs.

Not included

- IT backbone, connections/commissioning to the building or tenancy
- floor + ceiling finishes
- phone handset
- active IT equipment including computers or printers
- costs such as escalation, fees + charges, GST
- winder or electric user height adjustment



Open workstation
Aerial view



Open workstation — Showing cluster of 6
Aerial view

O2 Standard office

Enclosed work point for allocation to executive level where primary function requires confidentiality, privacy and a high level of operational activities.

Unit area
12 m²

Unit rate
\$24,216

Number of
Less than 10% of all work points.

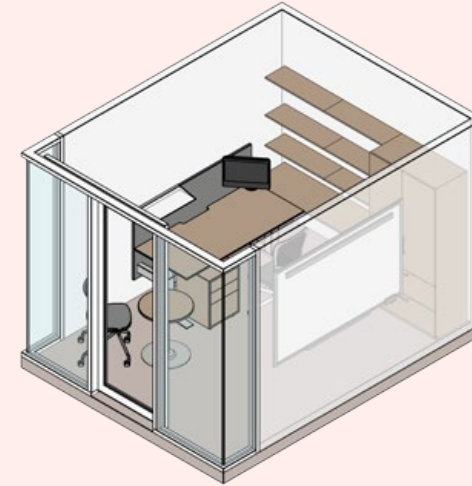
Included
Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with sliding entry door:
– painted plasterboard, insulation, skirting
– glazed sliding entry door, decals
– glazed partitions, decals.

Office workstation comprising
– 1800 mm x 800 mm laminate desk with powder coated steel frame technician height adjustment
– laminate return
– mobile storage unit for personal items, laminate + lock
– high laminate storage unit, shelves + lateral filing
– desk mounted screen, 1200 mm maximum height
– 600 mm long screen shelf
– cable management tray
– 2 double GPO points
– 2 voice-data outlets cabled to a tenancy hub
– monitor arm for single screen (screen not included)
– ergonomic task chair, no arms.

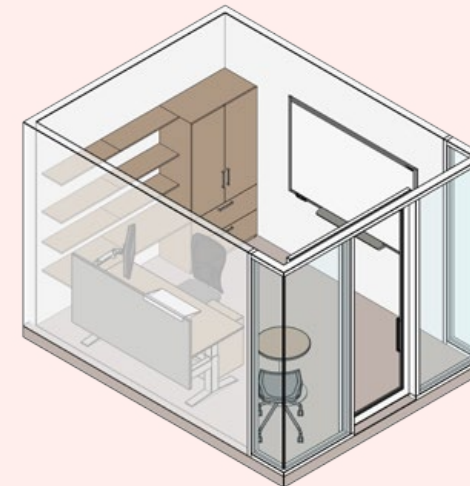
Meeting furniture comprising
– 600 mm diameter table, laminate top
+ polished base
– single meeting chair
– 1800 mm x 900 mm whiteboard with pen tray.

Other items comprising
– simple door sign or nameplate
– minor alterations to lighting, cabled services, mechanical + fire
– project preliminaries, builders' costs.

Not included
– IT backbone, connections/commissioning to the building or tenancy
– floor + ceiling finishes
– phone handset or system, PABX or VoIP
– active IT equipment including computers or printers
– electronic whiteboard
– costs such as escalation, fees + charges, GST.



Standard office
Aerial view



Standard office
Aerial view



03 Chief Executive office

Enclosed work point for allocation to a chief executive where primary function requires confidentiality, privacy and a high level of operational activities.

Unit area
24 m²

Unit rate
\$43,403

Number of
Less than 10% of all work points, one CE office should suffice.

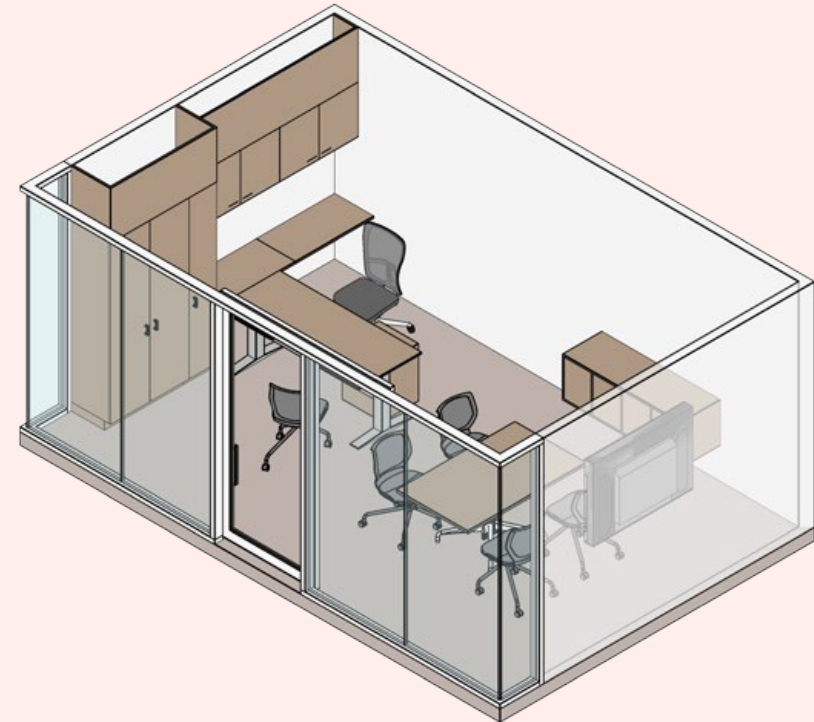
Included
Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with sliding entry door:
– painted plasterboard, insulation, skirting
– glazed sliding entry door, decals
– glazed partitions, decals.

Office workstation comprising
– 1800 mm x 800 mm laminate desk with powder coated steel frame technician height adjustment
– laminate return
– mobile drawer pedestal, laminate + lock
– high laminate storage unit
– cable management tray
– 4 double GPO points
– 4 voice-data outlets cabled to a tenancy hub
– CPU holder/sling
– ergonomic task chair, no arms.

Meeting furniture comprising
– 1800 mm x 1000 mm table, laminate top
+ polished base
– 4 meeting chairs
– bench cupboard joinery, laminate finish
– interactive smart board.

Other items comprising:
– simple door sign or nameplate
– minor alterations to lighting, cabled services, mechanical + fire
– project preliminaries and builders' costs.

Not included
– IT backbone, connections/commissioning to the building or tenancy floor + ceiling finishes
– phone handset or system, PABX or VoIP
– active IT equipment including computers or printers
– costs such as escalation, fees + charges, GST.



Chief Executive office
Aerial view

04 Quiet room

Enclosed space for concentrated work and confidential phone calls.

Unit area
6 m²

Unit rate
\$13,869

Number of

As a guide, consider a ratio from 1 quiet room per 20 work points for high demand to 1 per 35 work points for lower demand.

Included

Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with glazed entry door:

- painted plasterboard, insulation, skirting
- glazed swing entry door, decals
- glazed partitions, decals.

Workstation comprising

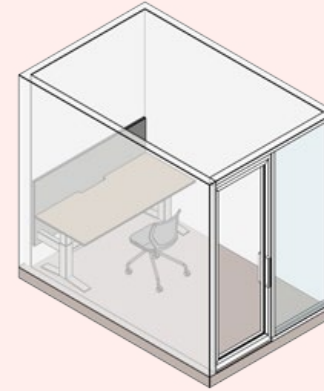
- 1800 mm x 800 mm laminate desk with powder-coated frame
- desk mounted screen, 1200 mm maximum height
- cable management tray
- 1 double GPO point
- 2 voice-data outlets cabled to a tenancy hub
- ergonomic task chair, no arms.

Other items comprising

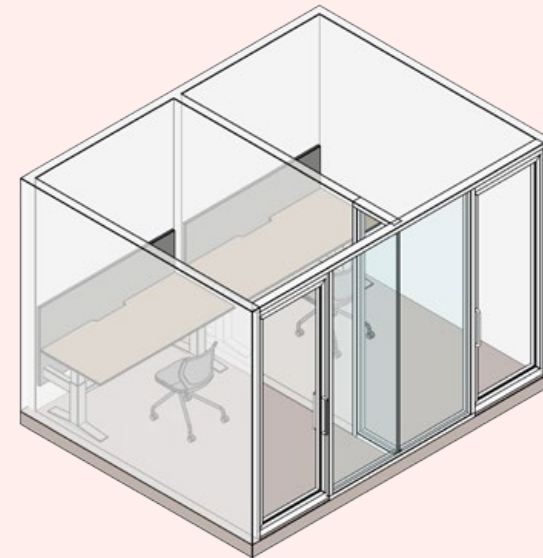
- minor alterations to lighting, cabled services, mechanical + fire
- project preliminaries, builders' costs.

Not included

- IT backbone, connections/commissioning to the building or tenancy
- floor + ceiling finishes
- phone handset or system, PABX or VoIP
- active IT equipment including computers or printers
- costs such as escalation, fees + charges, GST.



Quiet room
Aerial view



Quiet room — showing a pair
Aerial view

05 Small meeting room

Enclosed space for meetings for up to 4 people, comfortably seated around a central table.

Unit area
12 m²

Unit rate
\$21,546

Number of
As a guide, consider a ratio from 1 small meeting room per 30 work points for high demand to 1 per 70 work points for lower demand.

Versatility
The configuration of the small meeting room is interchangeable with a standard office.

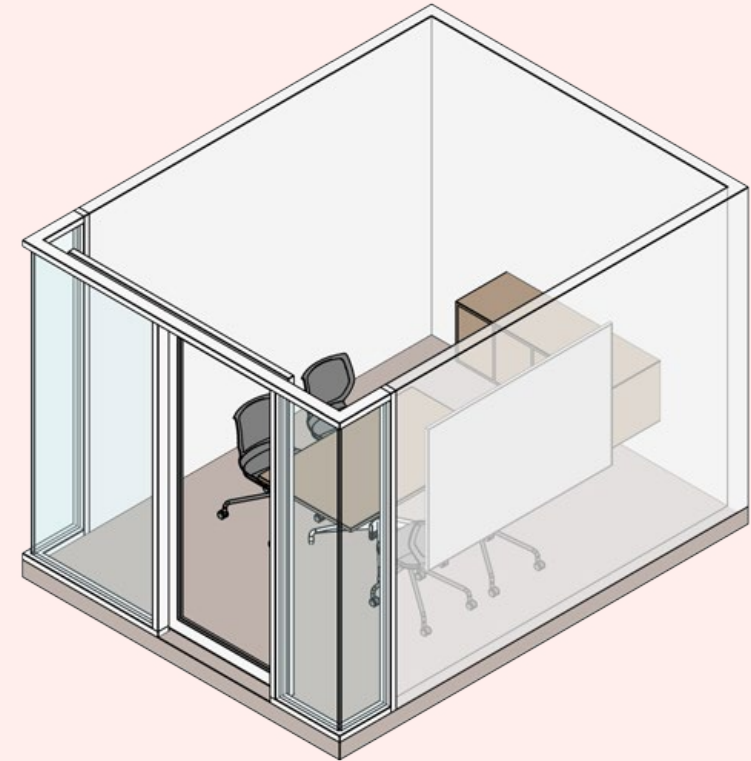
Included
Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with sliding entry door:
– painted plasterboard, insulation, skirting
– glazed sliding entry door, decals
– glazed partitions, decals.

Meeting furniture comprising
– 1500 mm x 900 mm table, laminate top
+ polished base
– 4 meeting chairs
– 1800mm x 900mm whiteboard with pen tray.

Joinery comprising
– bench cupboard joinery, laminate finish.

Other items comprising
– 2 double GPO points
– 2 voice-data outlets cabled to a tenancy hub
– simple door sign or nameplate
– minor alterations to lighting, cabled services, mechanical + fire
– project preliminaries, builders' costs.

Not included
– IT backbone, connections/commissioning to the building or tenancy
– floor + ceiling finishes
– phone handset or system, PABX or VoIP
– active IT equipment including computers or printers
– costs such as escalation, fees + charges, GST.



Small meeting room
Aerial view

O6 Medium meeting room

Enclosed space for meetings for up to 6 people, comfortably seated around a central table.

Unit area
18m²

Unit rate
\$28,277

Number of

As a guide, consider a ratio from 1 medium meeting room per 50 work points for high demand to 1 per 70 work points for lower demand.

Included

Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with sliding entry door:

- painted plasterboard, insulation, skirting
- glazed sliding entry door, decals
- glazed partitions, decals.

Meeting furniture comprising

- 1800 mm x 900 mm table, laminate top
+ polished base
- 6 meeting chairs
- 1800 mm x 900 mm whiteboard with pen tray.

Joinery comprising

- bench cupboard joinery, laminate finish.

Other items comprising

- 3 double GPO points
- 3 voice-data outlets cabled to a tenancy hub
- simple door sign or nameplate
- minor alterations to lighting, cabled services, mechanical + fire
- project preliminaries, builders' costs.

Not included

- IT backbone, connections/commissioning to the building or tenancy
- floor + ceiling finishes
- phone handset or system, PABX or VoIP
- active IT equipment including computers or printers
- costs such as escalation, fees + charges, GST.



Medium meeting room
Aerial view



07 Large meeting room

Enclosed space for meetings for up to 10 people, comfortably seated around a central table.

Unit area
24 m²

Unit rate
\$35,768

Number of

As a guide, consider a ratio from 1 large meeting room per 60 work points for high demand to 1 per 75 work points for lower demand.

Versatility

The configuration of the large meeting room is interchangeable with a Chief Executive office.

Included

Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with sliding entry door:

- painted plasterboard, insulation, skirting
- glazed sliding entry door, decals
- glazed partitions, decals.

Meeting furniture comprising

- 3000 mm x 1200 mm table, laminate top + polished base
- 10 meeting xchairs
- 1800 mm x 900 mm whiteboard with pen tray.

Joinery comprising

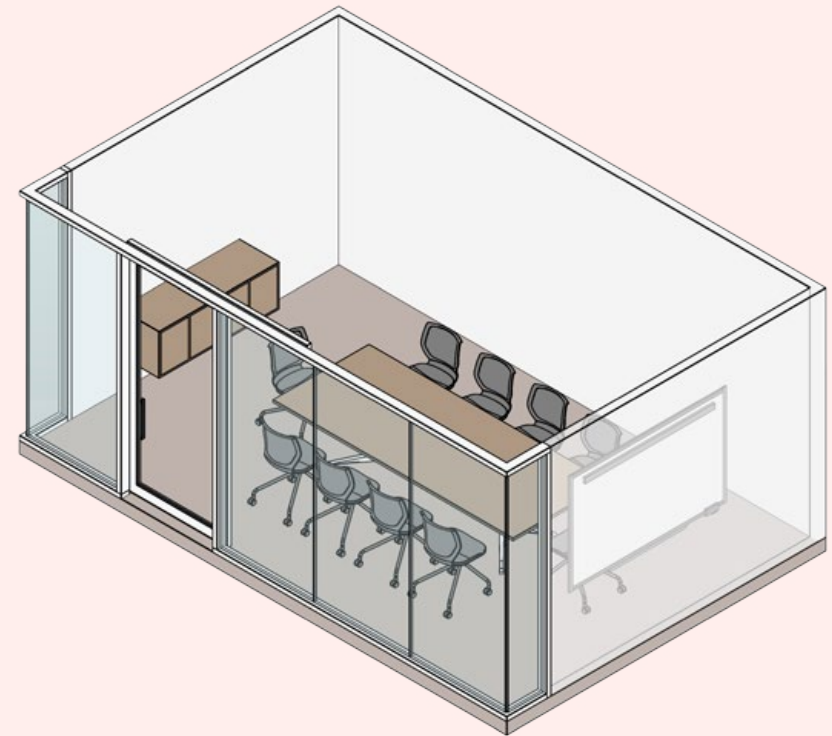
- bench cupboard joinery, laminate finish.

Other items comprising

- 4 double GPO points
- 4 voice-data outlets cabled to a tenancy hub
- joinery side-bench cupboard, laminate finish
- simple door sign or nameplate
- minor alterations to lighting, cabled services, mechanical + fire
- project preliminaries, builders' costs.

Not included

- IT backbone, connections/commissioning to the building or tenancy
- floor + ceiling finishes
- phone handset or system, PABX or VoIP
- active IT equipment including computers or printers
- costs such as escalation, fees + charges, GST.



Large meeting room
Aerial view



08 Small conference room

Enclosed space for meetings for up to 16 people comfortably seated around central modular tables, incorporating audio-visual and video conferencing components. Acoustic containment is of paramount importance for managing amplified sound: acoustic enhancements are incorporated.

Unit area
48 m²

Unit rate
\$106,646

Number of
As a guide, consider a ratio from 1 small conference room per 70 work points for high demand to 1 per 140 work points for lower demand.

Included
Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy, and glazing to front elevation with sliding entry door:

- painted plasterboard, insulation, skirting
- glazed sliding entry door, decals
- glazed partitions, decals
- baffle block above glazing for acoustics enhancement
- flush plasterboard ceiling for acoustics enhancement.

Meeting furniture comprising

- 4 of 1800 mm x 900 mm tables, laminate top + polished base
- 16 meeting chairs
- 1800 mm x 900 mm whiteboard with pen tray.

Joinery comprising

- high cupboard joinery, doors/shelves, laminate
- bench cupboard joinery, laminate finish.

Equipment comprising

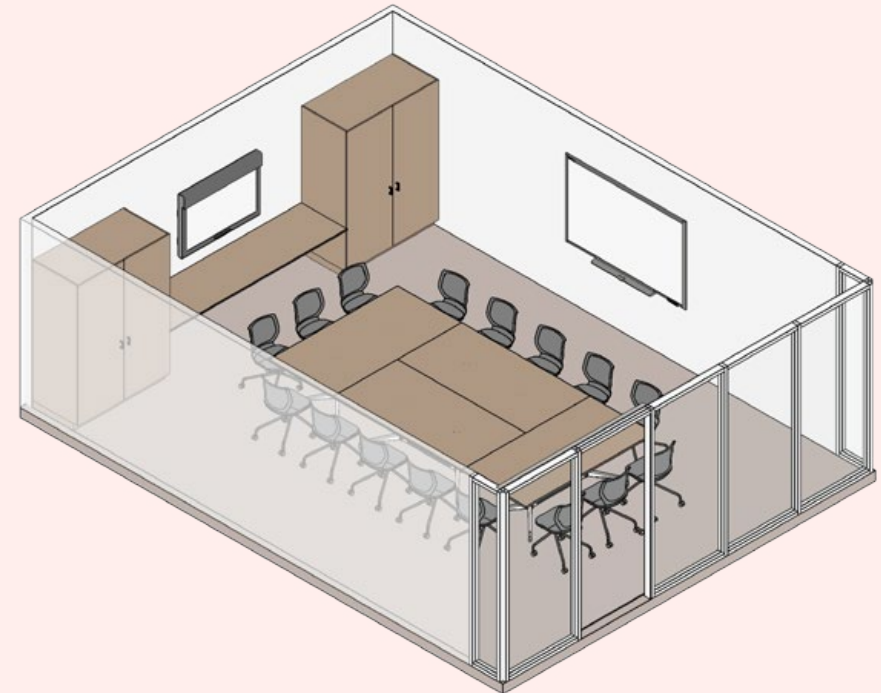
- individually controlled supplementary air-conditioning unit.

Other items comprising

- 4 double GPO points
- 4 voice-data outlets cabled to a tenancy hub
- simple door sign or nameplate
- minor alterations to lighting, cabled services, mechanical + fire
- project preliminaries, builders' costs.

Not included

- IT backbone, connections/commissioning to the building or tenancy
- floor finishes
- phone system, PABX or VoIP
- active IT equipment including computers or printers
- costs such as escalation, fees + charges, GST.



Small conference room
Aerial view
(Optional AV enhancements shown)

09 Medium conference room

Enclosed space for meetings for up to 22 people comfortably seated around central modular tables, incorporating integrated audio-visual and video conferencing components. Acoustic containment is of paramount importance for managing amplified sound: acoustic enhancements are incorporated.

Unit area
60 m²

Unit rate
\$123,061

Number of
Justified needs basis only

Included
Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with sliding entry door:

- painted plasterboard, insulation, skirting
- glazed sliding entry door, decals
- glazed partitions, decals
- flush plasterboard ceiling for acoustics enhancement
- baffle block above glazing for acoustics enhancement.

Meeting furniture comprising

- 6 of 1800 mm x 900 mm tables, laminate top + polished base
- 22 meeting chairs
- 1800 mm x 900 mm whiteboard with pen tray.

Joinery comprising

- high cupboard joinery, doors/shelves, laminate
- bench cupboard joinery, laminate finish.

Equipment comprising

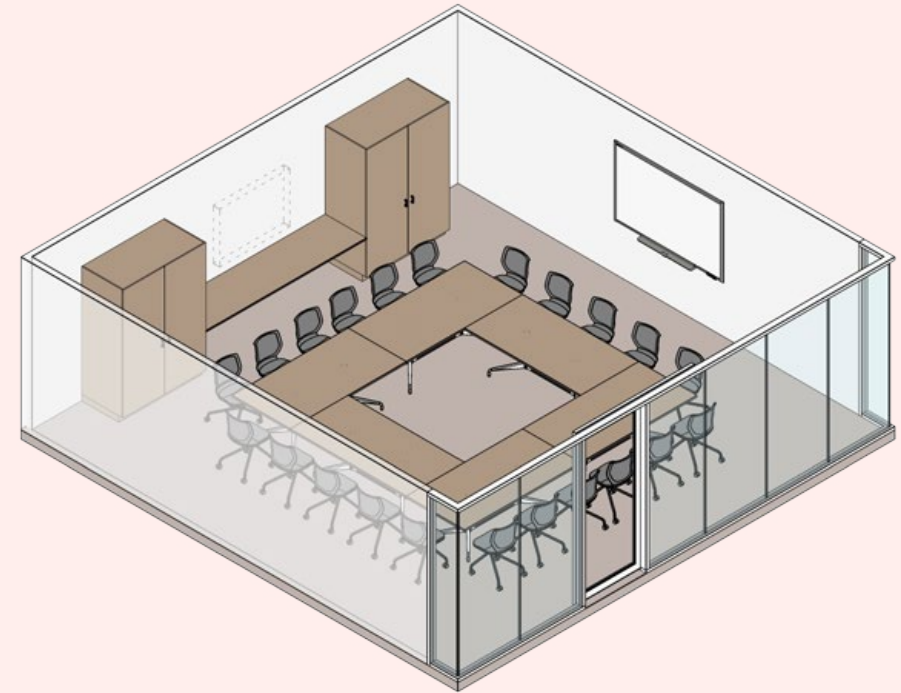
- individually controlled supplementary air-conditioning unit.

Other items comprising

- 5 double GPO points
- 5 voice-data outlets cabled to a tenancy hub
- simple door sign or nameplate
- minor alterations to lighting, cabled services, mechanical + fire
- project preliminaries, builders' costs.

Not included

- IT backbone, connections/commissioning to the building or tenancy
- floor finishes
- phone system, PABX or VoIP
- active IT equipment including computers or printers
- costs such as escalation, fees + charges, GST.



Medium conference room
Aerial view
(optional AV enhancements shown dotted)

10 Large conference/training room

Enclosed space for meetings for up to 28 people.

AV and acoustic inclusions as for other conference rooms.

This amenity has the potential to be used as a pair of small conference rooms with a stacking acoustic dividing wall, providing up to 14 seats per room. Modular folding-mobile tables allow various configurations in conference and training modes or vacated for row-seated seminars of 80-100 people using compact stacking chairs.

Unit area
96 m²

Unit rate
\$207,412

Number of
Justified needs basis only

Included
Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with sliding entry doors:

- painted plasterboard, insulation, skirting
- glazed sliding entry doors, decals
- glazed partitions, decals
- flush plasterboard ceiling for acoustics enhancement
- baffle block above glazing for acoustics enhancement.

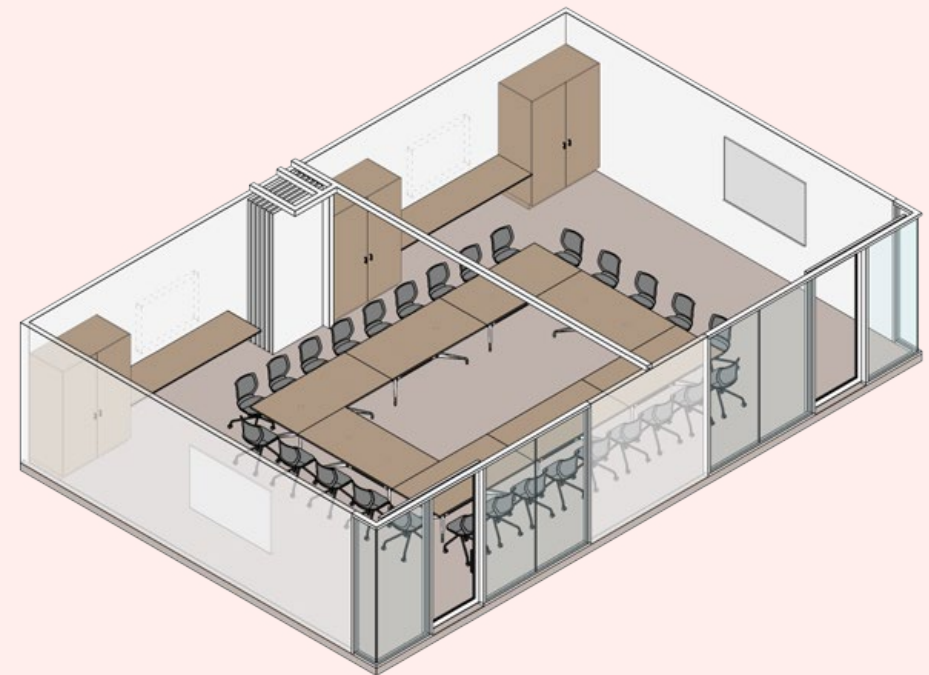
Meeting furniture comprising
- 8 of 1800 mm x 900 mm folding mobile tables, laminate top + polished base
- 28 meeting chairs
- 1800 mm x 900 mm whiteboard with pen tray.

Joinery comprising
- high cupboard joinery, doors/shelves, laminate
- bench cupboard joinery, laminate finish.

Equipment comprising
- supplementary air-conditioning unit.

Other items comprising
- operable wall including structural support
- 6 double GPO points
- 6 voice-data outlets cabled to a tenancy hub
- simple door sign or nameplate
- minor alterations to lighting, cabled services, mechanical + fire
- project preliminaries, builders costs.

Not included
- compact stacking chairs for row-seated configuration
- IT backbone, connections/commissioning to the building or tenancy
- floor finishes
- phone system, PABX or VoIP
- active IT equipment including computers or printers
- costs such as escalation, fees + charges, GST.



Large conference / training room
Aerial view
(Optional AV enhancements shown dotted)

11 Small kitchen

Semi-enclosed space for staff to gather for lunch or other breaks for short term respite. Staff and their visitors may also use the space for informal meetings or discussions. The size, configuration and amenity may vary to suit fit-out requirements.

Unit area
24 m²

Unit rate
\$49,580

Number of
As a guide, consider the provision of small kitchen amenity for fit-out up to 25–30 work points or as a satellite amenity to the larger staff breakout kitchen.

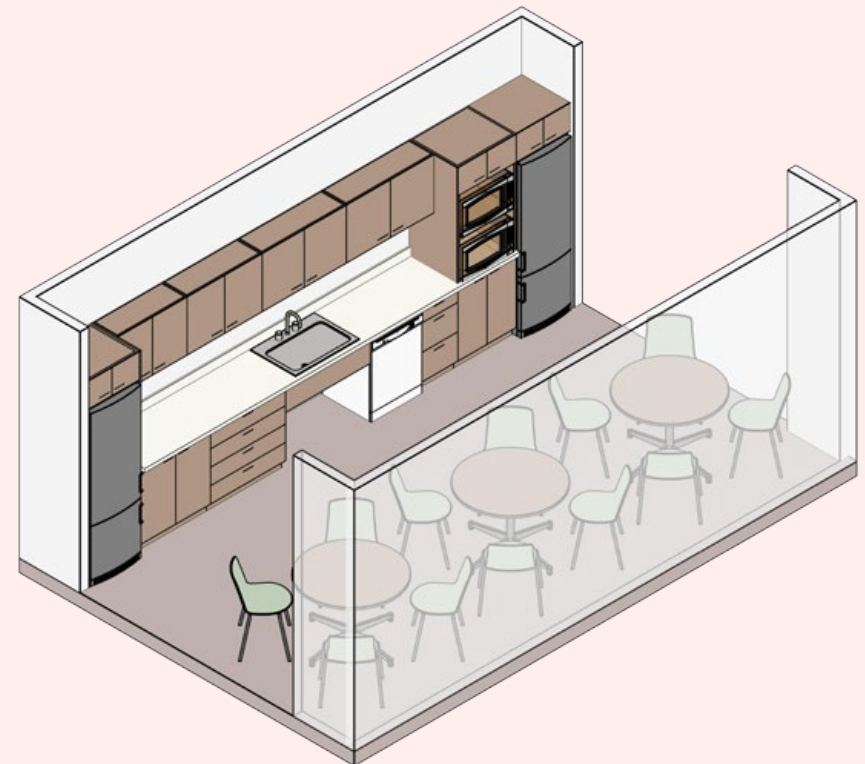
Included
Some partition walls offering a degree of separation between adjoining areas to achieve a reasonable level of privacy:
– painted plasterboard, insulation, skirting
– vinyl resilient flooring.

Kitchen comprising
– joinery cupboard modules, cupboards/drawers laminate and shall provide compliant wheelchair space
– island bench, laminate
– overhead storage cupboard modules, laminate
– splashback, laminate
– single sink, tapware mixer
– equipment, 2 fridges, 2 microwaves, 1 dishwasher, 1 boiling/chilled/filtered water dispenser.

Furniture comprising
– 3 of 900 mm diameter table, laminate top + polished base
– 12 of dining chairs, plastic shell.

Other items comprising
– 2 double GPO points plus appliances
– 2 voice-data outlets cabled to a tenancy hub
– minor alterations to lighting, cabled services, mechanical + fire and hydraulic work associated with kitchen
– project preliminaries, builders costs.

Not included
– ceiling finishes
– IT backbone, connections/commissioning to the building or tenancy
– active IT equipment including computers or printers
– whiteboard or pinboard
– costs such as escalation, fees + charges, GST.



Small kitchen
Aerial view



12 Staff break-out kitchen

Semi-enclosed space for staff to gather for lunch or other breaks for short term respite. Staff and their visitors may also use the space for informal meetings or discussions. The size, configuration and amenity may vary to suit fit-out requirements.

Unit area
60 m²

Unit rate
\$92,858

Number of
As a guide, consider a ratio from 1 staff breakout kitchen per 100 work points.

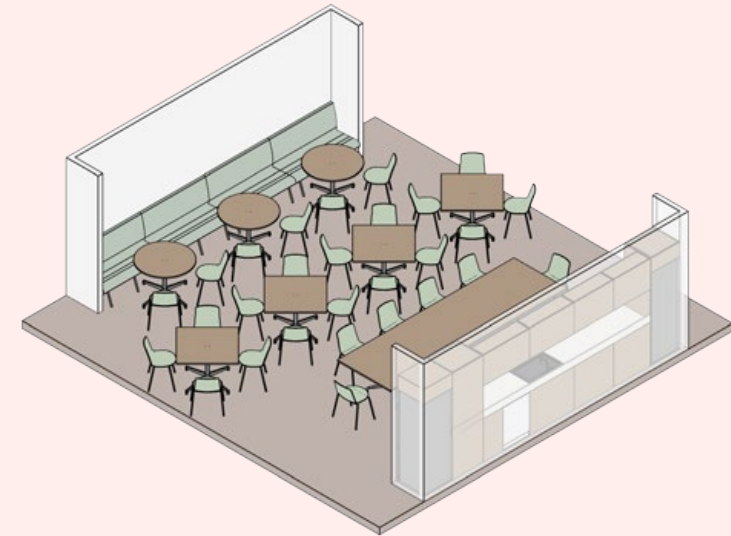
Included
Some partition walls offering a degree of separation between adjoining areas to achieve a reasonable level of privacy:
– painted plasterboard, insulation, skirting
– vinyl resilient flooring.

Kitchen comprising
– joinery cupboard modules, cupboards/drawers laminate and shall provide compliant wheelchair space
– island bench, laminate
– overhead storage cupboard modules, laminate
– splashback, laminate
– single sink, tapware mixer
– equipment, 2 fridges, 2 microwaves, 1 dishwasher, 1 boiling/chilled/filtered water dispenser.

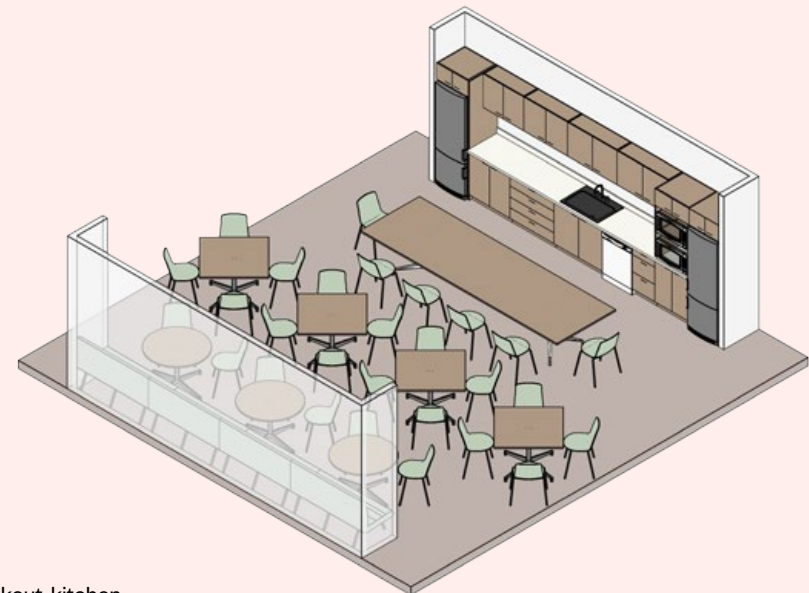
Furniture comprising
– bench seating joinery for 6–8 people, laminate + fabric
– 3 of 900 mm diameter table, laminate top + polished base
– 4 of 900 mm x 900 mm table, laminate top + polished base
– 22 of dining chairs, plastic shell
– 6 of bar stools, plastic shell.

Other items comprising
– 4 double GPO points plus appliances
– 2 voice-data outlets cabled to a tenancy hub
– minor alterations to lighting, cabled services, mechanical + fire and hydraulic work associated with kitchen
– project preliminaries, builders costs.

Not included
– ceiling finishes
– IT backbone, connections/commissioning to the building or tenancy
– active IT equipment including computers or printers
– electronic whiteboard
– costs such as escalation, fees + charges, GST.



Staff breakout-kitchen
Aerial view



Staff breakout-kitchen
Aerial view

13 Open plan small meeting

Small meeting table and chairs for shared meetings, distributed throughout the workplace allowing sufficient space for meetings between 2 people.

Unit area
4 m²

Unit rate
\$1,675

Number of
As a guide, consider a ratio from 1 open plan small meeting amenity per 20 work points.

Included

Meeting furniture comprising

- 900 mm diameter table, laminate top
+ polished base
- 2 meeting chairs.

Not included

- alterations to lighting, cabled services, mechanical
+ fire
- voice-data cabling, connection or commissioning
- floor + ceiling finishes
- phone handset or system, PABX or VoIP
- active IT equipment including computers or printers
- electronic whiteboard
- costs such as escalation, fees + charges, GST.



Open plan small meeting
Aerial view



14 Open plan medium meeting

Meeting table and chairs for shared meetings, distributed throughout the workplace allowing sufficient space for meetings between 2–4 people.

Unit area
8 m²

Unit rate
\$2,375

Number of
As a guide, consider a ratio from 1 open plan small meeting amenity per 40 work points.

Included
Meeting furniture comprising
– 900 mm diameter table, laminate top
+ polished base
– 4 meeting chairs.

Not included
– alterations to lighting, cabled services, mechanical + fire
– voice-data cabling, connection or commissioning
– floor + ceiling finishes
– phone handset or system, PABX or VoIP
– active IT equipment including computers or printers
– electronic whiteboard
– costs such as escalation, fees + charges, GST.



Open plan medium meeting
Aerial view

15 Open plan storage

Low height metal storage cabinets with adjustable shelves or filing chassis, and with locking retractable tambour doors, for local team storage of files/reference material. The option of planters may be considered to manage clutter, enhance the workplace environment and improve indoor air quality. May be distributed within the workplace in single or back-to-back rows and may be used as a divider between workstation clusters.

Unit area

4 m² (6 cabinets each 0.66 m² totalling 4 m²)

Unit rate

\$6,009

Number of

As a guide, allow 0.66 m² (one cabinet) per work point as a starting point prior to determining team or business unit needs.

Included

Fixtures and fittings comprising

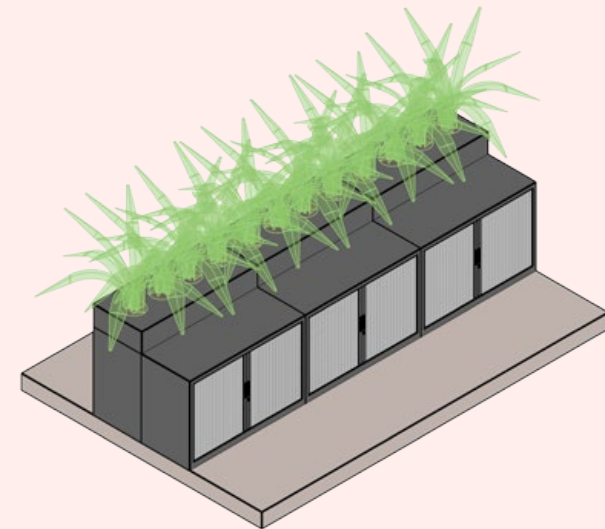
- 3 of storage modules without planters, metal finish
- 3 of storage modules with planters, metal finish.

Other items comprising

- project preliminaries, builders costs.

Not included

- plants
- alterations to lighting, cabled services, mechanical + fire
- voice-data cabling, connection or commissioning
- floor + ceiling finishes
- phone handset or system, PABX or VoIP
- active IT equipment including computers or printers
- electronic whiteboard
- costs such as escalation, fees + charges, GST.



Open plan storage
Aerial view



16 General storage

Built-in storage for team storage of items which need to remain on site for regular access/reference, or coat cupboards. Cupboards can be lockable and the configuration of storage can be tailored to suit client needs.

Unit area
10 m²

Unit rate
\$6,644

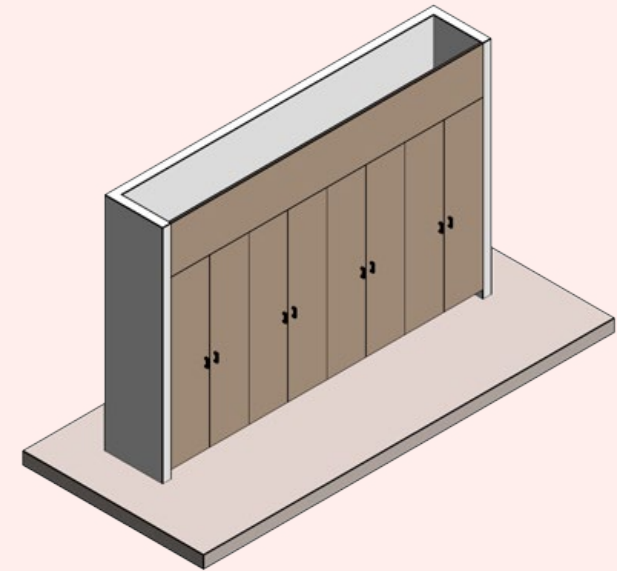
Number of
As a guide, consider a ratio of 1 general storage amenity per 40 work points.

Included
Some partition walls offering a degree of separation between adjoining areas to achieve a reasonable level of privacy:
– painted plasterboard, insulation, skirting.

Fixtures and fittings comprising
– storage cupboard modules, laminate finish
– matching false overhead panel, laminate.

Other items comprising
– project preliminaries, builders costs.

Not included
– alterations to lighting, power, communications, mechanical or fire
– voice-data cabling, connection or commissioning
– floor + ceiling finishes
– costs such as escalation, fees + charges, GST.



General storage
Aerial view

17 Storeroom

Large volume storage of material that needs to remain on site for regular access/reference, cupboards are lockable. Consideration should be given to less expensive off-site storage on a recall basis as required, before providing an on-site storeroom.

Unit area
12 m²

Unit rate
\$17,764

Number of
As a guide, consider a ratio of 1 storeroom per 70 work points.

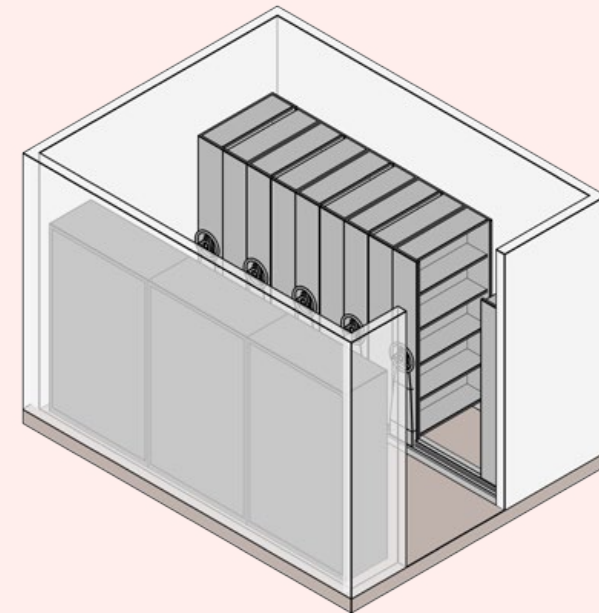
Location
Ideally centrally located in 'heavy load zones' of the building structure where compactus storage is utilised.

Included
Some partition walls offering a degree of separation between adjoining areas to achieve a reasonable level of privacy:
– painted plasterboard, insulation, skirting
– 1200 mm wide opening.

Fixtures and fittings comprising
– storage cupboard modules, metal finish
– 1200 mm wide manual-operation compactus storage, metal finish
– each with adjustable shelves.

Other items comprising
– 2 double GPO points
– 2 voice-data outlets cabled to a tenancy hub
– minor alterations to lighting, cabled services, mechanical + fire
– project preliminaries, builders costs.

Not included
– IT backbone, connections/commissioning to the building or tenancy
– floor + ceiling finishes
– phone handset or system, PABX or VoIP
– active IT equipment including printers or MFD's
– costs such as escalation, fees + charges, GST.



Storeroom
Aerial view



18 Small utility room

Space for photocopying/printing/scanning using a floor-standing multi-function device. Bench space for collating, layout and bench top equipment such as binder/stapler/guillotine. Under bench and overhead modular storage cupboards/shelves. Space for floor-standing document destruction equipment and recycle wheeled bins.

Unit area
12 m²

Unit rate
\$16,328

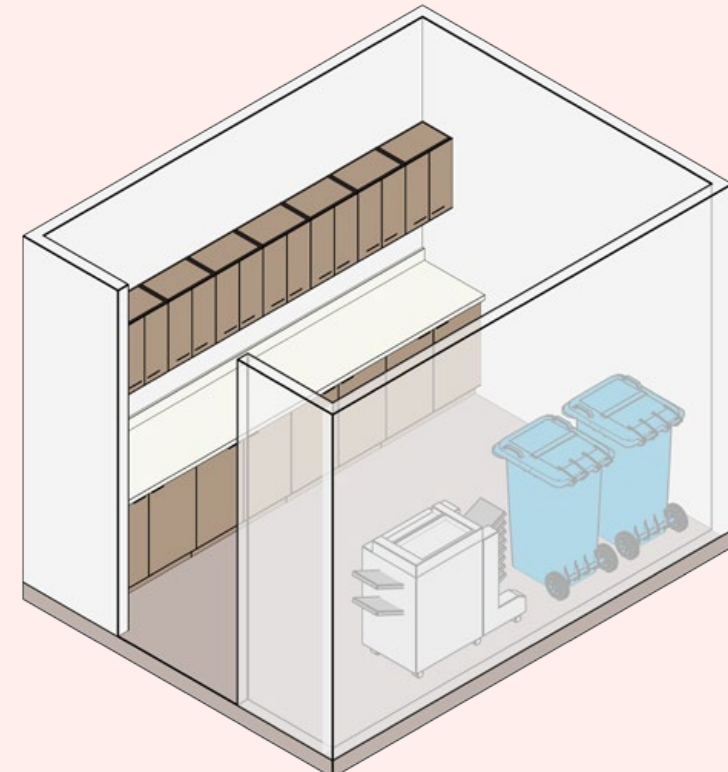
Number of
As a guide, consider a ratio of 1 small utility room per 30 work points: ideal to locate this amenity within 25 m (nominal) of each work point.

Included
Some partition walls offering a degree of separation between adjoining areas to achieve a reasonable level of privacy:
– painted plasterboard, insulation, skirting
– 1200 mm wide opening.

Storage comprising
– under-bench storage cupboard modules, cupboards/drawers
– overhead storage cupboard modules, shelves.

Other items comprising
– 2 double GPO points
– 2 voice-data outlets cabled to a tenancy hub
– minor alterations to lighting, cabled services, mechanical + fire
– project preliminaries, builders' costs.

Not included
– IT backbone, connections/commissioning to the building or tenancy floor + ceiling finishes
– phone handset or system, PABX or VoIP
– active IT equipment including printers or MFD's
– document destruction equipment
– paper or cardboard recycling storage
– wheeled bins
– costs such as escalation, fees + charges, GST.



Small utility room
Aerial view



19 Large utility room

Space for photocopying/printing/scanning using a number of floor-standing multi-function devices. Bench space for collating, layout and bench top equipment such as binder/stapler/guillotine. Under-bench storage with overhead modular cupboards/shelves, with supplementary high cupboards. Space for floor-standing document destruction equipment and recycle wheeled bins.

Unit area
24 m²

Unit rate
\$28,805

Number of

As a guide, consider a ratio of 1 large utility room per 60–70 work points: ideal to locate utility amenity within 25 m (nominal) of each work point.

Included

Some partition walls offering a degree of separation between adjoining areas to achieve a reasonable level of privacy:

- painted plasterboard, insulation, skirting
- 2 of 1200 mm wide openings.

Storage comprising

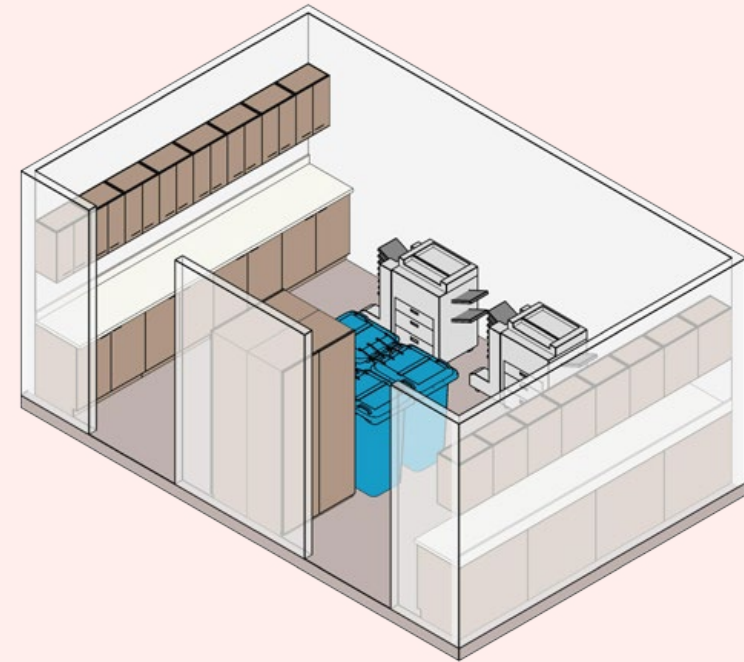
- under-bench storage cupboard modules, cupboards/drawers
- overhead storage cupboard modules, shelves
- high storage cupboard modules, shelves.

Other items comprising

- 4 double GPO points
- 4 voice-data outlets cabled to a tenancy hub
- minor alterations to lighting, cabled services, mechanical + fire
- project preliminaries, builders' costs.

Not included

- floor + ceiling finishes
- phone handset or system, PABX or VoIP
- active IT equipment including printers or MFD's
- document destruction equipment
- paper or cardboard recycling storage
- wheeled bins
- costs such as escalation, fees + charges, GST.



Large utility room
Aerial view



20 Staff lockers

Lockers for storage of personal items such as change of clothes or shoes, or for the use of bike riders and joggers. May also be allocated to part time staff who desk-share or for fit-out which provides flexible work point facilities. The configuration of lockers can be tailored to suit client needs.

Unit area
10 m²

Unit rate
\$9,739 (providing 22 lockers)

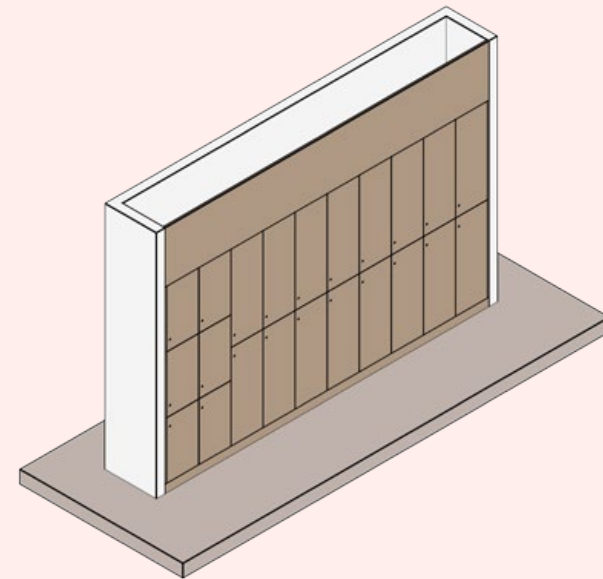
Number of
As a guide, consider a ratio of 1 locker per work point. For fit-out using a higher proportion of flexible work point facilities, such as hotdesk or shared arrangements, increased locker capacity is highly recommended.

Included
Some partition walls offering a degree of separation between adjoining areas to achieve a reasonable level of privacy:
– painted plasterboard, insulation, skirting.

Fixtures and fittings comprising
– 22 of lockers, laminate with key or combination locking system
– matching false overhead panel, laminate.

Other items comprising
– project preliminaries, builders' costs.

Not included
– alterations to lighting, cabled services, mechanical + fire
– voice-data cabling, connection or commissioning
– floor + ceiling finishes
– phone handset or system, PABX or VoIP
– smart locking systems
– active IT equipment including computers or printers
– costs such as escalation, fees + charges, GST.



Staff lockers
Aerial view

21 Reception/waiting

Visitor arrival point prior to entering the fit-out, comprising a secure reception desk with *Disability Discrimination Act 1992* compliant wheelchair space, waiting chairs for four people, and display area for agency information such as brochures, forms or other items. The reception counter offers staff security with the inclusion of stainless steel wires to the open portion, and provides storage cabinets to the rear and corporate signage above.

Unit area
48 m²

Unit rate
\$92,825

Number of
Needs basis only: one reception (client waiting area) should suffice.

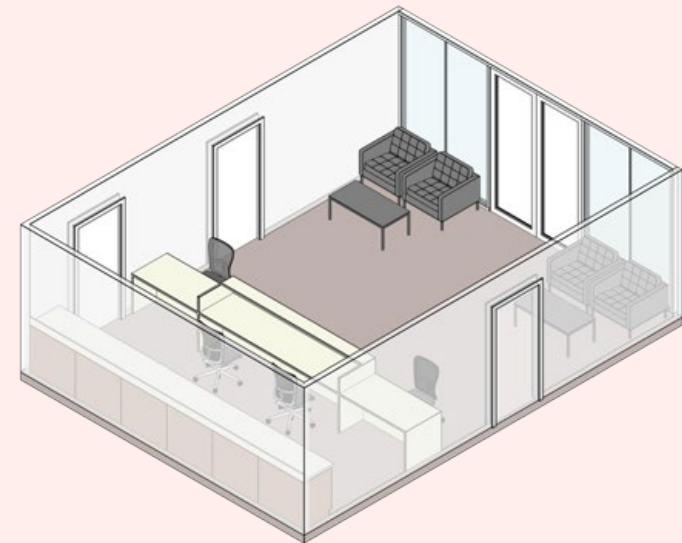
Included
Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with double entry doors:
– painted plasterboard, insulation, skirting
– glazed double entry swing doors, decals with swipe card access and remote door release
– glazed partitions to corridor or lift elevation, decals
– plasterboard bulkhead above counter and rear storage
– allowance for wall mounted corporate signage
– acoustic blanket above partitions for acoustic enhancement.

Furniture comprising
– 2 ergonomic task chairs, no arms
– 2 visitors chairs, no arms
– 4 waiting chairs and 2 coffee tables.

Joinery comprising
– reception counter in laminate/corion
– rear storage joinery in laminate/corion.

Other items comprising
– stainless steel anti-jump wires to full width of reception desk
– 4 double GPO points
– 4 voice-data outlets cabled to a tenancy hub
– minor alterations to lighting, cabled services, mechanical + fire
– project preliminaries, builders' costs.

Not included
– special floor or ceiling finishes
– costs such as escalation, fees + charges, GST.



Reception — waiting
Aerial view



22 IT server room

A compact space to accommodate IT server racks and associated equipment, including space for maintenance requirements.

Unit area
6 m²

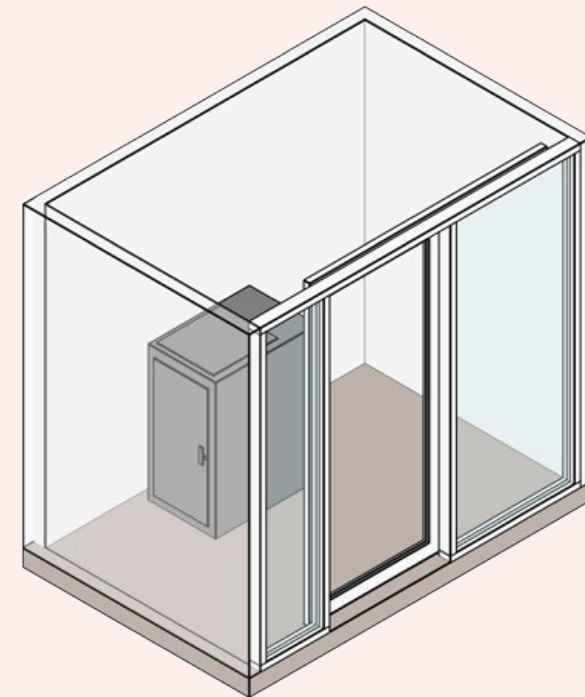
Unit rate
\$14,487

Number of
One per fit-out is ideal: one per floor maximum.

Included
Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy and glazing to front elevation with sliding entry door:
– painted plasterboard, insulation, skirting
– glazed sliding entry door, decals
– glazed partitions, decals.

Other items
– 2 double GPO points
– 2 voice-data outlets cabled to a tenancy hub
– supplementary air-conditioning unit
– rack.

Not included
– backbone cabling to connect the tenancy
– floor + ceiling finishes
– equipment racks, equipment or resident PC
– active IT equipment including computers
– costs such as escalation, fees + charges, GST.



IT room
Aerial view



23 Circulation

Space required in the workplace for access/egress.

Unit area

20% net lettable area

Unit rate

\$415 per m²

Included

- alterations to circulation lighting, security, mechanical + fire
- alterations to general storage, open plan storage, staff lockers and open plan meeting areas
- project preliminaries, builders' costs.

Not included

- floor + ceiling finishes
- costs such as escalation, fees + charges, GST.



E1 Open workstation: user height adjustment

Agencies may opt to add electric height adjustment to the standard open workstation component.

Recommended allowance 5–10% of all workstations.

Unit rate

\$500

Included

Provide user height adjustment, comprising:

- electric motorised worktop height adjustment with a range from seated to standing position, operated by a simple button actuator
- project preliminaries, builders' costs.

Not included

- GPO power point
- costs such as escalation, fees + charges, GST.



E2 Reception arrival point

Agencies that generally do not require a public interface may opt for the choice of a visitor arrival point prior to entering the agency fit-out, comprising a secure glazed entry door with access control, also providing secure staff access using a swipe card.

Unit rate
\$8,000

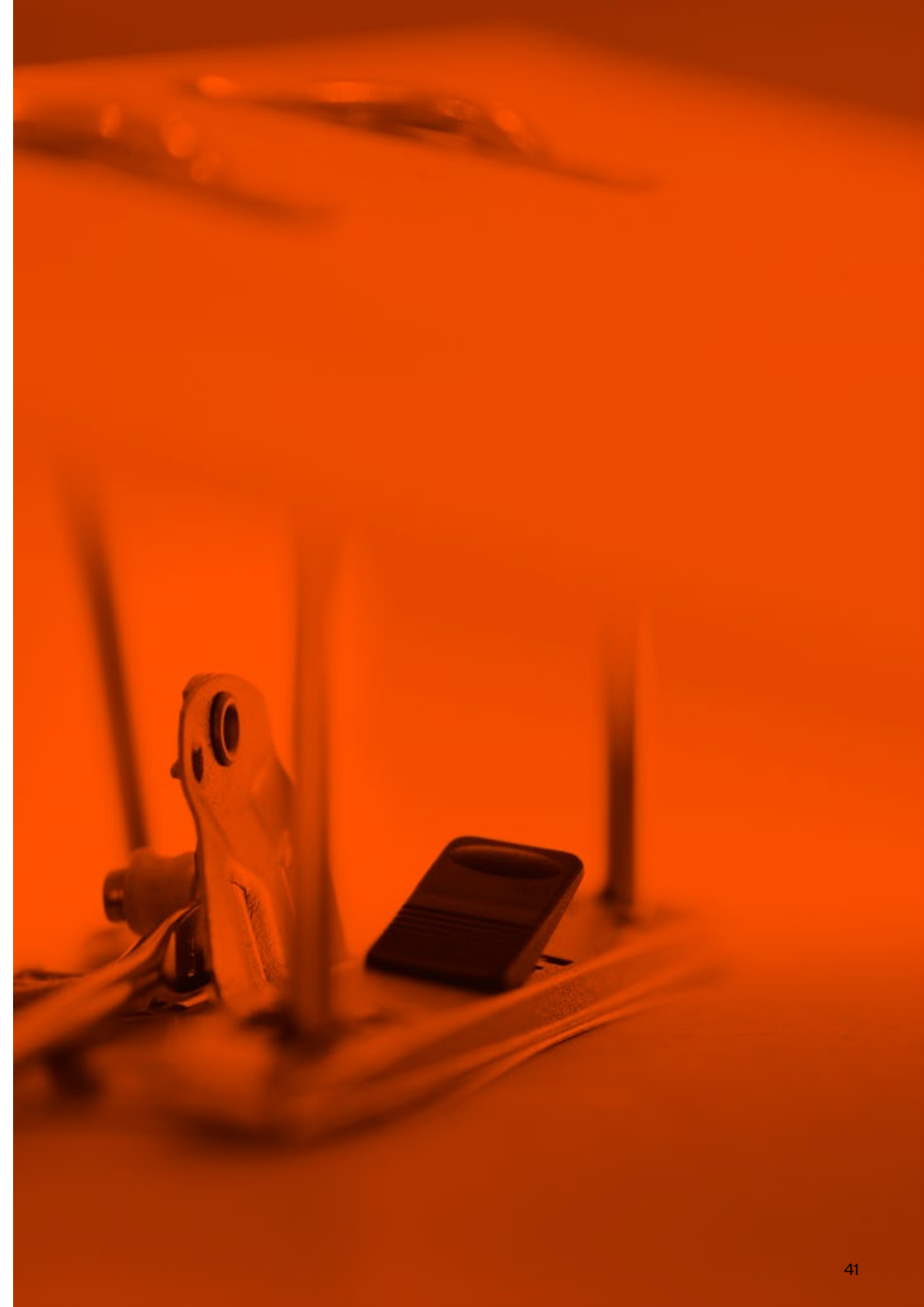
Included

Provide sightlines to view arrivals, comprising:

- glazed swing entry door, decals
- staff swipe card access
- remote door release by Agency for visitor entry
- wall mounted phone number directory-sign
- wall phone or intercom
- project preliminaries, builders' costs.

Not included

- costs such as escalation, fees + charges, GST.



E3 Accessible unisex toilet compartment

A sanitary compartment which provides features to enable use by people with a disability. Ideally located in close proximity to wet zones in the building structure.

Unit area

Nominally 6 m² depending on configuration.

Unit rate

\$30,000

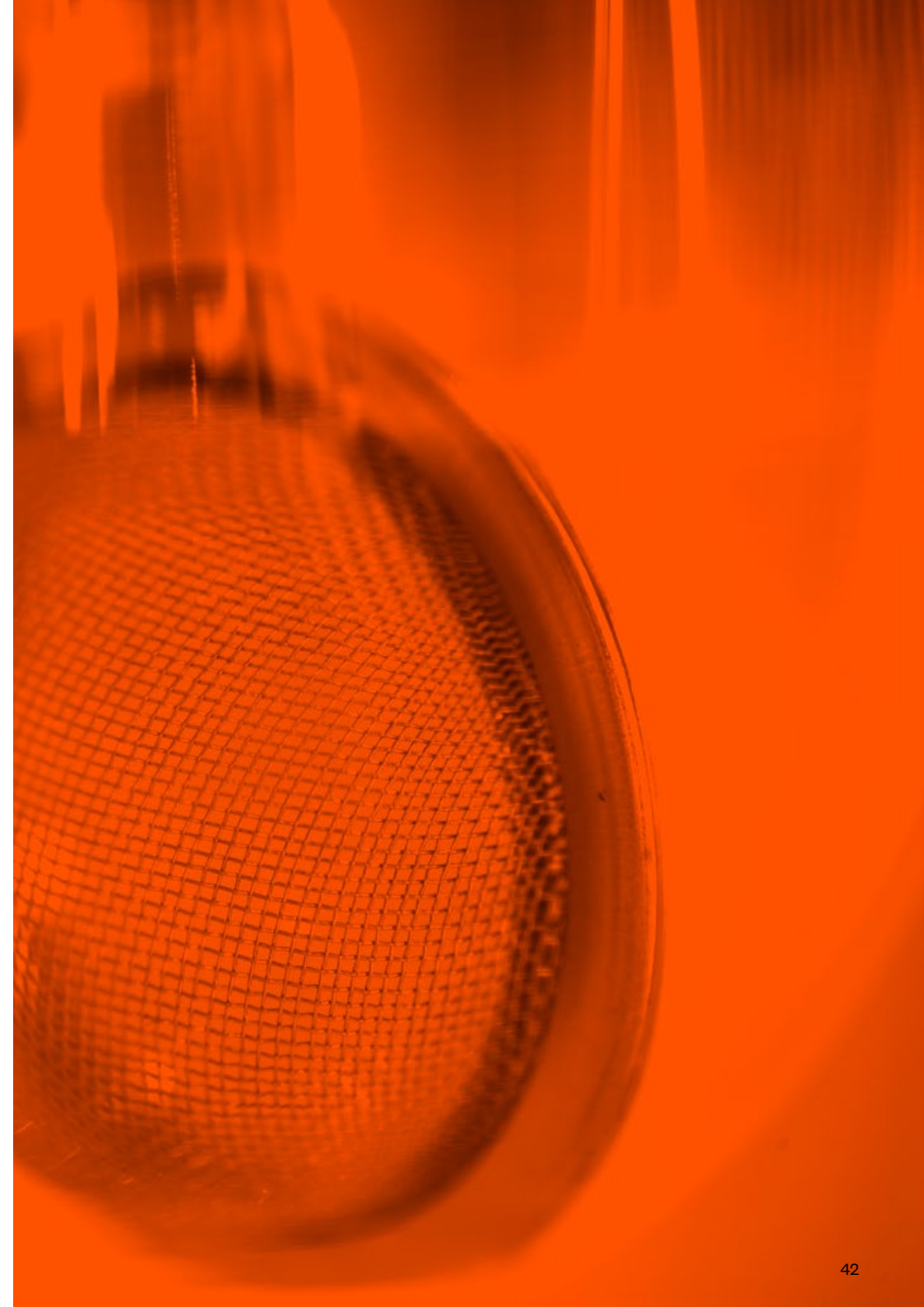
Included

Partition walls offering acoustic separation between adjoining rooms to achieve a reasonable level of privacy including:

- automatic sliding entry door
- compliant signage
- provision of amenity to meet current AS 1428 requirements such as toilet suite, hand basin, tapware, grab rails, etc.
- tiled floor and walls to full height
- flush plasterboard ceiling
- project preliminaries, builders' costs.

Not included

- shower provision
- costs such as escalation fees + charges, GST.



E4 Interconnect stairs

An internal non-fire rated staircase between floors to provide the agency with connectivity, including relevant alterations to building structure. Steel construction in a single straight with glass balustrades.

Unit area

Approximately 25 m² excluding surrounding circulation space.

Unit rate

\$175,000



E5 AV–interactive LOD display

Providing ability to communicate and present digital material to a local audience using PC based presentation, and view free-to-air TV.

Unit rate
\$3,500

Included

- 60 inch wall mounted LOD display with integrated speakers
- associated cabling, mounts, controller
- cabled outlets for aerial, power, voice-data as required
- desktop PC, keyboard or mouse for system operation installation, programming and staff training.

Not included

- local PC or laptop for system operation
- costs such as escalation, fees + charges, GST.



E6 AV–interactive whiteboard

Providing ability to communicate and present digital material to a local audience using PC based presentation, and ability to display/communicate using pen or finger touch.

Unit rate

\$4,500

Included

- 77 inch electronic whiteboard
- multi-function electronic pen
- cabled outlets for aerial, power, voice-data as required
- installation, programming and staff training.

Not included

- local PC or laptop for system operation
- costs such as escalation, fees + charges, GST.



E7 AV-data projector and motorised projection screen

Providing ability to communicate and present digital material to a local audience using PC based presentation, and ability to participate in audio-conferencing with remote parties.

Unit rate

\$9,300

Included

- 92 inch ceiling mounted motorised projection screen
- HD projector + ceiling speakers
- cabled outlets for aerial, power, voice-data as required
- local PC and laptop for system operation
- ceiling microphones + single ceiling mounted camera
- joinery to house equipment
- installation, programming and staff training.

Not included

- local PC or laptop for system operation
- costs such as escalation, fees + charges, GST.



E8 Operable wall

Manual-operable folding dividing wall to enable room division, providing acoustic privacy to the affected rooms.

Unit rate
\$30,000

Included

A proprietary folding dividing wall system comprising:

- 6 vinyl clad folding panels with ceiling guide system
- pinboard or whiteboard panel cladding no additional cost option
- recess to house panels in the parked position
- above ceiling structural support
- ceiling alterations to enable above ceiling work.

Not included

- costs such as escalation, fees + charges, GST.



E9 Single door card reader/security access

Unit rate

\$3,500

Included

A proprietary locking/proximity security access comprising:

- electronic or magnetic door lock to a single door
- access card reader to operate the lock
- a stand-alone access control system
- ideally located in a nearby secure area such as store room
- a remote release to operate the lock
- possibly from a reception desk or nearby wall
- 10 programmed cards.

Not included

- the door, door frame and basic door hardware
- additional programmed cards
- costs such as escalation, fees + charges, GST.



Fit-out design examples

This section includes two fit-out design examples with breakdown of space usage and costs.

Fit-out design examples (continued)

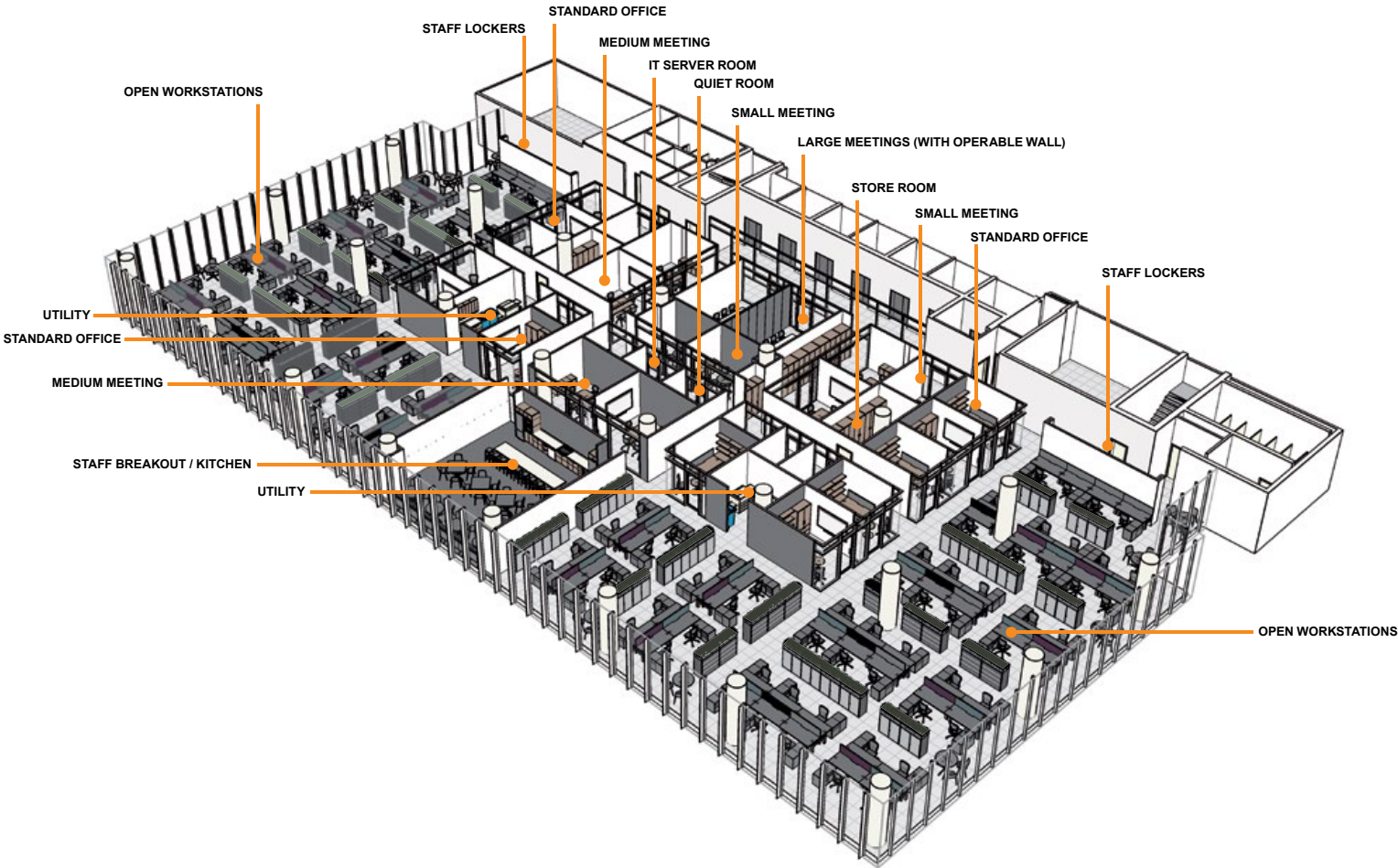
Example 1
Meeting the Government space target
(14 m² per person)

The agency has a requirement to accommodate 130 staff, with no requirement for reception amenity and average demand for a variety of meeting rooms.

The agency require some records to be stored on site. The Government fit-out standards area and cost calculator determines that the agency require 1808 m² net lettable area and a cost to deliver the fit-out of around \$2.3m (excluding enhancements).

This example provides an efficient and effective accommodation model which meets Government targets. Refer to the following aerial view and area/cost calculator.

To view animated fly-through, [click here](#)



Fit-out design examples (continued)

Example 1

Fit-out example: 130 staff

Government fit-out standards — area and cost calculator					
no. of staff to be accommodated	130				
Personal workspaces	workspaces no.	benchmark area (m²)	nett area (m²)	unit rate (\$)	item cost (\$)
open workstation	118	6	708.00	4,443.00	524,274.00
standard office	12	12	144.00	24,216.00	290,592.00
chief executive office	0	24	-	43,403.00	-
Sub-total 1 personal workspace	130		852.00		814,866.00
Interactive spaces	no.	benchmark area (m²)	nett area (m²)	unit rate (\$)	item cost (\$)
quiet room	6	6	36.00	13,869.00	83,214.00
small meeting room (seat 4)	2	12	24.00	21,546.00	43,092.00
medium meeting room (seat 6)	2	18	36.00	28,277.00	56,554.00
large meeting room (seat 10)	0	24	-	35,768.00	-
small conference room (seat 16)	0	48	-	106,646.00	-
medium conference room (seat 22)	2	60	120.00	123,061.00	246,122.00
large conference-training room (seat 28)	0	96	-	207,412.00	-
small kitchen	0	24	-	49,580.00	-
staff breakout-kitchen	1	60	60.00	92,858.00	92,858.00
Sub-total 2 interactive workspaces			276.00		521,840.00
Support Spaces	no.	benchmark area (m²)	nett area (m²)	unit rate (\$)	item cost (\$)
open plan small meeting (seat 2)	6	4	24.00	1,675.00	10,050.00
open plan medium meeting (seat 4)	4	8	32.00	2,375.00	9,500.00
open plan storage (filing)	25	4	100.00	6,009.00	150,225.00
general storage (joinery)	4	10	40.00	6,644.00	26,576.00
storeroom	4	12	48.00	17,764.00	71,056.00
small utility room	0	12	-	16,328.00	-
large utility room	2	24	48.00	28,805.00	57,610.00
staff lockers	2	10	20.00	9,739.00	19,478.00
IT server room	1	6	6.00	14,487.00	14,487.00
reception-waiting space	0	48	-	92,825.00	-
Sub-total 3 support spaces			318.00		358,982.00
Net office area (sub-total 1 + 2 + 3)			1,446.00		
Circulation			361.50	415.00	150,022.50
Total gross area (sub-total 4)			1,807.50		
Net fit-out cost \$					1,845,710.50



Fit-out design examples (continued)

Example 1

Fit-out example: 130 staff

Government fit-out standards — area and cost calculator (continued)			
no. of staff to be accommodated	130		
Space usage analysis			
		Government target	Agency
no. enclosed offices as % total no. personal workspaces		less than 10%	9.2%
% area used for interactive and support spaces		up to 45% total floor space	41.1%
% area used for circulation (20% of gross area)		20%	20.0%
Average area per staff		14m² (based on total office area)	13.9 m²
on-cost analysis	%	running total \$	item \$
net fit-out cost		1,845,711	
design development contingency	3.0%	1,901,082	55,371.32
construction contingency	5.0%	1,996,136	95,054.09
professional consultant fees	10%	2,195,749	199,613.59
DPTI fees and disbursements	4.5%	2,294,558	98,808.73
statutory fees and charges	0.25%	2,300,295	5,736.40
PROJECT TOTAL		2,300,295	
average cost per square metre			\$1,272.64



Fit-out design examples (continued)

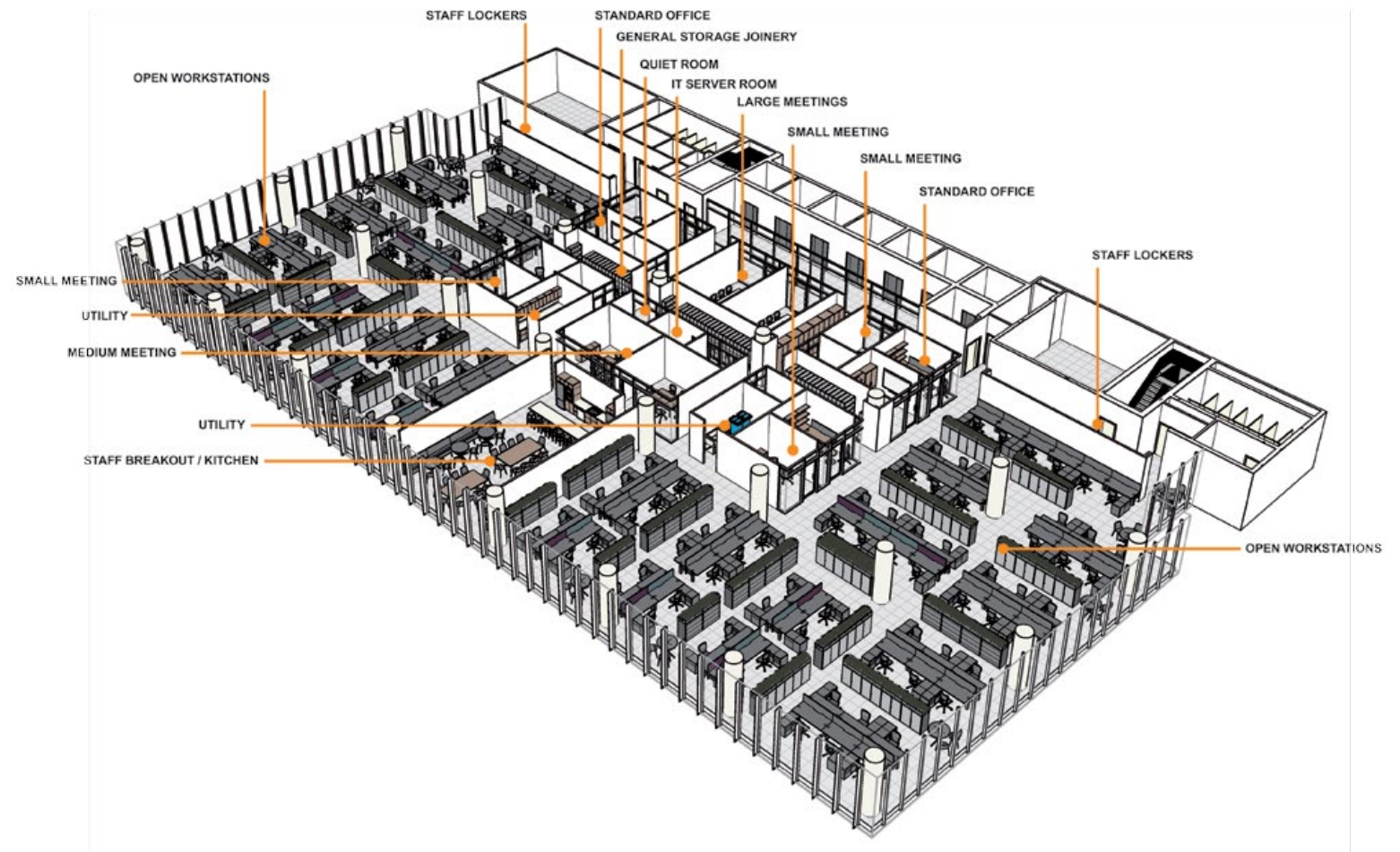
Example 2

Better than Government space target (12 m² per person)

The agency requirement is similar to example 1 except it has a need to accommodate 150 staff with a reduced requirement for meeting rooms or on-site storage, as the agency utilise electronic methods of soft-copy storage and off-site hard copy records.

The use of a standard workpoint module enables workgroups and teams to relocate or regroup efficiently without alteration.

Refer to the following aerial view and area/cost calculator.



Fit-out design examples (continued)

Example 2

Fit-out example: 150 staff

Government fit-out standards — area and cost calculator					
no. of staff to be accommodated	150				
Personal workspaces	workspaces no.	benchmark area (m ²)	nett area (m ²)	unit rate (\$)	item cost (\$)
open workstation	142	6	852.00	4,443.00	630,906.00
standard office	8	12	96.00	24,216.00	193,728.00
chief executive office	0	24	-	43,403.00	-
Sub-total 1 personal workspaces	150		948.00		824,634.00
Interactive spaces	no.	benchmark area (m ²)	nett area (m ²)	unit rate (\$)	item cost (\$)
quiet room	4	6	24.00	13,869.00	55,476.00
small meeting room (seat 4)	2	12	24.00	21,546.00	43,092.00
medium meeting room (seat 6)	2	18	36.00	28,277.00	56,554.00
large meeting room (seat 10)	2	24	48.00	35,768.00	71,536.00
small conference room (seat 16)	0	48	-	106,646.00	-
medium conference room (seat 22)	0	60	-	123,061.00	-
large conference-training room (seat 28)	0	96	-	207,412.00	-
small kitchen	0	24	-	49,580.00	-
staff breakout-kitchen	1	60	60.00	92,858.00	92,858.00
Sub-total 2 interactive workspaces			192.00		319,516.00
Support spaces	no.	benchmark area (m ²)	nett area (m ²)	unit rate (\$)	item cost (\$)
open plan small meeting (seat 2)	6	4	24.00	1,675.00	10,050.00
open plan medium meeting (seat 4)	4	8	32.00	2,375.00	9,500.00
open plan storage (filing)	24	4	96.00	6,009.00	144,216.00
general storage (joinery)	4	10	40.00	6,644.00	26,576.00
storeroom	0	12	-	17,764.00	-
small utility room	0	12	-	16,328.00	-
large utility room	2	24	48.00	28,805.00	57,610.00
staff lockers	4	10	40.00	9,739.00	38,956.00
IT server room	1	6	6.00	14,487.00	14,487.00
reception-waiting space	0	48	-	92,825.00	-
Sub-total 3 support spaces			286.00		301,395.00
Net office area (sub-total 1 + 2 + 3)			1,426.00		
Circulation			356.50	415.00	147,947.50
Total gross area (sub-total 4)			1,782.50		
Net fit-out cost \$					1,593,492.50



Fit-out design examples (continued)

Example 2

Fit-out example: 150 staff

Government fit-out standards — area and cost calculator (continued)			
no. of staff to be accommodated	150		
Space usage analysis			
		Government target	Agency
no. enclosed offices as % total no. personal workspaces		less than 10%	5.3%
% area used for interactive and support spaces		up to 45% total floor space	33.5%
% area used for circulation (20% of gross area)		20%	20.0%
Average area per staff		14m² (based on total office area)	11.9 m²
On-cost analysis	%	running total \$	item \$
net fit-out cost		1,593,493	
design development contingency	3.0%	1,641,297	47,804.78
construction contingency	5.0%	1,723,362	82,064.86
professional consultant fees	10%	1,895,698	172,336.21
DPTI fees and disbursements	4.5%	1,981,005	85,306.43
statutory fees and charges	0.25%	1,985,957	4,952.51
Project total		1,985,957	
Average cost per square metre			\$1,114.14



The future workplace

As the State Government harnesses opportunities to use space more effectively, it is acknowledged that the future office needs to include more flexible elements that enhance the way we work, connect, move and interact.

The future workplace (continued)

The nature of work in the public sector is changing. Work is becoming increasingly project based, delivered by teams of people, drawn from a workforce which is more diverse than ever.

The kind of workplace needed to support these trends is also changing. More team based projects means more team based spaces. The changing workforce profile means that the traditional workplace models are becoming difficult to sustain both economically but also in terms of effectively supporting the staff and business needs.

What will the workplace of the future look like? Predicting the future is never easy, particularly when many of the underlying drivers are changing as rapidly as they are now. The best guess about the future workplace is that it will be more collaborative and team based, with greater mobility supported by more streamlined technology, yet still providing for individuals working alone. Two key drivers, both of which were mentioned earlier, are perhaps key to thinking about the future.

The rise of Project Teams

For some time now there has been a recognition that work is increasingly being done by teams rather than by individuals, leading to many workplaces creating large areas of collaborative and team spaces.

The trend towards team-based spaces is evident in the emergence of new workplace models such as 'New Ways of Working' from the 1990s and 'Activity Based Working' in the 2000s. These workplace models create a higher ratio of more interactive, free-address spaces than traditional individual 'resident' workpoints.

An increasingly diverse workforce

Diversity has always presented a workplace challenge. The idea that there is a nominal ideal worker has less and less utility, eroded by increasing diversity of ages and ethnicity in the workplace, but also employment status as more and more employees seek to integrate work with other priorities ranging from family commitments to other vocational or recreational pursuits. That everyone works full time can no longer be assumed.

This diversity has significant implications for what kinds of workplaces are needed, how they want to meet and work, contribute and adapt, and is predicted to be an increasing trend in the State Government as it has in the private sector.

Continuing cost pressure

The financial pressures of workplace real estate such as rent and fit-out costs, mean that in order to 'afford' these new kinds of spaces, 'savings' need to be found. This means that frequently workplaces move to a more dynamic and unallocated individual workspace model for staff suited to this mode of working, in order to reduce the quantum of area devoted to individual workspace.

Such a model may be compatible with some of the Government's business, but unlikely all of it.

Changing workplace components

Associated with these new workplace models has been a changing 'kit of parts' that make up the workplace. These workplace components form the basis of these new workspace models, albeit combined in different ratios and with different adjacencies that respond to the particular needs of each organisation.

The traditional workstation remains, in a bench rather than L-shaped configuration, to best cater for staff movements and regrouping.

Traditional workstations are being supplemented by more dynamic and diverse workpoints that provide greater agility, less of a 'home base' and more a place to work as needed, have impromptu meetings, and generally enhance collaboration and connectivity. These zones are not simply empty desks, but create a 'buzz' by being located in the 'neutral zone' between meeting spaces, breakout spaces and workstations, and provide those who want to work individually or in a spontaneous team with a sense of still being part of the liveliness of the workplace.

This workstyle is proposed to suit more mobile staff who potentially under-utilise traditional workpoints, and cater for those visiting from the regions or elsewhere.

[To view animated fly-through, click here](#)



The future workplace (continued)

Government Fitout Standards components support evolving work-styles

'Support' and 'Interactive' spaces, such as quiet rooms, meeting rooms and breakout spaces are an increasingly critical component to support the free-address or 'Activity Based' model: they are reliant on one another in providing a cohesive fit-out solution. The other advantage of quiet rooms is, paradoxically, they are a great place to make noise – telephone calls and one-on-one meetings that generally cause interruption in the open workspace can take place in these spaces without disturbing others.

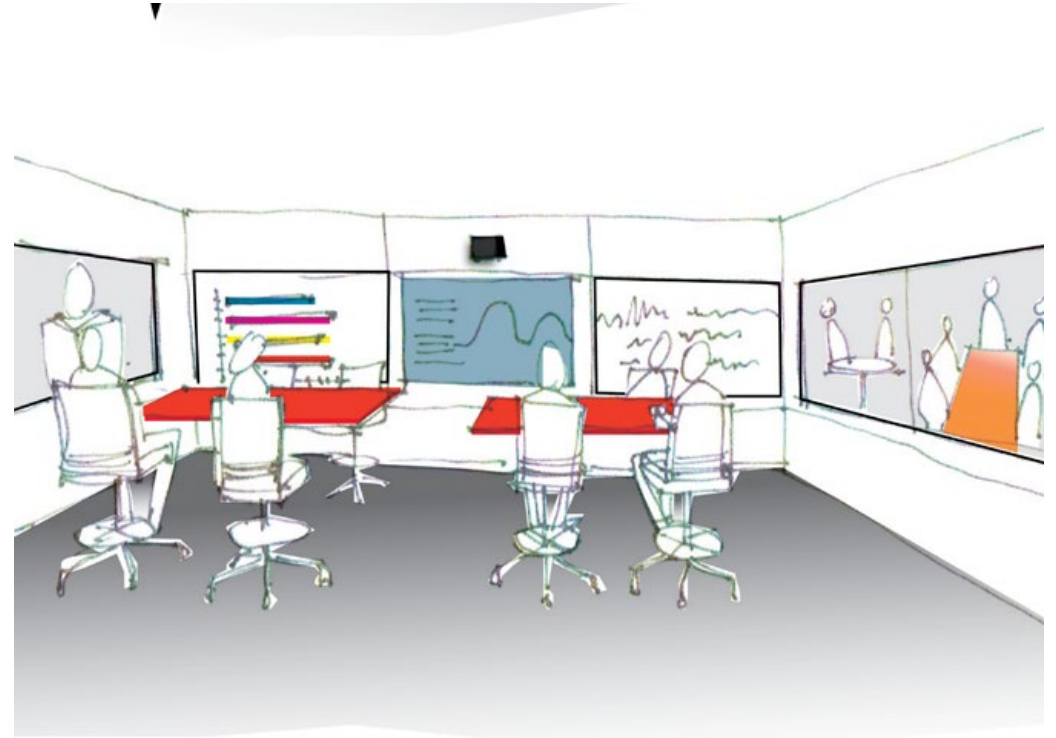
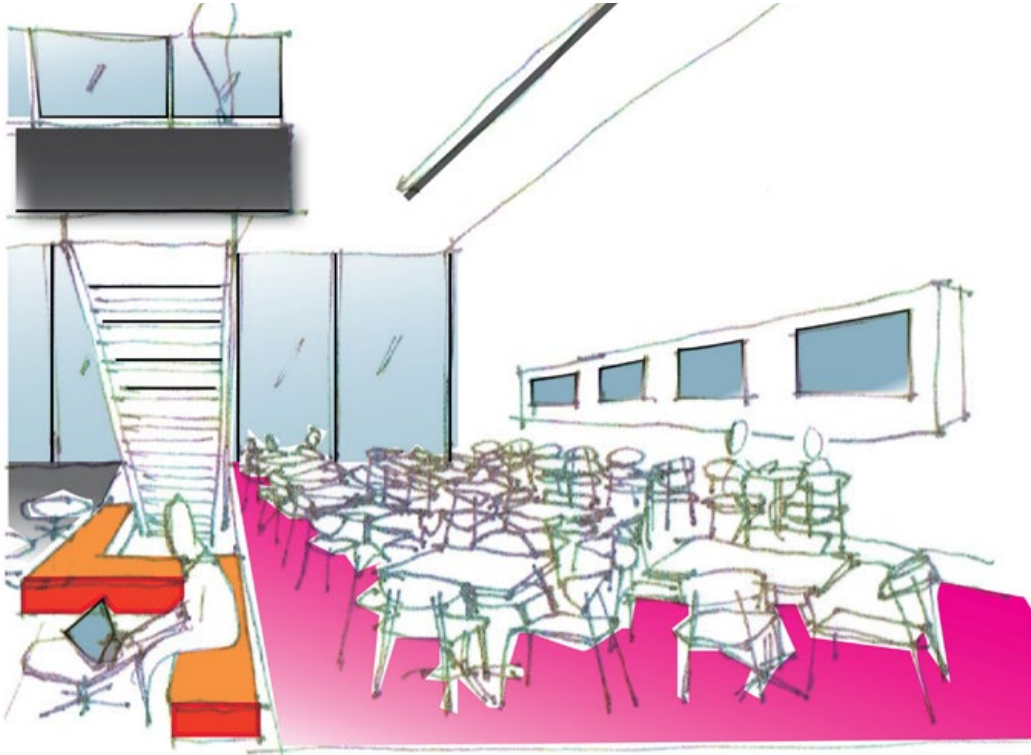
The need to connect different parts of the organisation is being managed more deliberately by creating these informal mix zones around primary circulation routes that support short meetings, and, provide the opportunity for individuals to connect with others and keep abreast of what is happening in other parts of the agency.



The future workplace (continued)

And of course no workplace can do without the ubiquitous meeting room, though increasingly these spaces are mediated with technologies that enable presentation and collaboration, as well as video-conferencing. Seamless, versatile technology is a vital element to enhance these collaborative spaces.

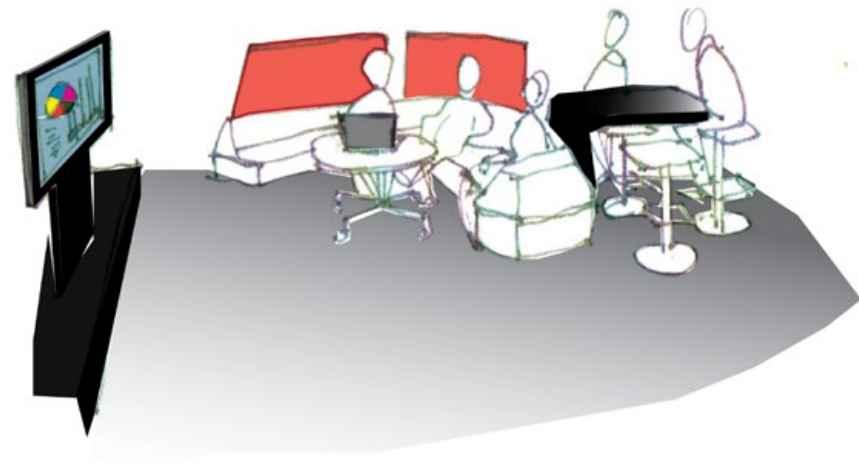
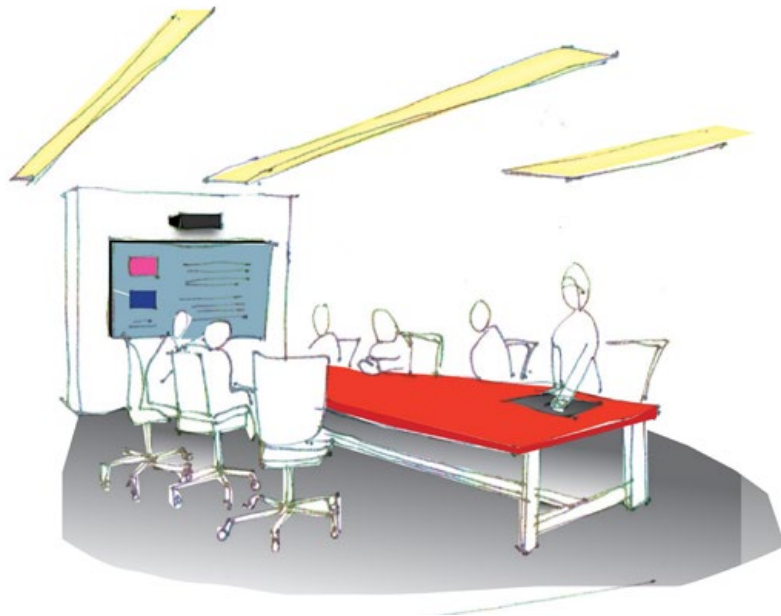
Similarly, informal meeting spaces are also creating the ability to 'think publically' by placing these spaces on the edge of other individual or collaborative space. Informal seating such as sofas and pod chairs need be supported by seamless and accessible technology to provide go-to spaces for quick bursts of work as required: report writing, meeting preparation or informal briefings. Because the boundary is blurred, other people sitting nearby are passively engaged and informed by these discussions.



The future workplace (continued)

The inclusion of free-address workstations provides space for fluctuating teams or regional agency visitors with workspaces, surrounded by the required support spaces: utility rooms, meeting rooms and breakout zones.

The benefits of the new workplaces are yet to be formally quantified in many instances, but for the pioneering organisations where they originated the anecdotal evidence is that they work well and have delivered great productivity gains.



The future workplace (continued)

The enduring challenges

The challenge for new workplace models is the increasing diversity of the workforce, as well as the fact that while much of the world of work might be moving to a project basis, not all functions within agencies are.

In many ways the new workplace models such as 'Activity Based' working support this diversity by providing a range of spaces for people to work, implicitly enabling people to find a space that suits them both in terms of task but also personal preferences. However, the new dynamic and fluid workplace also presents challenges for many staff, and especially managers, in managing expectations.

The key in considering more innovative and flexible workplace options seems to be balance. These new kinds of spaces are not the 'silver bullet' for all workspace issues, and they are not necessarily appropriate for all agencies. The key is to make sure the workspace is 'tuned' to the agencies' requirements, and extensive consultation undertaken to determine whether these emergent spaces will suit the delivery of the agencies' business. They need be provided in the right blend and the right location.

