



CONTENTS

01	INTRODUCTION & EXECUTIVE SUMMARY
02	PROPOSED BVSC CONCEPT DESIGN
03	CONCLUSION & NEXT STEPS
04	PROPOSED BVRG
05	STAKEHOLDER BRIEFING SESSION 01
06	STAKEHOLDER SESSION 02
07	STAKEHOLDER SESSION 03

APPENDIX

- I. STRATEGIC LEADERSHIP ENDORSEMENT PAPER
- II. MECHANICAL REPORT BY ACOR RUDDS
- III. BCA REPORT BY COMPLETE CERTIFICATION
- IV. CONCEPT DESIGN COST PLAN BY RIDER LEVETT & BUCKNALL
- V. ACCESS REPORT BY ABE CONSULTANTS
- VI. STRUCTURAL REPORT BY GEOFF METZLER & ASSOCIATES

1.0 INTRODUCTION & EXECUTIVE SUMMARY

1.1 PROJECT OVERVIEW

Sibling Architecture began working on the design and detailed costing of the Bega Valley Shire Council (BVSC) Admin Building refresh in June 2020. Bega is located 500km (5 hours drive) south of Sydney New South Wales and is located 18kms west of Tathra on the Sapphire Coast. The Sapphire Coast, Bega Valley, and local national parks are a major tourism attraction in southern NSW and draw thousands of visitors annually. The town's central location within the Bega Valley means that the local rolling hills, natural assets and pastoral land have a strong place within the community psyche. The BVSC Admin building is located centrally within the town and faces onto Zingel place, the local village green with views to the culturally significant Mumbulla Mountain to the north. The building is flanked by the newly constructed Civic Centre to west and the Bega Valley Regional Gallery and Library to the east. The BVRG is currently undergoing development for its own re-vitalization. The redevelopment of the BVSC Admin building is seen as a major piece of community facing council infrastructure for Bega and will serve as a focal point for various inclusive community activities.

1.2 PROJECT TASKS

The BVSC Admin Building project seeks the re-design of the existing Admin building and its connections to the newly developing Bega Valley Regional Gallery design, Zingel Place and the Civic Centre. Previously feasibility report and briefing document have been undertaken in 2015.

Sibling Architecture were provided with & reviewed this document and produced two design proposals for the new BVSC Admin Building based on these reports and Staff Stakeholder Engagement Sessions.

This report along with the detailed costing is envisioned as a guiding document that will assist Council in applying for and allocating the funds required for the new BVSC Admin Building.

Lists of reviewed documents & Engagement:

- I LociGenesis Functional Requirements Brief 2015
- II Historical Photos and Building Drawings of the BVSC Admin Building
- III Three x Staff Stakeholder Engagement Sessions

1.0 INTRODUCTION & EXECUTIVE SUMMARY

1.3 RESEARCH AND ORIENTATION

During this stage, following project inception, Sibling Architecture focused on familiarising the consultancy team with the existing facility and information exchange to help establish the wider project context (in terms of project activity, capital works programs, strategic priorities, consultation arrangements etc).

Key tasks achieved within Research & Orientation :

1. Review of all previous documentation and recommendations for both the current and proposed future facilities.
2. Critical assessment of the quality of the building and facilities within the area
3. Identification of opportunities and constraints for remodeling the space within the existing footprint of the site.
4. Identification of opportunities and constraints for additional external entrances and areas for staff.



1.0 INTRODUCTION & EXECUTIVE SUMMARY

1.4 CONSULTATION AND OPTIONS DEVELOPMENT

During the Consultation and Options Development stage, the primary focus was to develop a deeper understanding regarding the context and the needs of the BVSC staff and community. The potential for enhancements, options for coordinated upgrades and requirements were researched through stakeholder consultation and feedback from council.

Key Tasks within this phase:

A. Preliminary option appraisal into the upgrade/construction of a facility including :

1. An assessment of the spatial requirements of the building, and potential uses of the space to be tested and confirmed in consultation.
2. Consideration of the physical and functional linkages with surrounding facilities and identification of any possible linkages to these facilities or surroundings

B. Consultation within this phase was two group Zoom meetings with the following key stakeholders as a minimum, to ensure their views and ideas are taken into full consideration :

1. BVSC Executive
2. BVSC Team Leaders
3. Executive Suite
4. Records
5. IT
6. DA Hub
7. Accounts and Revenue
8. Comms
9. Projects
10. Assets and Operations
11. Waste and Recycling
12. Economic Development Funding Officer and Finance
13. Finance and Governance
14. People & Culture, WHS, Governance Risk and HR
15. Planning and Environment
16. Building Inspection & Building health
17. Assets
18. WASS
19. Property & Facilities
20. Design & Development
21. Community & Connections, Aging, Disability & Childcare

The first stakeholder briefing session was undertaken on Thursday 18th of June 2020 over Zoom from 3-4pm with the aim of fleshing out the needs and desires of every specific user and department in the building. The below images are a Capture of the feedback received within the session.

1.0 INTRODUCTION & EXECUTIVE SUMMARY

GROUND FLOOR DEPARTMENTS

General Comments

- Accounts and revenue to co-locate with finance
- departments don't need to be too close together
- Zoom within building
- opportunities for further re-shuffling
- separate staff entry
- connection to carpark
- Multipurpose room kitchen area, used for regular social get togethers
- Sick bay, baby change
- Family friendly workplace
- Cultural spaces, prayer room
- EOT - bike store? changerooms? showers?
- Division between Outdoor staff and Indoor staff (

EXECUTIVE SUITE
 - needs adjacency to Customer Service near shared reception
 - GM & Mayor colocated
 -

RECORDS

- no face to face with public
- electronic or via customer service
- internal staff access hard copy files
- digitisation, costly
- Some hard copy records are located at the depot
- \$1M to digitize
- Design Option that assumes records are all digitised.
- no additional physical archive space
- DA & Property files.
- 'Day boxes' process
- legal documents
- System for 24hr turnaround of files
- phone meetings. rare face to face meetings
- lockable spaces for confidential legal documents

IT
 - front of house -staff
 - boh adjacent to server room
 - comms and IT detailed requirements
 - space to store assets,
 - potential for IT tech lab at the depot?
 - 60% laptop 40% desktop
 - currently no wifi provisioning throughout building
 - printing facilities

SERVER ROOM
 COMMS ROOM
 (staffing and other issues)

Printing Room
 (staffing and other issues)

PUBLIC reception

CUSTOMER SERVICE
 - lots of interaction with public
 - Lots of interaction with other departments
 - safety
 - briefings and meetings
 - phone booths
 - must be on ground / adjacent to foyer
 - acoustic issues coming from customer service

ACCOUNTS & REVENUE
 - connections with water sewer, customer service,
 - as noisy as Customer service. Many phone calls with the general public
 - 6 staff in a small space
 - use of front meeting space or front counter
 - generally ad hoc meetings
 - weekly meeting within the office space
 - phone calls at desk
 - confidential conversations would use phone booth

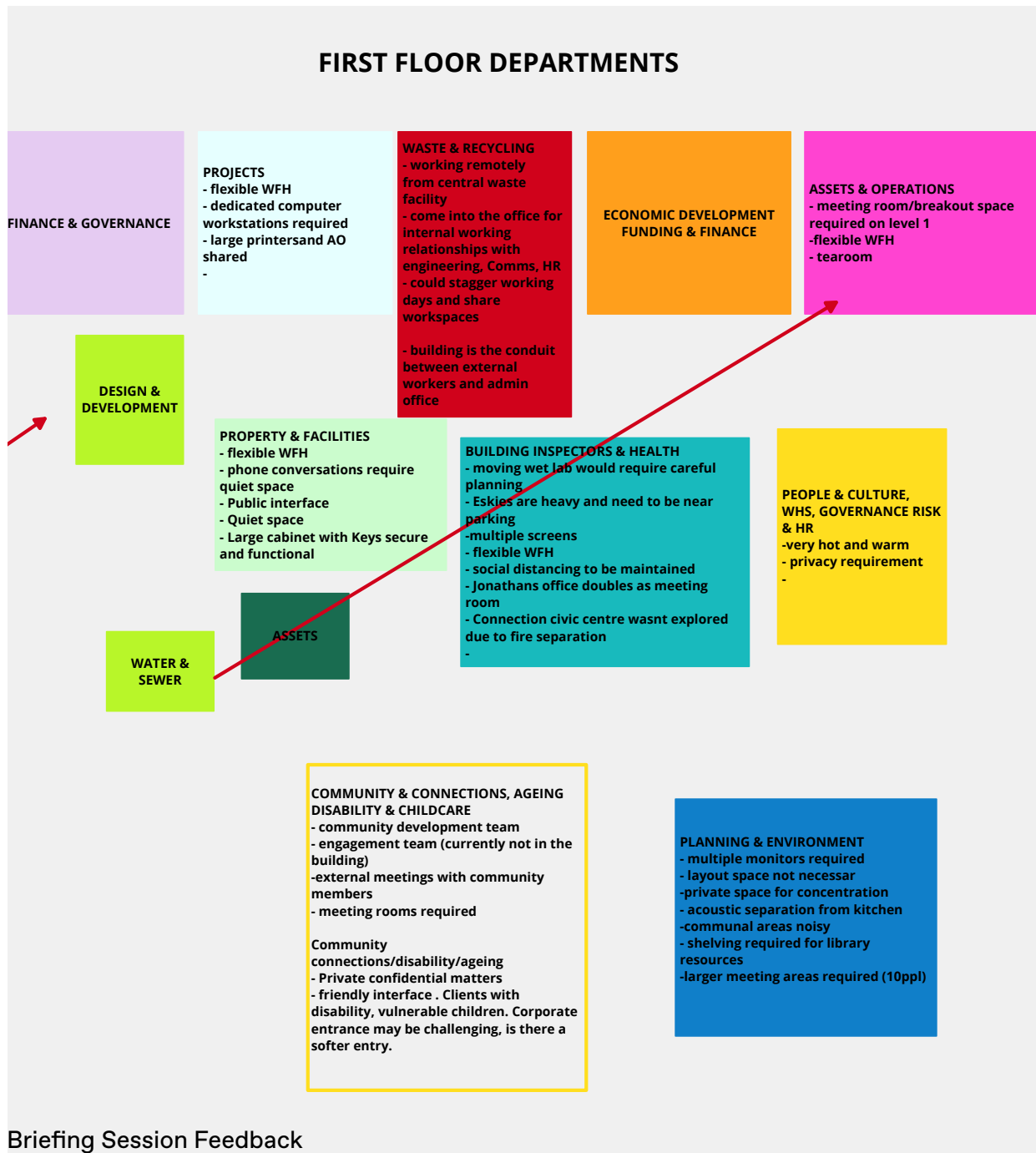
COMMS
 - reception and forecourt refresh - image to community
 - Decals to windows to present council to public as fresh and contemporary
 - Private office not necessary but space for private conversations

DA HUB
 - regular phone calls
 - noise issues
 - meeting with public
 - meeting room with computer used regularly
 - half of the team upstairs with Planning and Building upstairs
 - reviewing of plans, layout space
 - July 2021 electronic lodgement
 - kiosk for lodging digital DA in foyer required (USB upload)
 - 3 large digital screens required
 - workspace with layout space and 2/3 computer screens
 - Often interaction with Customer service. Adjacency is good.

NEW ACCESSIBLE ENTRY off zingel place

Briefing Session Feedback

1.0 INTRODUCTION & EXECUTIVE SUMMARY



1.0 INTRODUCTION & EXECUTIVE SUMMARY

General comments

- Wet Lab on level 1. POtential for Wet Lab to be in a dedicated lab.
- 152 people in space
- 52 from social distancing
- too many people crammed into small spaces
- used to have first aid room/ sick bay/ feeding room
- sunshading is not great on northern face
- bca / dda issues throughout
- Zingel place - civic - public interfacing hub
- IT Could be offsite
- private and sensitive conversations - private meeting rooms with customers (bushfires)
- front reception anything is better than now
- forecourt important
- colour freshness and contemporary feel of building frontage
- All Customer facing services in the same building/ zingel pl
- current meeting rooms are dated and negative reflection to the community
- Lead by example - embed sustainable design principles into the design.
- carparking insufficient, non compliant stairs
- accessible parking
- Resources could be shared better (projectors/banners)
- strong room
- better storage
- foyer space - nice area for a chat
- council building should be hub for outdoor staff and rec staff
- feeling part of the organisation even if you are not based there.

Flat, tired, worn out

Briefing Session Feedback

The second stakeholder briefing session was undertaken on Tuesday 7th of July 2020 over Zoom from 3-4pm this session presented two options for consideration. It was collectively decided that Option 01 would be developed further. Feedback was also collated and taken into consideration.

The third and final stakeholder briefing session was undertaken on Monday 7th of July 2020 over Zoom from 3-4pm this session presented a refined option 01 and showed the staff the look and feel of the space. The collective feedback was generally positive and this scheme was endorsed.

The following pages show the presentations from each session along with the collated feedback and design revisions.

1.0 INTRODUCTION & EXECUTIVE SUMMARY

C. Specialist Consultant Inputs

Mechanical Consultant

A mechanical report prepared by Acor Rudds Consultants and issued on 1st October 2020 details several steps required to ensure the building is operating at optimal levels in terms of cost, efficiency and current environmental standards. The report details two options in relation to the system;

- The first being a continuation of maintenance of the exiting system that will have lower initial outputs but drive higher maintenance and energy costs.
- The second being an upgrade to the entire system that will bring the system up to current BCA, AS and WHS requirements, reduce maintenance and energy usage but has a large initial outlay of approximately \$850,000 plus GST.

It was determined that for the purpose of the cost plan the second option would move forward. Acor Rudds report can be found in the appendix section of this report.

BCA Consultant

A BCA Compliance Assessment report prepared by Complete Certification details several steps required to be implemented to ensure we meet the provisions of the BCA for the Admin Building. This includes fire separation measures that take into account the new development of the BVRG. This report can be found in the appendix of this report.

Access Consultant

ABE Access consultants have been engaged to provide access advice on the design proposal which include a preference for dedicated internal vertical transport systems. A mark up of their design can be found in the appendix and their final report will be submitted shortly.

Structural Consultant

A structural assessment was undertaken by Geoff Metzler & Associates to determine the structural implications of introducing voids into the level 01 slab. The report and associated costs for this can be found in the appendix of this document.

Quantity Surveyor

A concept design cost plan has been included and was prepared by Rider Levett Bucknall, the full report can be found in the appendix section of this document. The cost plan returned a total project cost of \$8.7M and a construction budget of \$6.3M.

2.0 PROPOSED BVSC CONCEPT DESIGN

SIBLING



SIBLING

























3.0 CONCLUSIONS AND NEXT STEPS

At the conclusion of all stages the detailed costing has returned a total project cost of \$8.7M and a construction cost of \$6.3M. This figure includes contingencies and consultant fees for services. Given this amount is currently beyond the funds available through council's capital works budget it is recommended that council uses a combination of the following revenue streams to produce and adopt an appropriate funding strategy for the project:

1 - BVSC Capital Works Budget

2 - State Government Funding Avenues

3 - Federal Government Regional Growth Funds

4 - Community Fund Raising Initiatives

Time-frames:

There is enthusiasm within the executive and staff cohort to proceed with the project and it is recommended that council begin implementing funding strategies to ensure that the front facing and public aspect of council is at a standard in line with current day expectations and for the overall wellbeing of staff working within the building.

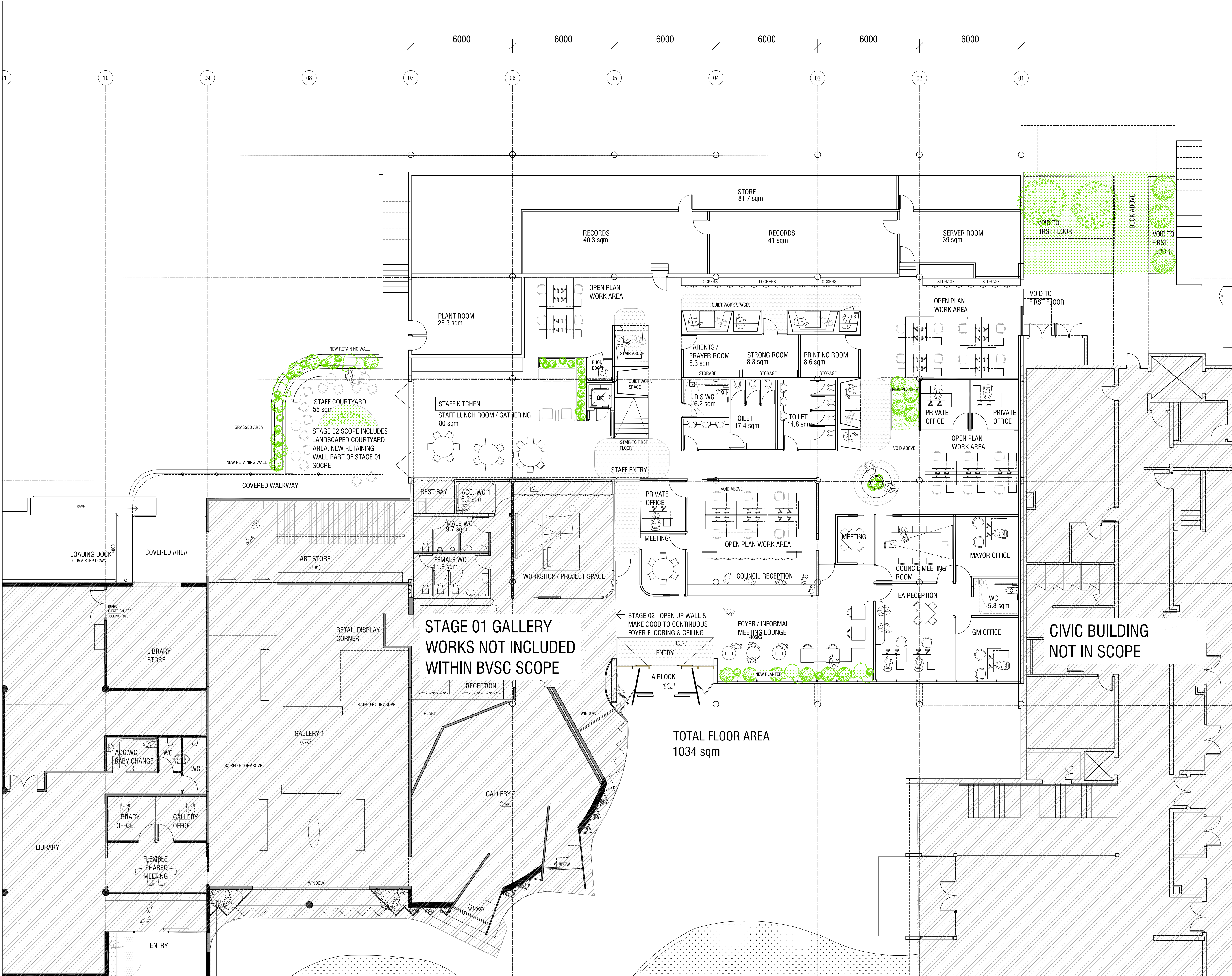
4.0 PROPOSED BEGA VALLEY REGIONAL GALLERY

SIBLING



BEGA VALLEY REGIONAL GALLERY
RENDERS





NO.	AMENDMENT	DATE	APP'D

ABBREVIATIONS	
RL RELATIVE LEVEL	DP DOWNPIPE
WC WATER CLOSET	FP FLOOR PENETRATION
EP EXISTING PAVING	COL COLUMN
EDP EXISTING DOWN PIPE	DR DRAWER
SC SELF-CLOSING GATE	AS ADJUSTABLE SHELF
GL GLASS	FG FIXED GLAZING PANEL
EX EXHAUST FAN	AW AWNING WINDOW
HWSP HOT WATER SOLAR PANEL	FS FIXED SHELF
FV FLOOR VENT	

GENERAL NOTES

1. CONTRACTOR MUST VERIFY ALL DIMENSIONS ONSITE BEFORE COMMENCING WORK OR PREPARING SHOP DRAWINGS.
2. DO NOT SCALE OFF DRAWINGS.
3. THE LOCATION OF ALL SURFACE ITEMS INDICATED ON THE ARCHITECTURAL PLANS TAKE PRECEDENCE OVER OTHER PLANS.
4. EXACT LOCATION AND HEIGHT OF ALL ELECTRICAL FITTINGS AND SWITCHES IS TO BE CONFIRMED WITH ARCHITECT PRIOR TO INSTALLATION.
5. ALL WORKS TO COMPLY WITH BCA/NCC, AND RELEVANT AUSTRALIAN STANDARDS
6. ALL GLAZING TO BE INSTALLED IN ACCORDANCE WITH AS 1288, AS/NZ 2208, AS/NZ 4667
7. CONTRACTOR TO CONFORM WITH AS 1428.1-2009

BVSC ADMIN
Zingel Pl, Bega NSW 2550

NOT FOR CONSTRUCTION

S | BLING
L4 252 Swanston St, Melbourne VIC 3000
Ph. 03 9417 1067
sister@slbingnation.net
www.slbingnation.net
ABN: 91 545 173 018

**PROPOSED FLOOR PLAN
GROUND FLOOR**

COPYRIGHT RESERVED		A1
STAGE SD	PROJECT NO. SN0234	
DRAWN RH	APPROVED NB	
CHECKED	DATE 29.10.2020	
SCALE 1:100@A1	DRAWING NO. A-100	B
CAD PLOT SCALE 1:1		

CAD FILE

