

Attachment 3: Functional Brief

Strathbogie Shire Civic & Administrative Functional Brief

Principles

Productivity, attraction, and retention of staff

- A quality contemporary office environment with suitable meeting rooms, and the flexibility to work from home or other places as required
- Comfortable and inclusive work areas that enable collaboration and increased productivity
- Good natural light and fresh ventilation with access to outdoor spaces
- Shower and end-of-journey facilities to encourage active transport options for staff
- Flexibility with certainty for community and colleagues
- Adaptive spaces to support training and development, project management, and community meetings
- HYBRID+Flexible work – supporting better customer and community outcomes, conditions for staff, and efficiencies in building design
 - Build for 70% capacity – 70% workstations and 30% workplaces

Customer relationships

- Welcoming and spacious customer service area
- Access to appropriate meeting rooms for consultation and sensitive or confidential discussions
- Improved technology for online access to specialist staff
- Booking of appointments and encouraging onsite engagement to provide better service standards across the municipality
- Take advantage of new technology and systems to enable better customer service to community, service users, and applicants
- Consulting spaces for visiting specialist staff and community engagement

Internal relationships

- HYBRID+Flexible model of work will support better adaptation to internal relationships
- Project and task teams will be able to collaborate in designated spaces
- Flexible workstations and workplaces will support changing needs of work and internal relationships
- Single workspace/building with open space will promote internal collaboration

Environmental standards

- Green Building Council four- or five-star rating
- Solar generation – maximise solar generation on available roof space
- Acoustic treatment to be explored through schematic design
- Rainwater harvesting and reuse for landscape and internal

- Waste management – external space allocation for waste separation

Power and technical

- Energy independence including battery back-up and secondary generation capacity
- Standalone functionality for solar battery charging
- Battery and solar to provide UPS capacity for building

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Element	Comment
<p>1. Staffing levels</p> <p>Total workforce (people) – 151</p> <ul style="list-style-type: none"> – Total workforce (female) – 77 – Total workforce (male) – 74 <p>Total workforce (FTE) – 125.41</p> <ul style="list-style-type: none"> – 56.8 (FTE) female – 68.6 (FTE) male – Vacancies (FTE) ~6 – Temporary (FTE) ~6 <p>Workforce by location</p> <ul style="list-style-type: none"> – Euroa Civic, Binney, & Bury St – 90 staff – Nagambie – 4 staff – Euroa Depot – 10 staff (indoor) – Euroa Depot – 31 staff (outdoor) – Nagambie Depot – 2 staff (indoor) 1 or 2 – Nagambie Depot – 8 staff (outdoor) – Transfer station – 7 staff 	<p>a) Baseline data provided by Manager People & Culture April 2024.</p> <p>b) The new Nagambie office is being designed for 24 or 25 flexible and unallocated workstations.</p> <p>c) ELT has directed that the project plan for baseline 70% staff capacity and 70/30 split between workstations and adaptive workplaces.</p> <p>d) Depot operations will plan for 85% capacity for indoor staff due to operational requirements.</p>
<p>2. Expected staff growth</p>	<p>Rationale for growth</p>

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<p>Managers have indicated that there will be a need to accommodate 17% additional staff in four years and up to 40% in the next decade.</p>	<p>a) Population growth and increased economic activity in west and south of municipality – planning, waste, and depot operations</p> <p>b) ICT demand and support will increase in future years</p> <p>c) Strathbogie is currently under-resourced for existing functions</p> <p>Growth strategy:</p> <p>d) Future growth is likely to be centred in the west and south of the municipality therefore any expansion will be in Nagambie or Avenel</p> <p>e) Change to work patterns will potentially reduce demand for office-based accommodation</p> <p>f) Improved productivity resulting from better technology and systems will likely limit need for expansion</p>
<p>3. Current and future workforce location</p> <p>The opening of the Nagambie office with a capacity of up to 25 flexible workspaces will decrease the demand on Euroa as an operational base for administrative staff.</p> <p>The proposed allocation across the two sites will be:</p> <ul style="list-style-type: none"> – Nagambie – assumed staffing baseline 20 staff – Euroa – assumed staffing baseline 70 staff <p>ELT direction of building for 70% capacity results in:</p> <ul style="list-style-type: none"> – Euroa total assumed accommodation – 52 staff 	<p>a) It is assumed that up to 20 of the 90 staff based in Euroa will work from the Nagambie office</p> <p>b) Future expansion of accommodation is assumed to occur in Nagambie, either through more efficient design and use of space, or extension of the former Goulbourn Shire office.</p> <p>c) Starting staffing assumption for Euroa based activities is 70 staff.</p>
<p>4. Baseline accommodation</p> <p>Based on the data provided and directions from ELT baseline staffing numbers for main locations will be:</p>	<p>a) Personal lockers to be provided for 50% staff numbers located at each location – 35 at Euroa and 12 at Nagambie (tbc)</p>

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<p>Euroa civic and administration – total anticipated staff population 52 (tbc)</p> <ul style="list-style-type: none"> – 37 work stations – 15 adaptive workspaces <p>Nagambie civic and administration – total staff population 20 (tbc)</p> <ul style="list-style-type: none"> – 20 work stations 	<p>b) HYBRID+flexible assumes that all staff will be supported with personal laptops.</p> <p>c) Workstations will be ergonomic with dual screens and 50% will be standing desks.</p> <p>d) Adaptive workplaces will include a range of pods, flexible meeting rooms, and project spaces.</p> <p>e) Focus will be on promoting online access to staff and supporting ability to conduct council business online.</p> <p>f) Accommodation should be made for sensitive and confidential discussions – performance reviews / counselling / customer contact.</p> <p>g) General rule is that all workspaces are sensitive.</p>
<p>5. Designated workstations</p> <p>Three work groups will be provided with designated work area spaces due to operational requirements</p> <ul style="list-style-type: none"> – Customer service and call centre – Information technology – Governance and civic functions <p>Other workspaces may be designated based on capacity to work flexibly – determined in consultation with managers and People & Culture.</p>	<p>a) Customer service and call centre to be allocated an area close to specialist equipment – 4 workstations</p> <p>b) Information technology will need space allocated adjacent to server and technical work rooms – 4 workstations</p> <p>c) Governance and civic functions will be clustered around CEO & councillor spaces and agenda print and assembly room – 4 workstations</p> <p>d) Note that designated workstations are counted as part of the 45 'flexible' workstations</p>
<p>6. Council Chamber and Councillor Lounge</p> <p>Council chamber (150m2) to be flexible and able to be adapted for other uses.</p> <p>Consider extension from customer service space for larger gallery attendance and expansion of 'chamber'.</p>	<p>a) Council Chamber accessible from Councillor Lounge without public access.</p> <p>b) Capacity – formally seated tables – U-shaped</p> <ul style="list-style-type: none"> – Councillors – 11 – Officers – CEO & Executive + 2 civic support staff

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<p>Councillor Lounge (25m²) – workspace and lounge area for Councillors – pre-meeting and accessible other days.</p> <p>Mayor’s Office – 15m²</p> <p>Executive and other large meetings to be held in Council Chamber.</p>	<p>c) Consider capacity to provide additional gallery space for larger meetings. Note that very large meetings can be held in the Public Hall.</p> <p>d) Additional space for officers to present reports.</p> <p>e) Bench space for agendas and other materials (4m long)</p> <p>f) Lectern for questions from the public.</p> <p>g) Microphones and speaker system.</p> <p>h) Large display screens to enable order of business, reports, recommendations, and amendments to be displayed.</p> <p>i) Flexible and adaptable furniture (not built in)</p> <p>j) Gallery seating – up to 20 (with expansion to 50 available)</p> <p>k) High standard AV and recording equipment.</p> <p>l) Kitchen to support Council related activities (Questions regarding kitchen ancillary to the Public Hall.)</p>
<p>7. Specialist storage, furniture, and equipment – Information Technology</p> <p>Secure lockable room for storage of IT related equipment (20m²)</p> <p>General storage (lockable) for IT materials (10m²)</p> <p>Server room / data centre provisions – cooled with fire suppression – 10m²</p> <p>Generator (external 10m²) and UPS back up (internal 5m²)</p> <p>Large display (100”) in IT area for network monitoring and data management</p>	<p>a) As IT moves to cloud-based and ‘software-as-a-service’ it is likely that less space will be required. This should be reviewed and reassessed through all stages of design.</p> <p>b) Whole of building high speed Wi-Fi with staff, visitor, and councillor networks.</p> <p>c) Security and alarm systems integrated with BMS.</p> <p>d) Access control integrated with BMS.</p> <p>e) HVAC integrated with BMS.</p>

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Security swipe readers on all doors.	
<p>8. Specialist storage, furniture, and equipment – Civic & Records</p> <p>Utility room for print and assembly of documents (20m2)</p> <p>Scan and print equipment (10m2)</p> <p>Mail and sorting desk (5m2)</p> <p>Two fire-resistant safes and compactus for onsite records (15m2)</p>	<p>a) Civic and Records to be clustered near CEO office and councillor lounge</p> <p>b) Climate controlled storage for documents and records</p> <p>c) Located within workstation area.</p> <p>d) Restricted access security system</p>
<p>9. Other storage, furniture, and equipment</p> <p>Customer service – secure storage adjacent to front counter (5m2)</p> <p>Environmental health – refrigerated storage for food samples etc</p> <p>Community safety</p> <ul style="list-style-type: none"> – Shelving for storage of equipment – Three locked cabinets <p>Pool vehicle key storage – lockable cabinet linked to calendar system for car bookings.</p>	<p>a) Consideration to be given to centralised shared secure storage for all departments (estimated at 40m2) – lockable with swipe access.</p> <p>b) Youth storage external – trailer and associated – 20m2</p> <p>c) Other external protected storage – 40m2</p>
<p>10. Youth space</p> <p>Provision of dedicated youth space within civic facility (60m2).</p> <p>Space built for enhanced durability (heavy duty construction) with additional sound proofing.</p> <p>Digital displays and gaming area.</p>	<p>a) Internal storage – equipment and supplies (10m2)</p> <p>b) Parking for trailer and external storage (30m2)</p> <p>c) Kitchenette with refrigerator.</p>
<p>11. Meeting rooms</p> <p>Provision of meeting rooms for staff and public use.</p> <p>Two small accessible from customer service area.</p>	<p>d) All rooms to have digital displays and whiteboard facilities.</p> <p>e) Storage and shelving.</p> <p>f) Reasonable access to kitchen for internal meeting rooms.</p>

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<p>Multiple small as part of internal workspace.</p> <p>Multiple medium as part of internal workspace.</p> <p>Council Chamber to provide large meeting space outside of council meeting times.</p>	
<p>12. Emergency management operations</p> <p>Council emergency management operations centre to be established in large meeting room – adjacent to Council Chamber for additional capacity.</p> <p>Multiple large display screens for situation monitoring.</p> <p>Storage and equipment cupboard.</p> <p>Additional phone access and power points.</p> <p>Emergency assembly point to be designated.</p>	<p>g) Primary emergency coordination centre located at Euroa.</p> <p>h) Euroa building might be flood affected and unusable as an operations centre. Secondary centre to be located at Nagambie.</p> <p>i) Capacity for hosted agencies to operate from facility.</p>
<p>13. Access and disability standards</p> <p>The building to be zoned for after-hours access to civic functions and council meeting rooms.</p> <p>Civic and community functions in separate zone from staff work areas.</p> <p>Councillors to have their own private zone.</p>	<p>a) Electronic access control linked to BMS to facilitate effective after-hours control of the building and support community use.</p> <p>b) Provision on internal information and directional signage which meets DDA requirements.</p> <p>c) All areas meet or exceed DDA requirements.</p>
<p>14. Customer service – public facing</p> <p>Public service area with four customer service points</p> <ul style="list-style-type: none"> – Two customer access staff – Two workspaces for planning, permits, and other enquiries <p>Waiting area with comfortable lounge / bench / tables for engagement with community.</p>	<p>a) Management of customer interaction – specialist staff bookings and onsite access</p> <p>b) Cashiering function and acceptance of cash.</p> <p>c) Customer access portal and screen.</p> <p>d) No physical barriers that restrict access for all ages and mobility.</p> <p>e) Suitable physical controls on exits to reduce risk.</p>

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<p>Duress alarm fitted to public service counter and meeting rooms.</p> <p>Two small meeting rooms accessible from staff and public areas for private consult meetings.</p> <p>Adjacent to large meeting and project space to support customer access.</p>	<p>f) A clearly defined inviting and light filled entrance and street address.</p> <p>g) A welcoming space for casual visitors of all ages to the facility.</p> <p>h) Display and presentation area for programs, what's on, artwork and other municipal artefacts.</p> <p>i) Recycling bins – batteries etc.</p> <p>j) Provision of comfortable bench desks for engagement.</p> <p>k) Small meeting and consult room with two entries for OH&S.</p> <p>l) Considers safety of staff and community users after hours.</p> <p>m) Adequate lighting to ensure safe access and egress for all staff and community including perimeter lighting.</p> <p>n) Drinking fountain for public use.</p>
<p>15. Prayer, meditation, and quiet room</p> <p>Provision of a quiet space for prayer, meditation, quiet, or illness.</p> <p>Comfortable space with lounge chair and ability to darken.</p>	<p>a) Alternate use as parenting room for staff.</p>
<p>16. Lunchroom and kitchen</p> <p>Adaptive workspaces generally a trade-off between personal and communal space.</p> <p>A large and accessible area for meals and congregation. Located adjacent to and integrated with flexible workspaces.</p> <p>Seating arranged to support social and work interactions.</p>	<p>a) Kitchen area – 20m²</p> <p>b) Associated casual seating area integrated with adjacent flexible workspaces.</p> <p>c) Appliances – fridge x 2, air-fryer/microwave combi, dishwasher etc</p> <p>d) Storage – utensils, supplies, plates, cups, glasses</p> <p>e) Cold and boiling water supply</p> <p>f) Waste stream facility – 3 bin system</p>

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<p>17. Vertical transport</p> <p>Provision of a lift to assure access to second level of public and staff areas.</p> <p>Lift of adequate size to support Public Hall access to upper level.</p>	<p>a) Nil noted.</p>
<p>18. Parking and access</p> <p>Onsite pool vehicle parking – # spaces</p> <p>Bicycle parking – secure and undercover cycle parking for # bicycles</p>	<p>a) Existing charging station to remain.</p>
<p>19. Public toilets and changing room</p> <p>Provision of male and female accessible toilets.</p> <p>Changing room to be provided for parents.</p>	<p>a) Consider relationship with capacity of the Public Hall</p> <p>b) Locate adjacent to public access and council chamber</p>
<p>20. Staff toilets and changing room</p> <p>Provision of male and female accessible toilets.</p> <p>Parenting room.</p> <p>End-of-journey facilities.</p>	<p>a) Councillor access to staff toilets.</p>
<p>21. Cleaners room</p> <p>Provision of utility room for cleaners storage and supplies.</p>	<p>a) Stainless steel trough</p> <p>b) Storage racking</p> <p>c) Hot and cold water</p>
<p>22. Scooters and electric / manual wheelchairs</p> <p>Scooter storage under cover external.</p> <p>Recharge points to be provided.</p>	<p>a)</p>

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<p>23. Information displays</p> <p>Public facing – large display screen for community information</p> <p>Staff facing – large display screens for internal communications</p>	<p>a) Building information – solar generation, environmental performance etc.</p> <p>b) Room bookings linked to calendars.</p>
<p>24. Delivery and loading area</p> <p>Provide a safe and secure delivery and loading area at the rear of the building.</p>	<p>a) Nil noted.</p>
<p>25. External landscaping</p> <p>Separate design package in next phase of design.</p> <p>Reasonable cost estimate to be included in total project cost.</p>	<p>a) Nil noted.</p>
<p>26. Signage and wayfinding</p> <p>Public and staff signage package to be included as a provisional cost in total project budget.</p>	<p>a) Adequate signage in English and braille throughout the building.</p> <p>b) Link to way-finding signage in precinct.</p>
<p>27. Security and communications standards</p> <p>Installation of fixed cameras and appropriate digital video capture.</p> <p>Remote access of system for after-hours monitoring.</p> <p>Cabling and switching to IT Department standards.</p>	<p>a) Support for BYOD for public and visiting organisations.</p> <p>b) Building and surrounds to be Wi-Fi enabled.</p>
<p>28. Maternal & Child Health</p> <p>Provision of a single consulting room ~30m²</p>	<p>a) Natural light and controlled lighting.</p> <p>b) Waiting area integrated with customer access area.</p>