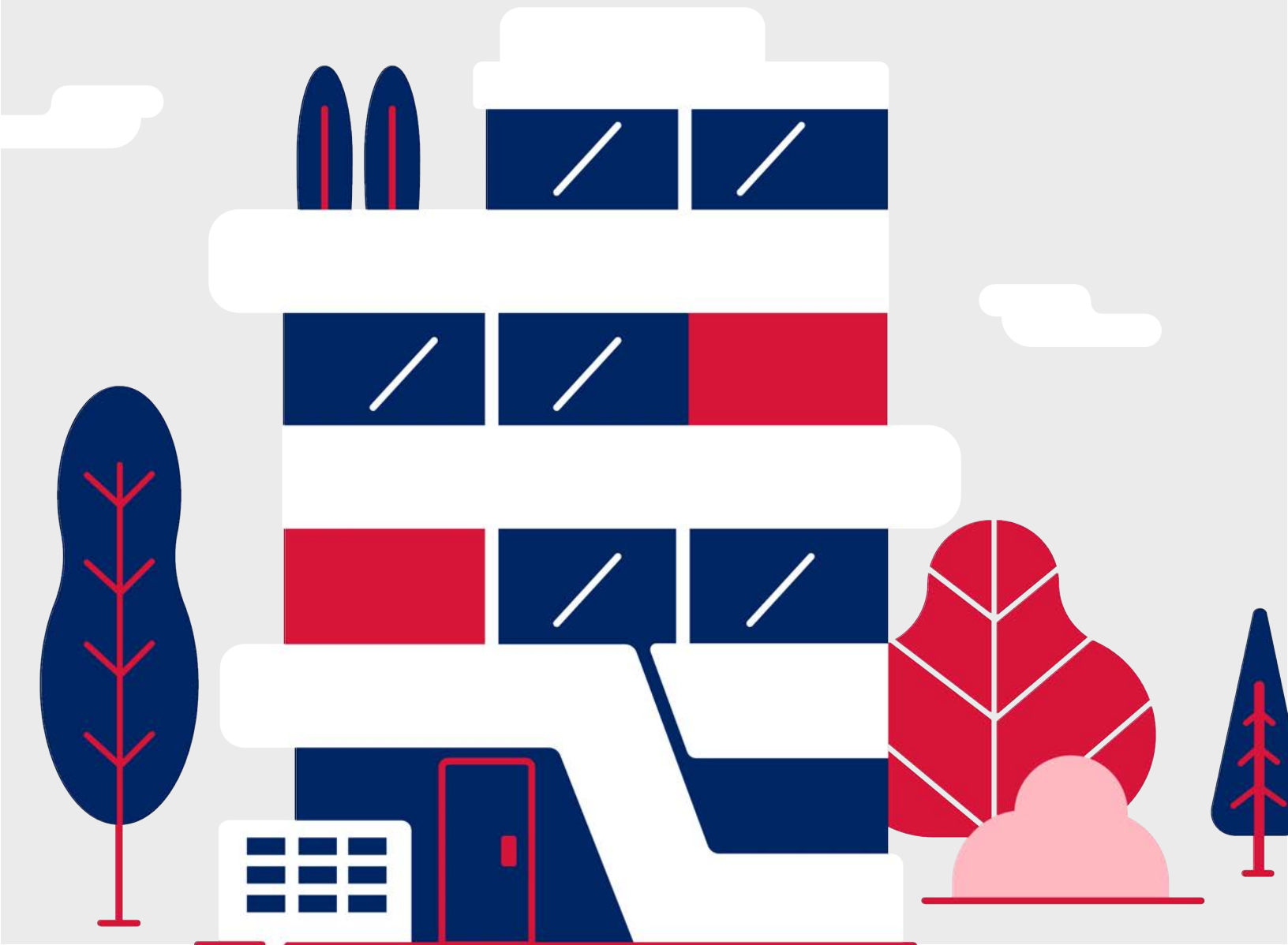


# DCJ Workplace Design Guide FOR STAKEHOLDERS

Infrastructure Design & Planning  
Capital Planning & Investment

MAY 2025  
VERSION 1.90



# Acknowledgement of Country

As a lead agency responsible for improving outcomes for Aboriginal people and families, the Department of Communities & Justice acknowledges the Traditional Custodians of the land on which we live and work.

We pay our respect to Elders past and present and are committed to delivering inclusive infrastructure that reflects Aboriginal peoples' continuing connection to land, water and sea.



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# Document Control

This document relies directly on an earlier version (1.0) developed by the Workplace Transformation team. While the content is similar, this version has a more user-friendly layout for better stakeholder understanding.

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## Version History

| Version | Publish date | Comments  |
|---------|--------------|---|
| 0.9     | 26.11.2021   | Draft presented to Workplace Steering Committee                                   |
| 1.0     | 27.01.2022   | First released version  |
| 1.1     | 02.08.2023   | Internal Workplace Transformation (WPT) update for comment, not formally released |
| 1.2     | 29.08.2023   | Internal DCJ update for TDA endorsement   |
| 1.21    | 15.09.2023   | TDA endorsed update, for project use only, not formally released                  |
| 1.22    | 15.01.2024   | Technology updates, for project use only, not formally released                   |
| 1.23    | 04.07.2024   | Internal update, lessons learnt, for project use only, not formally released      |
| 1.90    | 20.05.2025   | Released for consultation via Intranet  |
|         |              |   |

## Review Control

| Reviewer                     | Section        | Review comments  | Actions agreed                           |
|------------------------------|----------------|--|--|
| Workplace Steering Committee | Pages 6 and 14 | Page 6 introduced to highlight alignment to NSW Government Office Accommodation Workplace Design Principles; page 14 comment added under “safe and secure” considered design supports therapeutic and better outcomes for clients”                       | Updated V1.0                             |
| DCJ Comms                    | Whole document | Update to new master template  | Updated V1.0                             |
| WPT Design & Fitout          | Whole document | Updates from Project Lessons Learnt (All Changes from V1.0 highlighted in yellow). These improvements stem from project insights and will undergo further consultation to develop a final version to be formally released to DCJ stakeholders and staff. | Updated V1.1, V1.2, V1.21, V1.22 & V1.23 |
| IDP                          | Whole Document | Restructure of Document, including updates from lessons learnt and stakeholder consultation.   | Updated V1.90                            |

# Stakeholder Consultation

During the creation of Version 1 (DCJ Workplace Design Principles) and this Version 2 (DCJ Workplace Design Guide), extensive consultation was conducted with relevant stakeholders. The following table details the groups consulted.

| Date           | Subject              | Description   | Internal stakeholder   | External stakeholder                                       |
|----------------|----------------------|---|--|--|
| Apr - May 2021 | Design Principles V1 | Briefing workshops: What + When + Ask the right questions and playback                      | Employee Reference Working Group<br>Strategic Accommodation Working Group<br>Technical Design Authority (SMEs)<br>Technical Design Authority Members<br>DCJ Steering Committee |  |
|                | Design Principles V1 | Play Back   | Employee Reference Working Group<br>Strategic Accommodation Working Group<br>Technical Design Authority (SMEs)   |  |
| Jun - Jul 2021 | Design Principles V1 | Dive Deeper workshop: Examine key areas of concern identified in greater detail             | Employee Reference Working Group<br>Strategic Accommodation Working Group<br>Technical Design Authority (SMEs)   |  |
|                | Design Principles V1 | Update & Feedback   | Employee Reference Working Group<br>Strategic Accommodation Working Group<br>Technical Design Authority (SMEs)<br>Technical Design Authority Members<br>DCJ Steering Committee |  |
| Aug 2021       | Design Principles V1 | Briefing  | All DCJ Staff  | Public Service Association<br>Property and Development NSW |
|                | Design Principles V1 | Update & Feedback   | DCJ Steering Committee   |  |
| Sep 2021       | Design Principles V1 | Paint a Picture workshop: Float concept to solve problem/ accomplish goals                  | Employee Reference Working Group<br>Strategic Accommodation Working Group<br>Technical Design Authority (SMEs)   | Public Service Association                                 |
|                | Design Principles V1 | Update & Feedback   | Employee Reference Working Group<br>Strategic Accommodation Working Group<br>Technical Design Authority (SMEs)<br>Technical Design Authority Members<br>All DCJ Staff          | Public Service Association                                 |
| Oct 2021       | Design Principles V1 | Revision  | Employee Reference Working Group<br>Strategic Accommodation Working Group<br>Technical Design Authority (SMEs)   |  |
|                | Design Principles V1 | Proof of Concept & Endorsement: Show concept in action (if possible) and obtain endorsement | Employee Reference Working Group<br>Strategic Accommodation Working Group<br>Technical Design Authority (SMEs)<br>Technical Design Authority Members                           |  |



# Stakeholder Consultation

| Date                | Subject                                 | Description  | Internal Stakeholder  | External Stakeholder  |
|---------------------|---|--|---|---|
| Oct 2021            | Design Principles V1                    | Update & Feedback  | All DCJ Staff   | Public Service Association  |
| Nov 2021            | V1 Final Review                         | Endorsement  | DCJ Steering Committee  |   |
| May - 2023          | Ashfield Post Implementation Review     | Detailed stakeholder and SME's review of completed sites       | Infrastructure and Assets Subject Matter Experts (SME's - Technology, Security, WHS and Design)<br>Youth Justice representatives<br>Community Services representatives<br>Psychological and Specialist Services representatives<br>Housing Services representatives |   |
| July 2024           | Burwood Post Implementation Review      | Detailed stakeholder and SME's review of completed sites       | Infrastructure and Assets Subject Matter Experts (SME's - Technology, Security, WHS and Design)<br>Community Corrections representatives  |   |
|                     | Campbelltown Post Implementation Review | Detailed stakeholder and SME's review of completed sites       | Infrastructure and Assets Subject Matter Experts (SME's - Technology, Security, WHS and Design)<br>Youth Justice representatives<br>Community Services representatives<br>Housing Services representatives<br>Business manager and WHS                              |   |
| Sep 2024            | Dubbo Post Implementation Review        | Detailed stakeholder and SME's review of completed sites       | Infrastructure and Assets Subject Matter Experts (SME's - Technology, Security, WHS and Design)<br>Community Services representatives<br>Housing Services representatives   |   |
| Oct 2024 - Mar 2025 | V1 - V2 Design Guide                    | ID&P Recommendation Report (Recommended changes and updates)   | Infrastructure and Assets Subject Matter Experts (SME's - Technology, Security, WHS and Design)<br>CYHC Delivery Oversight Committee<br>Community Corrections representatives   |   |
| Dec 2024 - Jan 2025 | V2 Design Guide                         | Review of specific areas - relevant to specific working groups | Work Health and Safety team (Task Force)<br>DCJ Networks<br>Specific DCJ Staff (psychologists)  | Philip Chun - Accessibility consultant<br>E-Lab - Acoustic and sustainability consultants |
| May 2025            | Design Guide V1.90                      | Released for consultation via Intranet                         | All DCJ Staff   | Public Service Association<br>PDNSW   |

# Stakeholders and Employee Groups

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## Version 1 consultation:

- **Strategic Accommodation Working Group (SAWG)** - representing DCJ business units for Child Protection & Permanency; District & Youth Justice Services; Strategy, Policy & Commissioning; Housing; Disability & District Services; Law Reform & Legal Services; Corporate Services; and Courts, Tribunals and Service Delivery.
- **The Employee Reference Working Group (ERWG)** - representing DCJ networks such as the Pride Network, Disability Employment Network, Young Professionals Network, Indigenous Network (Corporate Services and delegates from the DCJ Aboriginal leadership group), and Multicultural Network, as well as Functional Representatives, including Health & Safety Representatives, Human Resources, Employee Relations and Change Champions.
- **Technical Design Authority Working Group (TDA)** – representing DCJ’s subject matter experts in the fields of Corporate Security, Major Delivery Unit, Infrastructure Operation, Work Health & Safety, Workplace Technology, Workplace Operations and Workplace Design & Fitout.
- **DCJ Steering Committee** - representing DCJ’s senior leadership team including the Deputy Secretary, Executive Directors and Directors across all agencies.
- **The Public Service Association NSW (PSA)** - representing DCJ’s PSA members and advisors across a diversity of roles within DCJ.
- **DCJ staff** - with all DCJ staff invited to provide comments and feedback.

## Version 2 consultation:

- **Infrastructure and Assets Subject Matter Experts (SMEs)** - representing DCJ’s subject matter experts in the fields of Corporate Security, Major Delivery Unit, Infrastructure Operation, Work Health & Safety, Workplace Technology, Workplace Operations and Design. (Formerly TDA)
- **Work Health and Safety team (Task Force)** - representing DCJ’s WHS members from the central team, Community Services and Youth Justice agencies.
- **CYHC Delivery Oversight Committee** - DCJ’s senior executive leadership representing DCJ business units for Child Protection & Permanency; District & Youth; Justice Services; Strategy, Policy & Commissioning; Housing; Disability & District Services; Law Reform & Legal Services; Corporate Services; and Service Delivery. (Formerly DCJ Steering Committee)
- **DCJ’s Networks** - representing DCJ networks such as the Pride Network, Disability Employment Network, Young Professionals Network, Indigenous Network (Corporate Services and delegates from the DCJ Aboriginal leadership group), Womens Network, and Multicultural Network. (Formerly ERWG)
- **The Public Service Association NSW (PSA)** - representing DCJ’s PSA members and advisors across a diversity of roles within DCJ. (Consultation in progress)
- **DCJ staff** - with all DCJ staff invited to provide comments and feedback. (Consultation in progress)



# 01

# Introduction





# Document Purpose

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The Department of Communities & Justice (DCJ) offers a highly diverse range of services for workplace accommodation across NSW.

Since its creation on 1 July 2019, DCJ has implemented several initiatives to harmonise the former departments of Family and Community Services (FACS) and Justice.

Aligning to the NSW Government mandate for flexible work practices and agile working environments, our desire moving forward is to create greater flexibility for staff by connecting across locations, encouraging collaboration and innovations, and supporting diversity.

Our agency is unique, as DCJ's workplaces may encompass both frontline service centre and back office accommodation. Frontline service centres are required for direct operational client-related services involving direct engagement with our clients. Back office accommodation houses varying agencies of DCJ Staff, without a client-facing work area.

This document seeks to establish how DCJ's Design Team will implement a Workplace Design Guide within our Workplace offerings and provides a guide as to the core aims and values we are striving to achieve in every DCJ Workplace across NSW, Frontline Services and Office Accommodation alike.

Developed through extensive consultation with internal and external stakeholders, this document gives DCJ guidance on how to design and build our workplaces to meet the specialist requirements and changing needs of our people and the services we'll deliver in the future.





# Key Drivers

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## Why are we revising our Workplace Design Guide?

The NSW Government's Workplace Design Principles, as well as its Design Standards, were updated by Property & Development NSW in 2022 and 2024 respectively to outline the workplace fitout guidelines that new or upgraded accommodation must adhere to.

The NSW Government's direction is to create consistent, efficient, flexible, agile and dynamic workplaces.

With the merger of FACS and Justice, and to create 'One DCJ', we have an opportunity to bring consistency to our workplace accommodation by developing and implementing DCJ's Workplace Design Guide in line with the NSW Government guidelines.

A number of workplace fitouts have been completed since Version 1 of DCJ's Workplace Design Principles was authored. Through trials, testing, lessons learnt, stakeholder engagement, and updated legislation and standards, our team has continued to refine our Workplace Design Guide to continue delivering benchmark workspaces across NSW that meet the vision and values of DCJ, as outlined within this updated document.

Through the Workplace Design Guide, we will provide a holistic approach to workplace design, incorporating accessibility, user experience, safety, security, WHS, wellbeing, sustainability, technology, and compliance with whole-of-government (WoG) principles. The Workplace Design Guide V2.0 supersedes previous workplace accommodation standards in place for FACS, Justice and Community Corrections (ComCor).

Note on ComCor: Following recent Machinery of Government changes, Community Corrections is no longer part of DCJ. However, the Workplace Design Guide retains certain elements and room types that are typical of ComCor frontline service centres due to their relevance and functional similarity. It is important to note that, as ComCor is now a separate agency, it may have its own requirements and operational nuances. These distinctions have been outlined throughout the document where possible.





# Alignment to Whole of Government Principles

## Why are there both NSW Government design principles and a DCJ Workplace Design Guide?

The DCJ Workplace Design Guide has been implemented to expand on (and align to) the NSW Government Workplace Design Principles and Design Standards.

The NSW Government documents outline foundational principles for all NSW Government agencies to adhere to in the development of workplace accommodation. They provide guidelines and performance measures to align to in the design, delivery, procurement and maintenance of space.

In some instances they also identify specific mandated requirements to be implemented in all NSW government sites (including DCJ), such as:

- Agile working requirements
- Minimal storage requirements
- No enclosed offices
- No allocated staff parking (fleet vehicles only).

The DCJ Workplace Design Guide provides guidance on the translation and implementation of the NSW Government Workplace Design Principles and Design Standards for DCJ workplaces. It expands on the WofG principles to create detailed guidelines that are fit for purpose and relevant to the wide variety of DCJ workplace arrangements and working scenarios, taking into account lessons learnt and stakeholder feedback from workplaces delivered over the past five years.





# Key Contributors

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Multiple employee groups and stakeholders across DCJ have been consulted in order to better understand what is important to DCJ's workforce and what our people need to feel supported within a DCJ workplace.

Through extensive engagement with stakeholder and employee groups, the Workplace Design Team has uncovered values, attitudes and behaviours that have informed the Workplace Design Guide, with a view to creating healthy and productive environments for staff and clients.

This work has been underpinned by Universal Design Principles and industry best practice. Inspired by DCJ's strategic vision and adhering to the NSW Government Workplace Design Principles and Design Standards, our tailored set of Design Principles translates DCJ's values into built environment practices forming our DCJ Workplace Design Guide.

See page 8 for stakeholder and employee group details.



# 02

## Design Principles





# DCJ Vision and Values

The DCJ Vision is to help create a safe, just, resilient and inclusive NSW in which everyone has the opportunity to reach their potential.

We are all responsible for creating and maintaining positive and supportive environments, both in our communities and in our workplaces. We engage and develop leaders who model the highest standards of conduct and actively demonstrate our values.



**Service**  
We put people at the centre of all we do and provide the highest quality services.



**Trust**  
We value the quality of our relationships and do what we say we will do.



**Accountability**  
We take responsibility for our decisions and actions.



**Integrity**  
Ethics are at the heart of all we do and we show courage by acting honestly, consistently and impartially.



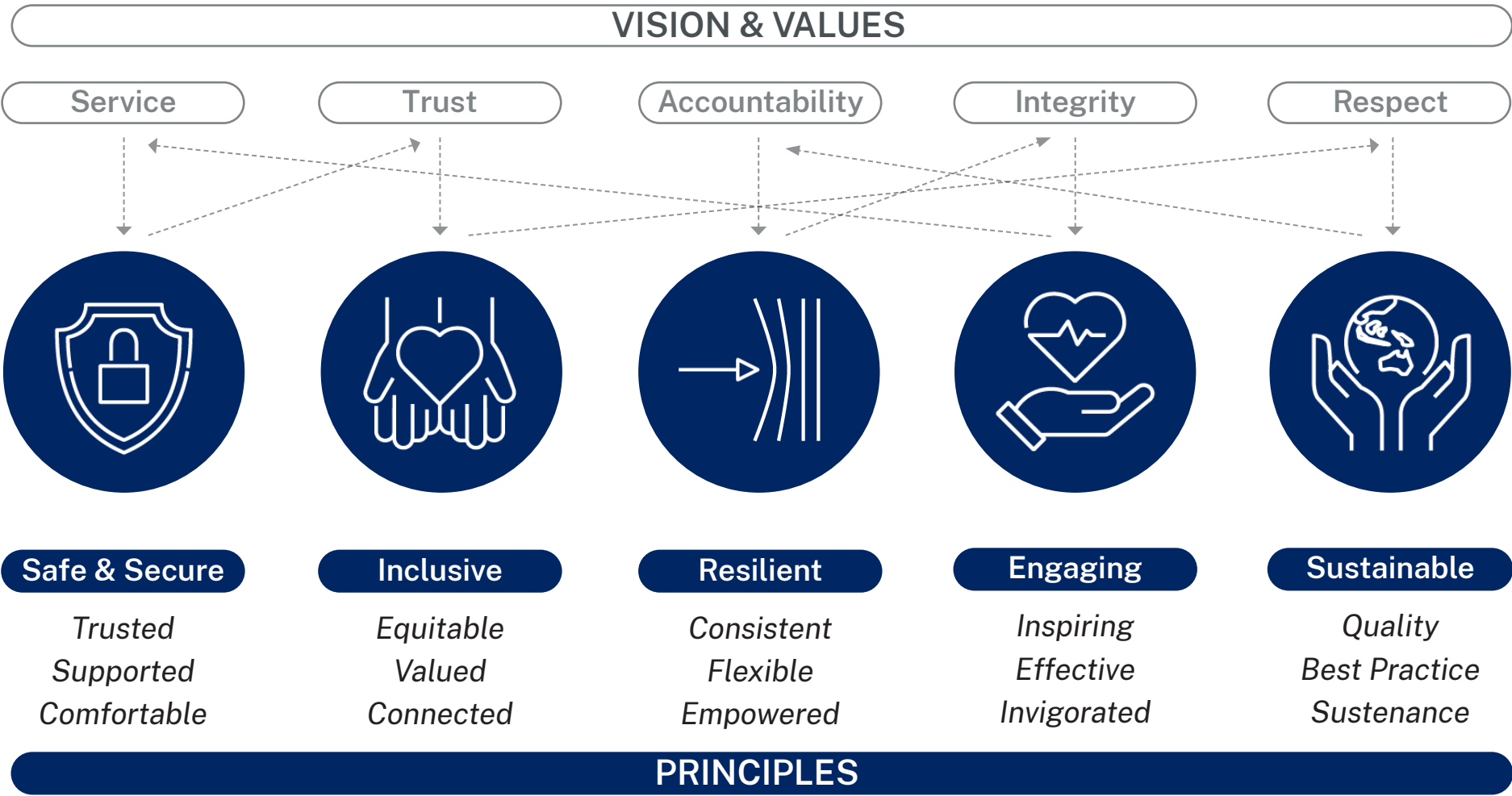
**Respect**  
We are inclusive, and how we talk with, and about, each other matters.





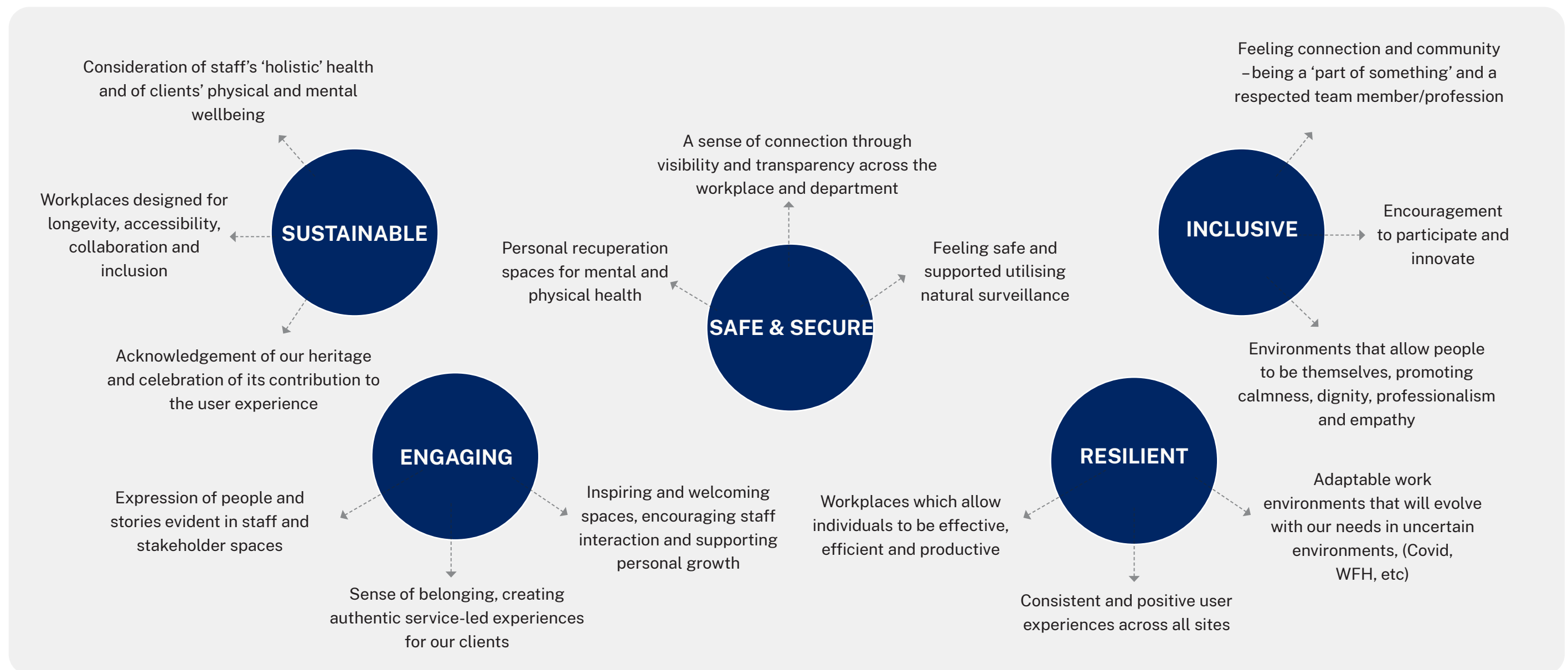
# Design Principles

The DCJ Vision and Values were developed with staff. They translate into five DCJ Design Principles, as shown below. These principles seek to define the ‘user experience’ for staff, clients, stakeholders, and visitors to DCJ workplaces.



# DCJ Design Principles

These principles help shape the user experience as encountered by DCJ staff and clients throughout our workplaces, and provide the foundation upon which the built environment areas are formed, as described below.





# Principle 1 : Safe & Secure



Physically, emotionally, psychologically and culturally safe spaces for staff, clients and stakeholders. Accessible and trusted systems, processes, protocols and technologies that support and enable all users.

## 1.1 Separated zones

Clearly defined and separated staff, client and shared partner zones within sites, with security, natural surveillance and safety-monitoring upheld and sensitively balanced.

## 1.2 Safe pathways

Safe and accessible pathways of travel, clear sight lines and orientation and wayfinding, clutter-free and without obstruction including glare from sunlight.

## 1.3 Discreet security

Discreet but functional security, consistent across workplaces, and with single-pass access across working locations.

## 1.4 Private spaces

Private, secure and confidential spaces for treating sensitive information.

## 1.5 Spaces to connect

Dedicated spaces to connect, 'regroup' and 'debrief' either in a group setting or individually.

## 1.6 Comfortable spaces

Comfortably designed spaces with optimal acoustics, thermal comfort and lighting, providing choice and diversity within these settings.

## 1.7 Spaces for children

Providing secure, stimulating spaces for children and ensuring safety in every aspect, including emergency situations.

## 1.8 Furniture to reduce risk

Consideration of furniture and its role in de-escalating situations, ensuring fixed, heavyweight and/or soft furniture is used in high-risk situations.

## 1.9 Designed to code

Workspaces are safe, designed to code, and proactively manage WHS concerns that affect staff engagement, business continuity and work performance. All long-duration furniture to be of high quality and ergonomic standards with appropriate maintenance upheld.

## 1.10 Digital technology

Utilising digital tools to support information security and enable collaboration across agile and flexible working arrangements.

# Principle 2 : Inclusive



Best practice accessibility and inclusive design.

Comfortable, welcoming and service-led environments that are available to all and encouraged for use by all.

## 2.1 Presence at entry

Clear physical presence at the ground floor or building entry.

## 2.2 Easy access

Making physical access to our buildings easy for everyone – aligned to best practice ‘design for dignity’ and DDA compliance.

## 2.3 Visual connectivity

Ensuring clear lines of sight and clear access routes to important building areas are available to all occupants and providing adequate space for the use of assistive devices or personal assistance. The use of glass and reflective materials to expand line of sight and wider-than-usual hallways and ramps are encouraged.

## 2.4 Equitable design

Flexible, adaptable and can be used efficiently and comfortably. Minimising touch points throughout the workplace, the use of automatic doors for all entry ways, thoroughfares and amenities is encouraged.

## 2.5 Best practice fitout

Best practice fitouts incorporating acoustics, lighting, spatial design (i.e. circulation and accessible componentry), and inclusive technology by way of hearing augmentation devices.

## 2.6 Clear navigation

Accessible and logical navigation/orientation of spaces for all people, providing compatibility with a variety of techniques or devices used by people with sensory limitations. In addition, adequate contrast between essential information and its surroundings. Signage to be clear and contrasting using gender-neutral language and symbols.

## 2.7 Connection to community

Dedicated areas for connection to community, including Cultural Acknowledgement and celebration of events (visibility of adequate signage and wayfinding at workplace entry and throughout workspaces to celebrate inclusion and belonging).

## 2.8 Choice of spaces

Choice in the physical environment, including flexible working (when you work) and agile working providing diversity of spaces – a variety of quiet/loud, connected/separate, calm/stimulating spaces providing choices for users’ changing needs.

## 2.9 Social spaces

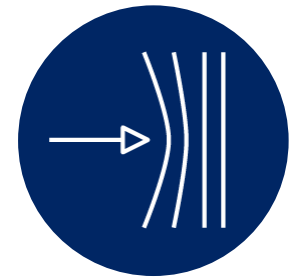
Dynamic and ‘active’ social spaces for staff to connect to, debrief with, and support each other, in comfortable surrounds.

## 2.10 Multi-faith spaces

Dedicated spaces to retreat, recover and rehabilitate, including wellness spaces, multi-faith spaces, first aid rooms, parents’ rooms and Sensory elements at a minimum within all workplaces.



# Principle 3 : Resilient



Purposeful spaces that promote and support personal and professional resilience. Flexible, dedicated and high-performance environments with consistent and appropriate tools and practices, enabling and supporting clients and staff.

## 3.1 Consistency across sites

Carefully considered spaces and resources to support work and services with a standardised suite of work settings that are consistent across sites.

## 3.2 Supportive technology

Consistent supportive technology in frontline, back office, home and shared hub spaces for total mobility for all.

## 3.3 Open and flexible

Simplified and reduced built areas in favour of open workspace with modular, flexible and functional spaces and furniture.

## 3.4 Sharing

Sharing of common facilities between floors and teams for greater efficiency.

## 3.5 Flexible and agile

Flexible and agile work settings, allowing people to embed with teams when physically present in or out of the office.

## 3.6 Modern and clean

Consistent, modern, clean fitout with appropriate amenities.

## 3.7 High quality and durable

High-quality, durable and appropriate furniture and finishes, creating environments that last and perform as intended.

## 3.8 Ease of access

Proximity of workplace locations to transport hubs, ease of access for staff and clients, go to one place and resolve multiple matters.

## 3.9 Private spaces

Dedicated private spaces for personal and professional ‘retreat’ as well as the ability to ‘recuperate’ (individually and as a team).

## 3.10 Natural light

Workspaces (workpoints) to have direct access to natural light.

# Principle 4 : Engaging



Inspiring work environments that are human centred and aligned to purpose. An engaged, encouraging and supportive work culture that fosters interaction, participation and initiative.

## 4.1 Natural light

Prioritising access to natural light and fresh air for staff work areas and stakeholder spaces to nourish people where they spend the most time. Workpoints to be closer to natural light and staff meeting spaces to be in the core of the floor plate. Client spaces to prioritise access to natural light and views where possible.

## 4.2 Art and graphics

Art and graphics throughout staff and client areas, representing and reflecting local community, events and individuals.

## 4.3 Soothing colours

The introduction of art, area-appropriate soothing and energising colour palettes, and sensory elements for visual/tactile interest are encouraged to be considered throughout staff and client spaces reflecting 'Psychology of colour' and 'Art Therapy' research within physical environments to support calm discussions.

## 4.4 Welcoming spaces

Comfortable and enabled spaces which imbue a sense of welcome.

## 4.5 Balance of privacy and interaction

Clearly delineated spaces for interaction and privacy, fostering professional development and connectedness, as well as private/confidential needs, both personal and professional.

## 4.6 Natural materials

Biophilia (plants, natural light, natural materials, external views, etc) to be incorporated into the workplace.

## 4.7 Active working

Work settings that promote active working, e.g. agile working, sit-to-stand desks, stairs to connect floorplates.



# Principle 5 : Sustainable



Working environments and practices that support and sustain our planet, our communities, and each other.

## 5.1 Durability and standardisation

Fitting out workspaces using the Modern Methods of Construction framework, aiming for high-quality, durable fitout design with a standardised suite of furniture, fittings, etc, across sites for minimised waste and ability to reuse across fitouts.

## 5.2 Multiple waste streams

Multiple waste streams within all fitouts.

## 5.3 Sensor lighting

Inclusion of sensor lighting and LED lighting.

## 5.4 Follow-me printing

Centralised follow-me print and paper lite (across all DCJ sites).

## 5.5 System longevity

Implementation of high-quality services systems and protocols (e.g. HVAC systems, renewable energy providers, fleet charging provisions) to maintain performance, extend longevity and minimise impact.

## 5.7 Maximising product life cycle

Resilient, robust and appropriate furniture, product and material selections to enable maximum use of the product life cycle.

## 5.8 Sustainable procurement

Sustainable procurement and ethically sourced (and localised where possible) suppliers and practices, acknowledging our corporate responsibilities and approach to reuse, repurpose and 'whole of life' product cycles (including waste management).

## 5.9 Operational efficiency

Consolidation across asset classes and regions, delivering great benefits of scale in operational efficiencies and asset quality.

## 5.10 Co-location of teams

Co-location of people and teams, providing greater professional connectivity and sense of a wider 'one DCJ' workplace community.

## 5.11 Resource efficiency

Office accommodation to comply with the NSW Government's resource efficiency policy in relation to sustainability and energy conservation (air quality, lighting, ergonomics, material and product selections, and operational requirements).

## 5.12 Maintaining heritage

Heritage and/or aging properties to be maintained and rejuvenated where possible, celebrating their presence and standing in local communities.

# 03

## Design Framework





# Design Framework

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A framework has been developed across a range of sectors, creating a benchmark for all DCJ fitouts aligning to PDNSW guidelines, and industry best practice outcomes considering our unique client requirements, as well as our vision and values.

The Framework enables a flexible and high-performance office accommodation portfolio with a strong design language and point of reference for design elements throughout the fitout. It has been developed with the consultation of industry professionals, experts in their following fields, as well as DCJ Stakeholders where required.

The design requirements are outlined across the following frameworks :

- Codes, Standards and Policies
- General Planning Principles, including Planning Ratios and Metrics, Agile Working and Space Optimisation
- Security Design
- Technology and Audiovisual Design
- Work Health and Safety and Ergonomics
- Sustainable Design
- Accessible Design
- Acoustic Design
- Planting Methodology
- Modern Methods of Construction
- Trauma-informed Design
- Designing for Country



# Codes, Standards and Policies

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The laws, standards and policies all DCJ workplaces must adhere to include:

- Australian Standard AS1428.1 2021 Design for access and mobility Part 1: General requirements for access - New building work
- Australian Standard AS1428.2 1992 Design for access and mobility Part 2: Enhanced and additional requirements Buildings and facilities
- Australian Standard AS1428.3 1992 Design for access and mobility Part 3: Requirements for children and adolescents with physical disabilities
- Disability (Access to Premises Buildings) Standards 2010
- *Disability Discrimination Act 1992 (Cth)*
- *Disability Inclusion Act 2014 (NSW)*
- National Construction Code (NCC) 2022 Volumes 1 & 2 Building Code of Australia (BCA) (and subsequent amendments)

Relevant NSW Government supporting information and referenced material that all DCJ workplaces must adhere to include:

- NSW Government Accessible Office Design Framework
- NSW Government Office Accommodation Workplace Base Building Brief v 4, June 2020
- NSW Government Workplace Design Principles (Dec 2022)
- NSW Government Workplace Data Sheets, attachment to NSW Workplace Design Standards (Oct 2023)
- NSW Government Workplace Design Standards (March 2024)
- NSW Government Resource Efficiency Policy
- PCA Building Grades - Grade A detail, v3, 2019





# Planning Ratios and Metrics

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As part of aligning with whole-of-government principles, we are obliged to comply and report our performance to specific metrics as outlined in the NSW Workplace Design Principles and Design Standards. The DCJ Workplace Design Guide adheres to, and extends to ‘best practice’ – tending to the specific needs of DCJ. The following metrics are adopted:

- Target Density = 10 - 12sqm per workpoint or less + operational space
- Sharing ratio of positions to full time employees (FTE) allocated to site:
  - ≤ 70% ( 1:1.43) - Back office Accommodation Staff
  - ≤ 80% ( 1:1.25) - Frontline Services Operational Staff

Often, incorporating the ‘new’ spaces desired by staff comes at the expense of headcount, base client space requirements within Frontline Centres, or existing spatial constraints. The Spatial Optimisation and Multi-use purpose spaces, aids in achieving multiple work zones and work modes within a constrained site.





# Spatial Optimisation and Multi-use Purpose

Diversity of space types and work settings is delivered in two ways:

- By applying 'agile working ratios' to the FTE allocated to a work location, and
- By optimising some space types to serve multiple uses and user groups.

## Equity across all sites:

All DCJ workplaces, regardless of scale and/or location, are entitled to a variety of space types to suit the operational and functional requirements of the client and staff user groups.

To ensure equal access to a diversity of settings, a number of spaces have been developed to provide multi-use options for smaller sites that may not be able to justify additional 'standalone' work, focus, collaboration, wellness and support spaces above the 'baseline requirement'.

Further, a number of spaces have been developed in addition to the standard workpoint/meeting room requirement and are now considered integral to the new 'baseline' provision of spaces.

Space calculation tools have been developed to assist in determining the overall area and detailed space types required for various configurations of workplace types and will be determined based on site and business specific requirements.

Refer to Section 05 for all space types offered.





# Agile Working

Agile working (also referred to as activity based working) recognises that people perform different activities in their day-to-day work and therefore need a variety of work settings, supported by the right technology, to carry out work activities effectively.

This way of working enables people to actively move around the office, enjoying the freedom to select a work-setting choice that is most appropriate for the day or task at hand. For complete flexibility, agile working encourages unallocated seating, lockers are used for personal storage, and team storage is centralised.

- Agile Working** -----> Agile working is about ‘how’ you work in DCJ spaces
- Flexible Working** -----> Flexible working relates to the working arrangements agreed with your manager and your team. It’s about when and where you work.

# Agile Ratio

## Agile Working Philosophy

Agile working provides people with a choice of settings for a variety of workplace activities, delivering 'destination' workplaces that enable collaboration, attract talent, boost productivity and improve employee experience.

Seats are unallocated, and workers pack up when they have finished; workpoints are shared, not owned.

Workpoints can be lots of different things, providing options for functionality, focus, confidentiality and/or team connectedness as appropriate to an individual's working needs.

Assessments are made of each business unit to determine how they operate – individual or in teams, workplace, workplace-bound, or mobile (external meetings / travel) etc. This assists in determining the correct overall ratio for the department.

DCJ targets a base agile ratio of  $\leq 80\%$  for frontline services operational staff and  $\leq 70\%$  for back office accommodation staff. These ratios are continually reviewed and aligned to optimal staff working patterns and operational efficiencies.

Working example:

Floor plate = 2,100m<sup>2</sup>

Max population = 210

- Based on min 10m<sup>2</sup>/per person (relates to max occupancy of floor plate per fire regulations and services capacity)

Max workpoints = 175 + alternate work settings

- Based on planning ratio of  $\leq 12\text{m}^2$ /per workpoint

Residents/FTE = 250 people

- Based on providing workpoints for 70% of staff at any one time, or seven workpoints for every 10 people

It reasonably assumes 40 people are not in the office on any given day (working at an alternate location, rec leave, sick leave etc – they are not in meeting rooms or collaborative spaces on site)

\* Key, no more than 210 persons at any time on this floor.



# Agile Ratio in Planning

Agile = diverse options

The simplest way to understand the opportunity that exists in an agile work model is in plan.

The example shown for traditional working arrangements (i.e. designated workpoints ), versus workplace planning adopting a 70% agile ratio.

The result of agile planning allows for greater choice in work setting, as well as more options for team collaboration and one-on-one informal interactions.

Standard back office accommodation @ 700m2

= 70 workpoints -planned at 10m2/workpoint (no collaboration settings)

= 70 pax at any one time

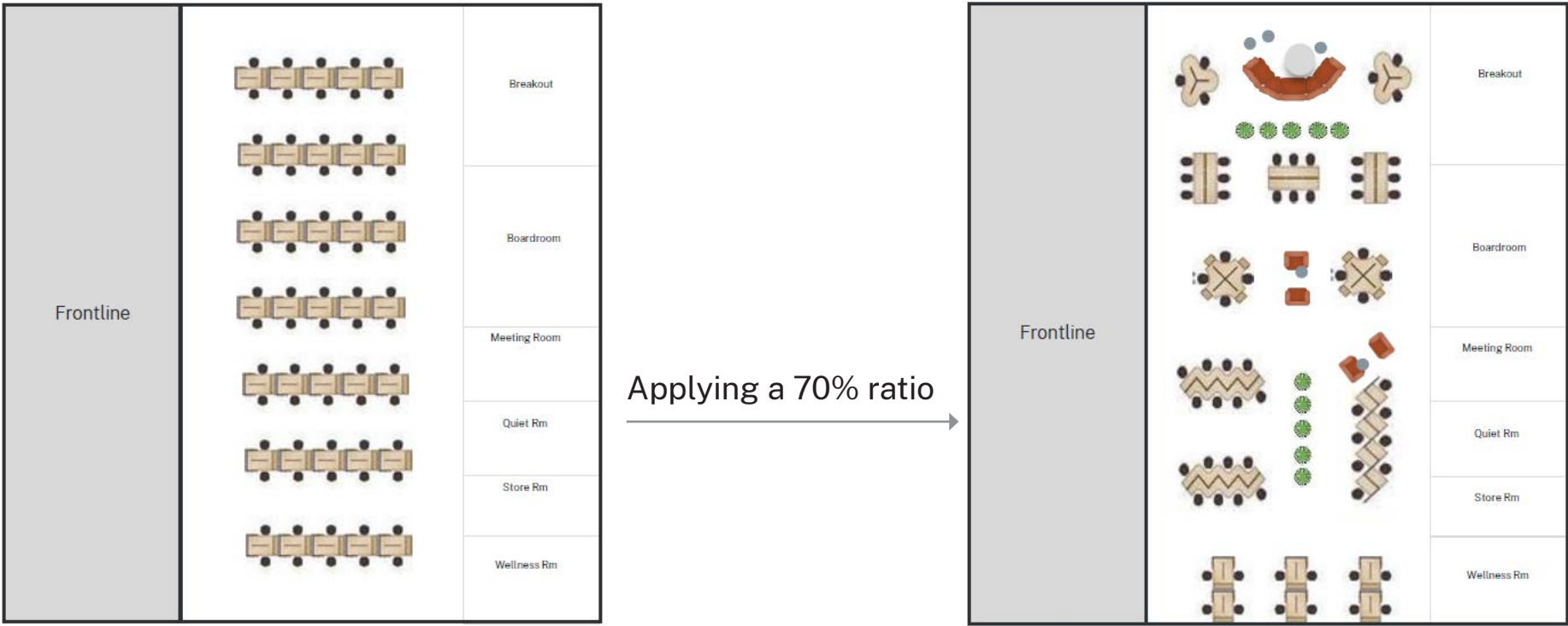
= 70 FTE max allocated

70% agile back office accommodation @ 700m2

= 58 workpoints -planned at 12m2/workpoint (+ multiple alternate work settings)

= 70 pax at any one time

= 83 FTE max allocated



# Security Design

DCJ is committed to providing a safe, secure and welcoming environment for staff, as well as for members of the community who require our services.

The DCJ Security Team has developed security standards to establish a cohesive and resilient security design to support and enable DCJ's operations.

Typical security measures for frontline offices are designed to align with the following principles:

- **Spatial separation:** Staff and public areas must be separated without exception, using physical and electronic security.
- **Surveillance:** Public areas, staff entrances and exits, and public contact rooms must be covered by video surveillance cameras.
- **Alarms:** Staff must have duress alarm systems available in all public contact areas to protect against safety threats.
- **Continuous power:** Uninterrupted and continual operation of CCTV, access control and security alarm systems must be maintained using redundant power supply during mains power outages.
- **Clear paths:** Properties are to be selected so that fire egress paths can be designed so as not to diminish the security integrity of DCJ's tenancy.
- **Discrete entries:** All tenancies that are client facing must be selected with consideration for the need of discrete entrances for staff, children in care and persons in custody.

The Design Team has worked closely with the Security Team to ensure their standards are fully aligned with our design guide approach. The following pages provide additional detail regarding glazing in frontline areas and high-level security requirements further referenced in Section 5 Space Types.





# Security Items

## Frontline and Back Office

Refer to Space Types for inclusion and location of these items.



### Automatic door

A door that opens and closes without manual effort which can be activated by either a sensor or push button.



### Automatic door release button

A button, which when pressed, activates the operation of an automatic door.



### Lock / unlock button

A button located within the toilet to lock or unlock the toilet door.



### Key override

A key switch that overrides the automatic function of the door.



### Door control panel

Control panel with release buttons to remotely release and open specific doors, such as main public door (entry door), interview room doors and toilet airlock door.



### Client front door lockdown button

A button located within reception which allows staff to lock the main public door (entry door) in the event of an incident.



### Swipe access / card reader

An electronic device that requires the swipe of an authorised card to grant access through the corresponding door. These are usually located in both Back office Accommodation and Frontline service centres to restrict access to the public.



### Assistance button

As CCTV is prohibited within bathroom areas, this button may be pressed by a client in order to request staff assistance in case of an incident or emergency.



### Intruder detection system

System which uses motion detectors and other sensors to detect the presence of an intruder outside of business hours. This system can be armed and disarmed either via a keypad or by auto-arming depending on the site.



### Alarm key pad

A device which allows staff to arm or disarm the intruder detection system and alarm using a PIN code.



### CCTV

Closed-Circuit Television, also known as video surveillance. This system uses video cameras to record and display live footage on select monitors for security purposes. CCTV is provided in all frontline spaces (excluding toilets) ensuring no blind spots. In the back office, only the entries and exits are covered by cameras.



### CCTV monitor / screen

A screen which displays live video as captured by the video cameras. This is used by staff for monitoring interview rooms and public areas.



### Duress alarm pendant

A portable device to be worn around staff's necks and to be pressed by staff if security assistance is required. The button activates an alarm and indicates the respective room on the mimic panel, located within back office/staff area. A wall-mounted pendant holder is provided on the staff side of doors to staff/client spaces.



### Duress alarm button (fixed)

A button, discreetly, located within the frontline rooms accessed by clients, to be pressed by staff if security assistance is required. The button activates an alarm and indicates the respective room on the mimic panel, located within back office/staff area.



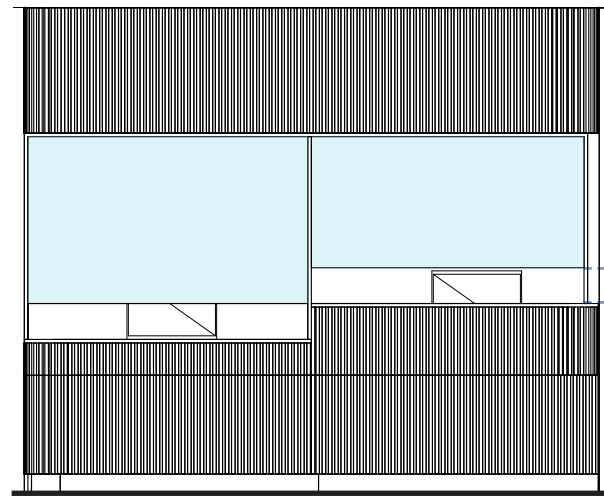
### Duress alarm mimic panel

A panel located in the back office which lights up to indicate a duress alarm activation so that staff can assist frontline staff in the event of an incident.

# Security Requirements

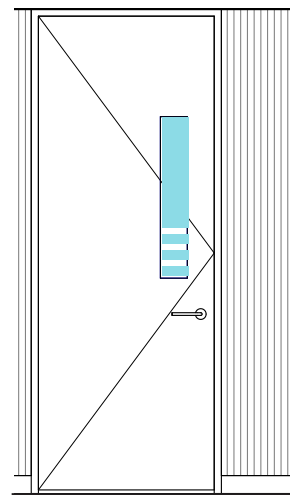
## Glazing to Frontline Spaces

Internal glazing requirements for security and safe installation in public-facing areas.



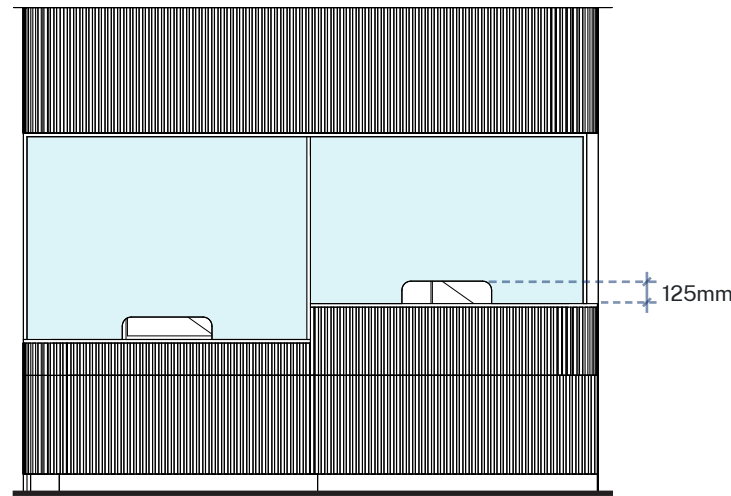
### Reception - Standard Design

200mm (H) continuous document pass-through.  
A secure door is located behind reception for staff access to the back office.



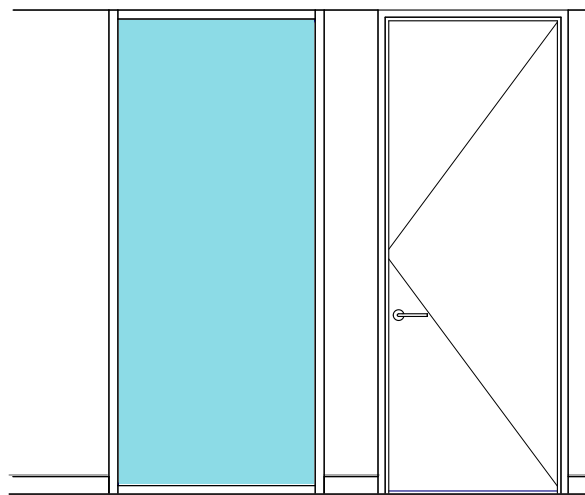
### Vision Panels

Frosted privacy film to be applied to vision panels with horizontal cutouts for controlled visibility.



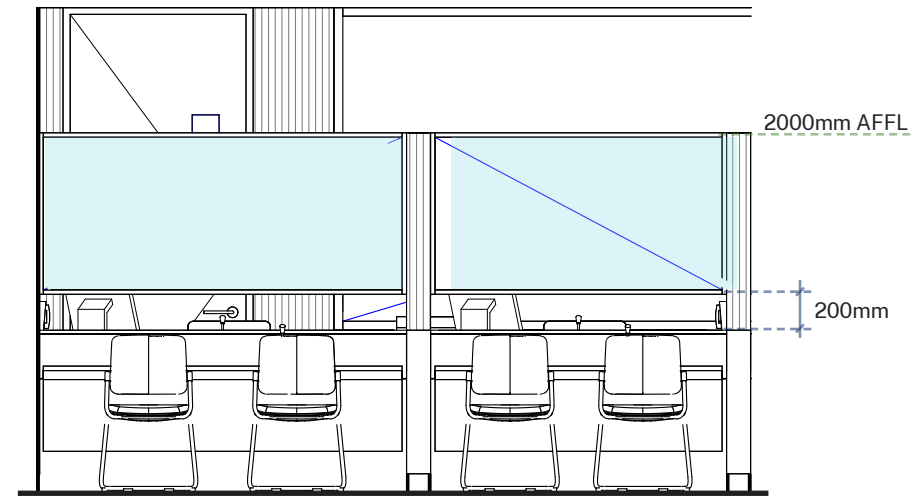
### Reception - High Security Design

125mm (H) x 500mm (W) document pass-through.  
A secure door is located behind reception for staff access to the back office.  
*Note: use of this reception design is to be determined by a security risk assessment for specific projects.*



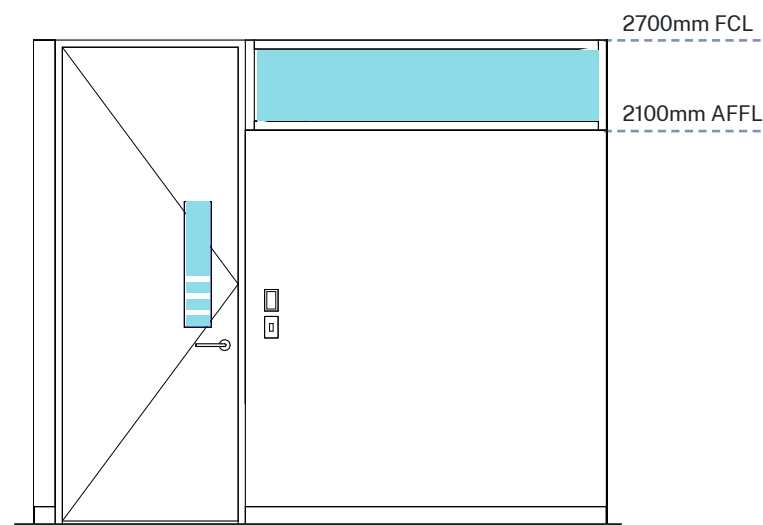
### Full Height Glazing

Frosted full-height glazing is applied to the front of interview rooms, visible from the waiting area.



### Interview Booth Type 01 (Housing)

200mm (H) continuous document pass-through.  
2000mm (H) jump-delay glazing height.  
A secure door is located behind the interview booths for staff access to the back office.



### Highlight Glazing


Highlight glazing is applied to the back wall within interview rooms, adjacent to the door leading into the back office.

### Glazing

Double glazing used to provide appropriate levels of acoustic and physical security.  
Glass fixed with construction-grade silicone installed on the internal side.  
Window film applied on the internal side and affixed to the glass and frame using the 3M Impact Protection Attachment System.

\*In high-risk environments, an additional treatment of external film may be installed for superior resistance to forced entry and vandalism.

### Legend

-  Frosted graphic film applied to glazing
-  No graphic film applied to glazing



# Technology & Audio Visual design



With a focus on technological advancement within the Workplace, DCJ fitouts seek to incorporate technologies which increase efficiency, improve collaboration, and streamline processes, thereby driving employee productivity and innovation.

## Information & Communications Technology (ICT):

The digital technology offering considers flexible working and agile work practices.

Key considerations include:

- **Plug and play technology:** minimising setup time.
- **Individual staff laptops:** Empowering employees to work efficiently, regardless of location.
- **Video conferencing enabled meeting rooms:** facilitating collaboration with remote colleagues and clients.
- **Desk booking and meeting room booking systems:** Enabling data driven decision making about space utilization.
- **Accessible equipment:** ensuring inclusivity with features like hearing augmentation and accessible printers.
- **Large monitors and adjustable monitor arms:** 34" monitors and adjustable monitor arms are deployed to improve ergonomics by reducing eye strain and viewing distance.
- **Wifi:** Guest Wi-Fi is provided for staff and clients. DCJ laptops are setup to connect to the Corporate Wi-Fi.

## Audio Visual (AV):

The design and implementation of AV within the Workplace is a rigorous process which prioritises staff needs and accessibility. Each AV room undergoes a detailed AV brief, considering the site specifics, room size and utilisation, staff and user requirements, as well as accessibility measures.

Key considerations include:

- **AV placement:** AV equipment is typically centred to the meeting table, adapting to whether the table is fixed to the wall or centred in the room.
- **Accessibility:** Room booking panels and touch screen heights to be accessible for all users (1100mm to centre line), accommodating wheelchair users.
- **Inclusivity:** Aligning with DCJ's Accessibility measures, hearing augmentation systems are incorporated in most AV rooms to support individuals with hearing impairments.
- **Technology integration:** Budget and room size permitting, some AV rooms are equipped with digital whiteboards to facilitate interactive collaboration.
- **Interactive displays:** implemented to create engaging presentations and training sessions.

# Technology Items

## Frontline and Back Office

Refer to Space Types for inclusion and location of these items.



### TV screen - free to air

Ceiling or wall mounted device, connected to open television channels. Located in the waiting area, dine in kitchens and kids retreat room.



### TV control panel

Fixed television control panel, part of the TV screen but located separately and sometimes away from the screen. Located within the staff only areas.



### Ticket machine

Device used to issue tickets with progressive numbers for clients to wait their turn to be assisted. Only provided in Housing Services Centres and located in the waiting area.



### Ticket display

Ceiling or wall mounted screen which displays the next client number to be served. Only provided in Housing Services Centres and located in the waiting area.



### Workstation monitor

Large monitor where staff can connect their laptop to use the monitor as secondary screen.



### Self serve PC

Computer including, a fixed monitor screen, keyboard and mouse. Provided in the self serve areas if Housing Frontline Service Centres for clients to access online services.



### Printer & scanner

Device for clients and staff to print, make copies and/or scan documents. Provided in client's self serve areas, interview booths, reception as well as in the print/utility areas within the Back Office.



### Scanner

Device for staff to scan client's documents. Provided adjacent to the concierge desk.



### Video conference

System used for presentations and/or for calling others to participate in the conversation/meeting online. Includes a wall mounted screen, speakers and microphone. Provided in enclosed meeting rooms and collaboration spaces.



### Conference calling device

Touchscreen device used to control the video conference. Part of the VC system, but usually located separately and away from the screen, within the same room. Provided in enclosed meeting rooms and collaboration spaces.



### Display screen

Screen without speakers or microphone, used for visual presentations only. Provided in open and semi-enclosed meeting and collaboration spaces.



### Content camera (whiteboard)

Live stream camera located above the whiteboards to share the whiteboard content with the people participating in the meeting online. Provided in meeting rooms and collaboration spaces.



### Ceiling microphone

Microphone built into the ceiling, for better performance in larger rooms. Provided in family interview room, large meeting and collaboration rooms. Also used to pick up audio signals and transmit to hearing augmentation devices when required.



### Ceiling speakers

Speakers built into the ceiling, for better performance in larger rooms. Provided in large meeting and collaboration rooms.



### One way audio speakers

Speakers which reproduce all types of sounds clearly. They are provided in the observation room only, for psychologists to listen to kids and families during interactions and assessments.



### Intercom

A standalone voice communication system provided in the reception and interview booths for staff to safely communicate with clients.



# Technology Items

## Frontline and Back Office

Refer to Space Types for inclusion and location of these items.



### Phone

A physical handset used to call external numbers such as maintenance services, interpreters and other professionals. Only provided in Housing Service Centres and back office wellness spaces where it is used for emergency and/or nurse calls.



### Booking panel

Wall mounted touchscreen panel which display room's availability. Provided outside all meeting and collaboration spaces for staff to book rooms and avoid meeting clashes.



### Hearing augmentation

Devices and systems which transmit audio frequencies to devices worn by people who experience hearing difficulties.



### Wallboards

A dashboard to display the phone queue. Only provided in Housing Service Centres and located in the workspace area, visible for most staff members.



### Table box

A box which sits flush with a table, providing cabling to power, data, phone, and other required devices. Note: table boxes are not suitable to all sites. If table and floor boxes are not provided due to site constraints, charging points on walls will be provided as a minimum.



### Power & data

Power and data connection points where devices can be charged and get connected to the office's network. Provided in all workstations, meetings and collaboration spaces.



### Charging point

Accessible power connection point for staff to charge their devices. Provided throughout the workspace/space types.



### Power

Power points to supply energy for appliances and electrical equipment. Provided throughout the workspace/space types, generally located within joinery enclosures.



### Light control panel

Wall mounted panel for staff to control the light brightness of the room and time program the switch, for better use of the space and optimized energy consumption.

# Work Health and Safety & Ergonomics

DCJ is committed to providing a physically, emotionally, psychologically and culturally safe space for staff, clients and stakeholders. DCJ design principles incorporate key design elements to ensure staff health and safety is a priority. The facilities are designed to ensure they are suitable for the tasks being undertaken and that the elements adhere to relevant WHS legislation, Codes of Practice and Australian Standards.

The environment is designed to create an inclusive and safe workplace for staff with considered designs to support better outcomes for clients. Some performance measures include:

- Installed security systems with access control for all internal areas.
- Duress alarm system for client-based interaction spaces
- Different workspaces that best suit the tasks being performed
- 70% of workstations being sit-to-stand to ensure individual ergonomic requirements are easily met
- Adapting physical spaces to create clear lines of sight to Frontline areas.
- Appropriate Selection of furniture for the space
- Allocated wellbeing spaces for staff
- Emergency Management compliance

WHS considerations include:

## Risk Assessments

- From conception to new site delivery WHS risk assessments are completed through 3 keys stages as a continuous life cycle until project is handed over to the Business/Division.
  1. Site selection risk assessment
  2. Initial Design risk assessment
  3. Final Project risk assessment
- Operation risks of the site are conducted by the business and are developed from the Business as Usual.

## Consultation

- WHS consultation managed locally by the business to undertake a risk assessment and develop an operational safety action plan.

## Staff Safety

- Clearly defined and separated staff, client and shared partner zones within the site, with security and safety monitoring upheld and sensitively balanced.
- Minimise foreseeable risks to staff undertaking client interactions through design of Frontline areas.
- Psychosocial risk factors are considered in the design with task appropriate spaces – noting that operational controls will also need to be factored into this.

## Ergonomics

- All workspaces are designed and appropriate furniture selection to proactively manage ergonomic and WHS considerations.

## Compliance

- Site Workspaces designed to Australian code requirements including DDA requirements.
- Workspaces that meet accessibility requirements for inclusion of all users.







# Sustainable Design

DCJ is committed to demonstrating excellence in sustainability management as we work towards a more sustainable future.

The NSW Government Resource Efficiency Policy (GREP) aims to reduce the NSW Government's operating costs and lead by example when it comes to efficient use of resources.

DCJ's Workplace Design Guide has been developed to go beyond the minimum GREP compliance, embedding sustainability principles into every aspect of design and procurement. Our goal is to elevate DCJ's standard approach to fitout selection and construction, positioning ourselves as a leader in sustainability while preparing for a fully circular economy.

DCJ have consulted with expert Sustainability consultants to develop a framework to which our Workplaces are designed to.

Key Sustainability Initiatives that have been implemented within this framework include:

- **Sustainable System Selections** - Ensuring all services and design systems are energy-efficient, water-efficient, best-in-class, and optimised for long-term environmental performance.
- **Material Selection & Procurement** - Prioritising sustainable materials for furniture, fittings, and fixtures, balancing environmental impact with procurement feasibility. Primary specifications feature the most sustainable options available, with alternates also meeting high sustainability standards.
- **Local & Low-Impact Sourcing** - Where possible, selecting Australian-manufactured products to support the local economy and reduce carbon emissions from transport, without compromising sustainability.
- **Sustainable Appliance Selection** - Specifying best-in-class, energy-efficient, and durable products to minimise environmental impact over their life cycle.
- **Efficient Logistics & Life cycle Management** - Selecting furniture and finishes with a focus on longevity, sustainable manufacturing processes, and efficient transportation to reduce emissions.

Refer to the Design Principles section on page 22 for a further list of initiatives currently being implemented.





# Accessible Design

DCJ is committed to creating a Workplace culture that values inclusion and diversity.

DCJ fitouts shall incorporate key design elements to ensure they adhere to accessibility standards, catering to the diverse needs of users, including individuals with disabilities.

This framework aligns with Australian Standards AS1428.1, and AS1428.2, as well as NSW Government's Accessible Office Design Framework.

DCJ's Workplace Design Guide aligns with industry best practice, as per page 19 of the Design Principles, ensuring compliance, as a minimum, and promoting better physical, sensory, and cognitive accessibility across all spaces.

The current performance measures include, but are not limited to:

- **Easy access:** client and staff access from footpath to entry door through ramps and/or lifts. Staff access from basement carpark to entry door through lifts (if applicable)
- **Door operation:** Automatic doors for all main entry and exit points and amenities where possible. Staff entry to Frontline offices a manual door may be required to eliminate any tailgating concerns. This will be determined on a site by site basis.
- **Circulation:** Sufficient circulation in all rooms. Circulation around furniture for accessibility - i.e. min of 1250mm from desk to wall in meeting spaces and 1500 x 1500mm turning circles. 1500mm wide corridors where possible (1200mm at a minimum). And AS1428.1 circulation requirements around all door swings.



# Accessible Design

- **Ease of Maneuverability:** Low pile carpet that is easy to roll over, in accordance with BCA.
- **Joinery and furniture:** Accessible joinery, including DDA clearance under counters and benchtops. And choice of furniture, including arm chairs and no arm chairs.
- **Workstations:** Height adjustable workstations, min 70% of workpoints are equipped with sit to stand desks.
- **Task chair:** Ergonomic chairs that provide, height and lumbar adjustment, tilt controls and in specific work zone adjustable arm rests on chairs may be required.
- **Appliances and equipment:** Location of appliances and equipments within DDA height range. Provision of at least one DDA printer within the Back Office.
- **Joinery and furniture:** Choice of furniture, DDA clearance under counters and benchtops.
- **Sensory design:** Provision of a variety of spaces with different sensory requirements, such as multi-wellness rooms, sensory room, sanctuary space as well as focus rooms and quiet nooks. Provision of dimmable lights, calming color schemes and sensory items provided in the sensory rooms.
- **Cognitive design:** Simple and rational floor plan with signage for wayfinding with pictograms and braille. Tactile and visual indicators at change of height surfaces
- **Hearing access:** Hearing augmentation systems provided in all interview rooms, meeting and collaboration rooms.

## Individual Requirements

Understanding that one size doesn't fit all, workplace adjustments will be reviewed individually as needed to ensure those with specialist needs are provided for correctly and safely.

By providing workplace adjustments, we can ensure that employees with disability who require adjustments are able to work to their full potential and have improved access to opportunities for career development within DCJ; thereby maximising inclusivity in the workplace.



# Acoustic Design

The Design Guide provides a framework for creating acoustically comfortable, healthful and functional environments. Good acoustic design within a workplace is pivotal in supporting the way people work and interact.

To achieve an ideal acoustic condition in the workplace, the following design considerations are key:

- **Controlling reverberation** : Spaces are to be free from echo, particularly in spaces where communication is crucial.
- **Appropriate Sounds Levels** : Spaces are to have a suitable level of ambient noise and free from distractions, whilst providing a level of sound masking to assist with acoustic privacy.
- **Acoustic Privacy** : to accommodate spaces where conversations occur that are private or confidential.

Rooms are categorised into requiring *Typical* acoustic treatment, or *Enhanced* treatment relative to the privacy level required within the room type.

- *Typical* acoustic treatment aims to provide the minimum requirements due to low privacy concerns. Room examples include Open areas such as waiting rooms, kitchens etc.
- *Enhanced* acoustic treatment aims to provide a higher level of acoustic seal, in order to ensure private conversations within, for example, Interview Rooms and Meeting rooms are not compromised.

An Acoustic report has been compiled by a specialist consultant to rate each room type within DCJ's Workplaces with the Acoustic rating required. In this manner, each room's *Acoustic Panelling*, *Acoustic Ceiling Treatment* and *Acoustic Flooring Treatment* is defined with an outline of whether the room requires *Typical* or *Enhanced Treatment* to ensure our spaces are confidential where needed, and otherwise provide appropriate noise levels in communal areas.





# Planting Methodology

We encourage the use of biophilia and creativity in the use of plants throughout the workplace fitout, thereby delivering engaging spaces.

General guidelines include:

- Using plants in frontline spaces (except for ComCor areas) contained within fixed, heavy-weight pots. Ensuring visual security is not compromised
- Tambour units to have planters integrated on top.
- Selecting pots in Sanctuary spaces which differ to ones used in the Standard work area to show a change in zones.
- Selecting Native Plants for use particularly in areas such as the Culturally Safe spaces.

There are various ways of incorporating plants in order to weave a language and build a hierarchy of plant-life throughout the workplace. This further supports connection with nature, providing various levels of soft work-zone separation throughout the workplace.

**Tambour planter boxes:** Sturdy, low maintenance plants with medium visibility through plants.

**Open joinery:** an open space is provided in the joinery to be filled with Plants. The plants in these areas need to have more foliage and provide various height levels to attract the eye or alternatively veil what is behind the joinery. Larger sized plants are used in this area, with no visibility through plants.

**Joinery inserts:** is where a “Planter Box style” area is provided. These are usually used as features (such as kitchen area, reception area) or to divide a room using plants. This provides high to medium viability through planting.

**Pots:** A great space-feature especially when clustered in varying heights with differing plant species can quickly elevate a break out space and enhance a person’s wellbeing. This provides high to medium visibility through planting.





# Modern Methods of Construction

The use of Modern Methods of Construction (MMC) principles aim to deliver DCJ fitouts faster, more reliably and more sustainably.

Aiming to stay ahead of the curve within the design industry, DCJ strives to implement MMC within its design, procurement, and building project phases.

As committed to by NSW Government’s Land and Housing Corporation, MMC - known as a collection of non-traditional construction methodologies which include pre-fabrication, modular designs, 3D printing, and the use of AI & robotics - will aid in delivering a high-end product with lower environmental impact.

One avenue this is achieved through is the Standardisation of components, including workpoints and furniture, which minimise waste, and allow furniture and fittings to be reused in future.

DCJ currently implement the below efforts which benefit the MMC methodology, including :

- Bulk procurement of projects as well as project furniture, fittings and equipment items;
- Innovative, yet standardised room component design;
- Standardised joinery;
- Typical furniture, finishes and equipment schedules for ease of implementation and future re-use.

DCJ endeavours to work closely with government agencies including Homes NSW as they further develop their MMC kit of parts and will implement them where appropriate within our Workplace fitouts in order to ensure speed and reliability during design, procurement, and build processes.





# Trauma Informed Design

Trauma-Informed Design recognises that the spaces we occupy can impact human psychology and shape emotions and experiences, especially for people who have previously experienced trauma.

For individuals who have experienced trauma, environmental triggers can activate stress responses before the mind has processed them, leading to re-experiencing of past trauma, heightened reactivity, and hypervigilance.

Thoughtful interior design can help modulate these responses by creating environments that promote safety, comfort, and healing, offering opportunities for refuge, security, and agency without overstimulation. While perceptions of safety vary between individuals, research has identified common spatial qualities that foster a sense of calm and support positive change.

The Substance Abuse and Mental Health Services Administration (SAMHSA) outlines six principles for a trauma-informed approach: safety; trustworthiness and transparency; peer support; collaboration and mutuality; empowerment, voice, and choice; and attention to cultural, historical, and gender issues.

DCJ's Workplace Design Guide carefully considers the following ways in positively shaping a user's experience within our Workplaces :

- Use of **biophilic design**; an evidence-based method of reducing stress and promoting a sense of comfort and calm by incorporating elements of nature into the Workplace, such as planting, provision of natural light, and use of natural look materials.
- Use of **glazing partitions** to allow visual connection.
- Use of **calming and welcoming colours** on walls and finishes.
- Use of **welcoming materials and furnishings** reminiscent of homely, cozy spaces, and avoiding the feel of institutional hard surfaces.
- Use of **dimnable lights**, adjustable to user preference where required / appropriate.
- Design of welcoming **common areas**; orderly, open and spacious.
- Provision of a **Sensory Room**, an enclosed safe space to decompress and disconnect from the Workplace when required.
- Provision of a **Sanctuary Space**, an open, safe and quiet space for retreat, recuperation and personal "reset".
- Provision of a **Culturally Safe Space**, an informal and comfortable space for connection and collaboration with peers, ensuring the design of this space is culturally sensitive and relevant to users.





# Designing For Country

“Aboriginal peoples’ deep and personal relationships with Country are expressed in multiple ways. The lore of Country is expressed through songlines, stories, art and ceremony.”

Excerpt from Connecting with Country Framework

At DCJ, we are committed to embedding the deep connection Aboriginal peoples have with Country in each workplace environment. We do this within DCJ’s Designing for Country Framework which endeavours to pay homage to the NSW Government Architect’s Connecting with Country Framework.

The Connecting with Country Framework suggests the following strategies that can meaningfully embed Country-centered design in DCJ workplace fitouts:

## ***Design with a Country-Centred Lens***

- Place Country at the heart of workplace planning, not just people.
- Celebrate and protect cultural narratives through interior design.

## ***Engage Indigenous Knowledge-Holders Early***

- Collaborate with local Aboriginal communities from project inception.
- Incorporate their guidance in materiality, layout, artwork, and cultural elements.

## ***Support Healthy Country and Healthy Community***

- Use natural, sustainable materials and integrate native planting indoors.
- Foster wellbeing through biophilic design and culturally safe spaces.

## ***Celebrate Indigenous Culture Authentically***

- Integrate Indigenous artworks, storytelling elements, and local languages.
- Create dedicated Culturally Safe Spaces for gathering and reflection.

## ***Ongoing Connection Beyond Project Delivery***

- Maintain relationships with Aboriginal communities post-handover.
- Ensure fitouts allow ongoing cultural practices and care for Country.

## ***Protect Indigenous Cultural and Intellectual Property (ICIP)***

- Ensure proper permission, attribution, and respectful use of cultural elements.



# Designing for Country and for Community

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At each new project's inception, we seek to engage with a local Indigenous staff member, seek out the local Indigenous land Council in that region, or establish an Indigenous Working Group for that project. Through these channels, the Indigenous spokespeople provide critical guidance and approval for all decisions related to Indigenous cultural elements. We strive to create site-specific fitouts that feature artwork and elements deeply connected to the local area, fostering meaningful connections. All artwork and cultural inclusions are as guided and approved by the Indigenous Spokespeople established for that project.

Findings guided by the Connecting to Country Framework are then incorporated into the workplace fit out in a variety of ways including:

- Commissioning new or utilising existing artworks by local Indigenous artists or local community artists who have a deep connections and understanding of the area.
- Displaying artefacts in suitable areas of the workspace.
- Designing a dedicated Culturally Safe Space, an informal and comfortable space for connection and collaboration.
- Incorporating native plants, particularly in Culturally Safe Spaces.
- Incorporating Indigenous fabric designs for upholstery, adding cultural depth to the workspace.
- Creation of a site-specific Acknowledgement of Country signage for each location, ensuring prior approval from the Indigenous Spokespeople.

In addition to designing for Country, the design team is committed to embedding the identity of the local cultural demographic into each project, engaging local artists, makers and community voices to ensure the workplace reflects and celebrates the unique character and heritage of its community.

Refer to Section 4 Design Selections for further detail.

# 04

## Design Selections





# Design Selections

Design selections have been chosen across key design areas in order to ensure consistency and quality across DCJ workplaces. These selections factor in staff and client safety, comfort and accessibility, whilst also prioritising sustainability and durability.

Design selections have been adopted as a result of previous projects' lessons learned, and accounting for stakeholders' feedback and requirements.

They incorporate input from specialised Accessibility, Acoustic, and Ecologically Sustainable Development consultants, and are categorised as follows:

- Typical Finishes Selection
- Typical Workstation Selection
- Typical Furniture Selection
- Typical Fittings, Fixtures & Equipment Selection
- Typical Artwork Display
- Typical Signage Design



# Typical Finishes Selection

This section provides an overview of the typical finishes selections for DCJ Workplaces.

DCJ's Workplace Design Team have compiled finishes palettes for both Frontline Service Centres, as well as Back Office Accommodation areas.

Frontline Service Centres include two palette options, which will be selected based on the project and site specific requirements and characteristics. This approach ensures consistency across DCJ Frontline Services while achieving a contextual outcome for the Workplace fitout.

The following pages outlines two approaches to designing DCJ workplace fitouts. The first displays the design finishes and elements which are standardised across all DCJ sites, reinforcing familiarity and uniformity across sites. The latter specifies which options are available for stakeholder selection on each individual project.

Stakeholders will have the flexibility to choose design elements such as the Frontline feature carpet colour schemes, and Indigenous graphics for acoustic panelling, allowing for customisation while maintaining the overall design direction selected.

It is important to note that colour theory is paramount in colour palette compilation and careful selection is required for certain agencies. For instance, the colour green will be strictly avoided for Community Corrections and Youth Justice sites, as well as colour references to a "Police" shade of Blue in Community Correction sites. This is to eradicate any past negative references the colours may present on clients entering the agency in Frontline spaces only.



1. Vinyl timber look flooring (entry, circulation)

2. Carpets (interview/meeting rooms and entrance matting)

3. Feature carpet options [\(stakeholder selection\)](#)

4. Acoustic wall panelling (interview/meeting rooms)

5. Indigenous acoustic wall panel options [\(stakeholder selection\)](#)

6. Paints (general wall, door leaf and frame)
7. Signage plate finish

8. Indigenous feature wall graphics [\(stakeholder selection\)](#)

9. Loose furniture upholstery

10. Loose furniture Indigenous upholstery options [\(stakeholder selection\)](#)

11. Joinery solid surface (throughout)

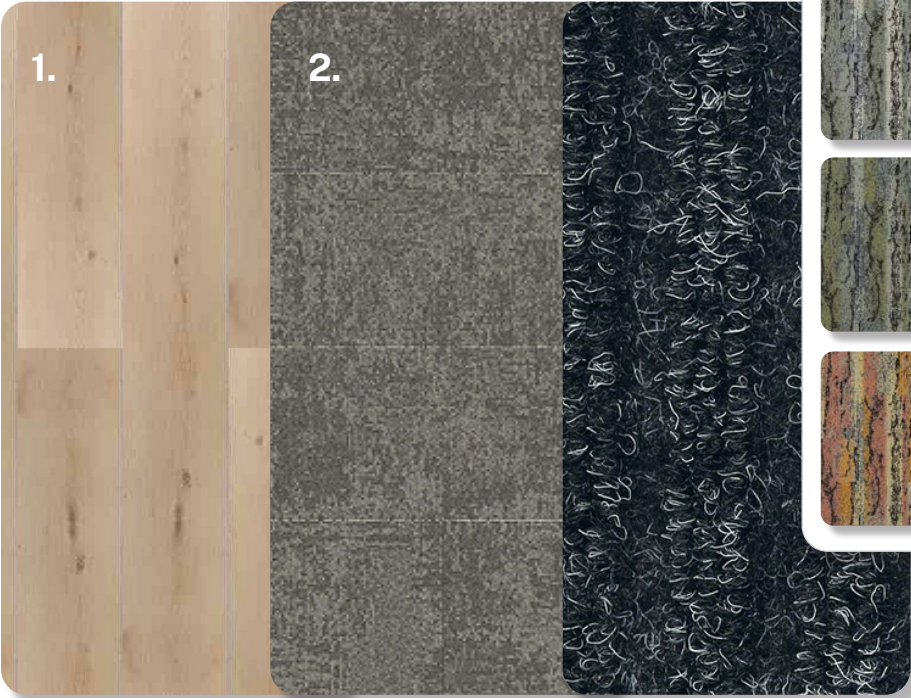
12. Joinery laminates (throughout)

13. Tiles (amenities and hydration points)

# Typical Finishes

## Frontline Service Centres Scheme 01

### CARPET + VINYL



#### 3. OPTIONS



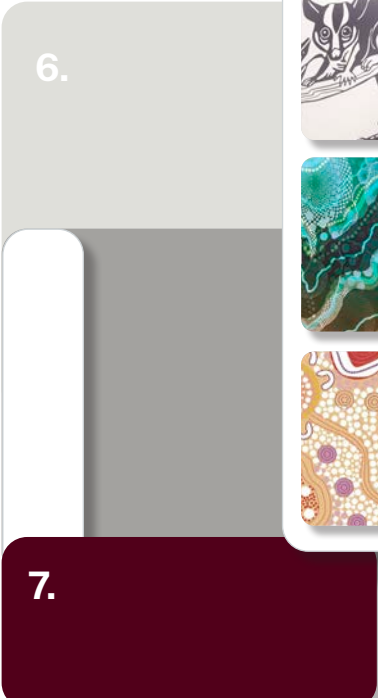
### ACOUSTIC PANEL



#### 5. OPTIONS



### PAINT + GRAPHICS



#### 8. OPTIONS



### UPHOLSTERY



#### 10. OPTIONS



### JOINERY



### TILES



Indicative render: Scheme 01 Reception example



1. Vinyl timber look flooring (entry, circulation)

2. Carpets (interview/meeting rooms and entrance matting)

3. Feature carpet options [\(stakeholder selection\)](#)

4. Acoustic wall panelling (interview/meeting rooms)

5. Indigenous acoustic wall panel options [\(stakeholder selection\)](#)

6. Paints (general wall, door leaf and frame)
7. Signage plate finish

8. Indigenous feature wall graphics [\(stakeholder selection\)](#)

9. Loose furniture upholstery

10. Loose furniture Indigenous upholstery options [\(stakeholder selection\)](#)

11. Joinery solid surface (reception)

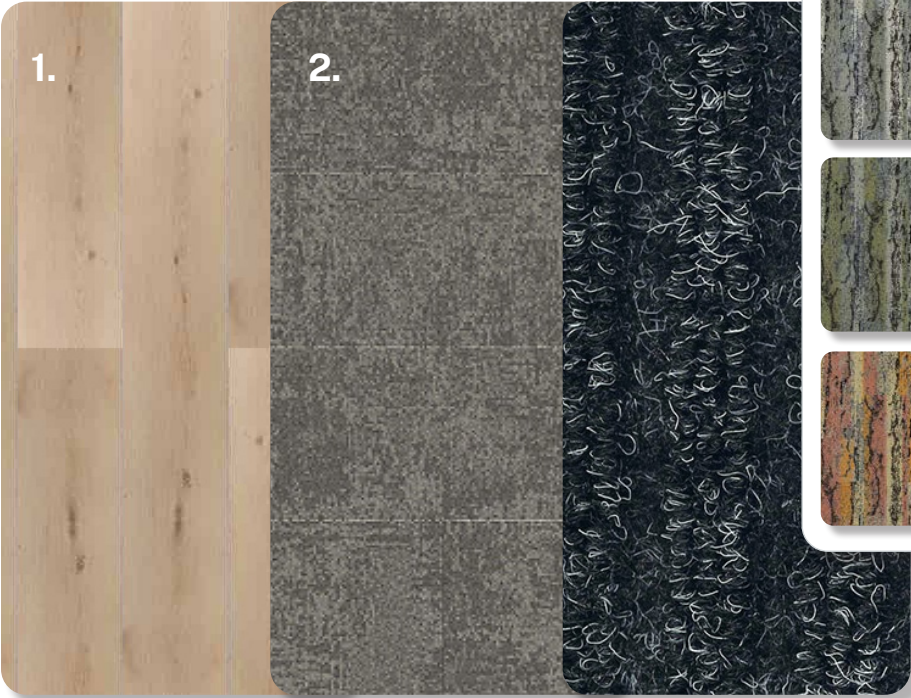
12. Joinery laminates (reception, throughout)

13. Tiles (amenities and hydration points)

# Typical Finishes

## Frontline Service Centres Scheme 02

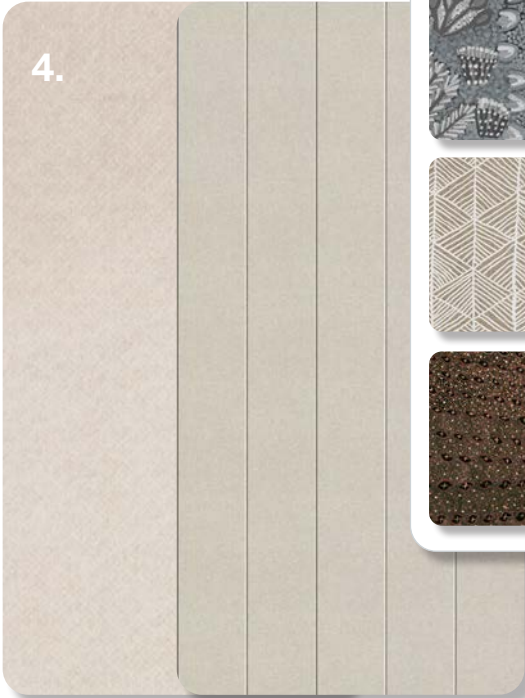
CARPET + VINYL



3. OPTIONS



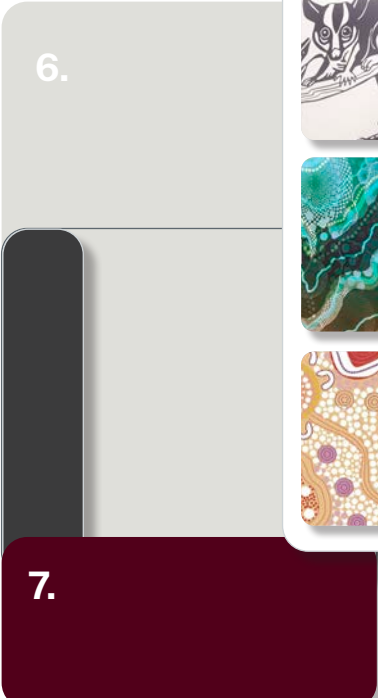
ACOUSTIC PANEL



5. OPTIONS



PAINT + GRAPHICS



8. OPTIONS



UPHOLSTERY



10. OPTIONS



JOINERY



TILES



Indicative render: Scheme 02 Reception example



# Frontline Service Centres Stakeholder Selections

## Feature Carpet Schemes



WATER SCHEME



LAND SCHEME



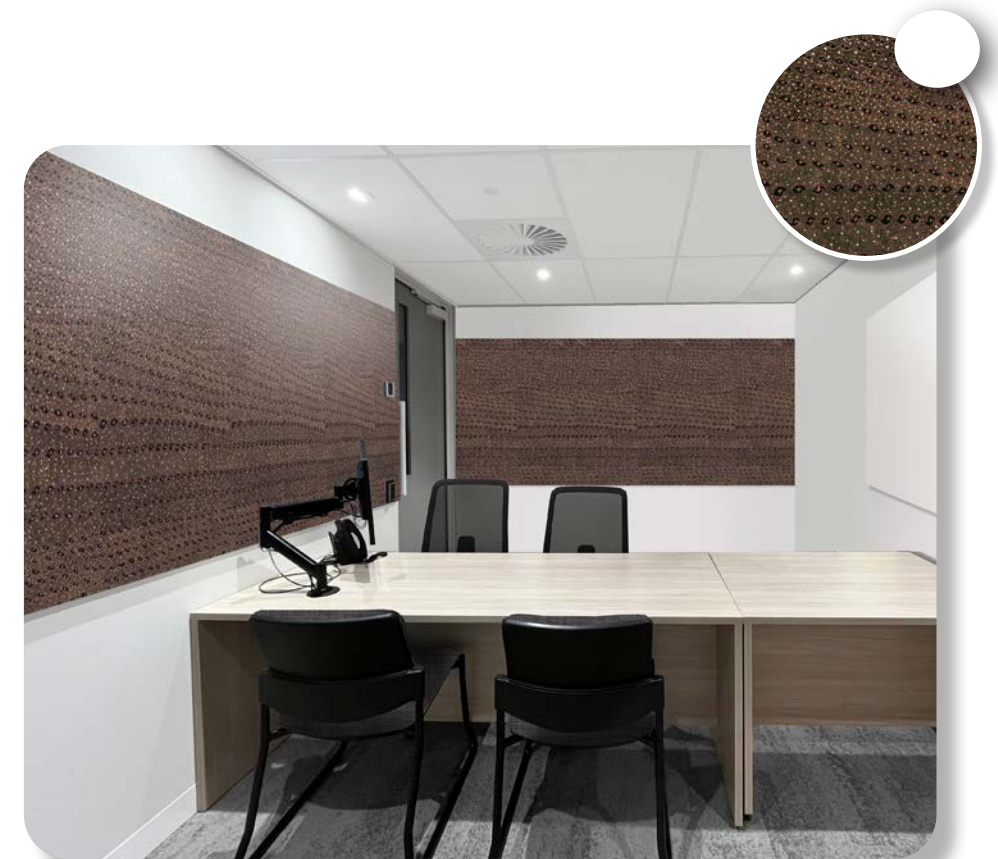
EARTH SCHEME

Stakeholders may have the opportunity to select from the Water, Land, or Earth colour schemes to inform the finishes selection for the fitout. This selection influence key Frontline spaces, including the feature carpet in the waiting area.



# Frontline Service Centres Stakeholder Selections

## Feature Acoustic Panel Schemes



Further building on the selected Water, Land, or Earth scheme for the project, the Design Team will provide a range of Acoustic wall panel options featuring Indigenous art prints for designated interview rooms.

Stakeholders will have the opportunity to choose from a curated palette.

The images provided are for reference only, as the final selection will depend on project timelines, supplier availability, and lead times.



# Frontline Service Centres Stakeholder Selections

## Feature Upholstery Schemes



Building on the selected Water, Land, or Earth scheme for the project, the Design Team will provide a range of upholstery options featuring Indigenous art prints for designated interview room furniture pieces. Stakeholders will have the opportunity to choose from a curated palette.

Note: in this room type, an artwork mounted adjacent to the door is also optional.

The images provided are for reference only, as the final selection will depend on project timelines, supplier availability, and lead times.

# Frontline Service Centres Stakeholder Selections

## Feature Graphics

Nowra Consolidation, Nowra  
Artist: Mandy Braddick



Northern Rivers Consolidation, Lismore  
Artist: Sheldon Harrington



Agile Refurbishment ComCor, Blacktown  
Artists: Danny, Jamie and Trevor Eastwood



The development of feature Indigenous wall graphics will be guided by the site and project location. Where existing designs are available, these may be incorporated accordingly. In the absence of pre-existing artwork, the Design Team may consider engaging a local artist to create site-specific designs.

Note:  
The use of Sheldon Harrington and Dennis Golding graphics (icons) is subject to the artist's engagement and agreement.



1. Vinyl timber look flooring (kitchen, parents, first aid, multi-wellness, multi-faith rooms)

2. Vinyl flooring (hydration points, kitchen)

3. Antistatic vinyl flooring (comms room)

4. Carpets (workfloor, circulation)

5. Carpets (meeting rooms) (selected based on water, land or earth scheme)

6. Acoustic wall panelling (meeting rooms)
7. Paints (general wall, door leaf and frame)

8. Signage plate finish (selected based on water, land or earth scheme)

9. Glazing graphics (selected based on water, land or earth scheme)

10. Joinery solid surface (throughout)

11. Joinery laminates (throughout)

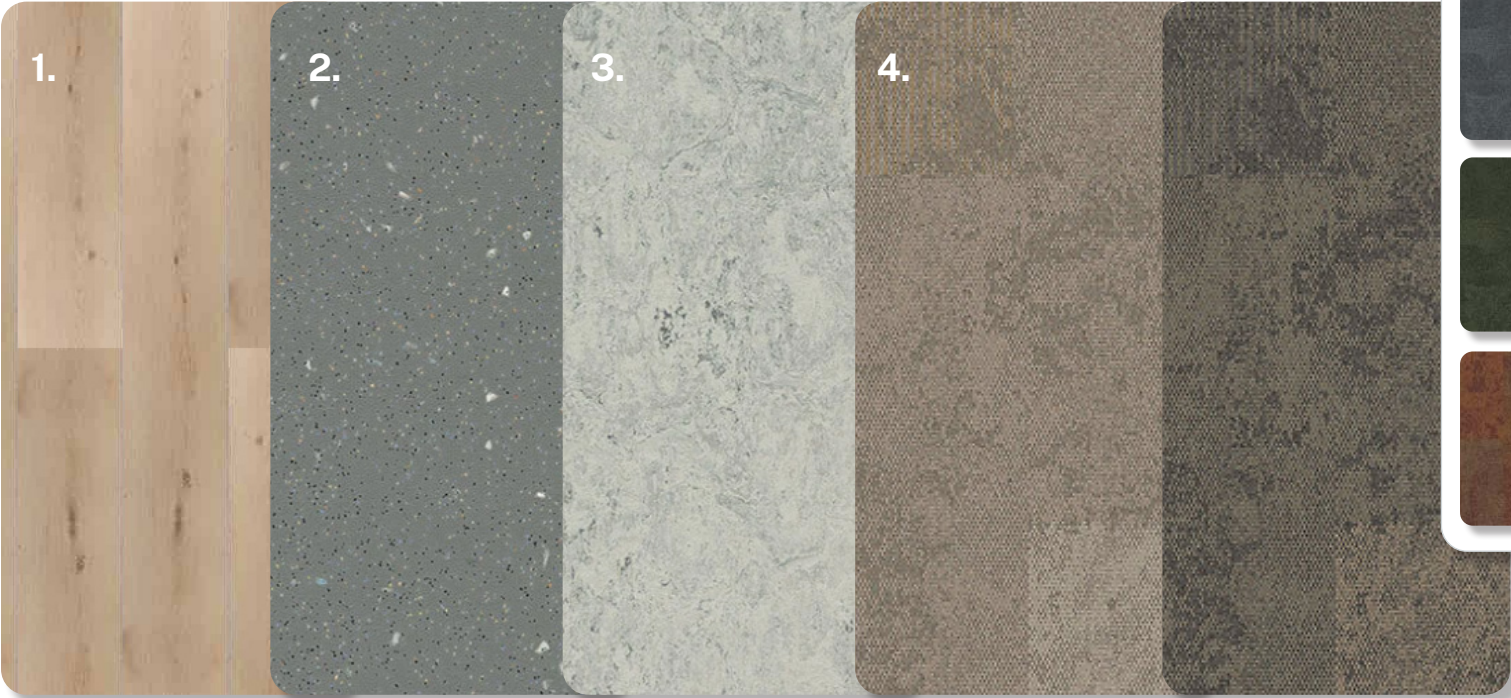
12. Furniture frames and upholstery

13. Tiles (amenities and hydration points)

# Typical Finishes

## Back Office Accommodation

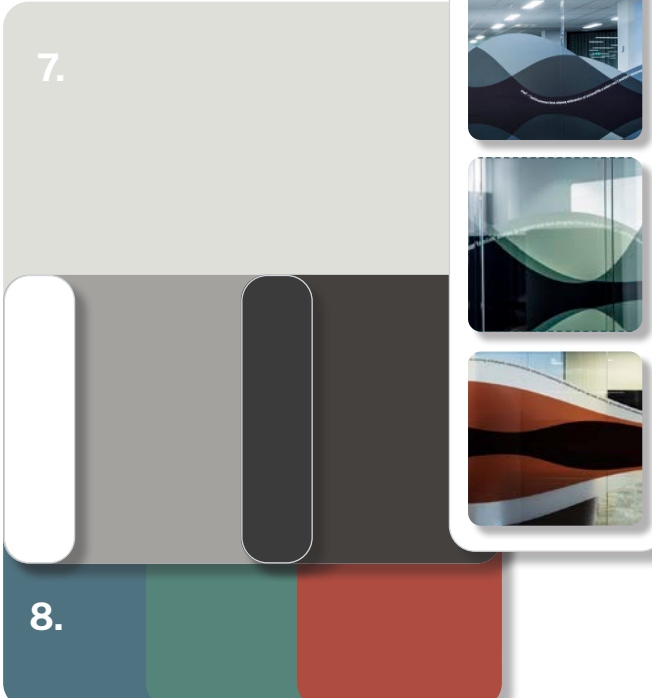
### CARPET + VINYL



### ACOUSTIC PANEL



### PAINT + GRAPHICS



### JOINERY



### FURNITURE



### TILES



Image: PJP Level 5



# Back Office Accommodation Stakeholder Selections

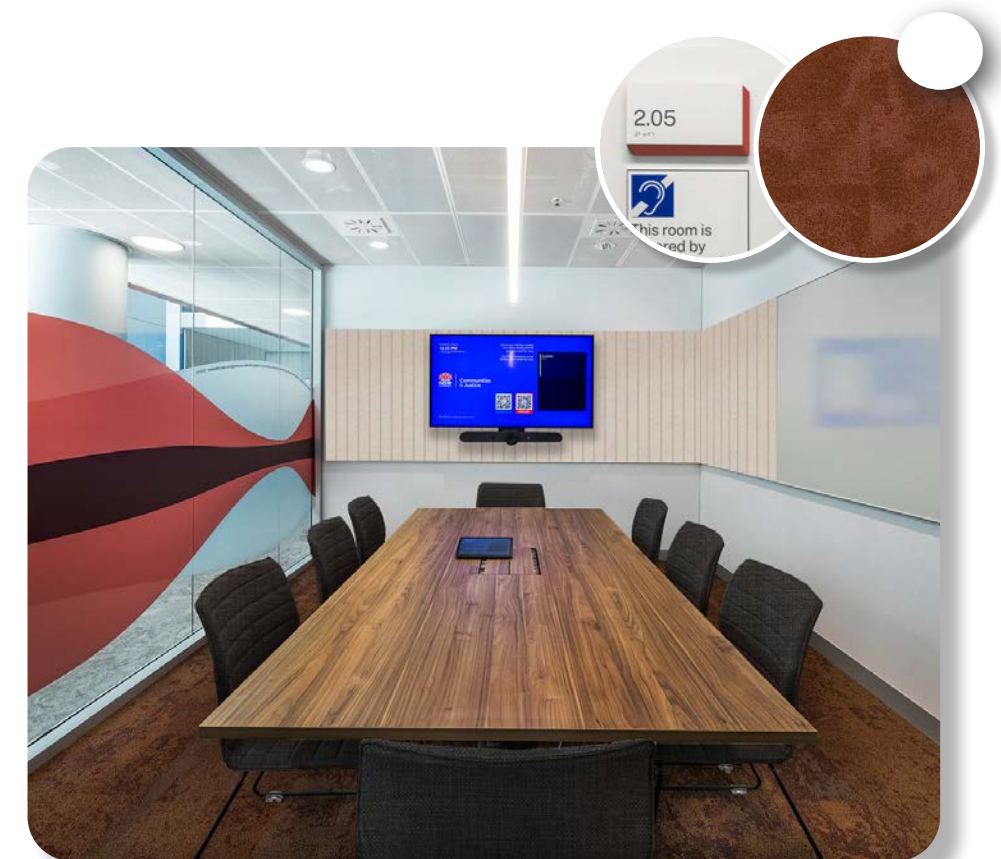
## Meeting Room Carpet + Signage and Graphics



**WATER SCHEME**



**LAND SCHEME**



**EARTH SCHEME**

Stakeholders may have the opportunity to select from the Water, Land, or Earth colour schemes to guide the selection of Meeting room carpet, glazing graphics, and signage finishes.

For further information on signage, see the 'Typical Signage Design' section of the design guidelines.





# Typical Workstation Selection

The following Workstation Selections outline the typical workpoint types for DCJ offices, accommodating various work settings and styles while considering individual needs.

The workpoint types on the following pages include:

- Linear workstations,
- 4-person quad,
- Quiet/ sensory workstations, and
- Drop-in workstations.

Accessibility considerations have been integrated into each of these, and additional accessible features are available through workplace adjustments.

Other key considerations factored in when selecting workstations and their positioning on site are included below:

- **Local and low-impact sourcing:** Where possible, selecting Australian-manufactured products to support the local economy and reduce carbon emissions from transport
- **Natural light:** Prioritising access to natural light and fresh air for staff workpoints to nourish people where they spend the most time.
- **Active working:** Including work settings that promote active working, such as agile working and sit-to-stand desks.

# Typical Workstations

## Linear



Linear workstations are a standard workpoint type that include a large monitor, ergonomic task chair, a USB-C docking station and above desk power. They are typically set up in rows for groups of 2 to 8 people. These workstations can be either fixed or sit to stand, and some have a screen divider for extra privacy.

### Details

- Typical dimensions: 1400-1600mmW x 800mmD
- Minimum dimensions (if site constraints): 1400mmW x 700mmD
- Sit to stand height range: 620-1280mm
- Fixed height: 700mmH to top of worktop
- Screen: 1200mmH above floor

## Quad



Quad workpoints provide more individual style working while still offering connection with team members. They are set up in groups of 4 and include a large monitor, ergonomic task chair, a USB-C docking station and above desk power. They can be either fixed or sit to stand, and some have a screen divider for extra privacy.

### Details

- Typical dimensions: 1300mmW x 1300mmD
- Sit to stand height range: 620-1280mm
- Fixed height: 700mmH to top of worktop
- Screen: 1200mmH above floor



# Typical Workstations

## Quiet / Sensory - linear



## Quiet / Sensory - singular



## Quiet / Sensory - quad



Quiet/Sensory workstations contain all the same features as linear workstations, however also offer a private space for those who need a quiet area to work. These workstations are usually located in a quiet part of the office, away from direct sunlight, and come with a task lamp for personal lighting. They can be either fixed or sit-to-stand and include a raised screen divider for extra privacy. Additionally, the above desk power is found closer to the edge of the desk for better accessibility.

Quiet/Sensory workstations are available in group linear setups, individual linear setups, and group quad setups.

### Details

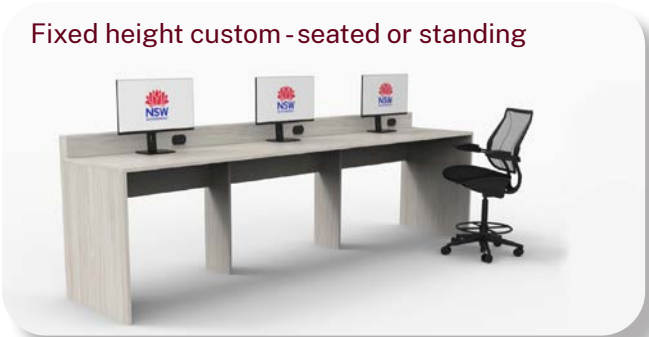
- Typical dimensions: 1400-1600mmW x 800mmD
- Minimum dimensions (if site constraints): 1400mmW x 700mmD
- Sit to stand height range: 620-1280mm
- Fixed height: 700mmH to top of worktop
- Screen: 1500mmH above floor

### Details

- Typical dimensions: 1300-1400mmW x 800-1300mmD
- Minimum dimensions (if site constraints): 1400mmW x 700mmD
- Sit to stand height range: 620-1280mm
- Fixed height: 700mmH to top of worktop
- Screen (single): 1500mmH above floor
- Screen (quad): 1500mmH above floor

# Typical Workstations

## Drop-in



## Accessible



Drop-in workpoints provide both individual and team settings for flexible working. Workstations are offered as fixed seated height, or fixed standing height and include a large monitor, ergonomic task chair, a USB-C docking station, and above desk power.

### Details

- Typical dimensions: 1200mmW x 800mmD
- Minimum dimensions (if site restrictions): 1100mmW x 700mmD
- Fixed standing height: 1050mm (to top of worktop)
- Fixed seated height: 700mm (to top of worktop)

All workpoint types include the following accessibility features:

- Large Monitor (minimum 24")
- Adjustable monitor arm: Can be positioned close to the edge of the desk
- Above bench power outlets or USB chargers: Within 500mm from the front of the bench

Sensory/quiet workpoints provide additional accessibility features including:

- Desk charging (including power and USB) sit within 300mm from the front of the desk
- Task lamp for adjustable lighting
- Positioned away from natural light, or blinds provided

Additional accessible items available with a workplace adjustment are:

- Acrobat Desktop CCTV (24" screen option preferred)
- Large Print Keyboard
- Alternative mouse / track pad options
- Metre long tethering chain: For users with Seeing Eye Dogs, safely stored under the desktop and easily retrieved (requirement determined on a case by case basis)



# Typical Furniture Selection

The following section highlights the typical furniture selections for DCJ workplaces. By utilising the typical finishes and upholstery options from the finishes scheme, these items contribute to a cohesive and consistent visual identity for DCJ throughout the entire fitout. Standardisation of these items also allows for bulk ordering, saving money for the department and reuse across workplaces, minimising waste and reupholstery costs.

The typical furniture items have been selected following the below criteria:

- **Furniture to reduce risk:** Fixed, heavyweight and/or soft furniture selected for high-risk frontline spaces.
- **High quality and durable:** High quality, durable and appropriate furniture with sufficient warranties to create environments that last, and perform as intended.
- **Ergonomic and comfortable :** Adjustable and customisable options for high-use items such as task chairs.
- **Local and low-impact sourcing:** Where possible, selecting Australian-manufactured products to support the local economy and reduce carbon emissions from transport
- **Sustainable:** Primary specifications feature the most sustainable options available.
- **Trauma informed design:** Use of welcoming furnishings reminiscent of homely, cozy spaces, and avoiding the feel of institutional hard surfaces.

Note: The following pages show typical furniture items for Frontline Service Centres and Back Office Accommodation. The images shown are indicative and final products may differ. Refer to Section 5 Space Types for context of furniture items within room types.



# Typical Furniture

## Frontline Service Centres



TASK CHAIR



TRAINING CHAIR -STACKABLE



VISITOR CHAIR -HEAVY BASE



VISITOR CHAIR -HEAVY BASE



CHAIR ON CASTORS



SLED BASE ARMCHAIR



ARMCHAIR



TUB BASE ARMCHAIR



MODULAR LOUNGE



MODULAR SOFA



FIXED MODULAR LOUNGE -HEAVY BASE



FIXED BENCH SEATING WITH FIXED SIDE TABLE



LAPTOP TABLE -HEAVY BASE



TABLE - DRUM BASE



COFFEE/ SIDE TABLE -HEAVY BASE



KIDS FURNITURE



D-END FIXED TABLE



FLIP TOP TABLE -LOCKABLE CASTORS



LOCKABLE CREDENZA



OTTOMAN



# Typical Furniture

## Back Office Accommodation



TASK CHAIR



DRAFTING CHAIR



MEETING CHAIR ON CASTORS



SLED BASE MEETING CHAIR



TRAINING CHAIR -STACKABLE



SIDE CHAIR



SLED BASE ARMCHAIR



RELAX ARMCHAIR



BREAKOUT CHAIR



BREAKOUT STOOL



SENSORY CHAIR WITH FOOT REST



OTTOMAN



TUB BASE ARMCHAIR



UPHOLSTERED STOOL



PARENTS ARMCHAIR



RECLINER CHAIR



SENSORY BEAN BAG



SANCTUARY BEAN BAG



CULTURALLY SAFE SPACE BEAN BAG



SANCTUARY BEAN BAG OTTOMAN

# Typical Furniture

## Back Office Accommodation



MODULAR SOFA - STRAIGHT



MODULAR SOFA - CURVED



HIGH BACK LOUNGE - 2P



HIGH BACK LOUNGE - 1P



FREESTANDING BOOTH - LOW SCREEN



FREESTANDING BOOTH - HIGH SCREEN



FLIP TOP TABLE - LOCKABLE CASTORS



D-END DRUM BASE FIXED TABLE



D-END DRUM BASE TABLE - SIT TO STAND



DRUM BASE FIXED STANDING MEETING TABLE



STANDARD MEETING TABLE (VARIOUS SIZES)



BREAKOUT TABLE - STANDING HEIGHT



COFFEE/ SIDE TABLE



BREAKOUT TABLE (VARIOUS SIZES)



ROUND TABLE - FREESTANDING



LAPTOP/ SIDE TABLE



TAMBOUR



TAMBOUR - WITH PLANTER



TAMBOUR - FULL HEIGHT



# Typical Furniture

## Outdoor Areas



DINING CHAIR



DINING STOOL



DINING TABLE - SEATED



DINING TABLE - STANDING



# Typical Fittings, Fixtures & Equipment Selection

This section provides an overview of the typical fittings, fixtures and equipment (FFE) for DCJ Workplaces. They prioritise functionality, durability and sustainability.

Stakeholders will have the flexibility to choose some FFE elements in the Frontline Waiting Area, Kids Retreat and Interview Room Type 04 (Family). (See page 66 for details)  
The fittings, fixtures and equipment are selected following the below criteria:

- **High quality and durable:** High quality, durable and appropriate FFE items with sufficient warranties to create environments that last, and perform as intended.
- **Local and low-impact sourcing:** Where possible, selecting Australian-manufactured products to support the local economy and reduce carbon emissions from transport
- **Sustainable appliance selection:** Specifying best-in-class, energy efficient, and durable products to minimise environmental impact over their life cycle.
- **Sustainable:** Primary specifications feature the most sustainable options available, with alternates also meeting high sustainability standards.
- **Accessible:** Specification requirements for each item carefully selected and reviewed by an access consultant to ensure an inclusive and accessible workplace

Note: The following pages show typical FFE items for Frontline Service Centres and Back Office Accommodation. The images shown are indicative and final products may differ. Refer to Section 5 Space Types for context of FFE items within room types.



# Typical Fittings, Fixtures and Equipment

## Frontline Service Centres



MIXER TAP



FILTERED HOT AND CHILLED WATER TAP



FILTERED CHILLED WATER TAP



FILTERED WATER TAP



ACCESSIBLE SENSOR TAP



AUTOMATIC SOAP DISPENSER



HAND DRYER



WALL MOUNTED PAPER TOWEL DISPENSER



INTEGRATED PAPER TOWEL DISPENSER



INTEGRATED PAPER TOWEL DISPENSER AND BIN



WALL MOUNTED BIN



WHEELIE BIN - VARIOUS SIZES



INTEGRATED BIN - VARIOUS SIZES



INTEGRATED CUP DISPENSER



SHARPS BIN



FOLDABLE BABY CHANGE TABLE



SMALL UNDERMOUNT SINK



ACCESSIBLE TOILET SUITE




ACCESSIBLE BASIN




ACCESSIBLE FLUSH BUTTON

# Typical Fittings, Fixtures and Equipment


## Frontline Service Centres




ACCESSIBLE TOILET PAPER HOLDER




COAT HOOK




JOINERY HANDLES




LOCK AND KEY




NON BREAKABLE MIRROR




MAGNETIC WHITEBOARD




RING BELL\*



POT PLANTS



JOINERY PLANTERS



WALL MOUNTED KIDS TOYS

\* Ring bell is not part of the standard items delivered by the Security or Technology team. However, if item is required due to site or operational constrains, such as, non staffed Frontline, coordination with the Security and Technology team will be required ,and in some instances, the specification of an intercom may be more appropriate.



# Typical Fittings, Fixtures and Equipment

## Back Office Accommodation

|  |   |  |  |  |
|--|---|--|--|--|
|   <p>MIXER TAP</p>                   |   <p>FILTERED HOT AND CHILLED WATER TAP</p> |   <p>FILTERED CHILLED WATER TAP</p>            |   <p>FILTERED WATER TAP</p>                  |   <p>ACCESSIBLE SENSOR TAP</p>                       |
|   <p>AUTOMATIC SOAP DISPENSER</p> |   <p>HAND DRYER</p>                      |   <p>WALL MOUNTED PAPER TOWEL DISPENSER</p> |   <p>INTEGRATED PAPER TOWEL DISPENSER</p> |   <p>INTEGRATED PAPER TOWEL DISPENSER AND BIN</p> |
|   <p>WALL MOUNTED BIN</p>        |   <p>WHEELIE BIN - VARIOUS SIZES</p>   |   <p>INTEGRATED BIN - VARIOUS SIZES</p>    |   <p>MICROWAVE</p>                       |   <p>SANDWICH PRESS</p>                          |
|   <p>DISHWASHER</p>              |   <p>INTEGRATED BAR FRIDGE</p>         |   <p>FREESTANDING UPRIGHT FRIDGE</p>       |   <p>LARGE UNDERMOUNT SINK</p>           |   <p>MEDIUM UNDERMOUNT SINK</p>                  |

# Typical Fittings, Fixtures and Equipment

## Back Office Accommodation



SMALL UNDERMOUNT SINK



REMOVABLE SINK CADDY



FOOT WASH MIXER TAP



FOOT WASH TROUGH



FOLDABLE BABY CHANGE TABLE



COAT HOOK



JOINERY HANDLES



COAT RAIL



MIRROR



MAGNETIC WHITEBOARD



MOVABLE WHITEBOARD



TAMBOUR STORAGE



TAMBOUR PLANTERS



JOINERY PLANTERS



POT PLANTS



ELECTRONIC LOCKING SYSTEM



DIGITAL LOCKING SYSTEM



LOCK AND KEY





SANITATION WIPES





# Typical Fittings, Fixtures and Equipment



## Back Office Accommodation





FIRST AID KIT





DEFIBRILATOR (AED)





AED ACCESSORY KIT



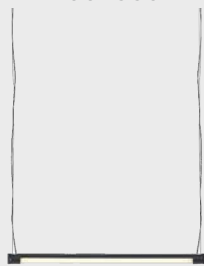

SHARPS BIN





TASK LAMP





TASK PENDANT




FEATURE PENDANT A




FEATURE PENDANT B



EXAMINATION LAMP



HAT RACK



FEATURE PENDANT C

# Frontline Service Centres Stakeholder Selections

## Children's Play Space Options



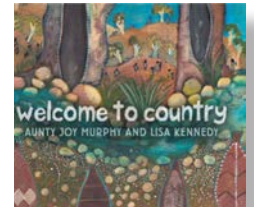
SENSORY ITEMS



PUZZLES



BOOKS



CHALKBOARD



TOYS



TODDLER BEANBAG



Stakeholder selections within Interview Room Type 04 (Family Room), Kids Retreat and in children's play areas within the Waiting Area include choosing feature flooring, Australian animal or bird wall decals and various wall activity panels. Some options may also be available for the waiting area and kids retreat spaces.

Puzzles, sensory items and book options are available for each site as recommended by the Psychological and Specialist Services Team. Additionally, toddler beanbags are an option for sites with the space to accommodate them.





# Typical Artwork Display Guideline

---

Displaying artworks in DCJ’s Frontline spaces creates a welcoming environment and can enhance cultural representation. In the workplace, art can boost morale, reduce stress and foster a sense of community.

For each new DCJ workplace project, the Design Team will audit the existing art on site. This audit captures all pieces of art to document the current inventory, including those that will be recycled. The audit relays details such as the artist’s name, art title, information about the artwork, dimensions, medium, date, condition, and photos of both the front and back of each piece.

The Design Team will consult with stakeholders to gather input on which existing pieces are to be retained for their new office. Should new artworks be required for a site, recommendations are provided by the Design Team.

All works are framed according to the outlined framing selections specification, which have been developed considering both client and stakeholders’ safety.



# Artwork Framing Selections

## Frontline Service Centres and Back Office Accommodation

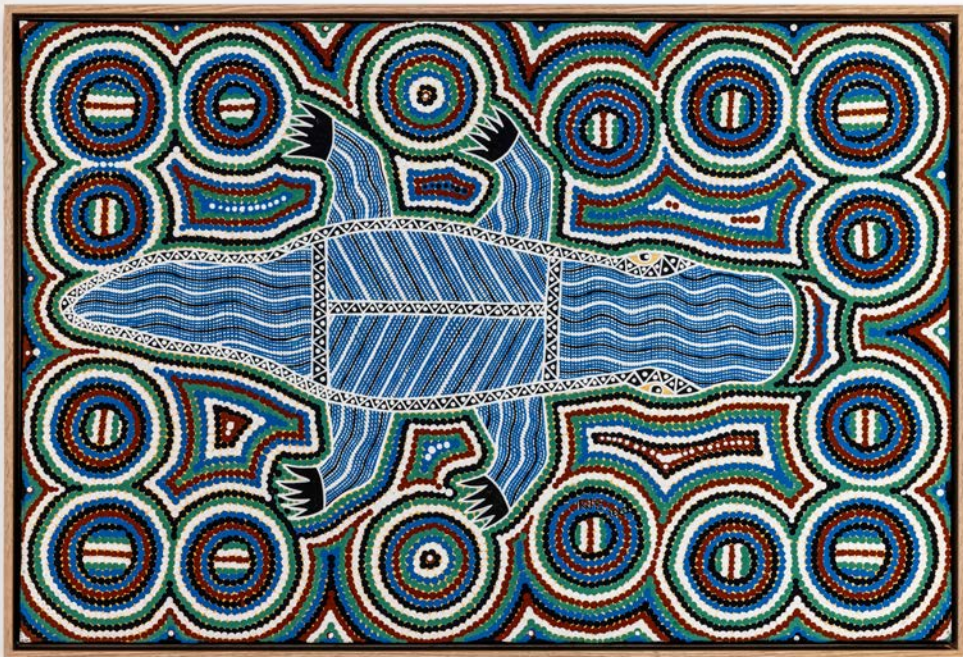
### STANDARD FRAMING SPECIFICATION

Moulding (Frame) Or Stretched Canvas  
Colour: Tasmanian Oak  
Dimensions: 40mm high x 20mm wide  
Finish: Clear coating

Matboard details  
Brand: Alpha Matt or similar  
Colour: Igloo (slightly off white) or similar



### EXAMPLE ARTWORK WITH LABEL



### ARTWORK LABEL TYPES

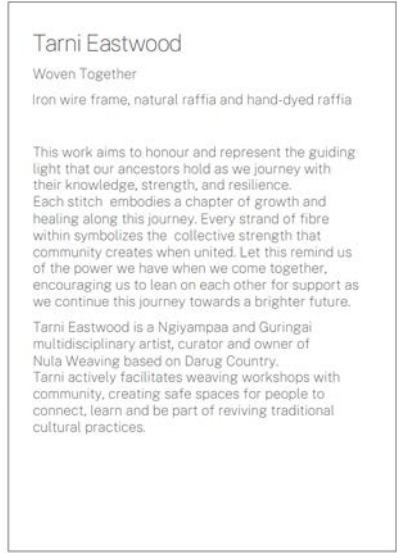
#### Small label



#### Small label with QR code



#### Large label



#### QR code content example



Artworks will be installed in Frontline Service Centres without glass inserts. Instead, these spaces will receive framed stretched canvas paintings with security hangers or framed artworks with Perspex fronts and security hangers. There are three artwork label options which will be selected by the Design Team based on the extent of information available on the artwork and artist.





# Typical Signage Design

The signage and wayfinding experience across DCJ workplaces is designed to be client-friendly, clear, efficient and consistent, intuitive and accessible, flexible and engaging.


A technical signage document has been developed by signage and wayfinding designers in consultation with the DCJ Design Team and endorsed by Branding NSW. It provides a basis for the planning, specification, and design of all signage used by DCJ including Identification, Directional, Operational and Statutory Signage. It is a comprehensive resource for developing and delivering the Signage for all future DCJ sites. This document is used in conjunction with the ‘Connecting the Workplace’ Design Guidelines. These guidelines look to the collective knowledge and legacy of DCJ, enabling a deeper understanding of both DCJ’s purpose, and of the individuals that contribute to this purpose and their stories.

By implementing the Signage Guidelines within our DCJ Workplaces, we enable working towards our objective of achieving vibrant, sustainable, and inclusive communities.

The following pages show a catalogue of the typical signage you’ll find in your workplace and the options available.

# Typical Signage

## Frontline Service Centres




Location name  
123 Smith Street, Anytown

Opening hours  
Monday to Friday 9am-5pm


After hours contacts  
Child Protection helpline 132 111  
Homeless 1800 486 746  
LinkPhone 1800 152 152

ENTRY

ADDRESS & ENTRY




COMMUNITIES AND JUSTICE LOGO



Reception

RECEPTION


Please ring bell  
for assistance



RECEPTION BELL

Concierge

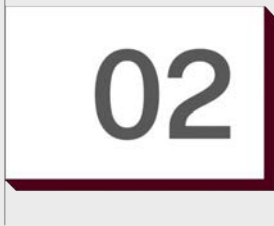
CONCIERGE



01


Lorem ipsum dolor  
Interview  
Room

ROOM ID  
(OPTIONAL GRAPHIC & BILINGUAL TEXT)




02

FLAG



02

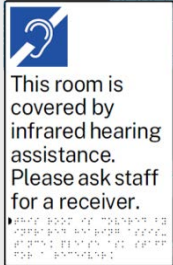
BOOTH LARGE NUMBERS




Security Notice

Camera  
Surveillance in  
24 Hour Operation

CCTV




This room is  
covered by  
infrared hearing  
assistance.  
Please ask staff  
for a receiver.




Hearing  
Augmentation

HEARING AUGMENTATION

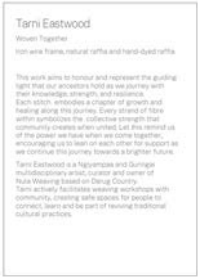


Unisex Accessible Toilet RH  
& Baby Change

FACILITIES




APOLOGY & ACKNOWLEDGEMENT OF COUNTRY  
(AOC)



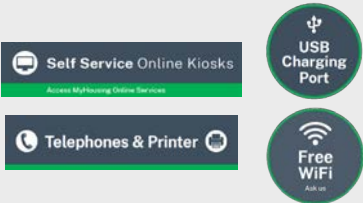
Tam Eastwood  
Women Together

LARGE ARTWORK LABEL



Charging  
Station

CHARGING STATION



Self Service Online Kiosks  
Access MyHousing Online Services

Telephones & Printer


USB  
Charging  
Port

Free  
WiFi

HOUSING SERVICE CENTRE (SELF SERVE)

NO PUBLIC ACCESS  
STAFF ONLY


DOOR SIGNS



GENERAL  
WASTE

ONLY:  
Polystyrene & coffee cups  
Cans  
Soft plastics  
Paper towels

WASTE



Zero tolerance  
towards abuse

Aggressive and abusive behaviour  
will not be tolerated towards  
staff or other clients.  
We will need safe environments  
to work together.


Please treat our  
staff with respect

They're here to help you.  
We will not tolerate verbal abuse and  
aggressive behaviour towards our  
staff or other clients.  
Our CCTV cameras are installed  
for everyone's safety.

Our staff are  
here to help you

We ask that you communicate  
respectfully at all times.  
Threatening or abusive  
behaviour will not be tolerated.


STAFF RESPECT



No pets  
allowed

Guide dogs and service  
animals are welcome.

NO PETS



NO SMOKING  
OR VAPING WITHIN  
10 METRES

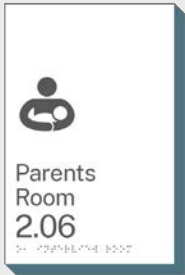
NO BICYCLES  
PAST THIS POINT

NO SMOKING OR BICYCLES

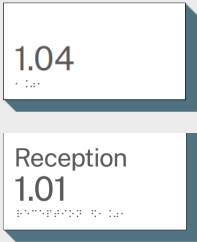


# Typical Signage

## Back Office Accommodation



ROOM ID WITH NAMING & ICON



ROOM ID BACK OFFICE



FLAG



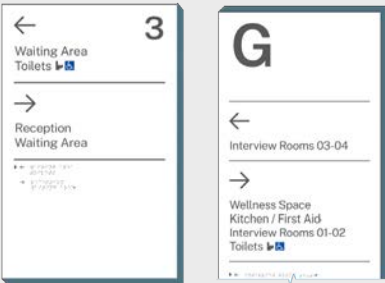
FIRST AID FLAG



DEFIBRILLATOR FLAG



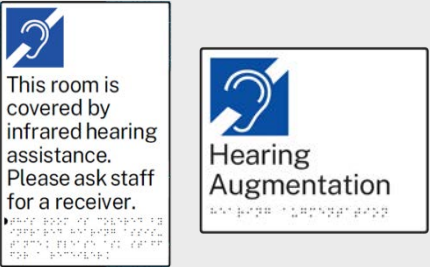
ROOM IN USE SLIDER



DIRECTIONAL



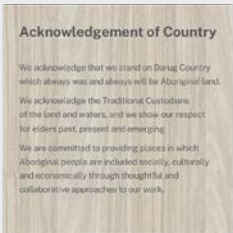
CCTV



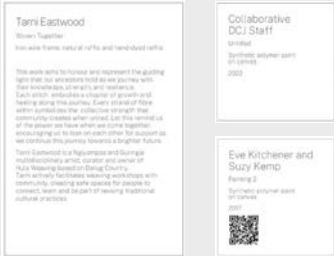
HEARING AUGMENTATION



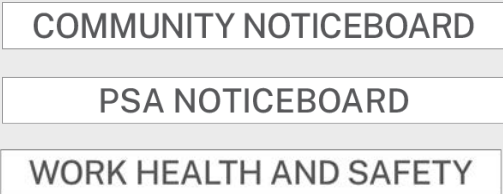
ACKNOWLEDGEMENT OF COUNTRY



ACKNOWLEDGEMENT OF COUNTRY (OPTIONAL)



SMALL AND LARGE ARTWORK LABELS



PIN BOARD LABELS



KITCHENETTE



JOINERY LABELS



DISHWASHER SLIDER



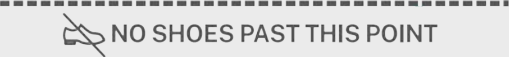
WASTE



LOCKER NUMBERING



WORKSTATION, TAMBOUR & STORAGE NUMBERING



NO SHOES ICON

# Typical Signage

## Connecting the Workplace to DCJ's Purpose

SERVICE

TRUST

ACCOUNTABILITY

INTEGRITY

RESPECT

SOUNDWAVES

The things we do today make somebody's life better tomorrow - Michael

SOUNDWAVE GLAZING GRAPHIC

INTRODUCING THE SOUNDWAVE ARTWORKS

As you walk through the office, you will see a series of soundwaves on display. These soundwaves are a visual representation of our core values: Services, Trust, Accountability, Integrity, and Respect.

Each piece layers these spoken words to create a meaningful depiction of the principles that guide our work every day.

INTRODUCTORY SIGNAGE (QR CODE OPTIONAL)

SCAN THIS QR CODE TO HEAR A STORY THAT REPRESENTS OUR VALUES

SOUNDWAVE WALL GRAPHIC

NGUMUN  
QUIET ZONE

SANCTUARY SPACE

DINE-IN KITCHEN  
BADA

QUIET ZONE, SANCTUARY AND DINE-IN KITCHEN (DARUG TRANSLATION SHOWN)

The “Connecting the Workplace” signage looks to the collective knowledge and legacy of DCJ, by translating our values into soundwaves that are then used as graphics. By overlaying graphics and audio artifacts throughout the workplace, placemaking is made accessible to all, enabling a deeper understanding of both DCJ’s purpose, and of the individuals that contribute to this purpose and their stories. Indigenous translations are also utilised throughout the signage system, creating a strong link to heritage, language and DCJ’s purpose, as well as a rich sense of place that is unique to the context of each workplace and local Indigenous groups.

*Noting some Indigenous languages may not have suitable translations and will be determined on a site by site basis through local consultation. Refer to page 50 for soundwave colour options.*

Workplace Design Guide V1.90

Design Selections 72



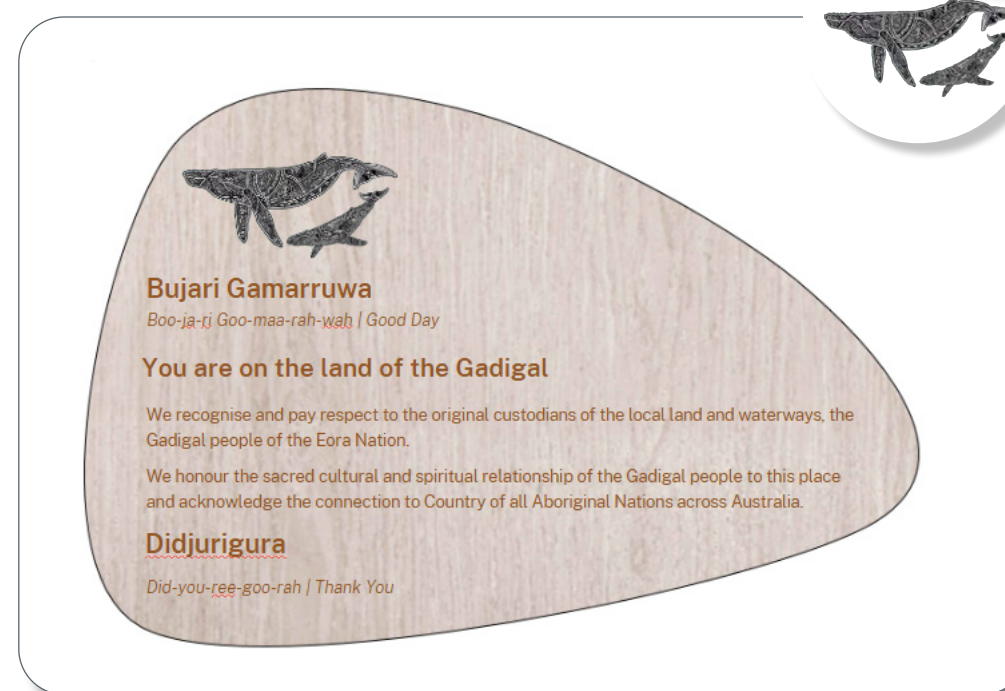
# Frontline Service Centres Stakeholder Selections

## Acknowledgement of Country + Culturally Safe Space Signs

DCJ Aboriginal Toolkit Graphic on AoC



Custom Graphic on AoC



Culturally Safe Space Sign



A site-specific Acknowledgement of Country plaque will be created for each project with input from a local Indigenous spokesperson, local Indigenous Land Council, and/or an Indigenous Working Group. These groups will recommend the appropriate wording for Hello, Thank you and the name of the local Country and custodians for inclusion on the plaque. The standard graphic to be used on the plaques is the DCJ Aboriginal Toolkit graphic developed by DCJ in consultation with Aboriginal staff. This graphic is symbolic of the broader community, who work with us to support the people of NSW. The ellipse graphic represents the Circle of Support that DCJ offers to the people of NSW, while the Waratah flower graphic represents the people we work with in all their unique complexity. Subject to time and budget availability, the design team can support the creation of a custom graphic for inclusion. The groups will also have options of nominating a name and graphic for the Culturally Safe Space sign if applicable for the project.



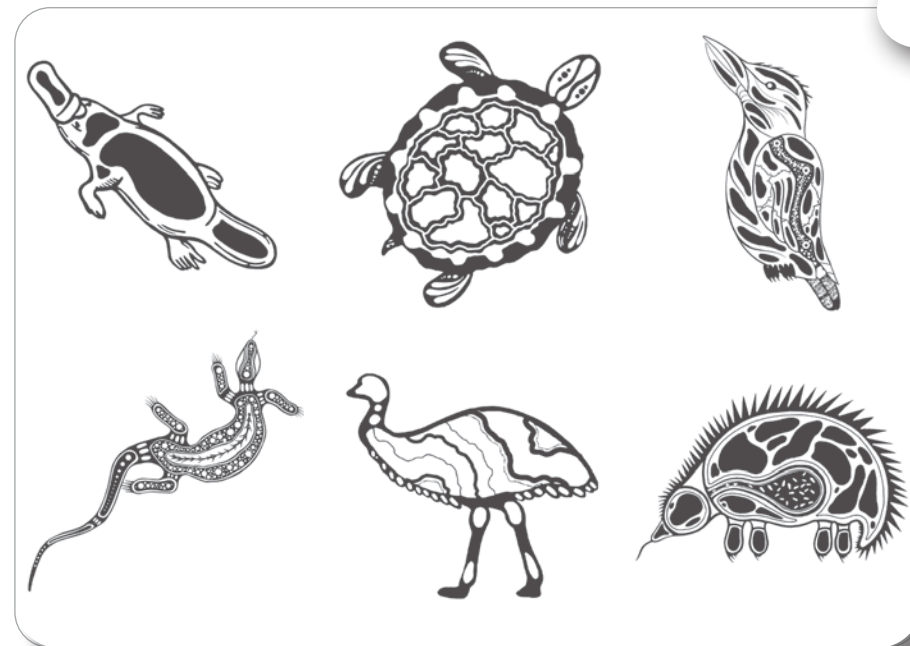
# Frontline Service Centres Stakeholder Selections

## Interview Room Sign Icons

Standard Icons



Sheldon Harrington | Widjabal/Wiyabal, Bundjalung



Dennis Golding | Kamilaroi/ Gamilaraay



Icons are available for inclusion on Frontline Service Centre Interview Rooms to assist individuals who are non-literate or visually impaired with locating the assigned interview room. Each room ID sign has a unique icon which is recognisable to the non-literate individual. There is a standard set of icons available, as well as two unique sets designed specifically for some regions of New South Wales. The icons used may change based on project requirements.

**Note:**  
The use of Sheldon Harrington and Dennis Golding graphics (icons) is subject to the artist's engagement and agreement.



# 05

## Space Types



# Space Types

A range of space types have been created for DCJ Workplaces, each designed to support specific functions and modes of working. These spaces vary in scale, purpose, and configuration, offering flexibility to accommodate diverse operational needs and space optimisation.

The following pages include:

- Spatial Zoning and Adjacencies
- Space Optimisation & Multi-use Purpose
- Space Types (Frontline Service Centre)
- Space Types (Back Office Accommodation)

This provides a framework for informed and purposeful workplace planning, and creates consistency across the DCJ's office accommodation portfolio.

## Note:

Not all space types are appropriate for every agency or project; selection will be based on functionality, relevance, and alignment with project-specific requirements. The space types provided serve as a reference framework or baseline; however, not all components may be applicable in every context due to the unique characteristics of each project, including site conditions and budget constraints. While the configuration of spaces may vary, the intended functionality should be consistently maintained.



# Space Type Directory

| Frontline                           | Youth Justice | Community Services | Housing Services | Community Corrections | Work/Focus                      | Wellness                |
|-------------------------------------|---------------|--------------------|------------------|-----------------------|---------------------------------|-------------------------|
| Waiting Area - Small                | √             | √                  | √                | √                     | Workspace                       | Sanctuary Space         |
| Waiting Area - Large                | √             | √                  | √                |                       | Focus Room                      | Sensory Room - Option A |
| Reception - Large                   | √             | √                  | √                | √                     | Quiet Nook - Option A           | Sensory Room - Option B |
| Reception - Small                   | √             | √                  | √                | √                     | Quiet Nook - Option B           | Culturally Safe Space   |
| Concierge                           | √             | √                  | √                | √                     |                                 | Multi Faith Room        |
| Self Serve Area - Type 01           |               |                    | √                |                       | Meeting/Collaboration           | Parents Room            |
| Self Serve Area - Type 02           |               |                    | √                |                       |                                 | First Aid Room          |
| Interview Booth - Type 01           |               |                    | √                |                       |                                 | Multi Wellness Room     |
| Interview Booth - Type 02           |               |                    | √                |                       |                                 |                         |
| Interview Room - Type 01            | √             | √                  | √                |                       | Small Meet - Option A           |                         |
| Interview Room - Type 02 - Option A | √             | √                  | √                |                       | Small Meet - Option B           |                         |
| Interview Room - Type 02 - Option B | √             | √                  | √                | √                     | Huddle Meet                     |                         |
| Interview Room - Type 02 - Option C | √             | √                  | √                |                       | Medium Meet - Option A          |                         |
| Interview Room - Type 03            | √             | √                  | √                | √                     | Medium Meet - Option B          |                         |
| Interview Room - Type 04            |               | √                  |                  |                       | Large Meet                      |                         |
| Observation Room                    |               | √                  |                  |                       | Training Room                   |                         |
| Group Program Room - Option A       | √             | √                  | √                | √                     | Project Space (Enclosed)        |                         |
| Group Program Room - Option B       | √             | √                  | √                | √                     | Project Space (Open) - Option A |                         |
| Livit Pod                           |               |                    |                  | √                     | Project Space (Open) - Option B |                         |
| Kids Retreat                        |               | √                  |                  |                       | Stand Up Meet (Semi-Enclosed)   |                         |
| Accessible Toilet                   | √             | √                  | √                | √                     | Open Booth                      |                         |
|                                     |               |                    |                  |                       |                                 | Kitchen                 |
|                                     |               |                    |                  |                       |                                 | Kitchenette             |
|                                     |               |                    |                  |                       |                                 | Dine-in Kitchen         |
|                                     |               |                    |                  |                       |                                 | Support                 |
|                                     |               |                    |                  |                       |                                 | IT Floor/Comms Room     |
|                                     |               |                    |                  |                       |                                 | Store Room              |

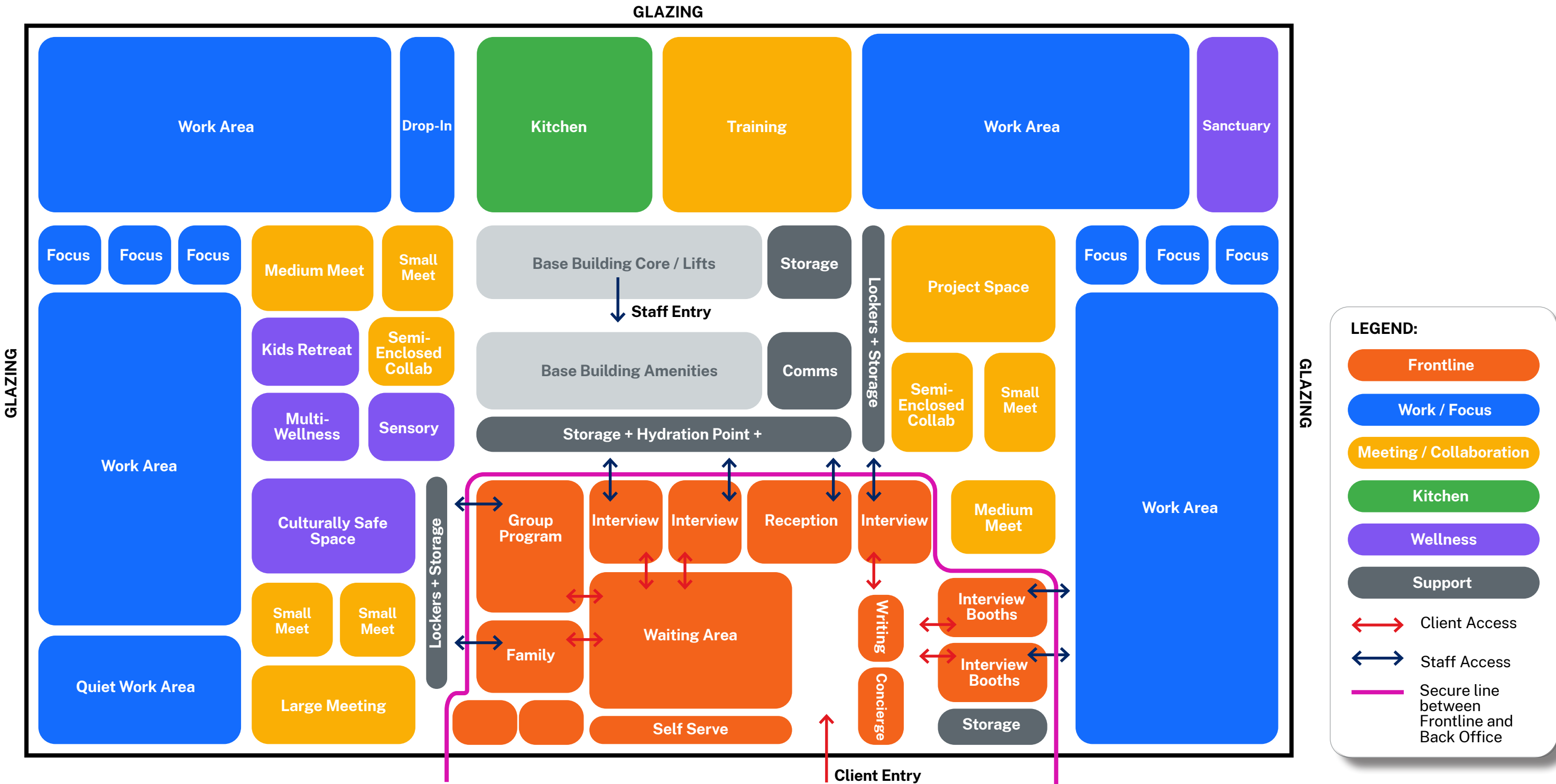
**Note:** These are the typical space types used by each agency. This matrix is to be used as a guide only and the allocation of space types will be determined based on project requirements.

# Spatial Zoning & Adjacencies

The Space Types have been developed based on user feedback and consultation.

The arrangement and adjacency of spaces has been developed based on both user feedback and ‘best practice’ exemplars, for Frontline and Back Office operations.

This zoning diagram outlines the key space types, their functional adjacencies, and their secure requirements (at high level).





# Spatial Optimisation & Multi-use Purpose

## Equity across all sites

All DCJ workplaces, regardless of scale and/or location, are entitled to the variety of space types to suit the operational and functional requirements of the client and staff user groups.

As part of the agile working strategy and to ensure equal access to the diversity of settings, a number of spaces have been developed to be flexible and provide multi use options.

This approach benefits, specially, smaller sites that may not be able to justify additional 'standalone' work, focus, collaboration, wellness and support spaces above the 'baseline requirement'.

Further, a number of spaces have been developed in addition to the standard workpoint/meeting room requirement and are now considered integral to the new 'baseline' provision of spaces.

## Flexible use/s of space

Within the updated space specifications, a number of spaces have been developed to satisfy multiple uses, including:

### **Interview Room Type 1**

Informal seating arrangement, can be used as a Sensitive Waiting Area and youth focused client meeting space.

### **Interview Room Type 2 - Option C**

It can be used for meetings and therapy purposes

### **Sensory Room - Option B**

Incorporates indirect and adjustable lighting, increased acoustic properties and comfortable seating options to be used as a Focus Room or a Sensory Space.

### **Medium Meeting Room**

Incorporates informal and flexible furniture options, and when designed with this in mind it can be used as Culturally Safe Space.

### **Multi-use Wellness**

Incorporates Parents Room, Multi-Faith Room and First Aid Room for sites below 200 FTE

### **Sanctuary Space**

Identifying a variety of options for inclusion, and scalable based on site size, each site will have access to dedicated space for staff retreat and 'reset'.

# Overview of our Frontline Service Centre Spaces

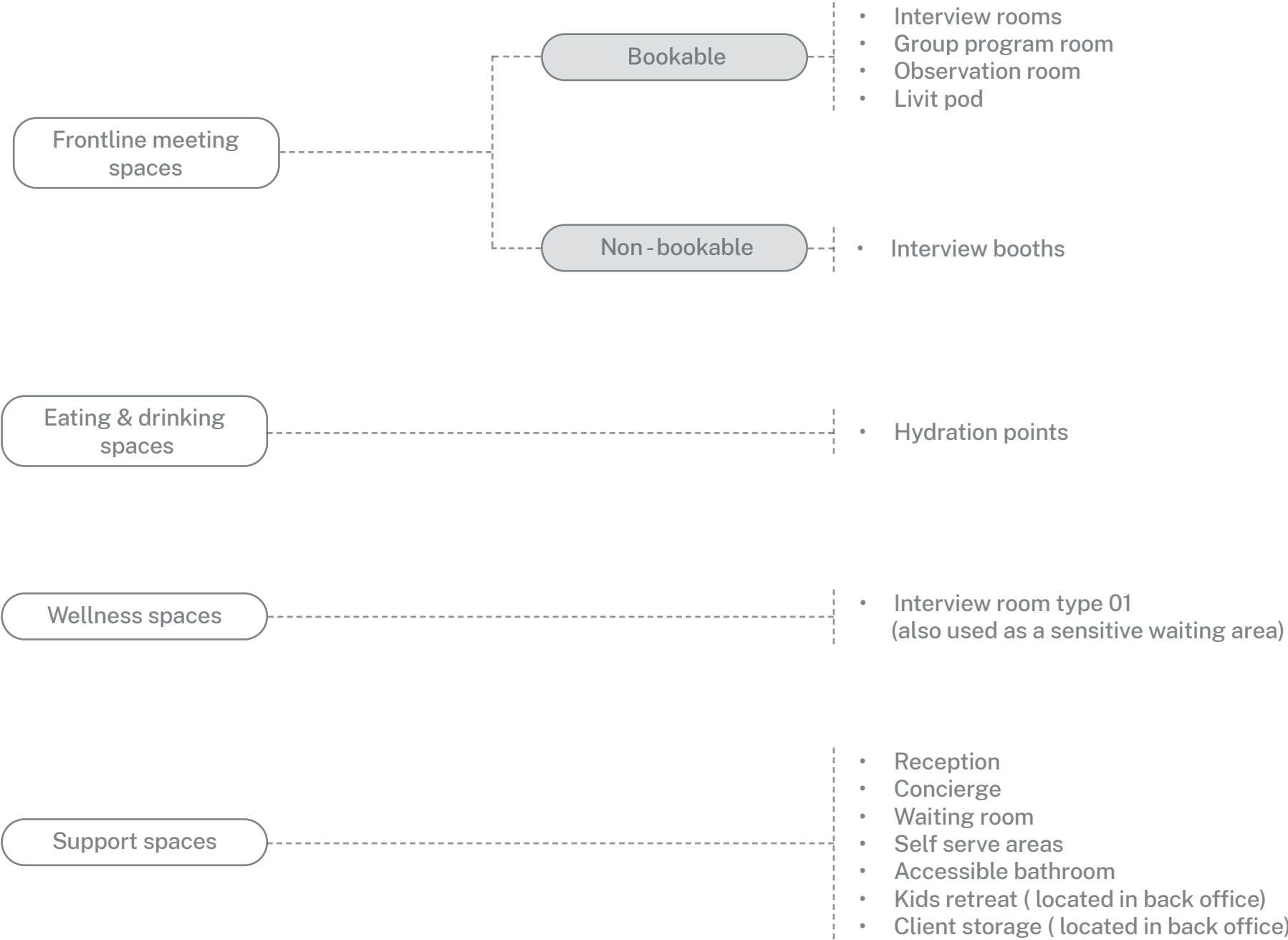
The following gives an overview of the key space types that form the DCJ Frontline Service Centre portion of the DCJ Workplace.

These are secure and dedicated spaces where Staff can meet clients and provide services for the NSW community.

The following legend found on the individual space types indicates suitability of spaces to agencies:

- YJ** Youth Justice
- CS** Community Services
- HS** Housing Services
- CC** Community Corrections

*This is to be used as a guide only.*



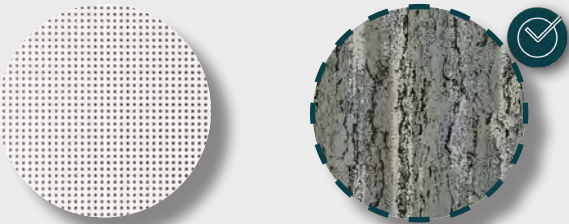


# Look and Feel

## Typical Finishes (colour scheme 1 shown in image)



Vinyl flooring      Joinery      Vinyl upholstery



Acoustic ceiling      Feature carpet

## Typical Furniture

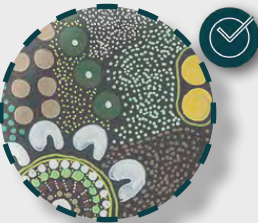


Fixed bench seating with fixed side tables      Fixed pot plants (optional)


## Signage



CCTV      Charging station      Housing service centre (self serve)



Feature mural and/or artwork

 Indicates stakeholder selection

# Waiting Area - Small

Typical waiting area for smaller service centres.  
A space for all clients to wait in an open setting.



# Operational Design

## Security



01 Automatic entry door  
02 Swipe access / card reader  
03 CCTV



04 Intruder detection system  
05 Automatic door release button

## Technology and FF&E



06 TV screen - free to air (optional)  
07 Charging point (optional)  
08 Ring bell (optional)

## Acoustics

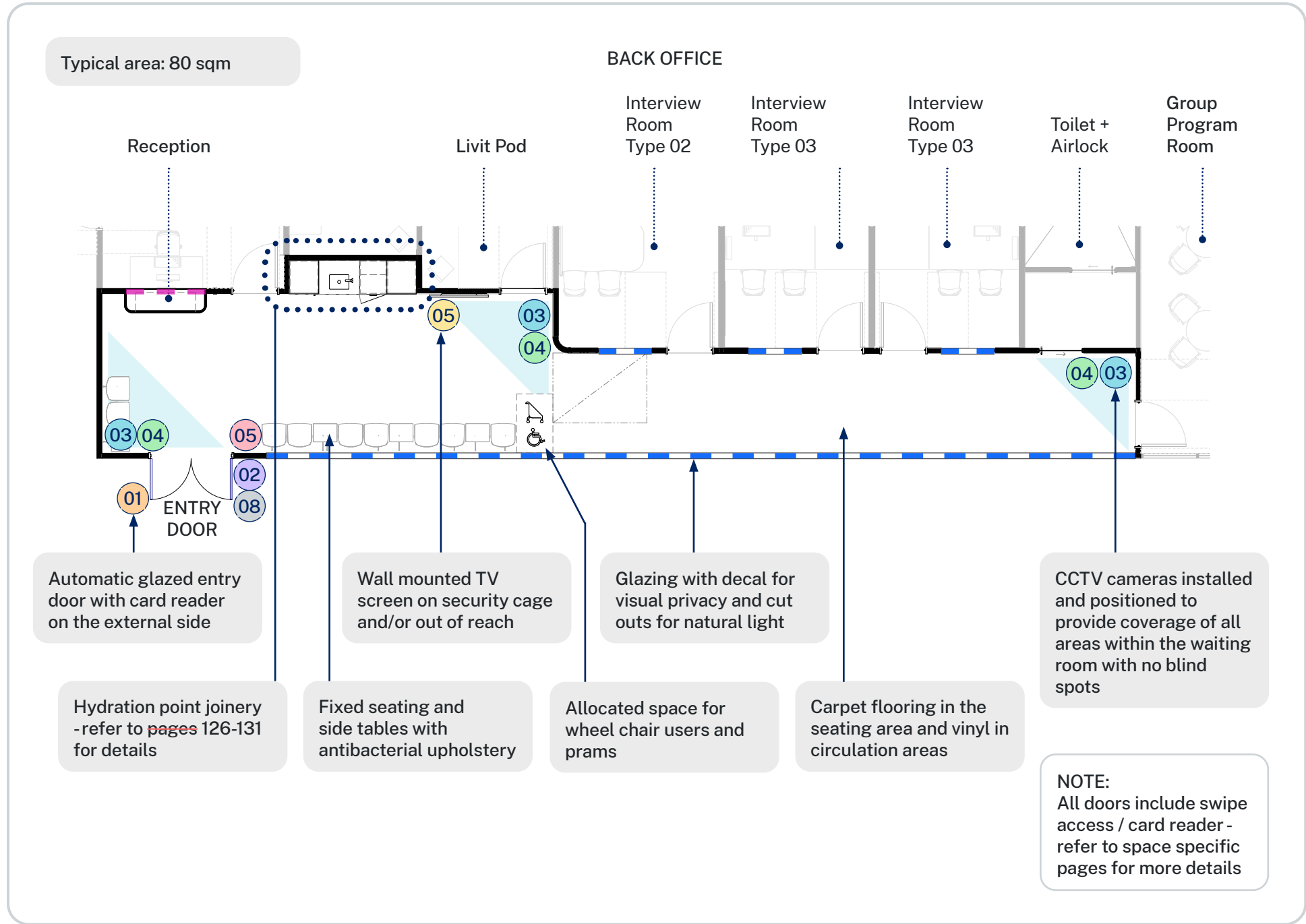
- ✓ Typical
- Enhanced

## Partitions & Fixtures

- Full height glazing with frosted film
- Full height glass barrier

# Waiting Area - Small


Typical waiting area for smaller service centres.  
A space for all clients to wait in an open setting.






# Look and Feel


## Typical Finishes (colour scheme 2 shown in image)




Vinyl flooring



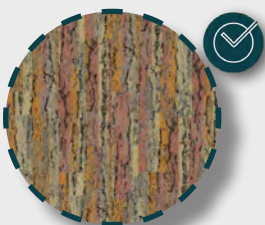
Joinery



Vinyl upholstery




Acoustic ceiling

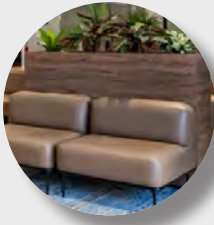


Feature carpet


## Typical Furniture and FF&E




Fixed modular lounge



Joinery planters




Fixed pot plants




Wall mounted kids toys (optional)


## Signage




CCTV & charging station



Housing service centre (self serve)



Feature mural and/or artwork

 Indicates stakeholder selection

# Waiting Area - Large

Typical waiting area for larger service centre.  
A space for all clients to wait in an open setting.





# Operational Design

## Security



- 01 Automatic entry door
- 02 Swipe access / card reader
- 03 CCTV



- 04 Intruder detection system
- 05 Automatic door release button

## Technology



- 05 TV screen (free to air)
- 06 Ticket machine (optional)
- 07 Ticket display screen (optional)



- 08 Charging point (optional)

## Note

For collocated services centres, with multiple agencies, a secluded/sensitive waiting area may be required and the waiting area layout will be reviewed and adjusted accordingly.

## Acoustics

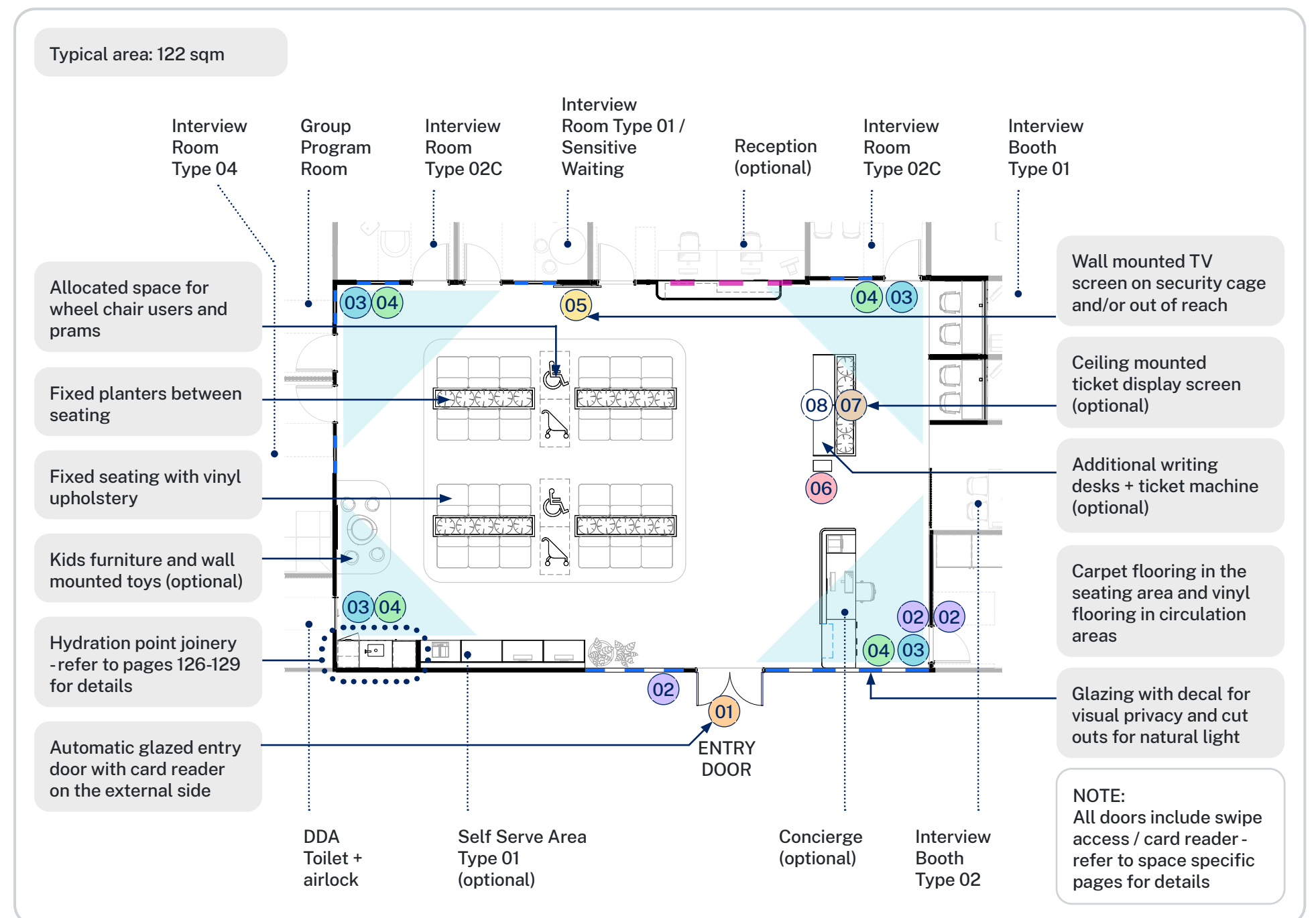
- ✓ Typical
- Enhanced

## Partitions & Fixtures

- Full height glazing with frosted film
- Full height glass barrier

# Waiting Area - Large

Typical waiting area for larger service centre.  
A space for all clients to wait in an open setting.





# Look and Feel

## Typical Finishes (colour scheme 1 shown in image)



Timber battens



Acoustic ceiling



Acoustic wall panel



Carpet flooring (staff side)



Vinyl flooring (client side)

## Typical Furniture & Joinery



Task chair



Workstation (sit to stand)



Lockable storage

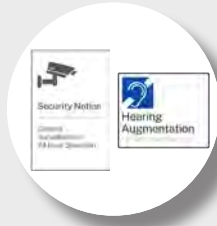
## Signage



Communities and Justice & reception



Reception bell



CCTV & hearing augmentation



Acknowledgment of country



Apology



Artwork (optional)

Indicates stakeholder selection

# Reception - Large

A friendly, welcoming and accessible space to greet and process visitors.





# Operational Design

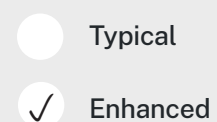
## Security



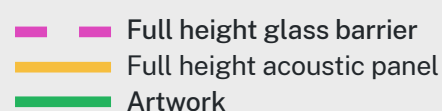
## Technology and FF&E



## Acoustics

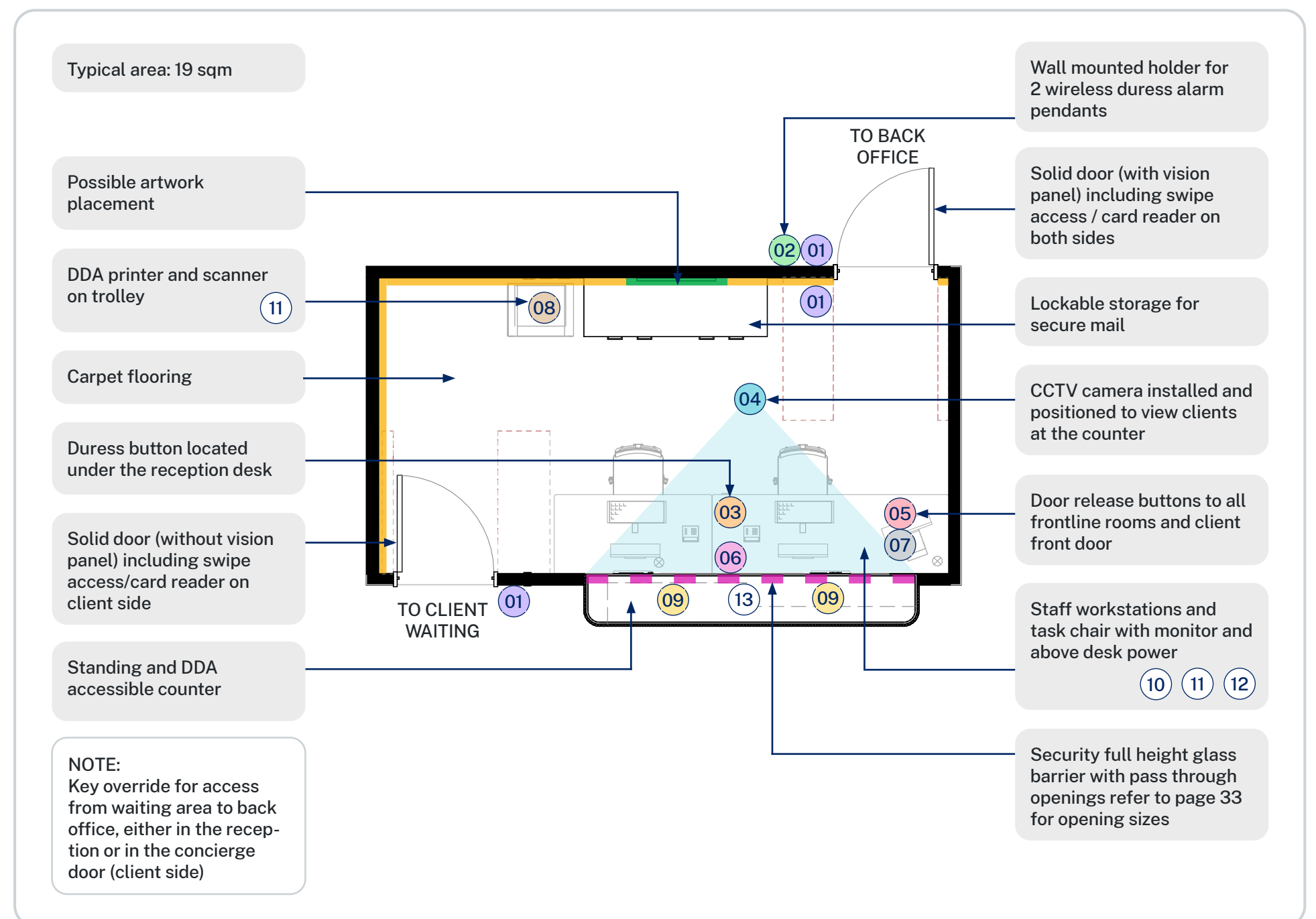


## Partition & Fixtures



# Reception - Large

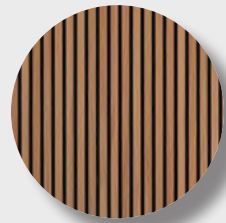
A friendly, welcoming and accessible space to greet and process visitors.



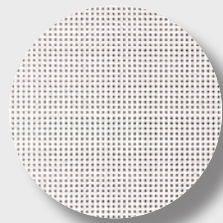


# Look and Feel

## Typical Finishes (colour scheme 1 shown in image)



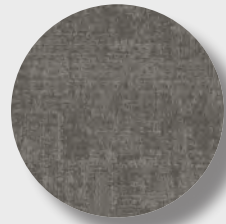
Timber battens



Acoustic ceiling



Acoustic wall panel



Carpet flooring  
(staff side)



Vinyl flooring  
(client side)

## Typical Furniture & Joinery



Task chair



Workstation  
(sit to stand)



Lockable storage

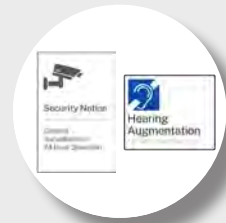
## Signage



Communities and  
Justice & reception



Reception bell



CCTV & hearing  
augmentation



Apology



Acknowledgment of  
country

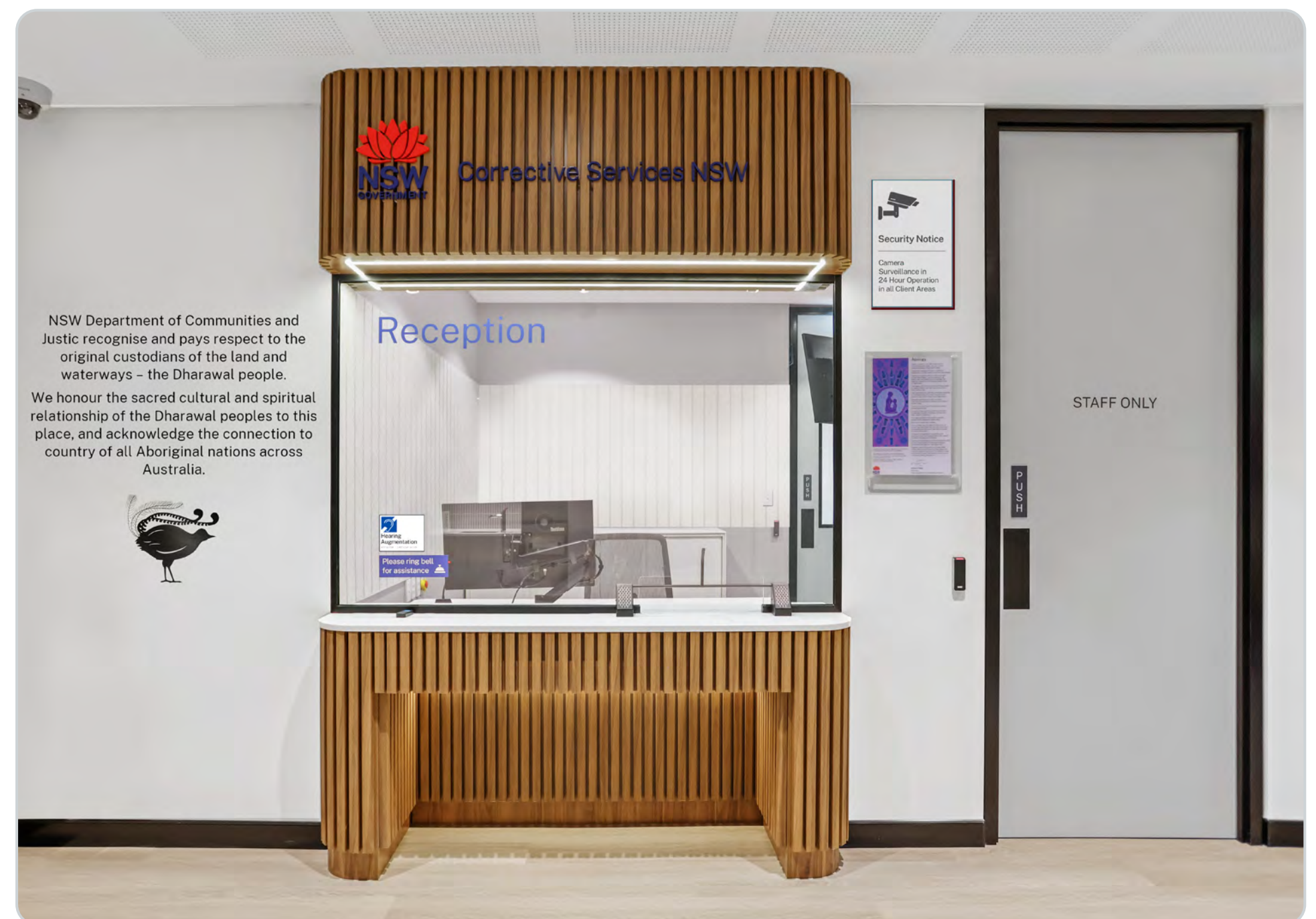


Artwork (optional)

Indicates stakeholder selection

# Reception - Small

A friendly, welcoming and accessible space to greet and process visitors.



# Operational Design

## Security



01 Swipe access / card reader



02 Duress alarm pendant



03 Duress alarm button (fixed)



04 CCTV



05 Doors control panel



06 Client front door lockdown button

## Technology and FF&E



07 Intercom



08 Workstation monitor



09 Power & data



10 Charging point



11 Ring bell (optional)



Hearing augmentation

## Acoustics

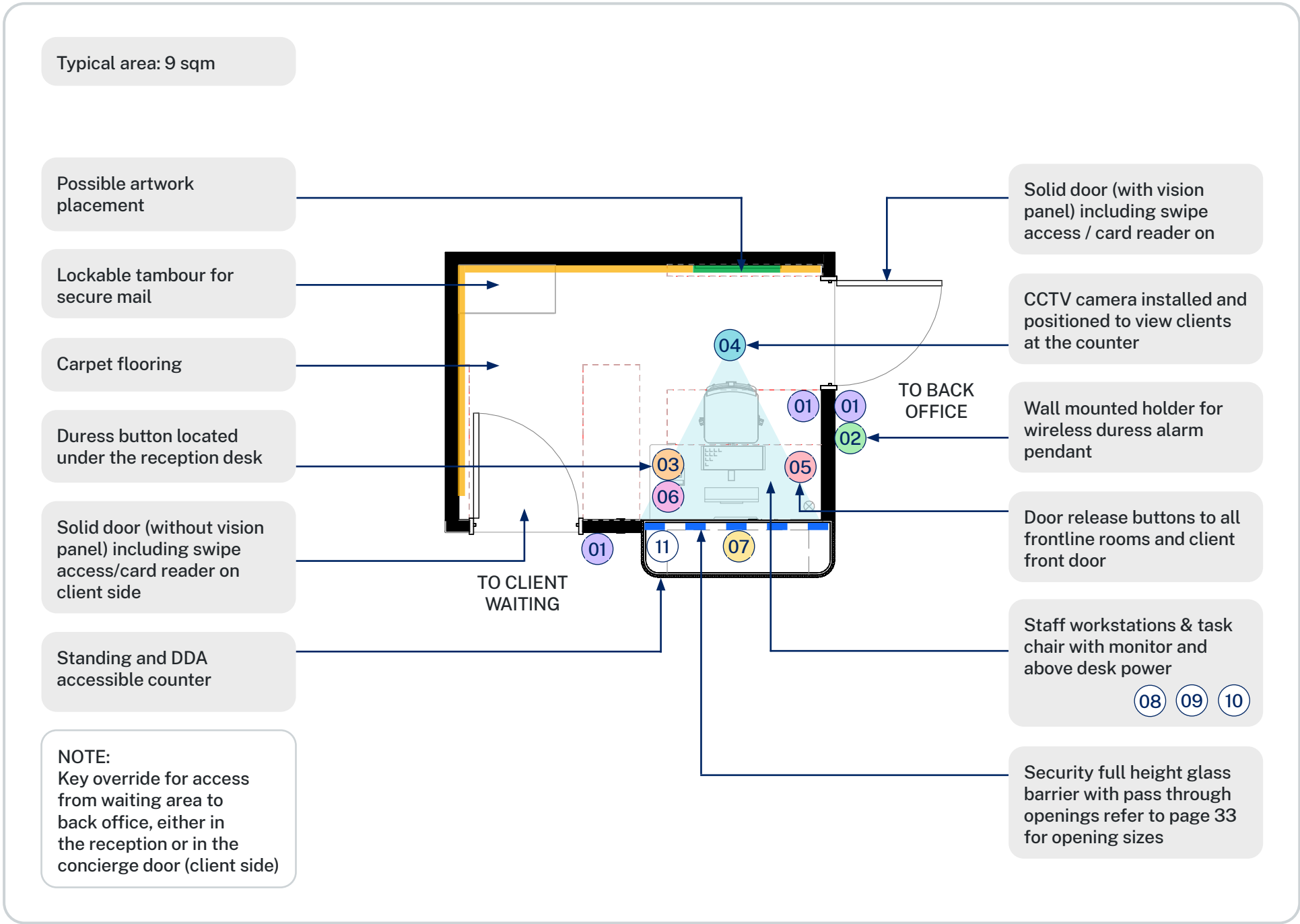
- Typical
- Enhanced

## Partition & Fixtures

- Full height glass barrier
- Full height acoustic panel
- Artwork

# Reception - Small

A friendly, welcoming and accessible space to greet and process visitors.





# Look and Feel

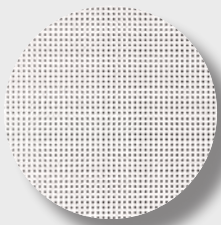
## Typical Finishes (colour scheme 1 shown in image)



Vinyl flooring



Joinery



Acoustic ceiling



Feature carpet

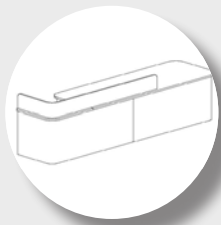
## Typical Furniture & Joinery



Task chair



Workstation (sit to stand)



Concierge counter

## Signage



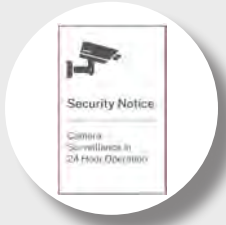
Communities and Justice logo



Concierge



Acknowledgment of country



CCTV



Hearing augmentation

Indicates stakeholder selection

# Concierge

An open and welcoming space to greet and triage visitors.



# Operational Design

## Security



01 Swipe access / card reader



02 Duress alarm pendant



04 CCTV

03 Duress alarm button (fixed)



05 Doors control panel



06 Client front door lockdown button



07 CCTV Monitor

## Technology & AV



08 Workstation monitor



09 Power & data



10 Charging point



11 Scanner



Hearing augmentation

## Acoustics

✓ Typical

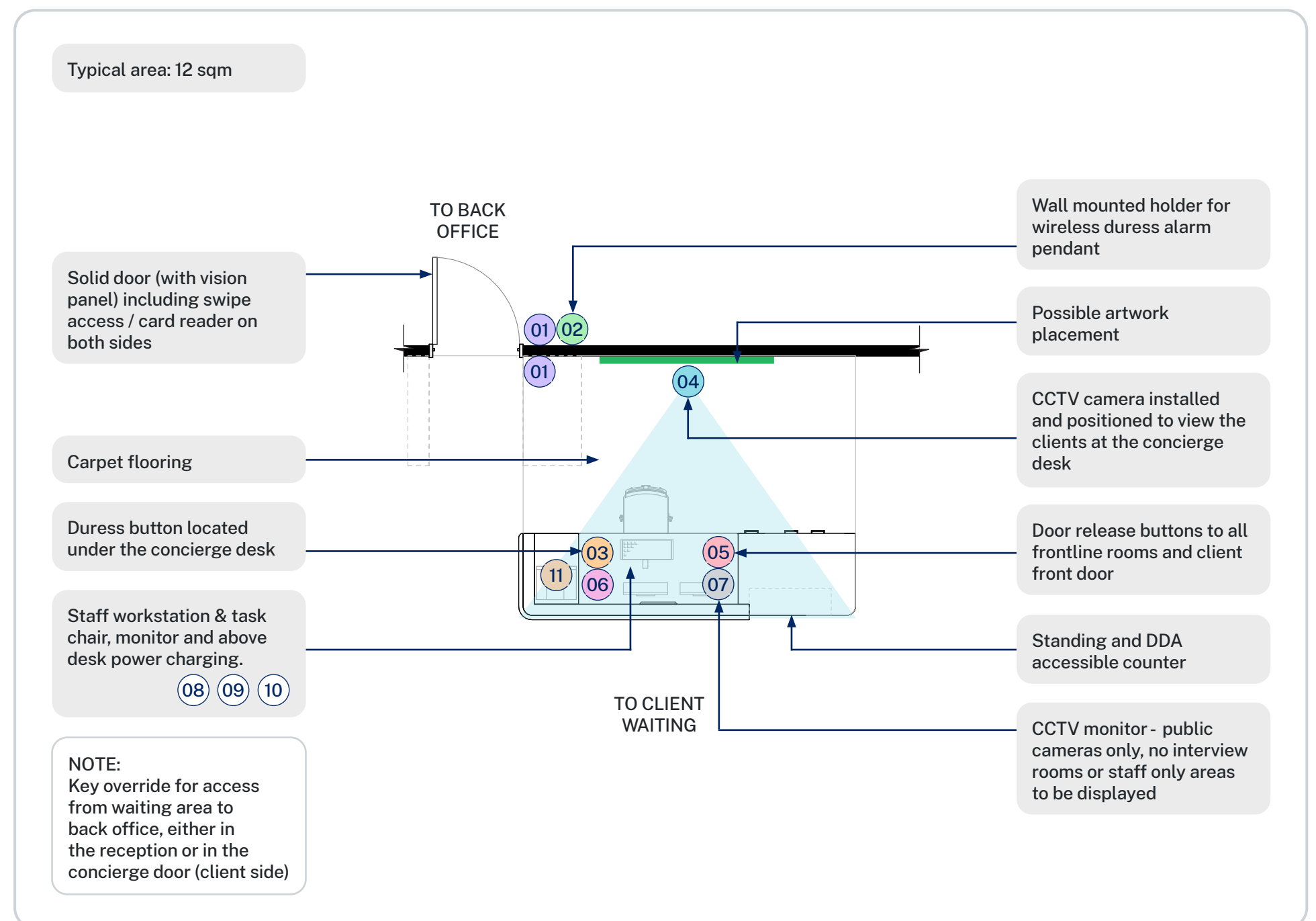
○ Enhanced

## Partition & Fixtures

— Artwork (optional)

# Concierge

An open and welcoming space to greet and triage visitors.





# Look and Feel

## Typical Finishes (colour scheme 2 shown in image)



Vinyl flooring



Joinery



Acoustic panel



Feature carpet

## Typical Joinery

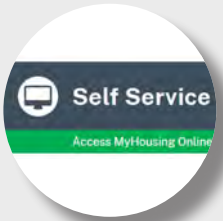


Self serve bays (monitor, phone, writing and printer)

## Signage



CCTV



Housing service centre (self serve)

Indicates stakeholder selection

# Self Serve Area - Type 01

An intuitive welcoming area accessible by clients to utilise phone, print and computer services.



# Operational Design

## Security



01 CCTV

## Technology & AV



02 Self serve PC



03 Phone



04 Printer & scanner



05 Power & data

## Acoustics

✓ Typical

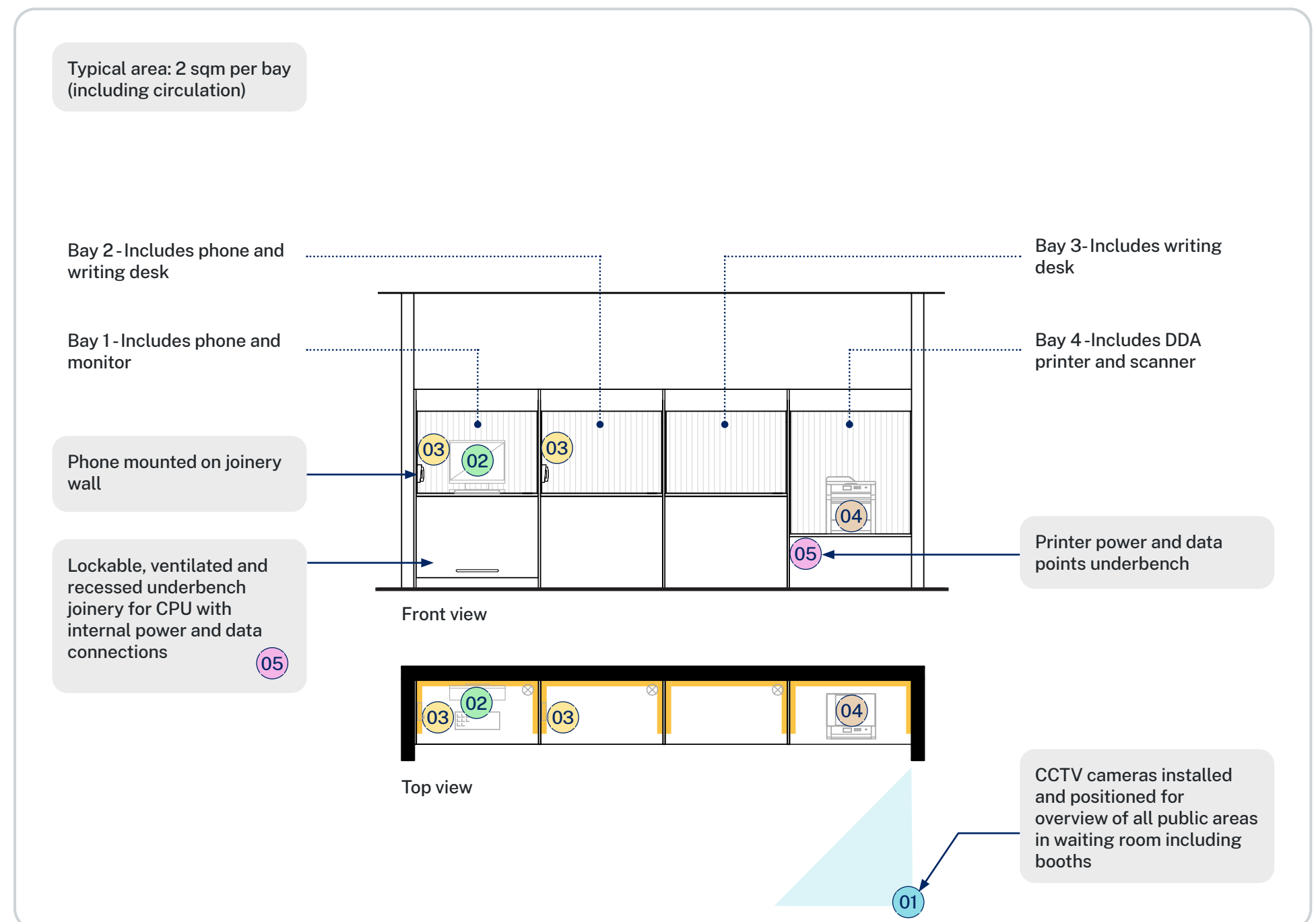
○ Enhanced

## Partitions & Fixtures

— Acoustic panel

# Self Serve Area - Type 01

An intuitive welcoming area accessible by clients to utilise phone, print and computer services.





# Look and Feel

## Typical Finishes (colour scheme 2 shown in image)



Vinyl flooring



Joinery



Acoustic panel



Feature carpet

## Typical Furniture & Joinery



Visitor chair



Self serve desk


## Signage



CCTV



Housing service centre (self serve)

 Indicates stakeholder selection

# Self Serve Area - Type 02

An intuitive welcoming area accessible by clients to utilise phone, print and computer services.



# Operational Design

## Security



01 CCTV

## Technology & AV



02 Self serve PC



03 Phone



04 Printer & scanner



05 Power & data

## Acoustics

✓ Typical

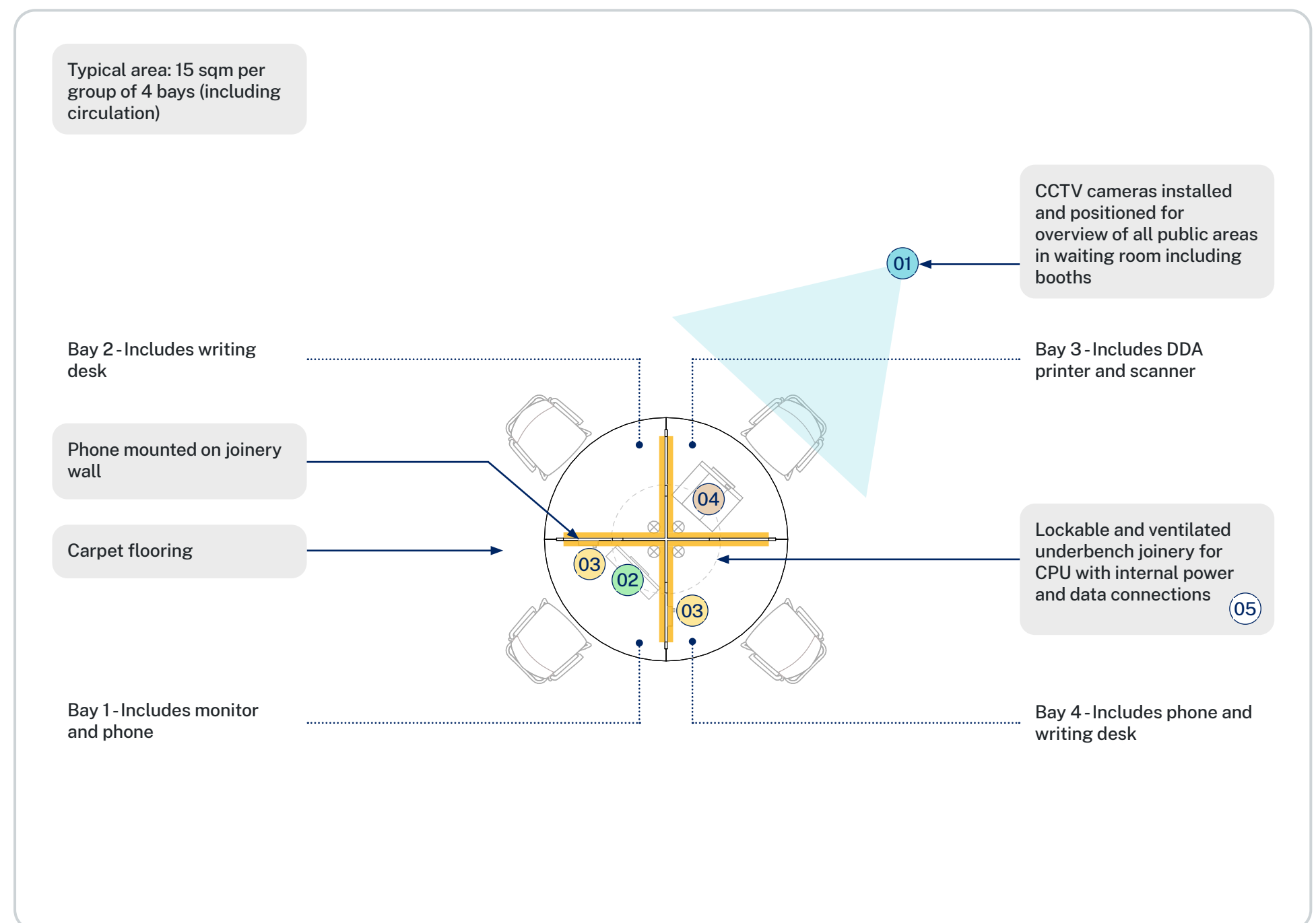
○ Enhanced

## Partitions & Fixtures

— Acoustic divider screen

# Self Serve Area - Type 02

An intuitive welcoming area accessible by clients to utilise phone, print and computer services.



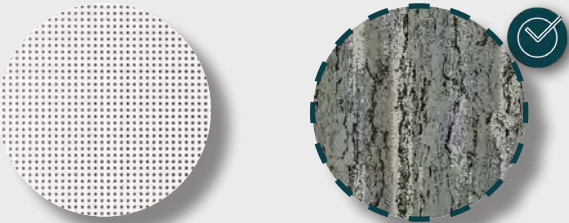


# Look and Feel

## Typical Finishes (colour scheme 2 shown in image)



Joinery      Acoustic panel      Upholstery



Acoustic ceiling      Feature carpet

## Typical Furniture & Joinery

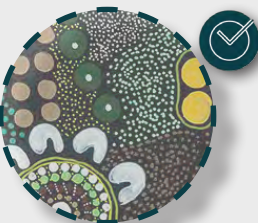


Visitor chair      Task chair      Joinery including sit to stand staff workstation


## Signage



Room ID      Booth large numbers      Hearing augmentation



Feature mural and/or artwork

 Indicates stakeholder selection

# Interview Booth - Type 01

A secure space where staff can meet with all clients.





# Operational Design

## Security



- 01 Swipe access / card reader
- 02 Duress alarm pendant
- 03 Duress alarm button (fixed)
- 04 CCTV

## Technology & AV



- 05 Printer & scanner
- 07 Phone
- 08 Intercom



- 09 Workstation monitor
- 10 Power & data
- 11 Charging point



Hearing augmentation

## Acoustics

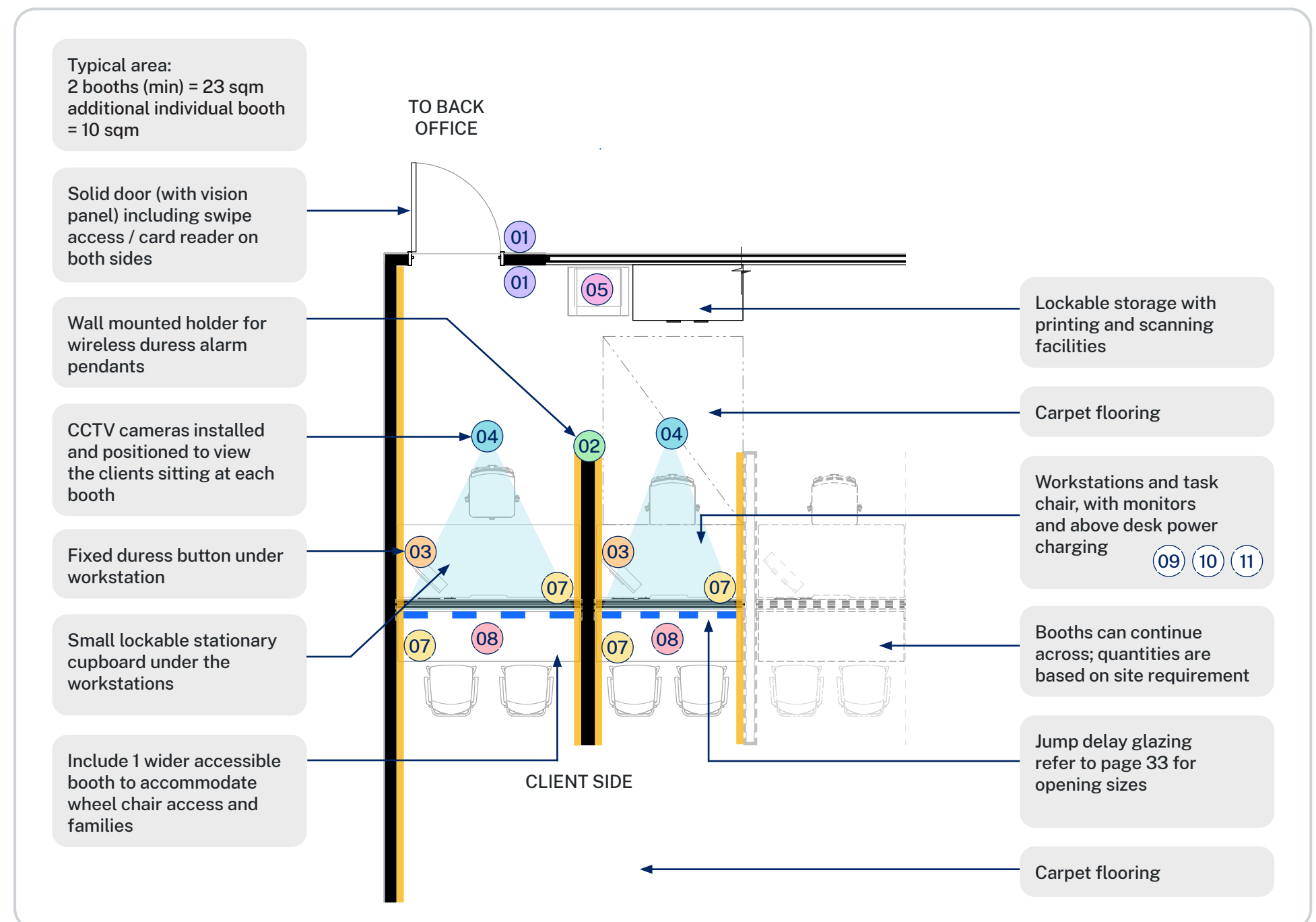
- Typical
- Enhanced

## Partitions & Fixtures

- Jump delay glazing
- 1500mm band acoustic panel

# Interview Booth - Type 01

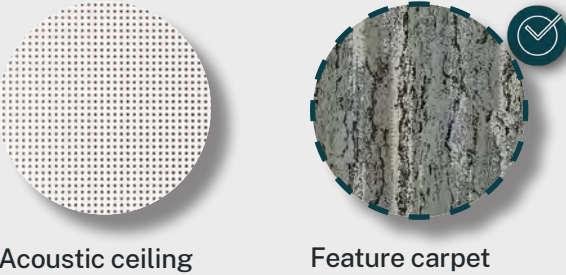
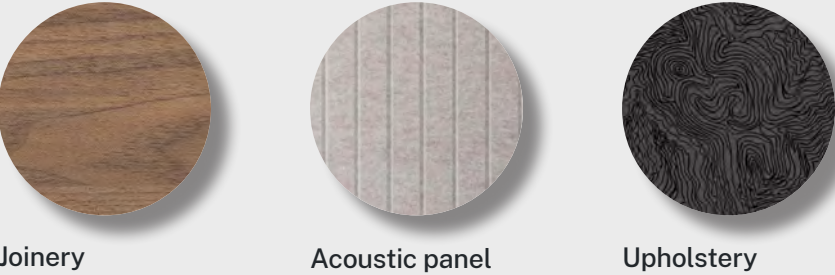
A secure space where staff can meet with all clients.



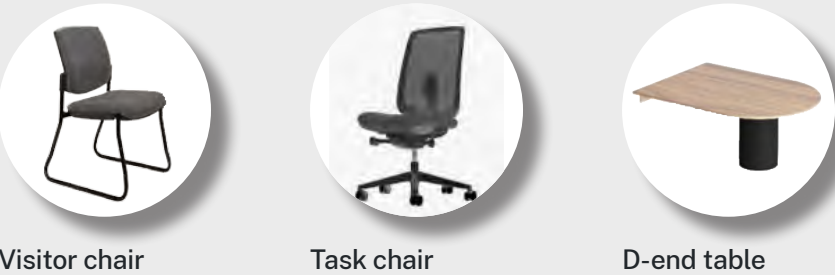


# Look and Feel

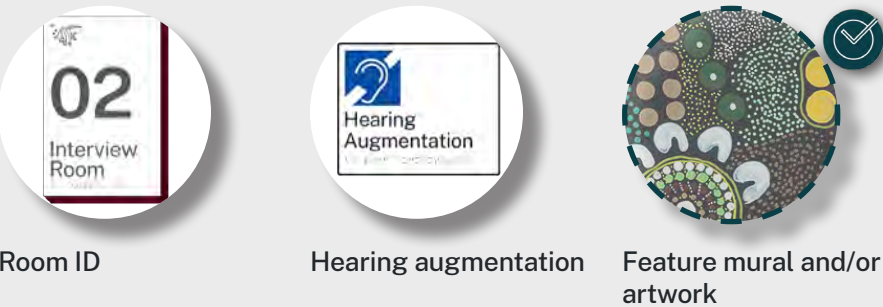
## Typical Finishes (colour scheme 2 shown in image)




## Typical Furniture & Joinery



## Signage



 Indicates stakeholder selection

# Interview Booth - Type 02

An open space where staff can meet with a client in a semi-confidential setting.



# Operational Design

## Security



01 Swipe access / card reader



02 Duress alarm pendant



03 Duress alarm button (fixed)



04 CCTV

## Technology



06 Phone



07 Workstation monitor



08 Power & data



Hearing augmentation

## Acoustics

Typical

Enhanced

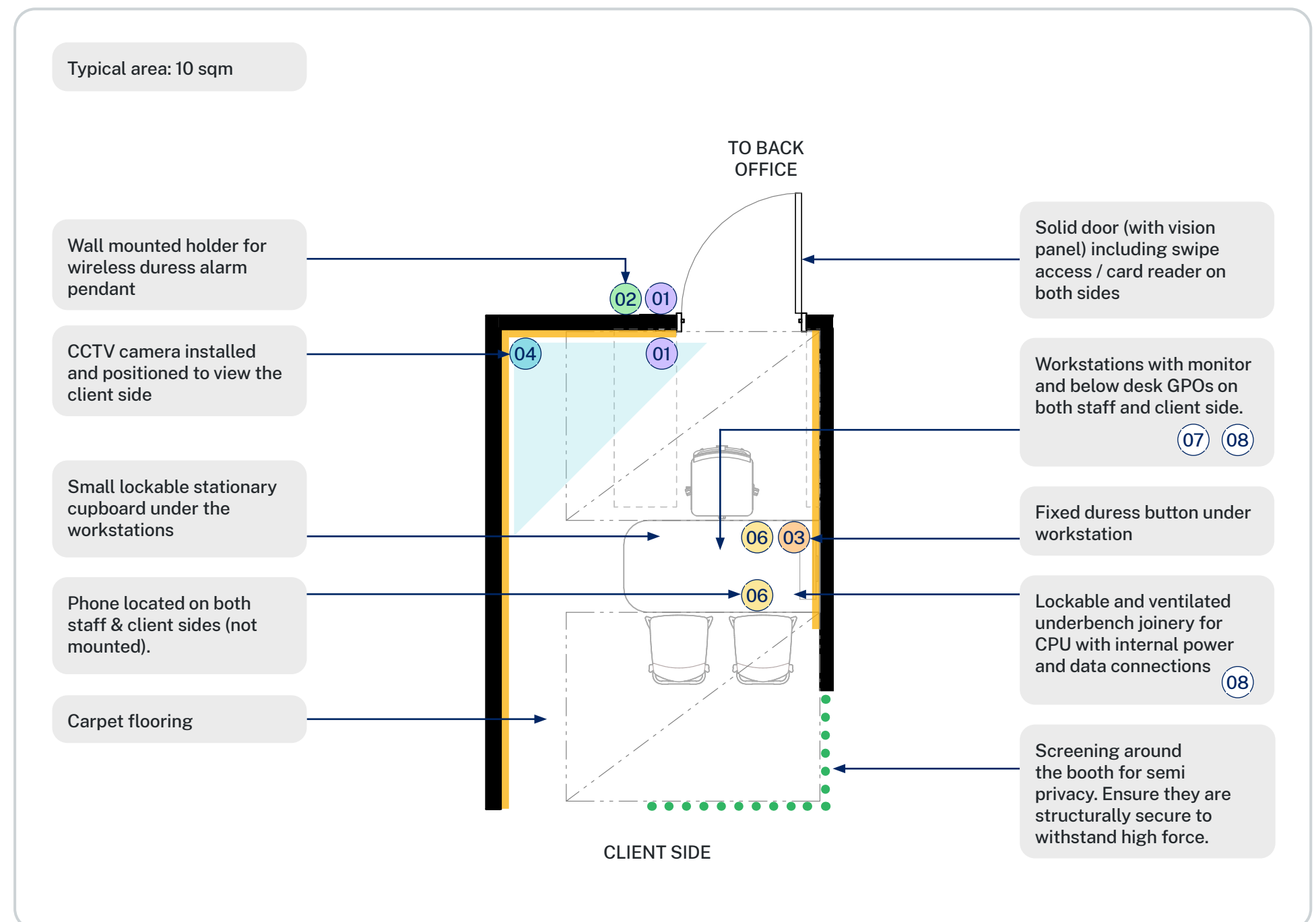
## Partitions & Fixtures

Privacy screening

1200mm band acoustic panel

# Interview Booth - Type 02

An open space where staff can meet with a client in a semi-confidential setting.



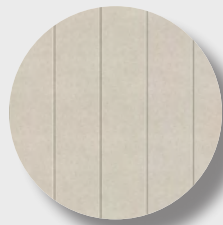


# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Furniture



Ceiling tile



Vinyl upholstery



Feature upholstery

## Typical Furniture



Modular lounge



Ottoman



Drum base coffee table



Drum base table



Laptop table



Wall mounted kids toys (optional)

## Signage




Room ID



Flag



Artwork (optional)

 Indicates stakeholder selection

# Interview Room - Type 01

A safe space where clients can wait away from the open area, and where staff can hold confidential discussions with a client.



# Operational Design

## Security



01 Swipe access / card reader



02 Duress alarm pendant



03 Duress alarm button (fixed)



04 CCTV

## Technology



05 Booking panel



06 Light control panel



07 Charging point



08 TV screen - free to air (optional)



09 Phone (optional)

## Acoustics

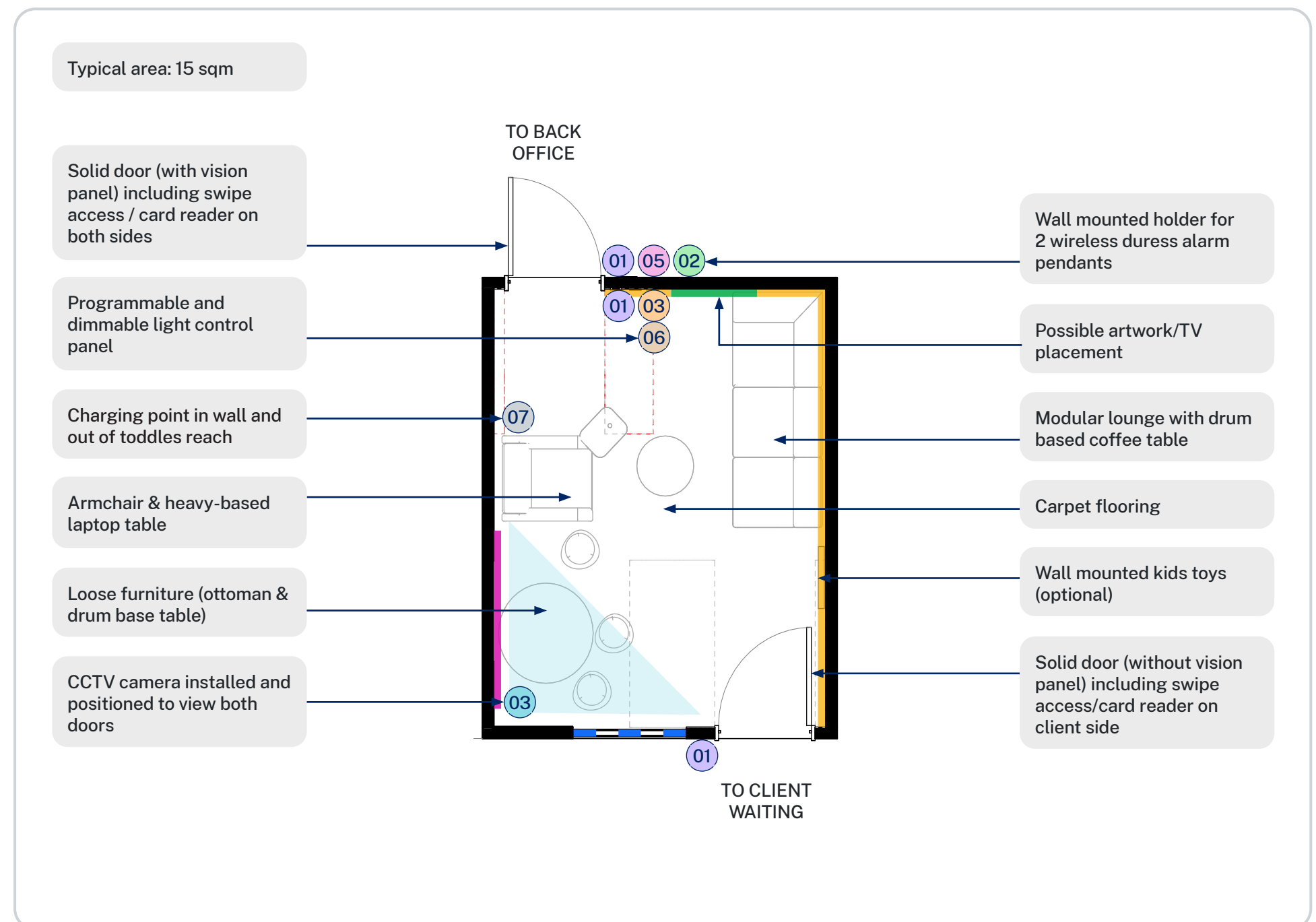
- Typical
- Enhanced

## Partitions & Fixtures

- Full height glazing with frosted film
- 1200mm band acoustic panel
- Whiteboard
- Artwork

# Interview Room - Type 01

A safe space where clients can wait away from the open area, and where staff can hold confidential discussions with a client.





# Look and Feel

## Typical Finishes



Carpet flooring Acoustic panel Furniture



Ceiling tile Upholstery

## Typical Furniture



Visitor chair Drum base table

## Signage



Room ID Flag Artwork (optional)

Indicates stakeholder selection

# Interview Room - Type 02 - Option A

A secure space with a round meeting table and four chairs for staff to hold confidential discussions with a client.



# Operational Design

## Security



01 Swipe access / card reader



02 Duress alarm pendant



03 Duress alarm button (fixed)



04 CCTV

## Technology



05 Booking panel



06 Light control panel



07 Charging point



08 Phone (optional)

## Acoustics

Typical

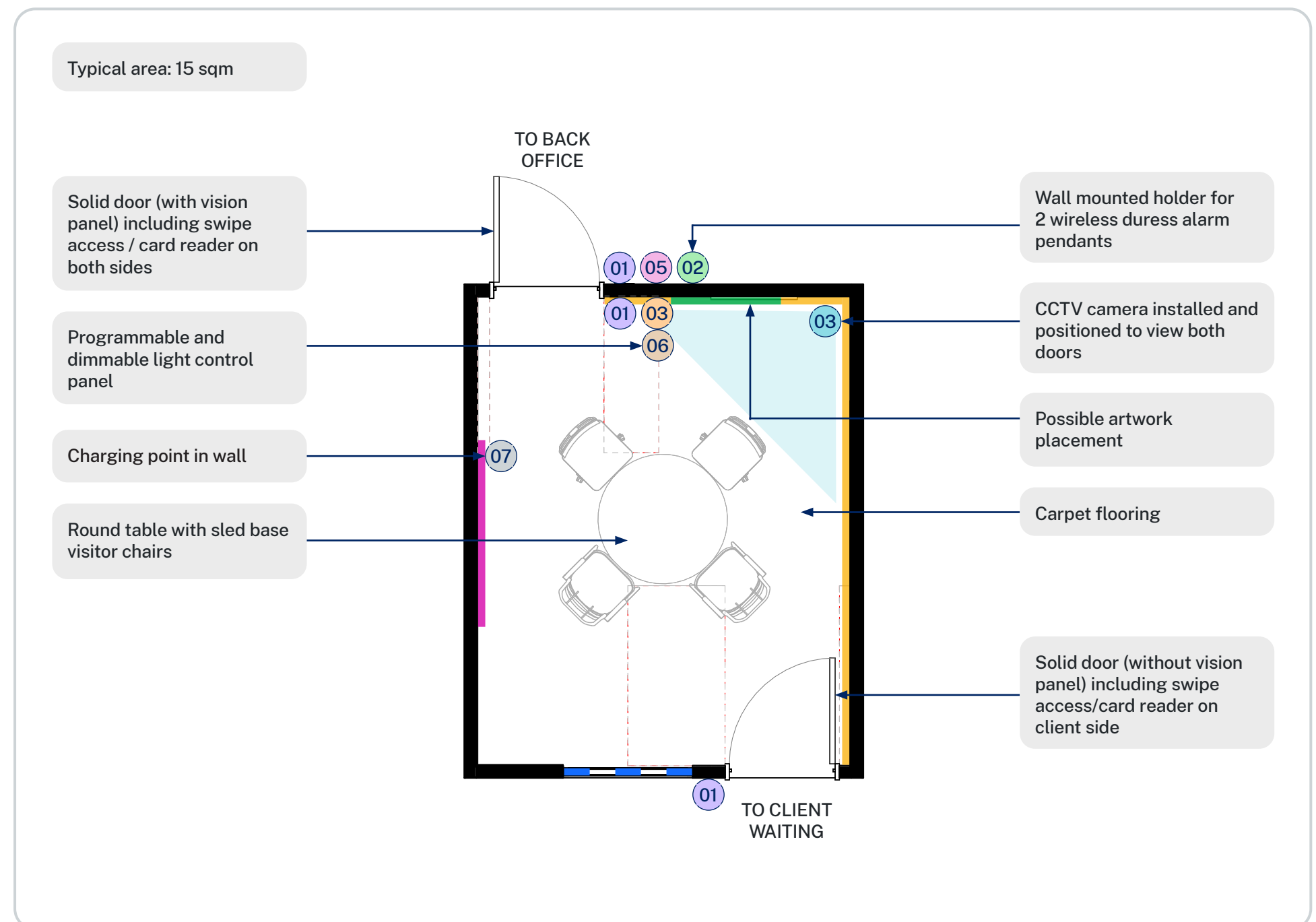
Enhanced

## Partitions & Fixtures

- Full height glazing with frosted film
- 1200mm band acoustic panel
- Whiteboard
- Artwork

# Interview Room - Type 02 - Option A

A secure space with a round meeting table and four chairs for staff to hold confidential discussions with a client.





# Look and Feel

## Typical Finishes



Carpet flooring



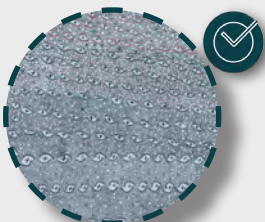
Furniture



Upholstery



Ceiling tile



Feature acoustic panel

## Typical Furniture



Chair on castors



Visitor chair



D-end table

## Signage




Room ID



Flag



Artwork (optional)

 Indicates stakeholder selection

# Interview Room - Type 02 - Option B

A secure space with a fixed table and four chairs for staff to hold confidential discussions with a client.



# Operational Design

## Security



01 Swipe access / card reader



02 Duress alarm pendant



03 Duress alarm button (fixed)



04 CCTV

## Technology



05 Booking panel



06 Light control panel



07 Charging point



08 Phone (optional)

## Acoustics

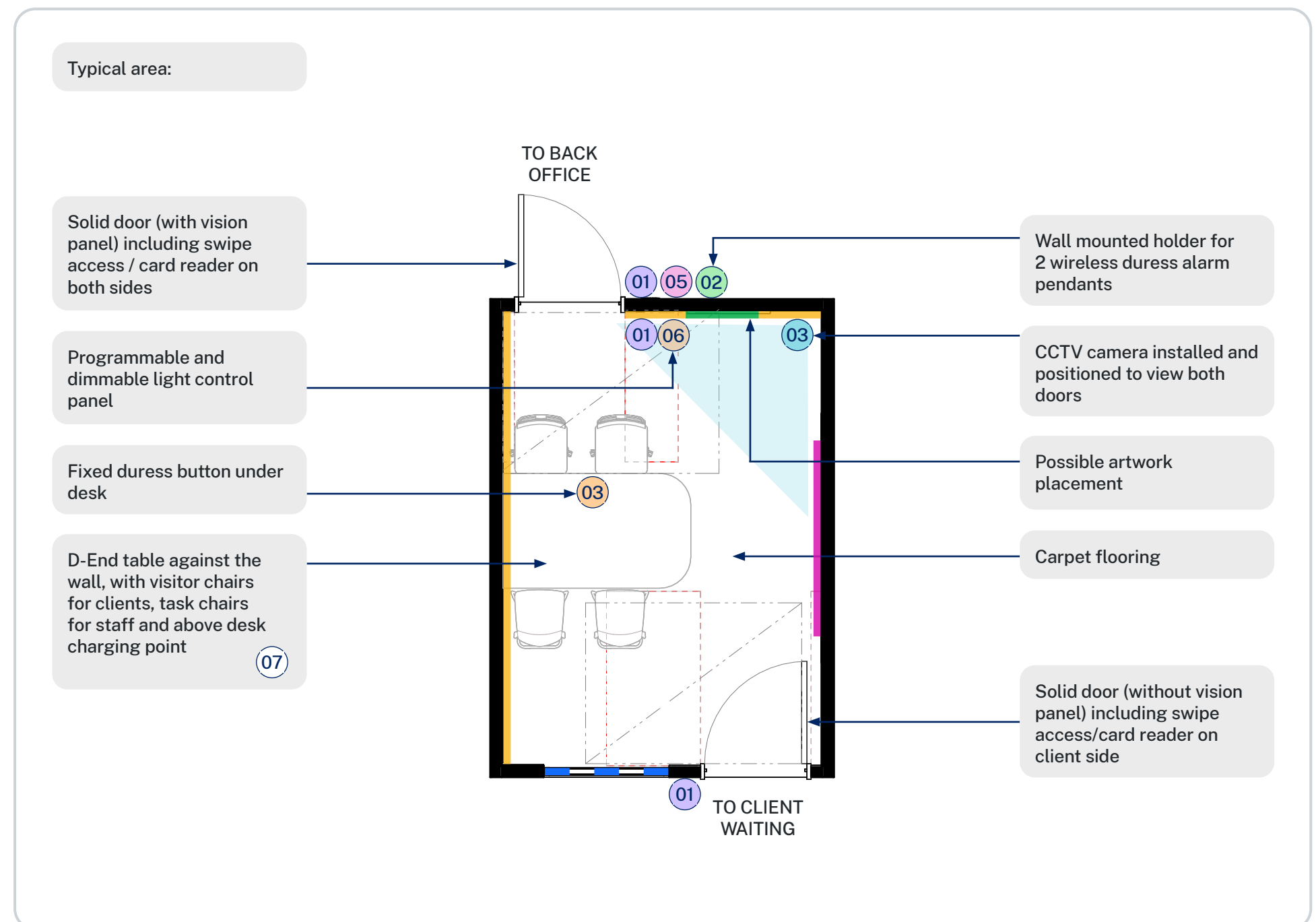
- Typical
- ✓ Enhanced

## Partitions & Fixtures

- Full height glazing with frosted film
- 1200mm band acoustic panel
- Whiteboard
- Artwork

# Interview Room - Type 02 - Option B

A secure space with a fixed table and four chairs for staff to hold confidential discussions with a client.





# Look and Feel

## Typical Finishes



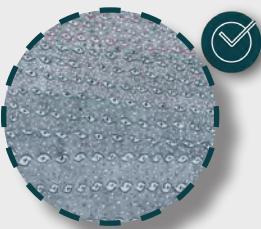
Carpet flooring



Vinyl upholstery



Ceiling tile



Feature acoustic panel

## Typical Furniture



Tub base armchair



Laptop table

## Signage




Room ID



Flag



Artwork (optional)

 Indicates stakeholder selection

# Interview Room - Type 02 - Option C

A secure space with four armchairs for staff to hold confidential discussions with a client.



# Operational Design

## Security



01 Swipe access / card reader



02 Duress alarm pendant



03 Duress alarm button (fixed)



04 CCTV

## Technology



05 Booking panel



06 Light control panel



07 Charging point



08 Phone (optional)

## Acoustics

○ Typical

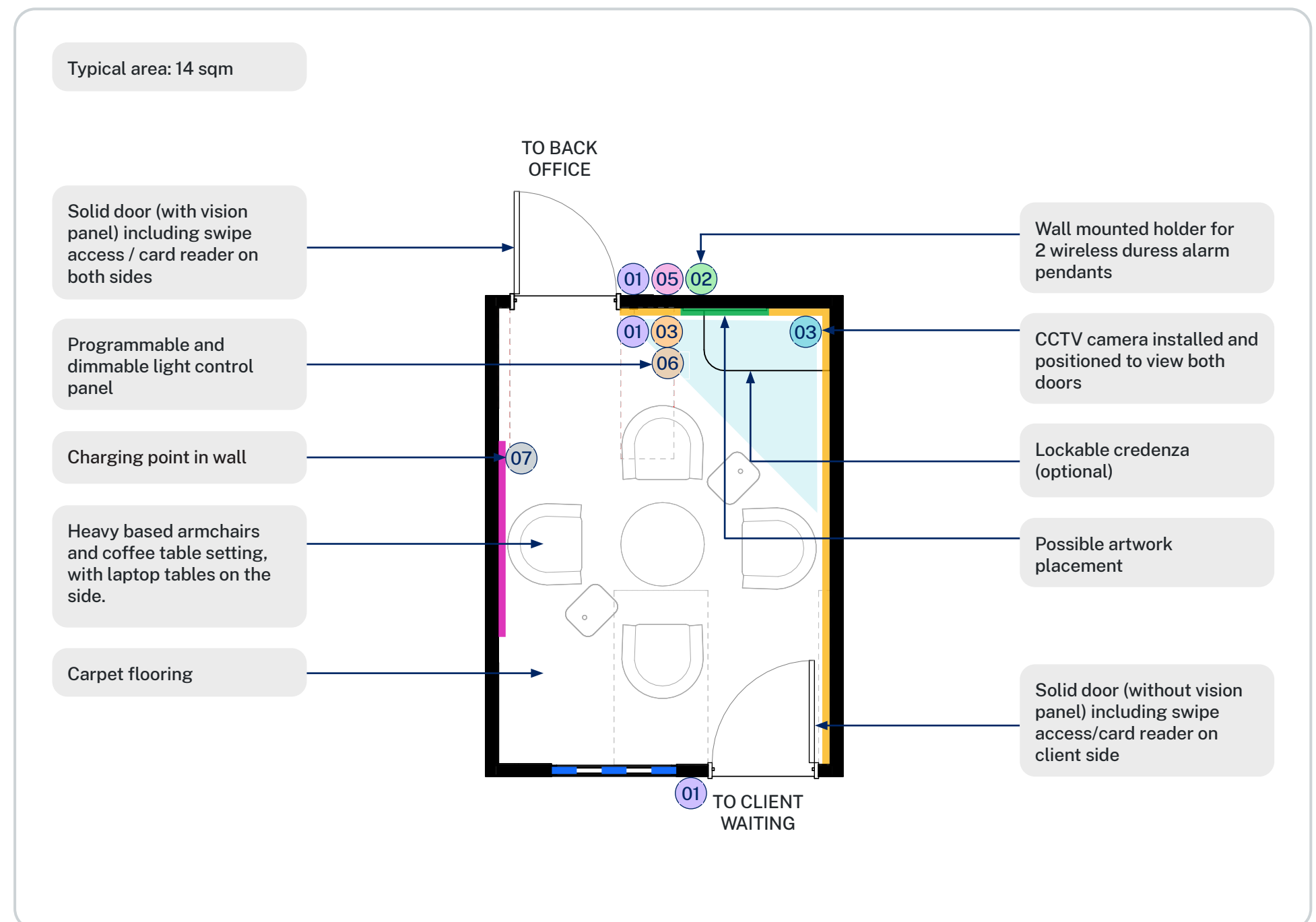
✓ Enhanced

## Partitions & Fixtures

- Full height glazing with frosted film
- 1200mm band acoustic panel
- Whiteboard
- Artwork

# Interview Room - Type 02 - Option C

A secure space with four armchairs for staff to hold confidential discussions with a client.





# Look and Feel

## Typical Finishes



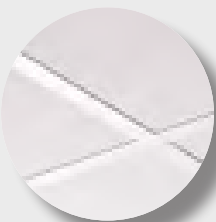
Carpet flooring



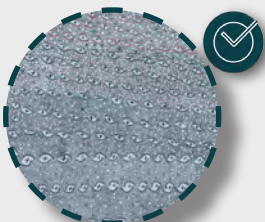
Joinery



Upholstery



Ceiling tile



Feature acoustic panel

## Typical Furniture & Joinery



Task chair or chair on castors



Visitor chair



Wall-to-wall table


## Signage



Room ID



Flag

 Indicates stakeholder selection

# Interview Room - Type 03

A semi-flexible room where staff can meet with their clients in an open or controlled setting.



# Operational Design

## Security



01 Swipe access / card reader



02 Duress alarm pendant



03 Duress alarm button (fixed)



04 CCTV

## Technology



05 Booking panel



06 Light control panel



07 Workstation monitor (optional)



08 Power & data



09 Charging point



10 Phone (optional)

## Acoustics

○ Typical

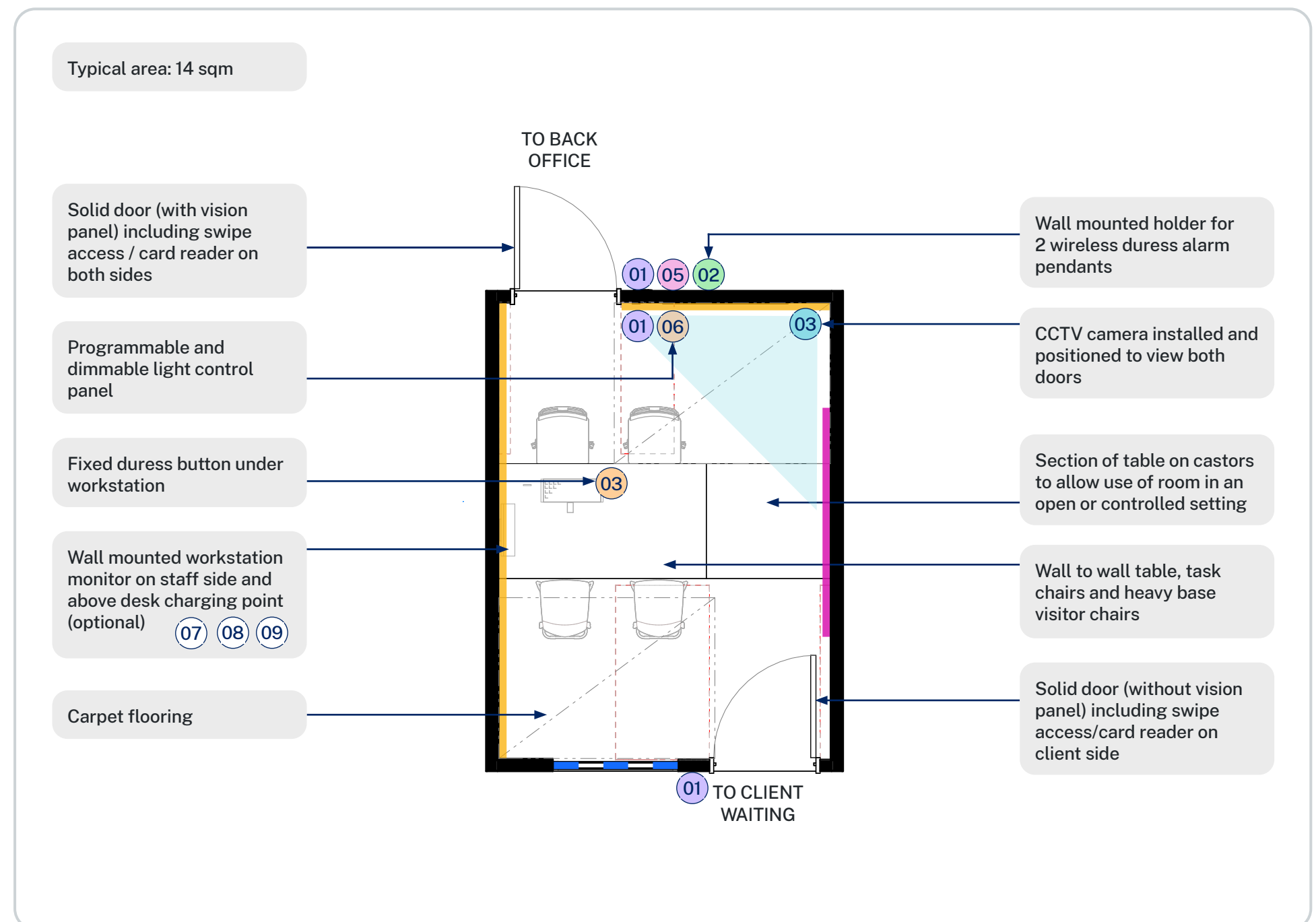
✓ Enhanced

## Partitions & Fixtures

- Full height glazing with frosted film
- 1200mm band acoustic panel
- Whiteboard
- Artwork

# Interview Room - Type 03

A semi-flexible room where staff can meet with their clients in an open or controlled setting.





# Look and Feel

## Typical Finishes



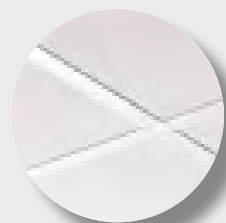
Carpet flooring



Acoustic panel



Joinery



Ceiling tile



Upholstery



Feature upholstery

## Typical Furniture and FF&E



Modular lounge and ottomans



Drum base table



Lockable credenza



Coffee table and lap-top table



Portable baby change mat

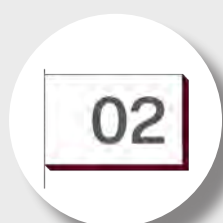


Kids furniture, mat and toys

## Signage




Room ID



Flag



Feature decal

 Indicates stakeholder selection

# Interview Room - Type 04 (Family)

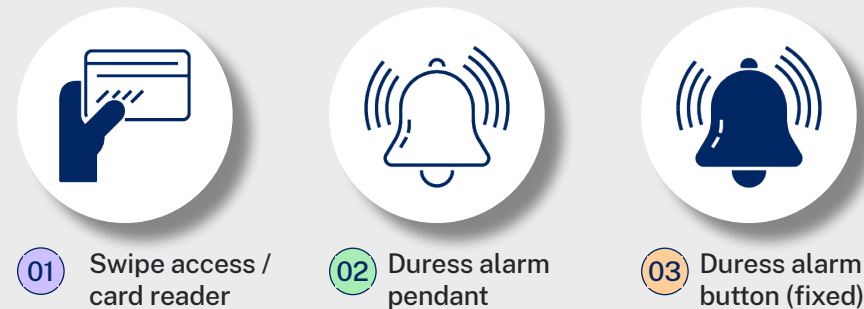
A room for parents and children to meet staff and be interviewed in a safe and child-friendly environment.





# Operational Design

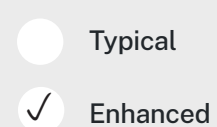
## Security



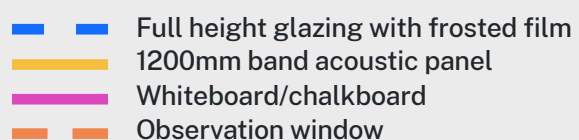
## Technology & AV



## Acoustics

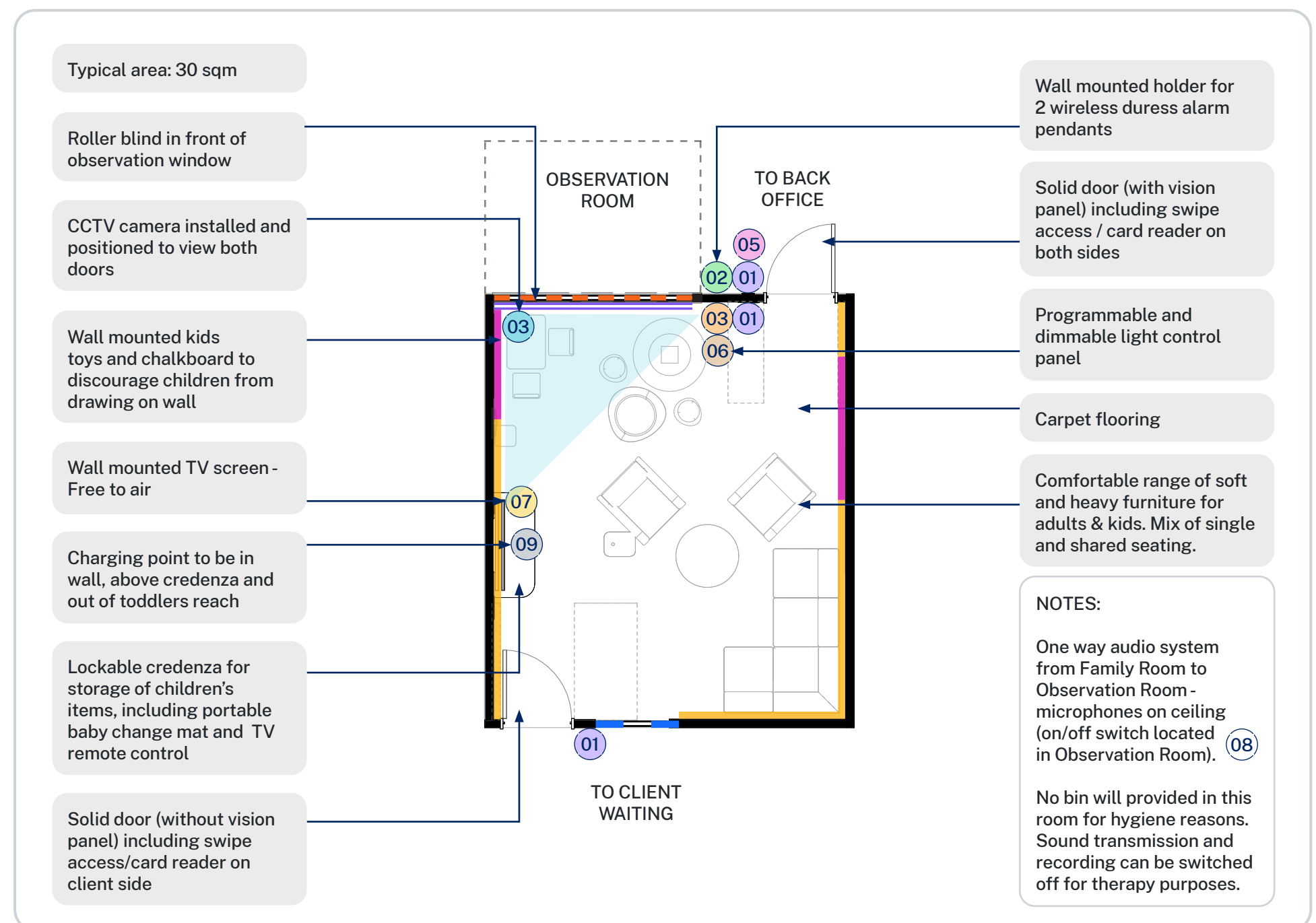


## Partitions & Fixtures



# Interview Room - Type 04 (Family)

A room for parents and children to meet staff and be interviewed in a safe and child-friendly environment.





# Look and Feel

## Typical Finishes



Carpet flooring



Blind



Acoustic panel



Ceiling tile



Feature upholstery

## Typical Furniture



Sled base armchair



Task chair



Laptop table



Workstation  
(sit to stand)



Tambour

## Signage



Room ID



Indicates stakeholder selection

# Observation Room

An enclosed room to observe clients interactions in the Family Room.



# Operational Design

## Security



01 Swipe access / card reader

## Technology



02 Light control panel



03 One way audio speakers



04 Workstation monitor



05 Power & data



06 Charging point

## Acoustics

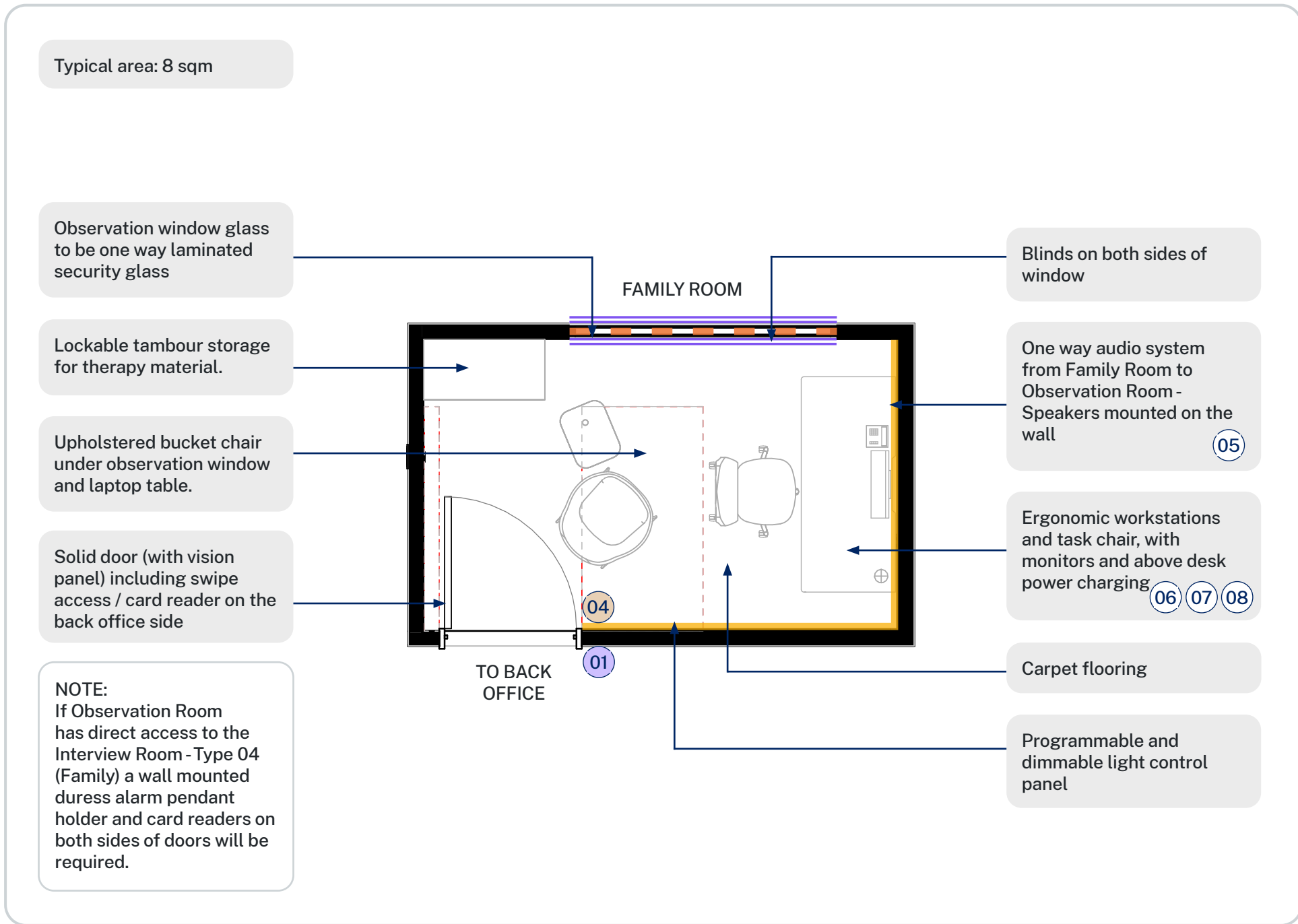
- Typical
- Enhanced

## Partitions & Fixtures

- Observation window
- 1200mm band acoustic panel
- Roller blinds

# Observation Room

An enclosed room to observe clients interactions in the Family Room.



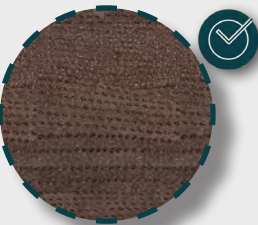


# Look and Feel

## Typical Finishes



Carpet flooring Furniture Ceiling tile



Feature acoustic panel

## Typical Furniture



Training chair Flip top table


## Signage



Room ID Flag Hearing augmentation



Artwork (optional)

 Indicates stakeholder selection

# Group Program Room Option A

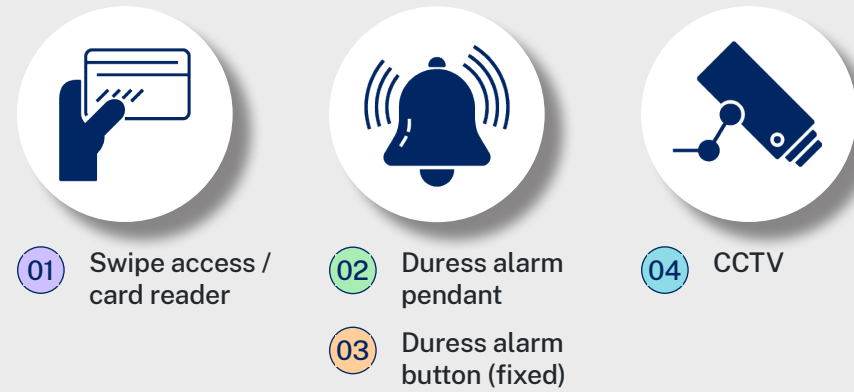
A large, flexible room for stakeholders (clients, DCJ staff, and NGOs) to meet.



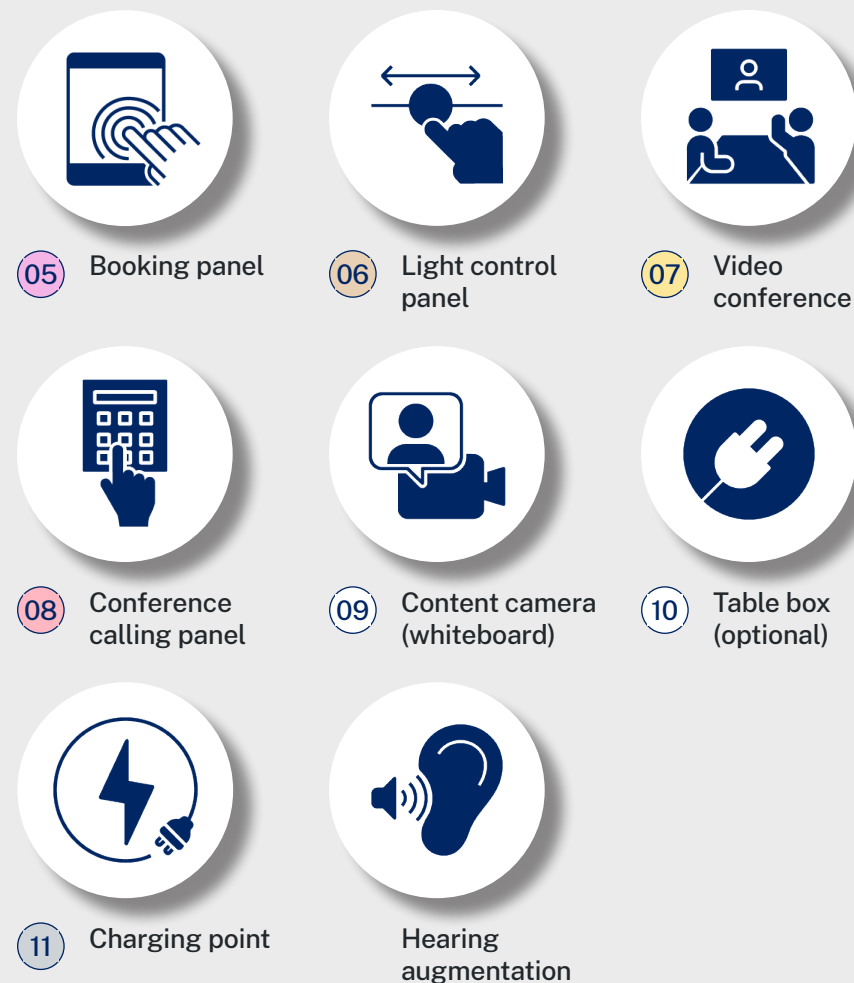


# Operational Design

## Security



## Technology & AV



### Note:

For Communities Corrections sites that receive donations, additional storage, fridge and freezer facilities may be required. The location of the additional items will be decided on project by project basis,

## Acoustics

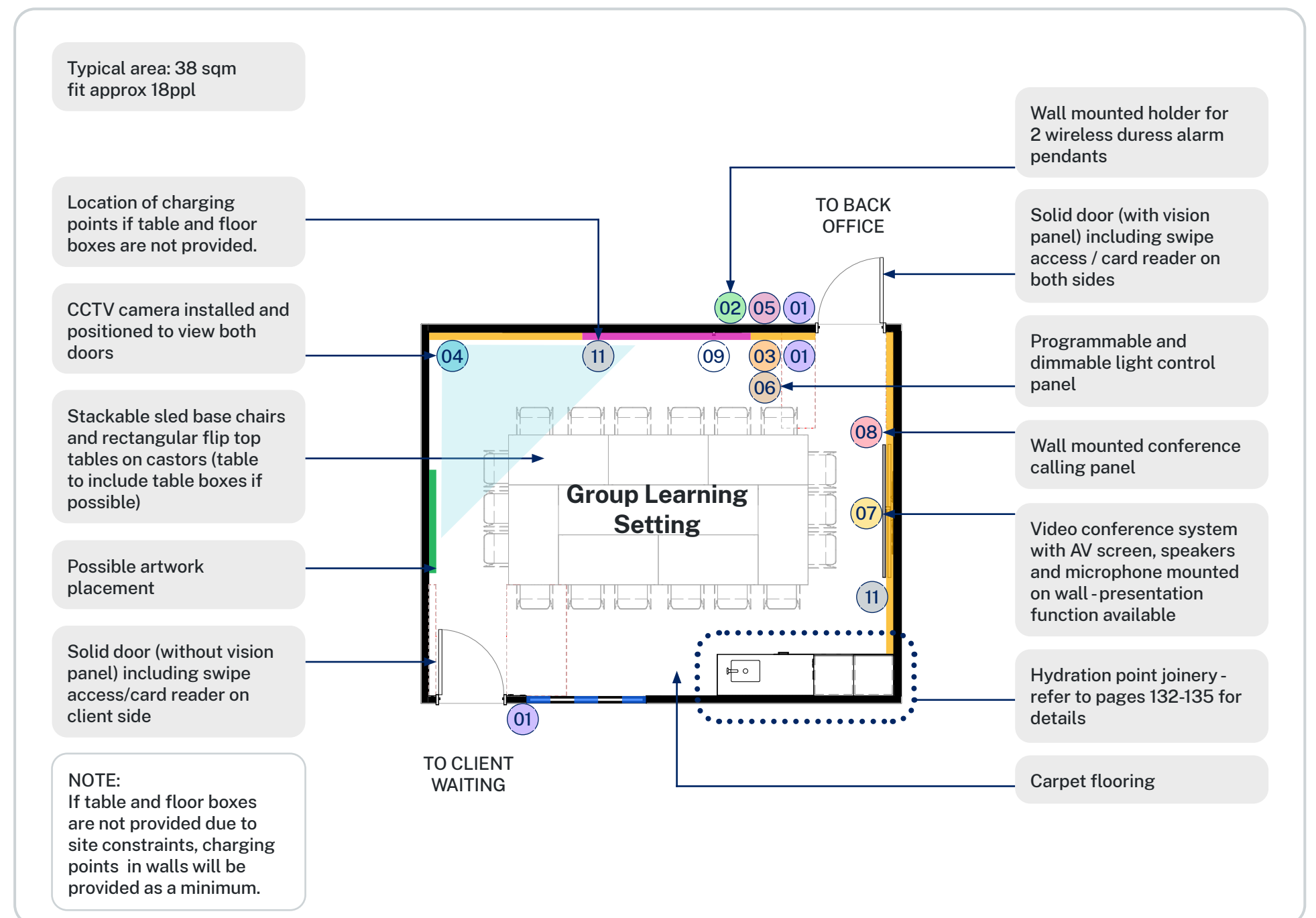
- Typical
- Enhanced

## Partitions & Fixtures

- Full height glazing with frosted film
- 1200mm band acoustic panel
- Whiteboard
- Artwork

# Group Program Room - Option A

A large, flexible room for stakeholders (clients, DCJ staff, and NGOs) to meet.





# Furniture Configurations

## Group Learning Setting

Flip top tables and chairs set out together with space in the centre of tables

Additional tables and chairs stored in Furniture storage room/cupboard

## Meeting Setting

Flip top tables and chairs set out together with no space in the centre of tables

Additional tables and chairs stored in Furniture storage room/cupboard

## Theatre Setting

Chairs set out facing AV screen or whiteboard and no tables

Tables stacked and stored in Furniture storage room/cupboard

## Furniture Storage Room

Due to the different furniture configurations allowed for this room, a Furniture Storage Room or Cupboard is required and should be located adjacent to the Group Program Room.

Where a Furniture Storage Room can not be accommodated due to site constraints, a cupboard next to the room should be provided.

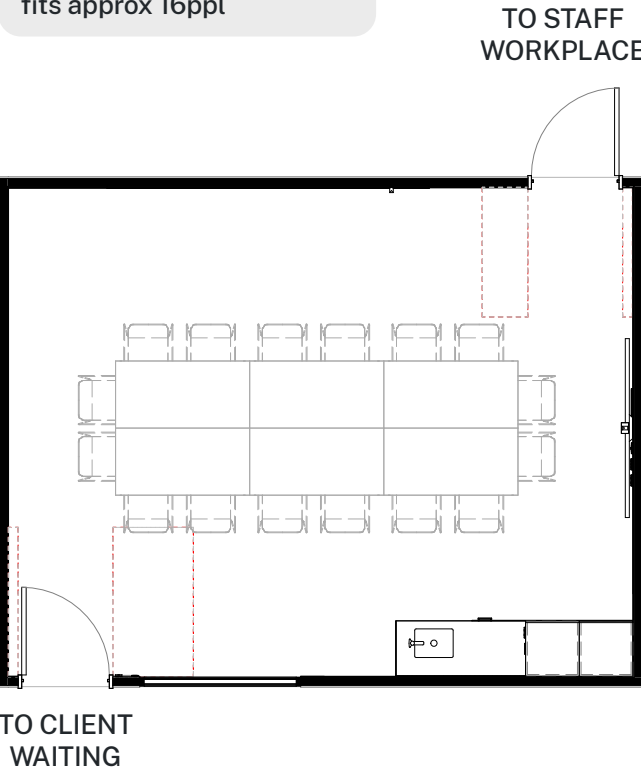
The Furniture Storage Room or Cupboard should accommodate all flip top tables and two trolleys with stackable chairs as a minimum.

# Group Program Room - Option A

A large, flexible room for stakeholders (clients, DCJ staff, and NGOs) to meet.

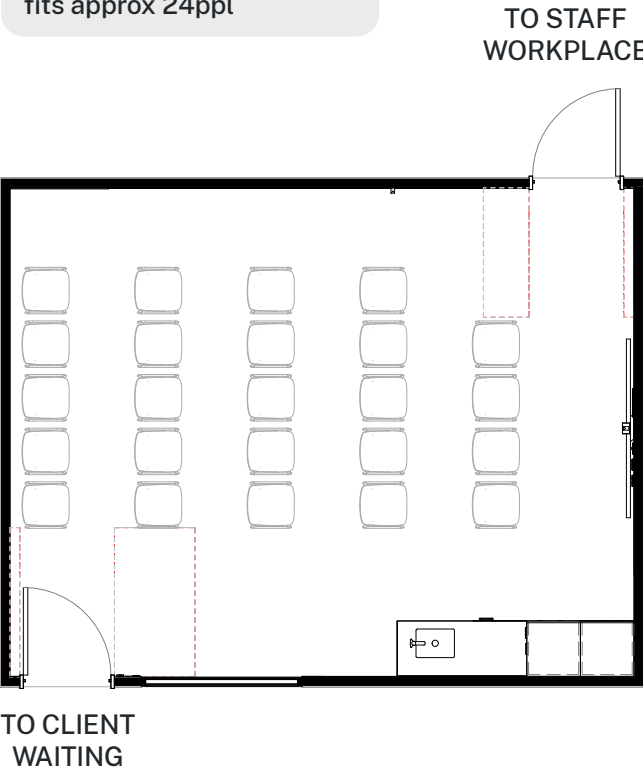
### Meeting Setting

Typical area: 38 sqm  
fits approx 16ppl



### Theatre Setting

Typical area: 38 sqm  
fits approx 24ppl



# Look and Feel

## Typical Finishes



Carpet flooring



Furniture



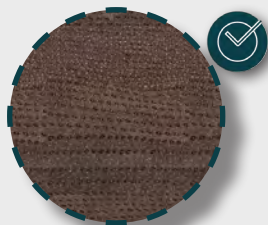
Joinery



Ceiling tile



Feature upholstery



Feature acoustic panel

## Typical Furniture



Modular sofa



Visitor chair (optional)

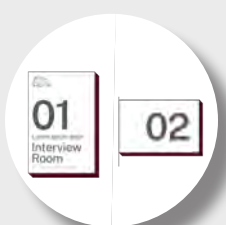


Drum base table (optional)

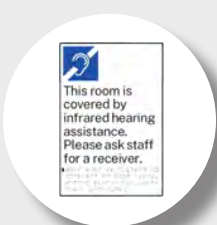


Laptop table

## Signage




Room ID & flag



Hearing augmentation



Artwork (optional)

 Indicates stakeholder selection

# Group Program Room - Option B

A large room with a casual setting for stakeholders (clients, DCJ staff, and NGOs) to meet.





# Operational Design

## Security



- 01 Swipe access / card reader
- 02 Duress alarm pendant
- 03 Duress alarm button (fixed)
- 04 CCTV

## Technology & AV



- 05 Booking panel
- 06 Light control panel
- 07 Video conference



- 08 Conference calling panel
- 09 Content camera (whiteboard)
- 10 Charging point



Hearing augmentation

## Note:

For Communities Corrections sites that receive donations, additional storage, fridge and freezer facilities may be required. The location of the additional items will be decided on project by project basis,

## Acoustics

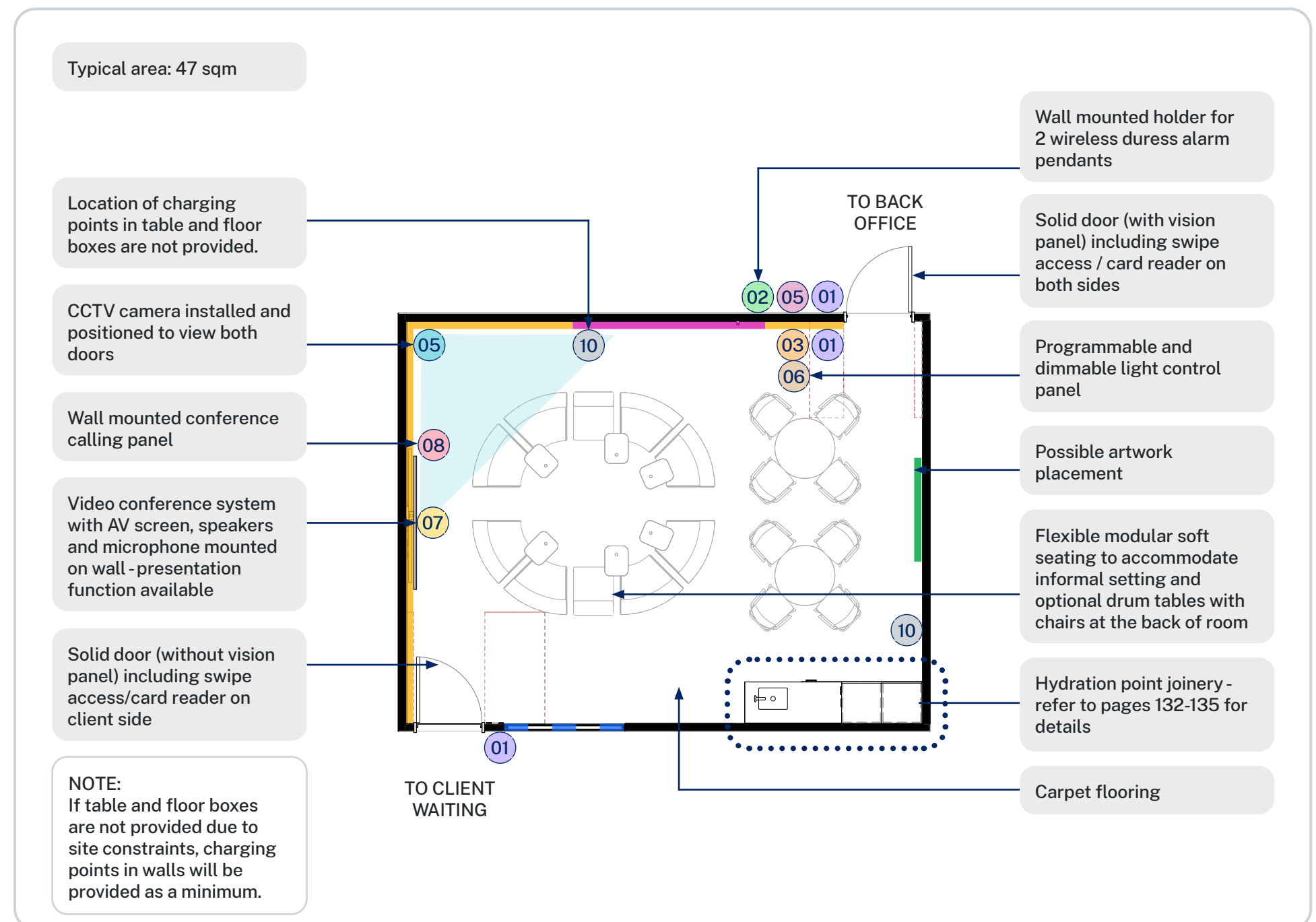
- Typical
- Enhanced

## Partitions & Fixtures

- Full height glazing with frosted film
- 1200mm band acoustic panel
- Whiteboard
- Artwork

# Group Program Room - Option B

A large room with a casual setting for stakeholders (clients, DCJ staff, and NGOs) to meet.



# Look and Feel

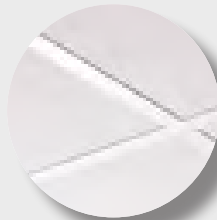
## Typical Finishes



Carpet flooring



Upholstery



Ceiling tile



Acoustic panel

## Typical Furniture



Visitor chair



Task chair



Workstation  
(sit to stand)

## Signage




Room ID



Flag



Artwork (optional)

 Indicates stakeholder selection

# Livit Pod

A private room for clients to participate in assisted programs.





# Operational Design

## Security



01 Swipe access / card reader



## 02 Duress alarm pendant



### 03 Duress alarm button (fixed)



04 CCTV

## Technology



## 05 Booking panel



## 06 Light control panel



### 07 Workstation monitor



## 08 Power & data



## 09 Charging point

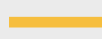
## Acoustics

Typical

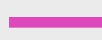


Enhanced

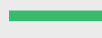
## Partitions & Fixtures



1200mm band acoustic panel



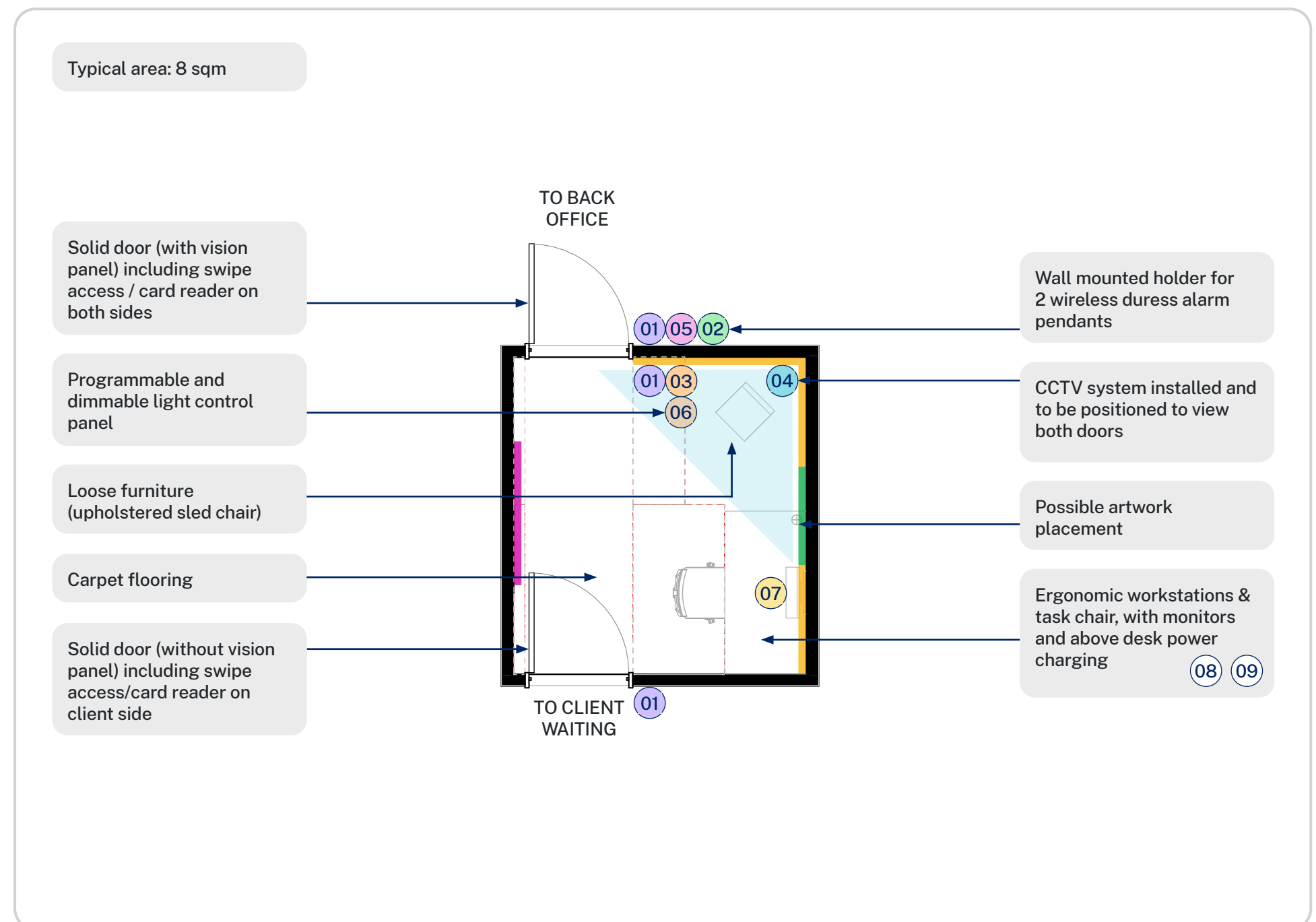
## Whiteboard



## Artwork

# Livit Pod

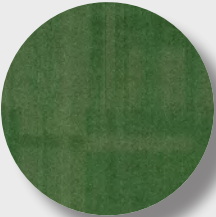
A private room for clients to participate in assisted programs.





# Look and Feel

## Typical Finishes



Feature carpet



Joinery



Acoustic panel



Ceiling tile



Upholstery



Feature upholstery

## Typical Furniture



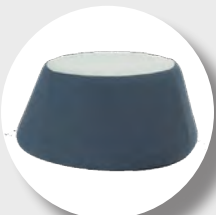
Modular lounge



Sled base armchair



Lockable credenza



Ottoman

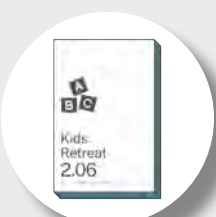


Kids furniture



Kids toys

## Signage




Room ID



Flag



Feature decal

 Indicates stakeholder selection

# Kids Retreat

Frontline support space located in Back Office.  
A space for children to wait in the back office and play while in staff care.





# Operational Design

## Technology & AV



01 TV screen - free to air



02 Light control panel



03 Charging point

## Fittings, Fixtures & Equipment



04 Wall mounted toys



05 Loose toys and games



06 Baby changing mat

## Acoustics



Typical



Enhanced

## Partitions & Fixtures



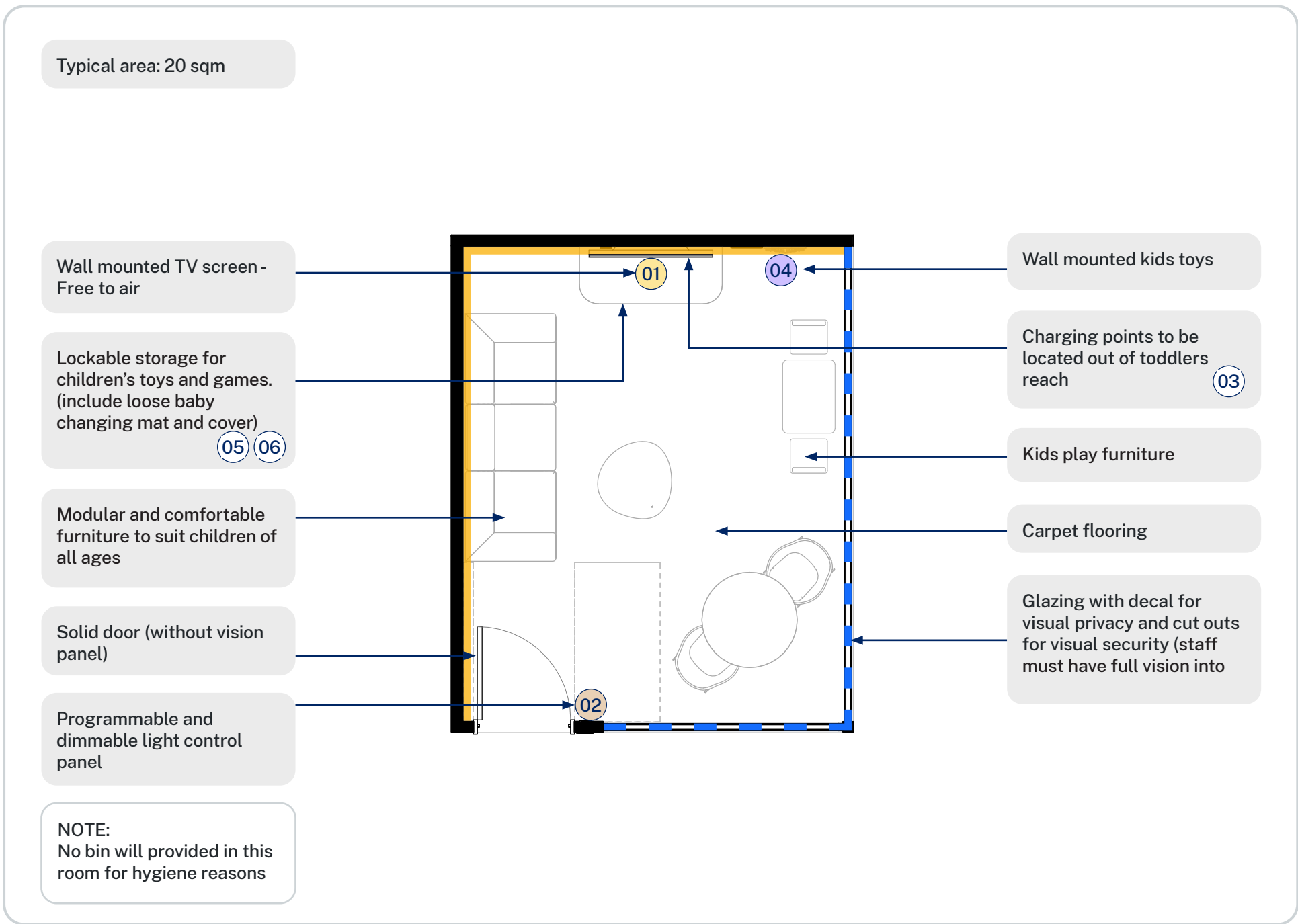
Full height glazing with decal



1200mm band acoustic panel

# Kids Retreat

Frontline support space located in Back Office for children to wait and play while in staff care.





# Look and Feel

## Typical Finishes



Floor tile      Wall tile



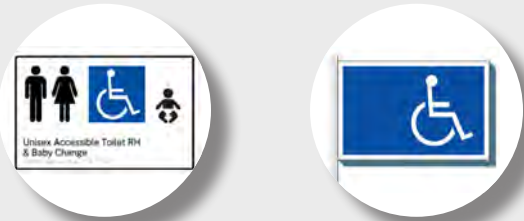
Plasterboard ceiling

## Typical Fittings & Fixtures



Accessible toilet suite      Accessible sink and tap      Non breakable mirror

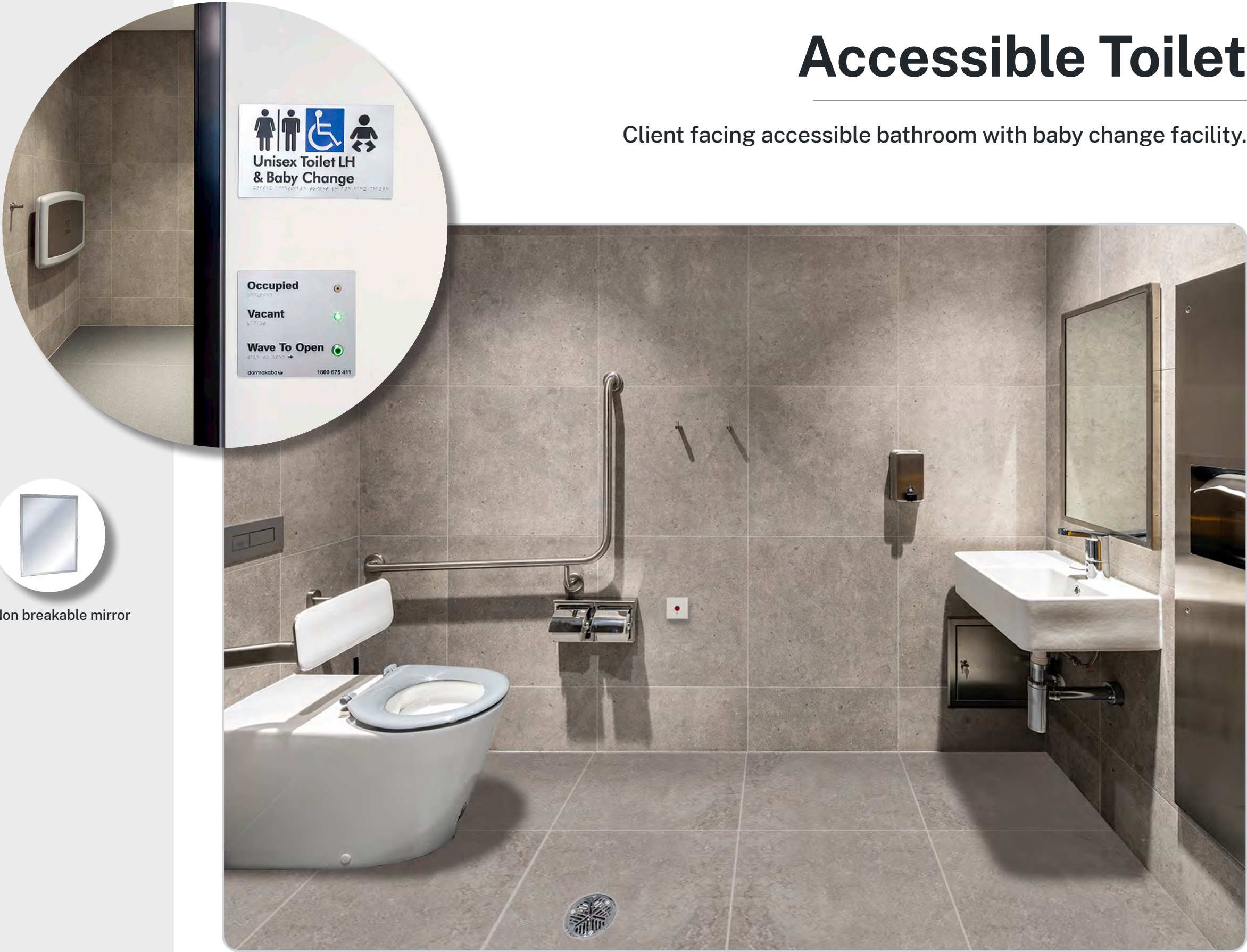
## Signage



Facilities      Flag

# Accessible Toilet

Client facing accessible bathroom with baby change facility.





# Operational Design

## Security



01 Swipe access / card reader



02 Assistance button



03 Automatic door release button



04 Lock / unlock button



05 CCTV

## Fittings, Fixtures & Equipment



06 Baby change table



07 Paper towel dispenser



08 Soap dispenser



09 Handwash tap



10 Sharps bin



11 Waste bin

## Acoustics

✓ Typical

○ Enhanced

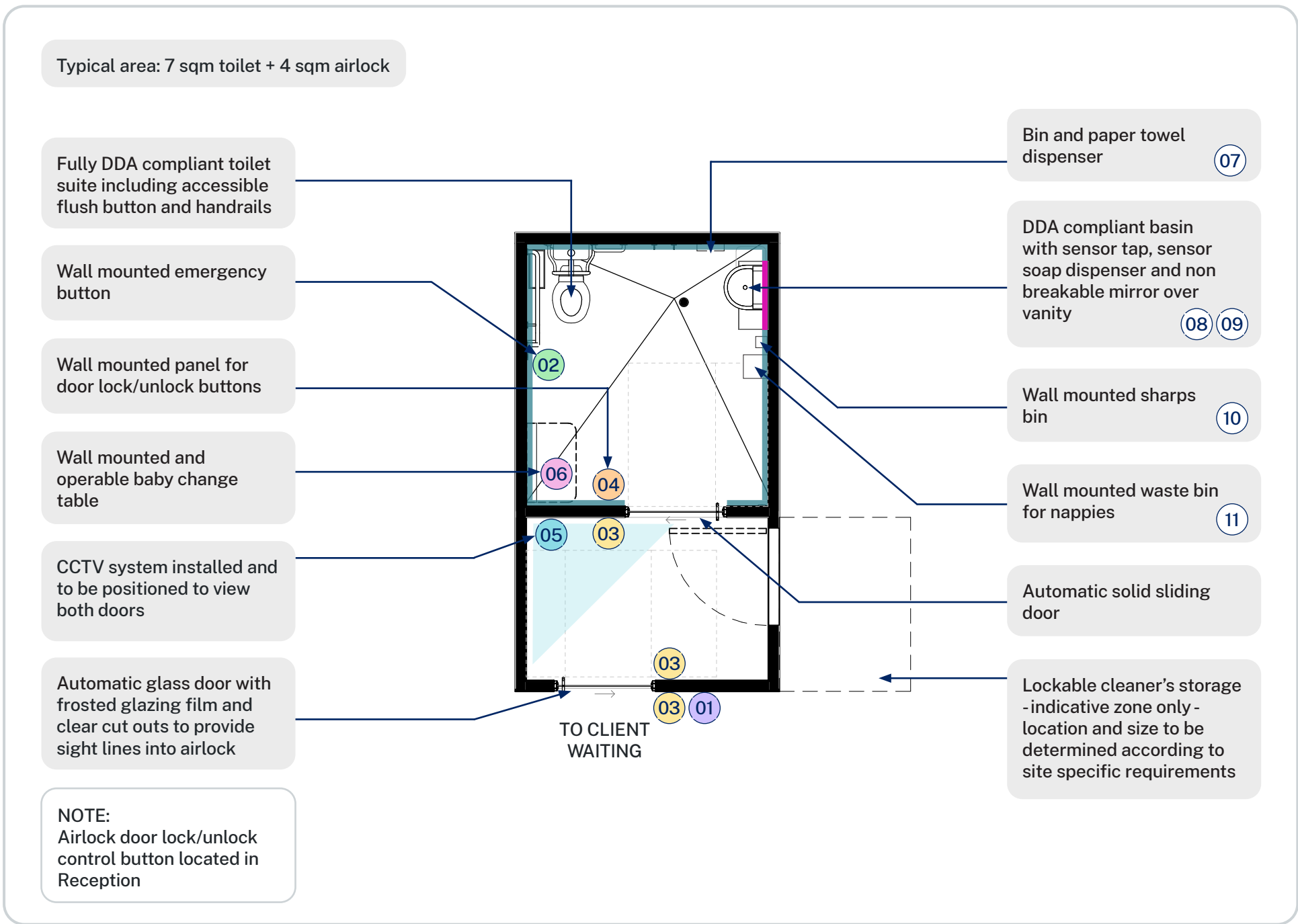
## Partitions & Fixtures

— Tiles

— Mirror

# Accessible Toilet

Client facing accessible bathroom with baby change facility.

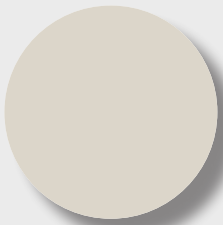


# Look and Feel

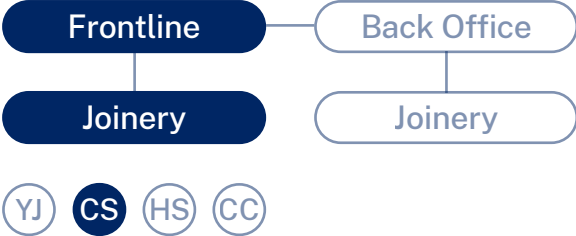
## Typical Finishes



Carpet flooring



Joinery



# Bulky Storage

Frontline support space located in Back Office.  
Storage for client’s personal belongings and/or donations.





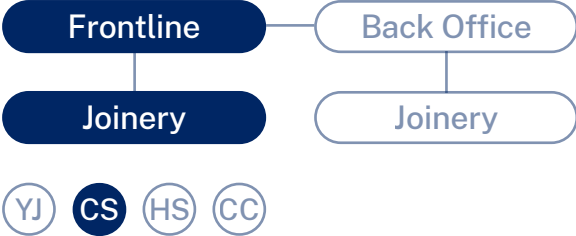
## Joinery



01 Key lock (optional)

### Notes:

- Joinery item to line walls and corridors.
- Ideally located next to carpark.
- Light items only on shelves above 1550mm AFFL (nappies/clothes, etc) and heavy items below.
- Shelf space required for 1 suitcase:
  - Depth: 600mm
  - Width: 400mm
  - Height: 450mm
- Shelf space for 1 car seat or pram:
  - Depth: 900mm
  - Width: 600mm
  - Height: 450mm

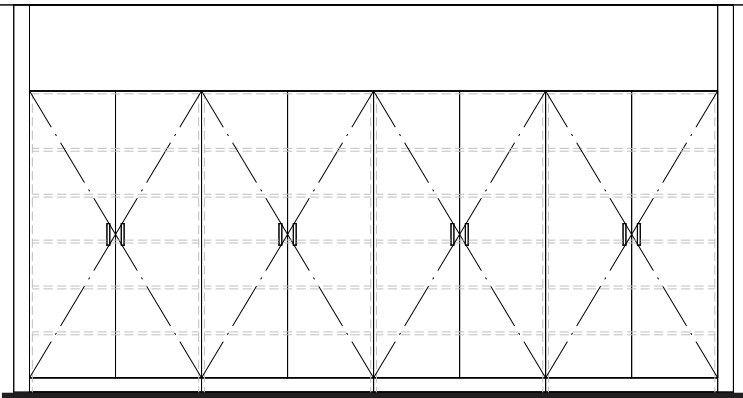


# Bulky Storage

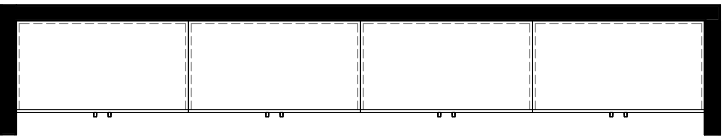
Frontline support space located in Back Office.  
Storage for client’s personal belongings and/or donations.

### Type 01

- Full height joinery units with adjustable shelving
- Full height hinged doors with ergonomic pull handles



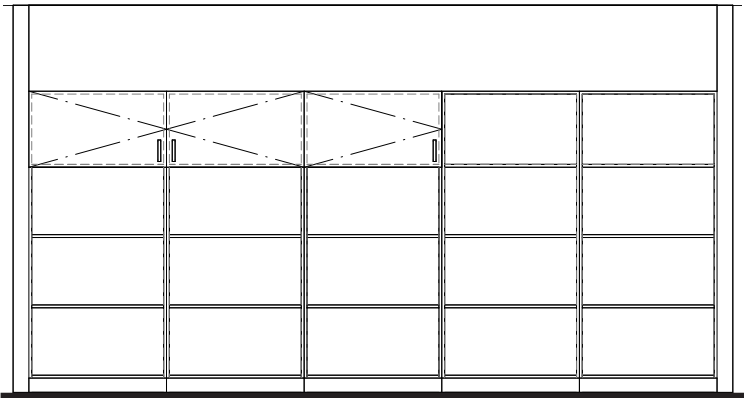
Front view



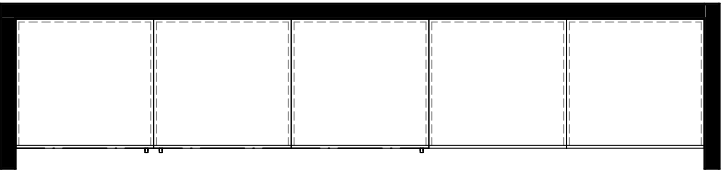
Top view

### Type 02

- Full height joinery units with open and closed adjustable shelving
- Upper cabinets with hinged doors and ergonomic pull handles



Front view



Top view

# Look and Feel

## Typical Finishes



Vinyl flooring



Joinery



Benchtop



Splashback

## Signage



Flag



Waste



# Hydration Point - Type 01

A designated hydration point in the waiting area, providing clients with easy access to drinking water.





# Operational Design

## Technology



01 Power

## Fittings, Fixtures & Equipment



02 Filtered water tap



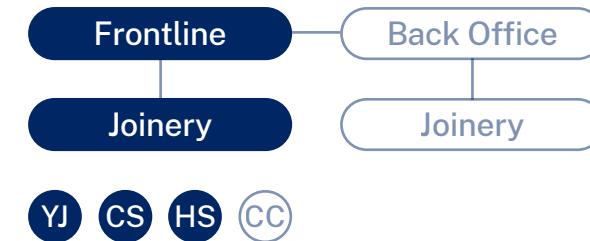
03 Paper towel dispenser



04 Cup dispenser

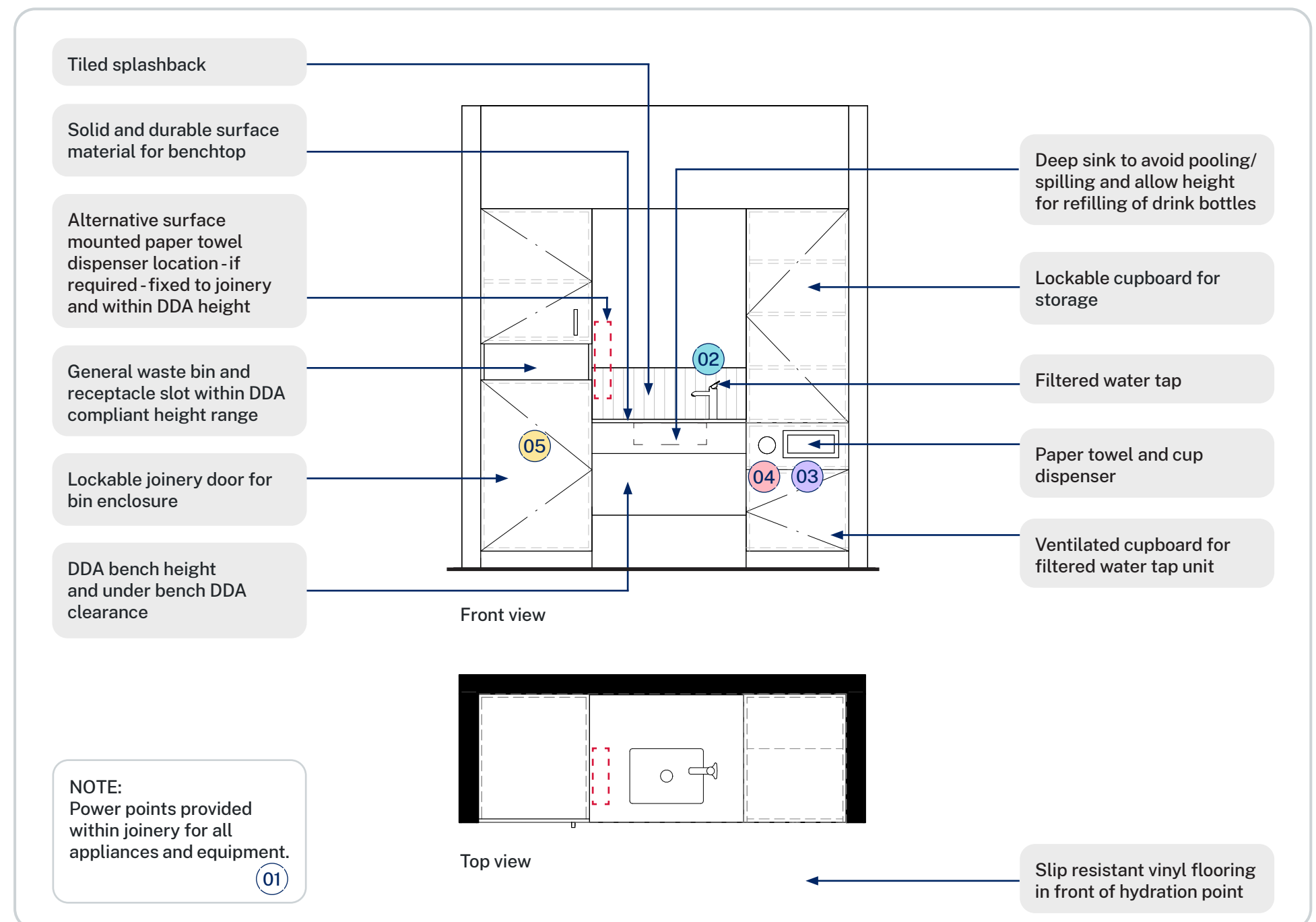


05 Waste bin



# Hydration Point - Type 01

A designated hydration point in the waiting area, providing clients with easy access to drinking water.



# Look and Feel

## Typical Finishes



Vinyl flooring



Joinery



Benchtop



Splashback

## Signage



Flag



Waste



# Hydration Point - VE

A compact hydration point in the waiting area, providing clients with easy access to drinking water.





# Operational Design

## Technology



01 Power

## Fittings, Fixtures & Equipment



02 Filtered water tap



03 Paper towel dispenser



04 Cup dispenser

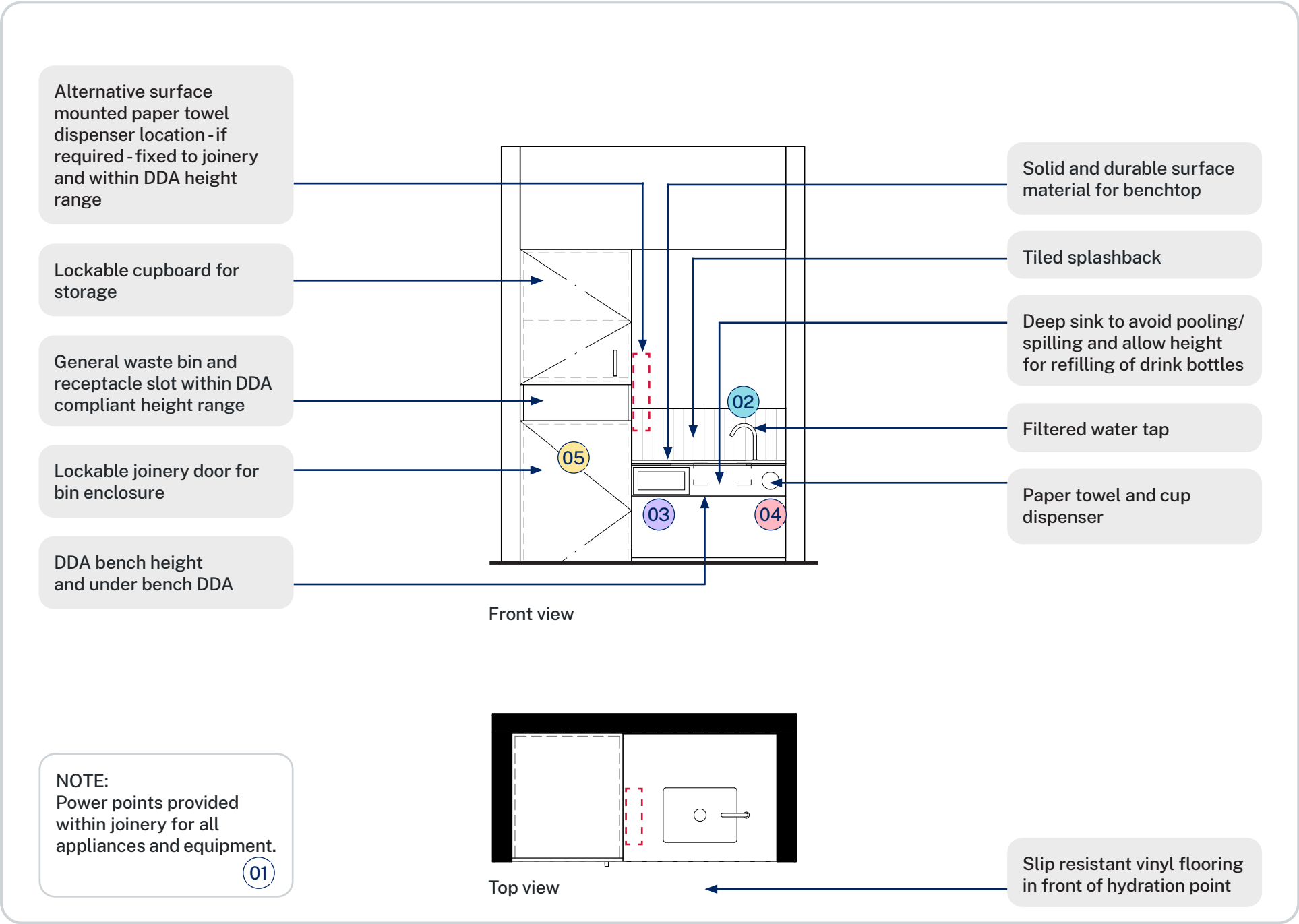


05 Waste bin



# Hydration Point - VE

A compact hydration point in the waiting area, providing clients with easy access to drinking water.



# Look and Feel

## Typical Finishes



Vinyl flooring



Joinery



Benchtop



Splashback

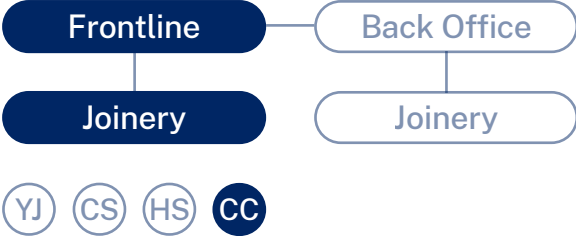
## Signage



Flag



Waste



# Hydration Point - Type 02

A designated hydration point in the waiting area, providing clients with easy access to drinking water and provision for staff to heat up meals.





# Operational Design

## Technology



01 Power

## Fittings, Fixtures & Equipment



02 Filtered water tap



03 Paper towel dispenser



04 Cup dispenser



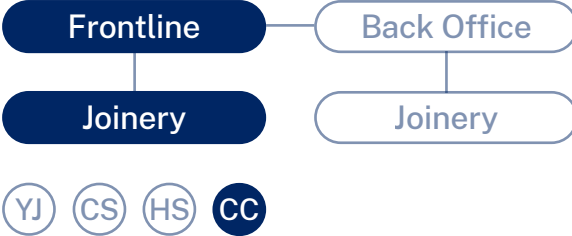
05 Waste bin



06 Microwave (optional)

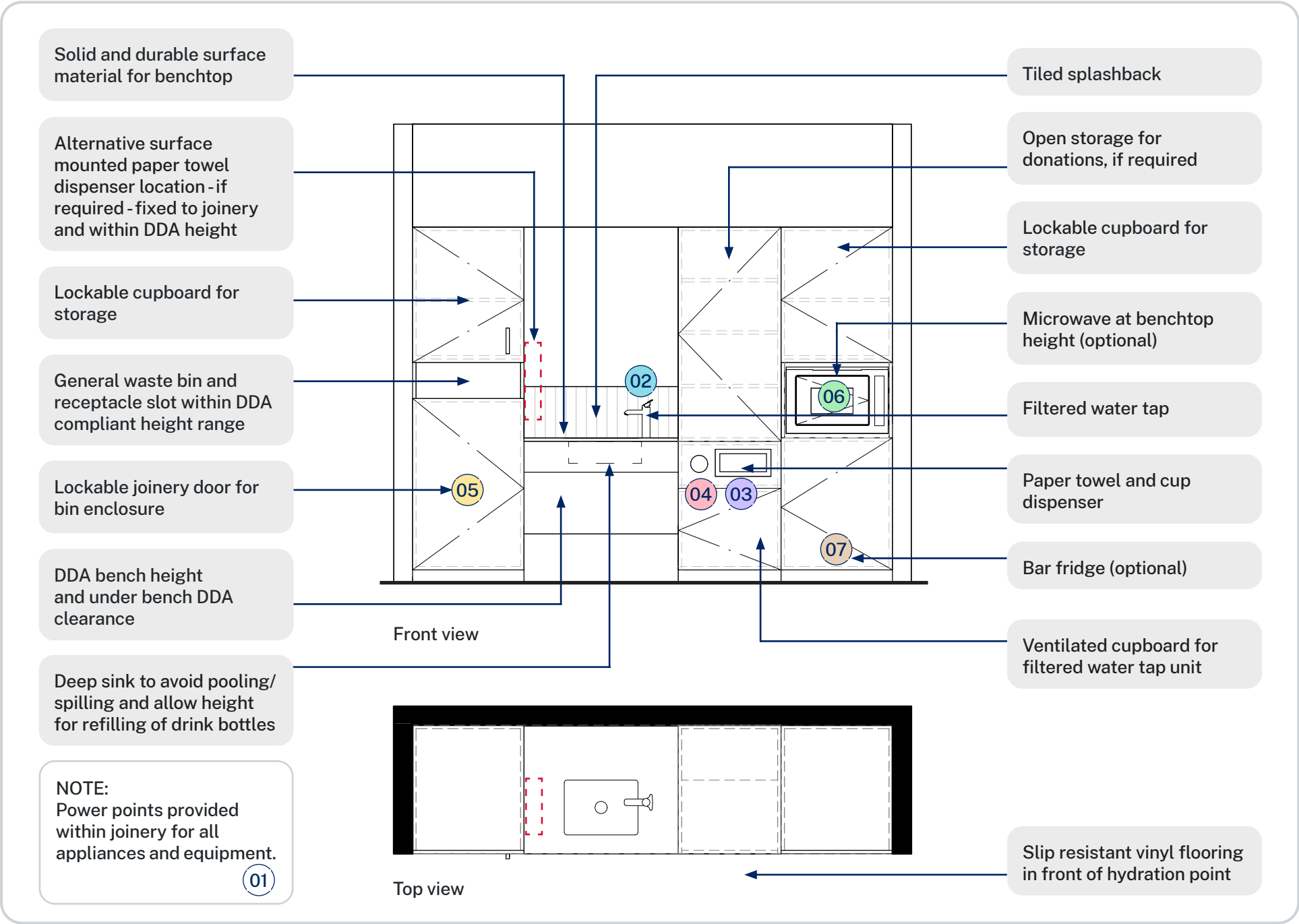


07 Bar fridge (optional)



# Hydration Point - Type 02

A designated hydration point in the waiting area, providing clients with easy access to drinking water and provision for staff to heat up meals.



# Look and Feel

## Typical Finishes



Carpet flooring



Joinery laminate



Benchtop



Splashback

## Signage



Waste



# Group Program Room Joinery - Type 01

A designated hydration point in the group program room, providing stakeholders (clients, DCJ staff, and NGOs) with easy access to drinking water.





# Operational Design

## Technology



01 Power

## Fittings, Fixtures & Equipment



02 Filtered hot and cold water tap



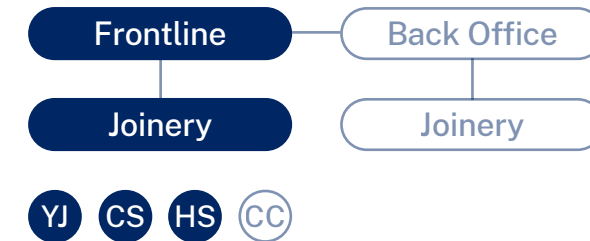
03 Paper towel dispenser



04 Cup dispenser

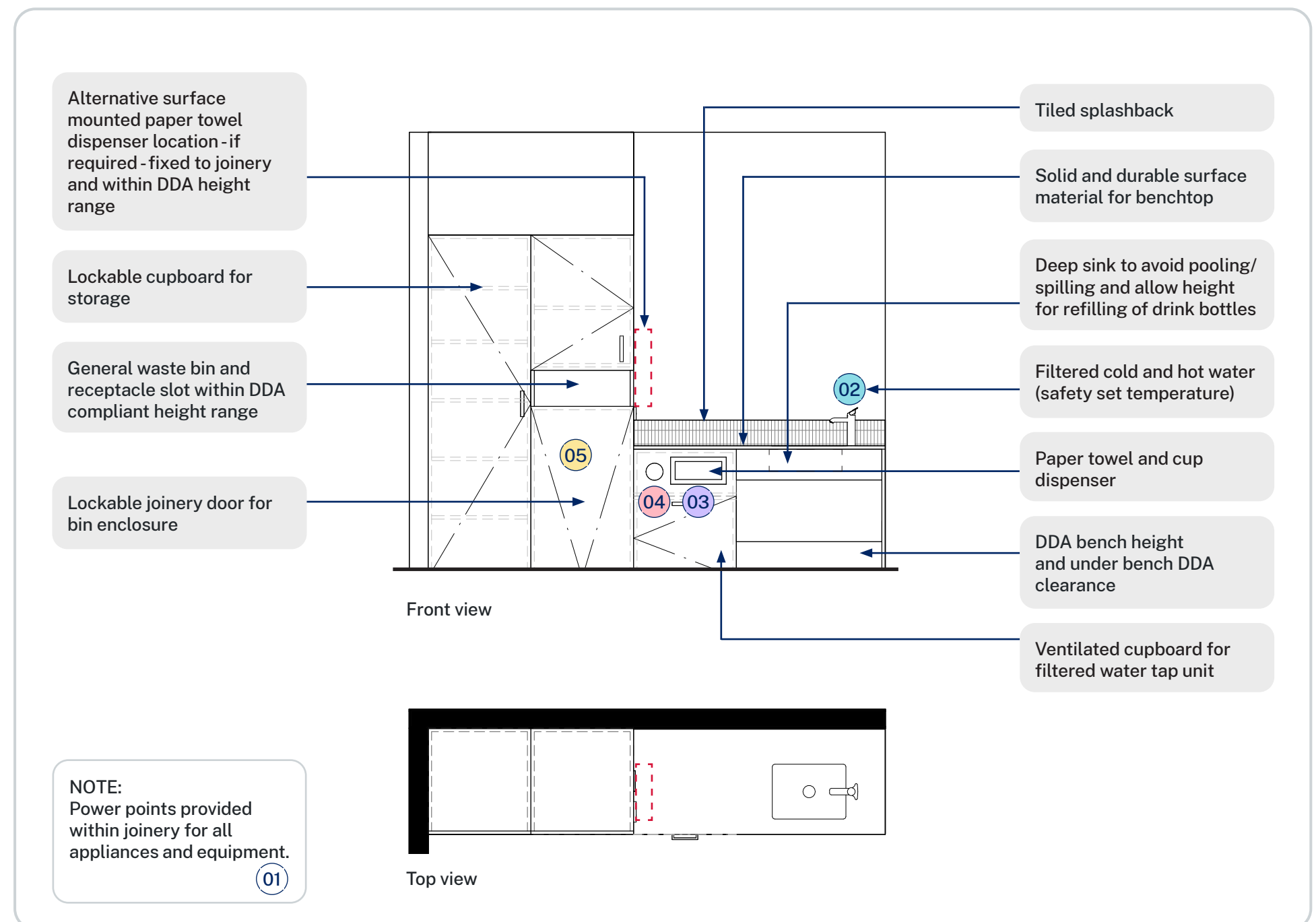


05 Waste bin



# Group Program Room Joinery - Type 01

A designated hydration point in the group program room, providing stakeholders (clients, DCJ staff, and NGOs) with easy access to drinking water.



# Look and Feel

## Typical Finishes



Carpet flooring



Joinery



Benchtop

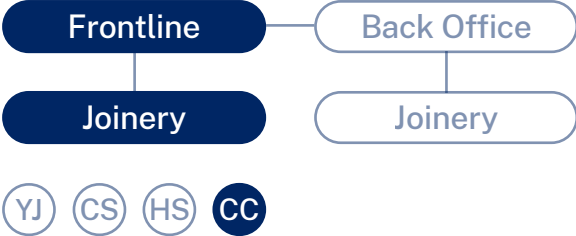


Splashback

## Signage



Waste



# Group Program Room Joinery - Type 02

A designated hydration point in the group program room, providing stakeholders (clients, DCJ staff, and NGOs) with easy access to drinking water and provision to heat up meals.





# Operational Design

## Technology



01 Power

## Fittings, Fixtures & Equipment



02 Filtered hot and cold water tap



03 Paper towel dispenser



04 Cup dispenser



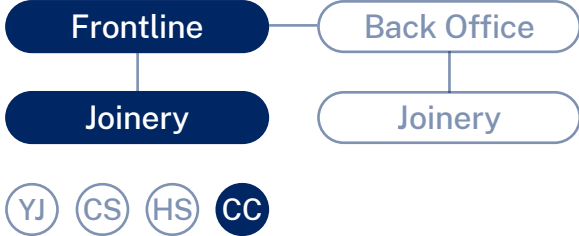
05 Waste bin



06 Microwave (optional)

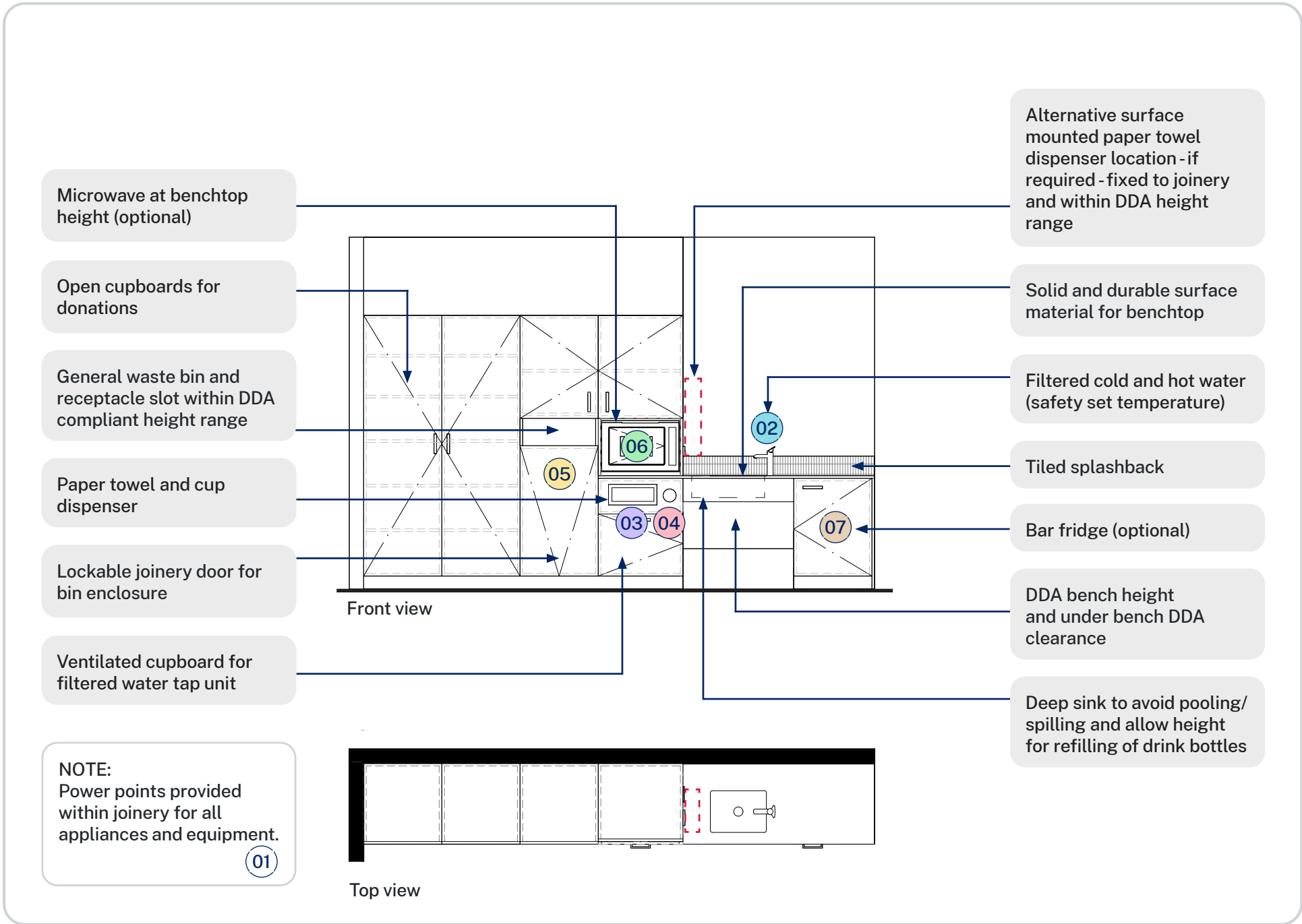


07 Bar fridge (optional)



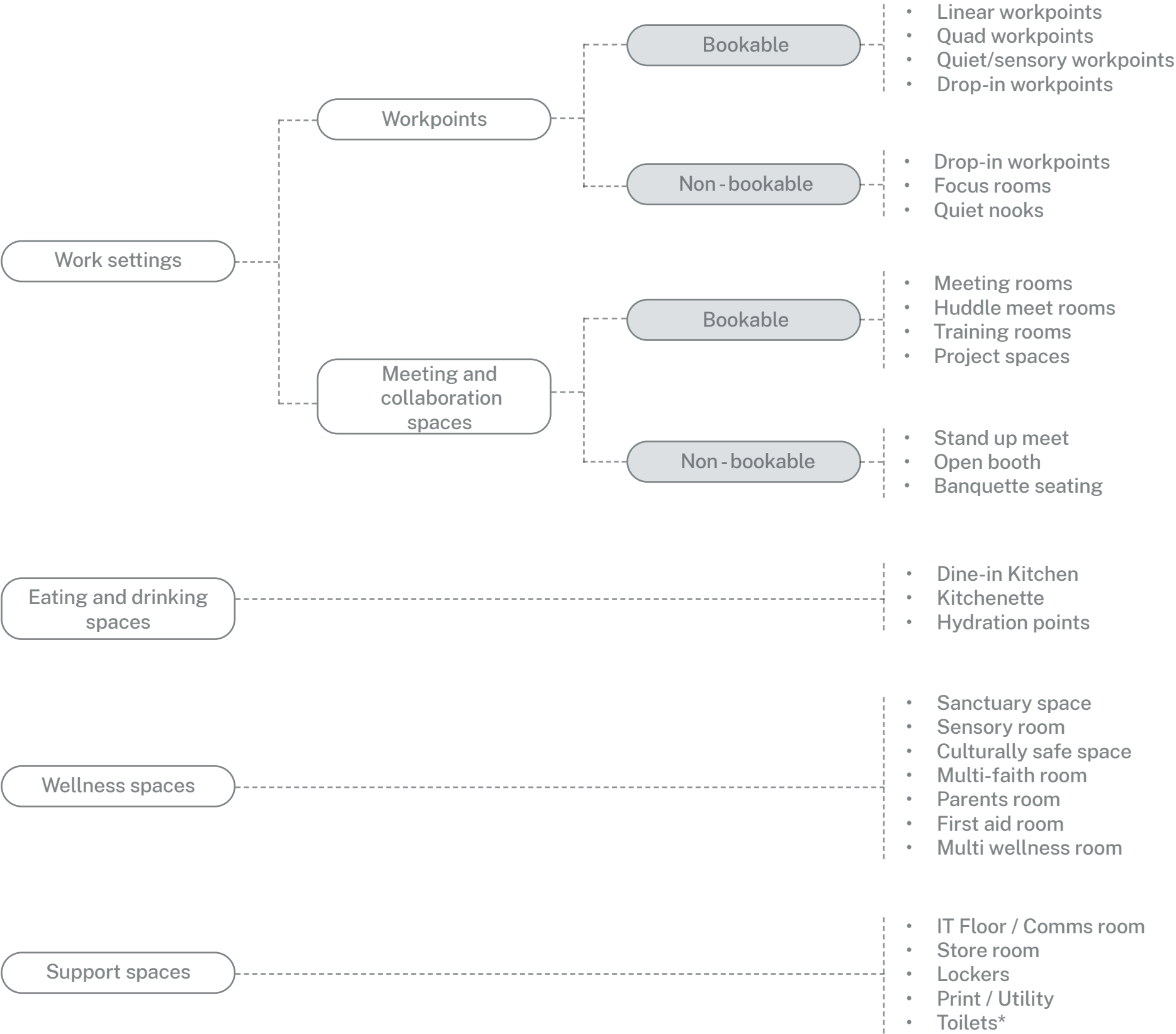
# Group Program Room Joinery - Type 02

A designated hydration point in the group program room, providing stakeholders (clients, DCJ staff, and NGOs) with easy access to drinking water and provision to heat up meals.



# Overview of the Back Office Accommodation

The following gives an overview of the key space types that form the main areas found in our Back Office Accommodation portion of the DCJ Workplace.



\* The Back Office toilet facilities are generally part of the base building and if required, can be adjusted to suit agency and site specific requirements.



# Look and Feel

## Typical Finishes



Workstation (sit to stand) laminate



Workstation (fixed height) laminate



Workstation frame



Carpet flooring



Acoustic panel

## Typical Furniture



Task chair



Workstation (fixed height)



Workstation (sit to stand)

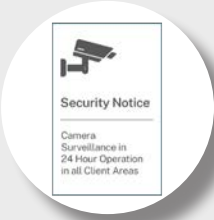
## Signage



Quiet zone




Acknowledgement of Country



CCTV



Workstation and tambour numbering

 Indicates stakeholder selection

# Workspace

Ergonomic workstations setup within the workspace for individual work.






# Operational Design



## Security

-  01 Swipe access / card reader
-  02 CCTV
-  03 Intruder detection system
-  04 Key override
-  05 Alarm keypad
-  06 CCTV monitor / screen



-  07 Duress alarm mimic panel

## Technology

-  08 Workstation monitor
-  09 Power & data
-  10 Charging point

-  11 Light control panel (quiet zone)
-  12 Wallboard

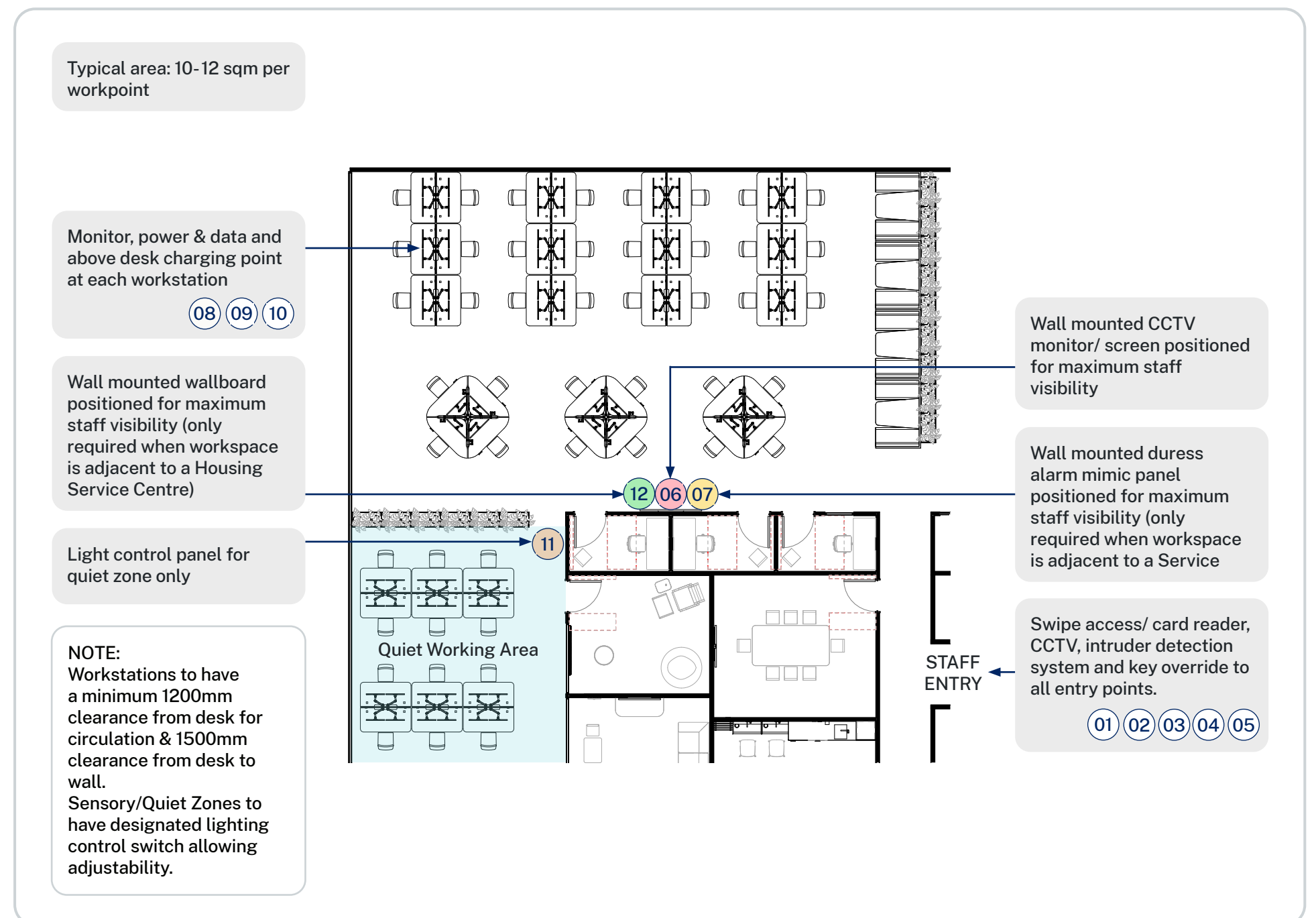
## Acoustics

-  Typical
-  Enhanced

## Partitions & Fixtures

# Workspace

Ergonomic workstations setup within the workspace for individual work.





# Look and Feel

## Typical Finishes



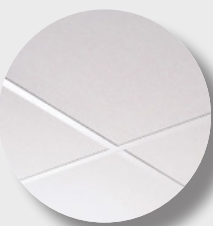
Carpet flooring



Acoustic panel



Workstation laminate



Ceiling tile

## Typical Furniture



Task chair



Sled base meeting chair



Workstation (sit to stand)


## Signage



Room ID



Glazing graphic

 Indicates stakeholder selection

# Focus Room

Enclosed space for highly concentrated, focused individual work or confidential phone calls.



# Operational Design

## Technology



01 Workstation monitor



02 Power & data



03 Charging point

## Acoustics

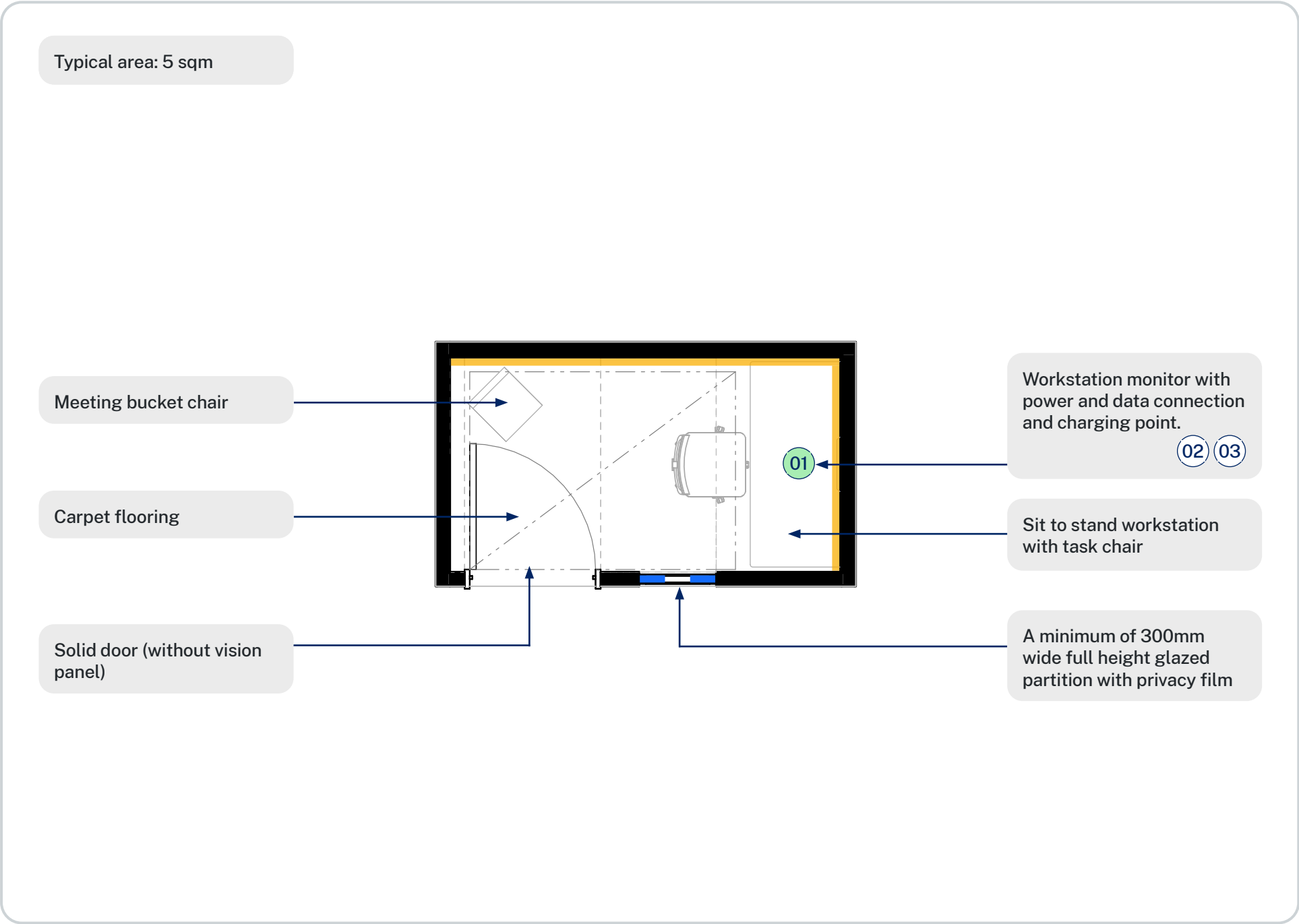
- ✓ Typical
- Enhanced

## Partitions & Fixtures

- Full height glazing with privacy film
- 1200mm band acoustic panel

# Focus Room

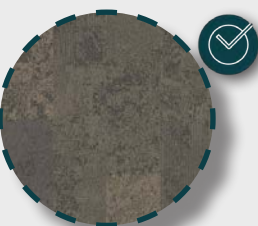
Enclosed space for highly concentrated, focused individual work or confidential phone calls.





# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Workstation laminate



Ceiling tile

## Typical Furniture



Task chair



Workstation (sit to stand)

## Signage




Room ID



Artwork (optional)



Artwork label (optional)

 Indicates stakeholder selection

# Quiet Nook - Option A

A semi-enclosed small space for individual use for short term work, located in discreet locations on the floor.



# Operational Design

## Technology



01 Workstation monitor



02 Power & data



03 Charging point



04 Light control panel

## Fittings, Fixtures & Equipment



05 Task lamp (optional)

## Acoustics

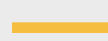


Typical

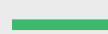


Enhanced

## Partitions & Fixtures



1200mm band acoustic panel



Artwork (optional)



Acoustic curtain

# Quiet Nook - Option A

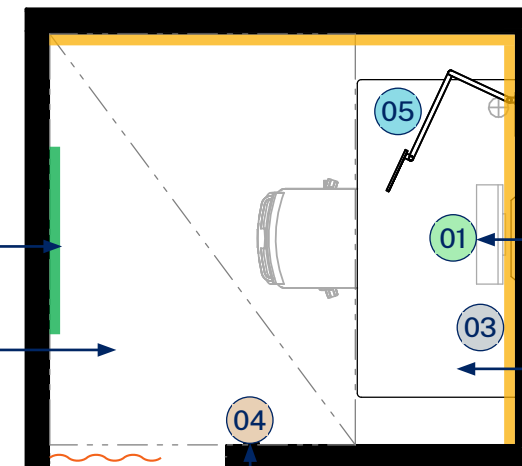
A semi-enclosed small space for individual use for short term work, located in discreet locations on the floor.

Typical area: 5 sqm

Potential artwork placement

Carpet flooring

Acoustic curtain can be provided if space is adjacent to a busy and noisy area



Workstation monitor with power and data connection. 02 03

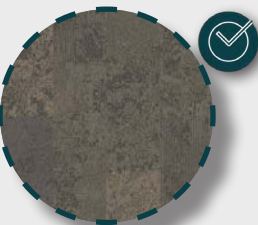
Sit to stand workstation with task chair.

Programmable and dimmable light control panel



# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Upholstery



Ceiling tile

## Typical Furniture



Tub base armchair



Laptop table

## Signage




Room ID



Artwork (optional)

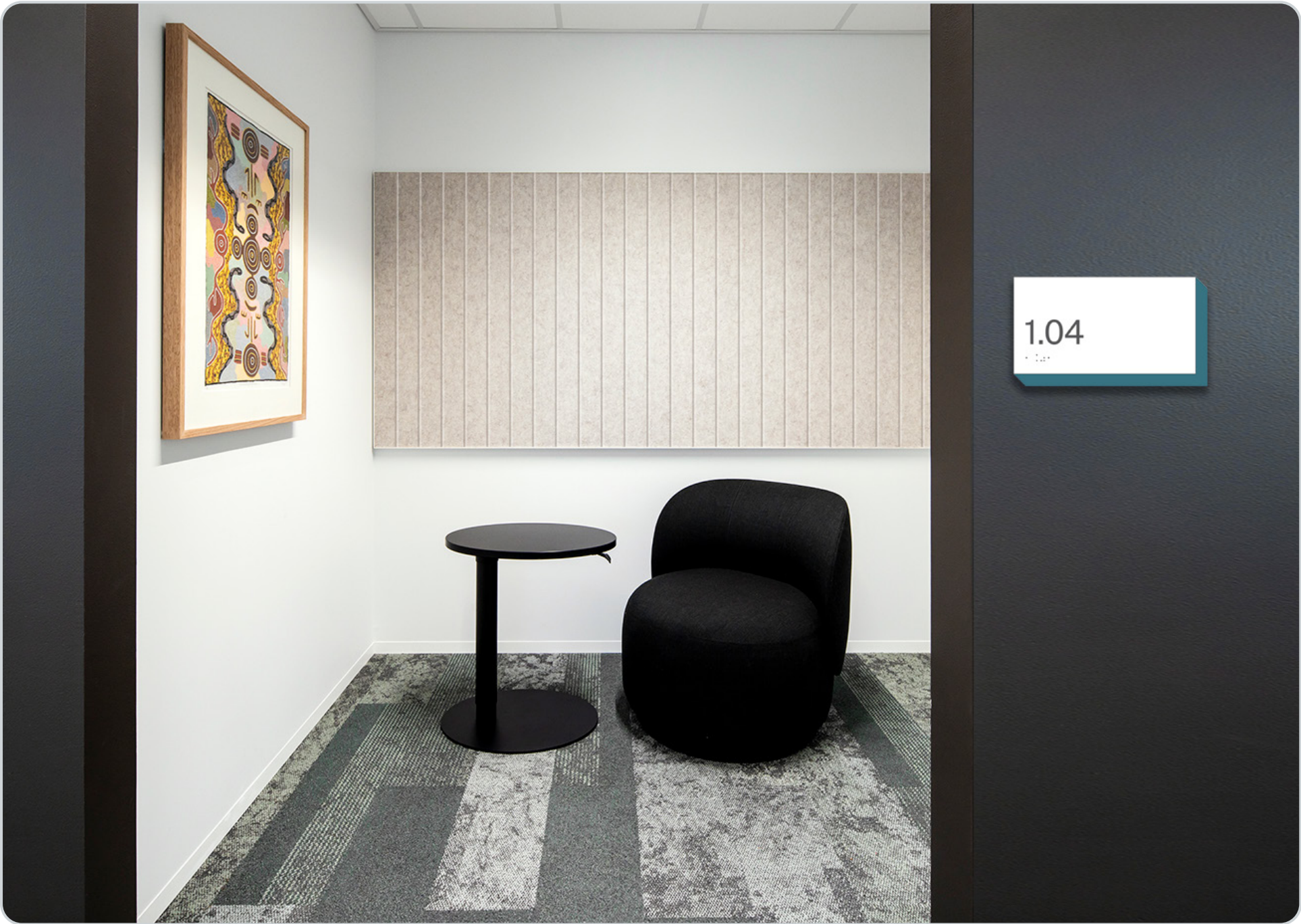


Artwork label (optional)

 Indicates stakeholder selection

# Quiet Nook - Option B

A semi-enclosed small space for individual use for short term work, located in discreet locations on the floor.



# Operational Design

## Technology



01 Charging point



02 Power & data



03 Light control panel

## Acoustics

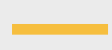


Typical

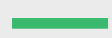


Enhanced

## Partitions & Fixtures



1200mm band acoustic panel



Artwork (optional)



Acoustic curtain

# Quiet Nook - Option B

A semi-enclosed small space for individual use for short term work, located in discreet locations on the floor.

Typical area: 5 sqm

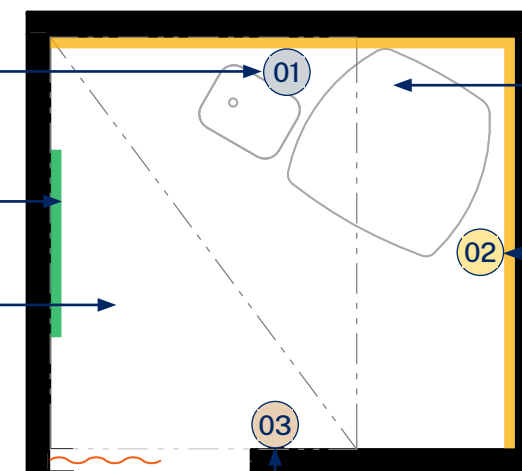
Charging point on wall

Potential artwork placement

Carpet flooring

Acoustic curtain can be provided if space is adjacent to a busy and noisy area

**NOTE:**  
Room is the same size as Option A and includes power and data connection to allow workstation to be retrofitted into the room if needed.



Swivel upholstered chair and laptop table

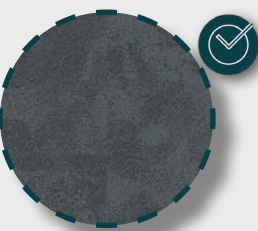
Provision of power and data connection to allow for workstation to be retrofitted into room

Programmable and dimmable light control panel



# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Furniture laminate



Upholstery



Ceiling tile

## Typical Furniture



Sled base meeting chair



Round meeting table

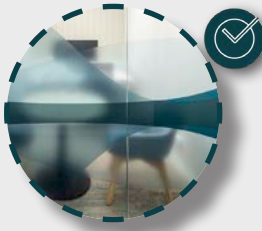
## Signage




Room ID



Hearing augmentation



Glazing film

 Indicates stakeholder selection

# Small Meet - Option A

Enclosed meeting space for up to 3 people in a formal setting.



# Operational Design

## Technology



01 Room booking panel



02 Charging point



Hearing augmentation

## Acoustics

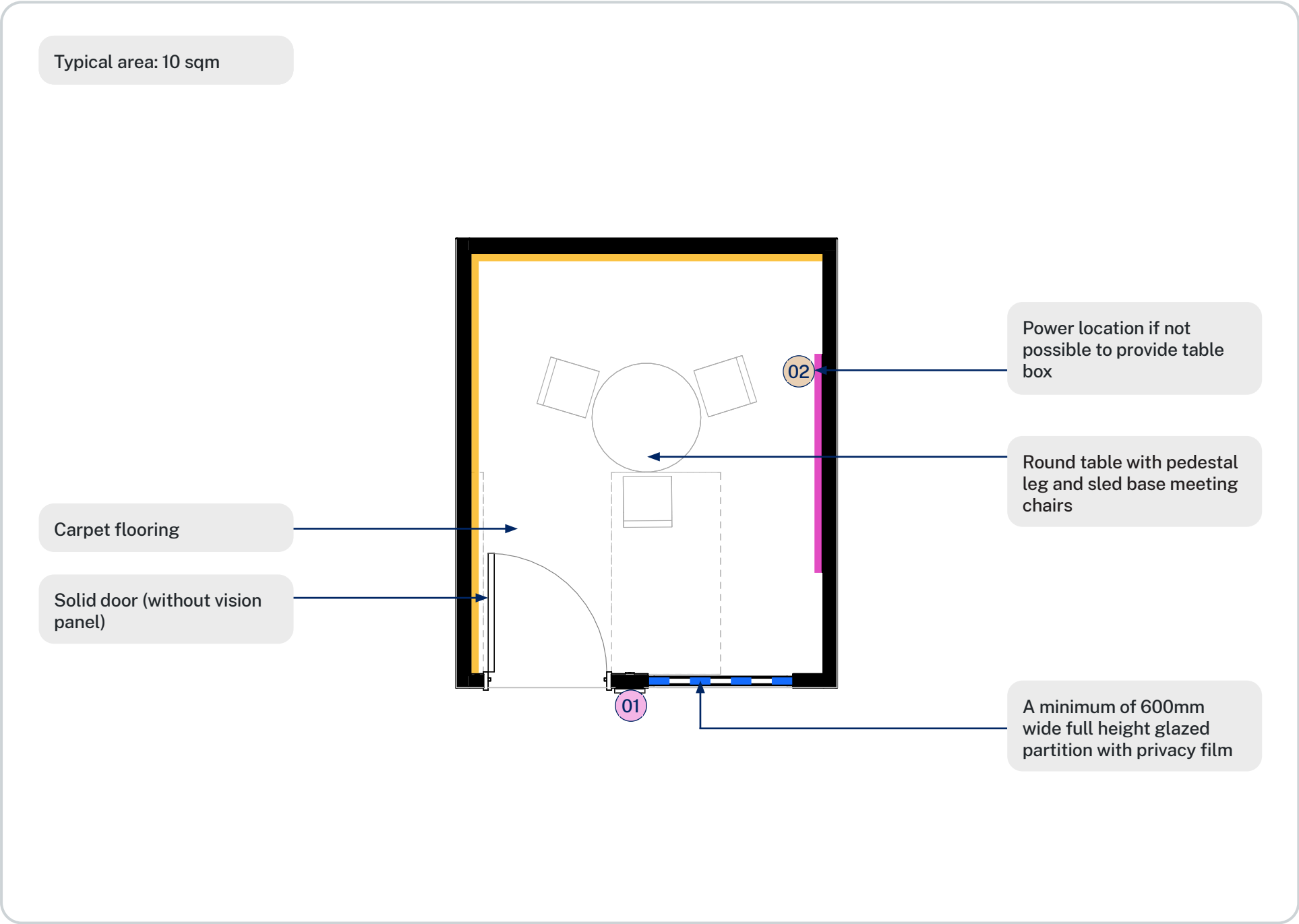
- ✓ Typical
- Enhanced

## Partitions & Fixtures

- Blue line: Full height glazing with privacy film
- Yellow line: 1200mm band acoustic panel
- Pink line: Whiteboard

# Small Meet - Option A

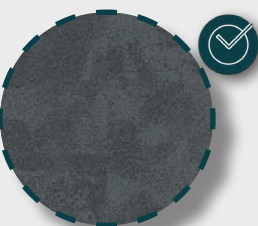
Enclosed meeting space for up to 3 people in a formal setting.





# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Furniture laminate



Upholstery



Ceiling tile

## Typical Furniture



Sled base armchair



Laptop table

## Signage




Room ID



Hearing augmentation



Glazing film

 Indicates stakeholder selection

# Small Meet - Option B

Enclosed meeting space for up to 3 people in a casual setting.



# Operational Design

## Technology



01 Room booking panel



02 Charging point



Hearing augmentation

## Acoustics



Typical



Enhanced

## Partitions & Fixtures



Full height glazing with privacy film



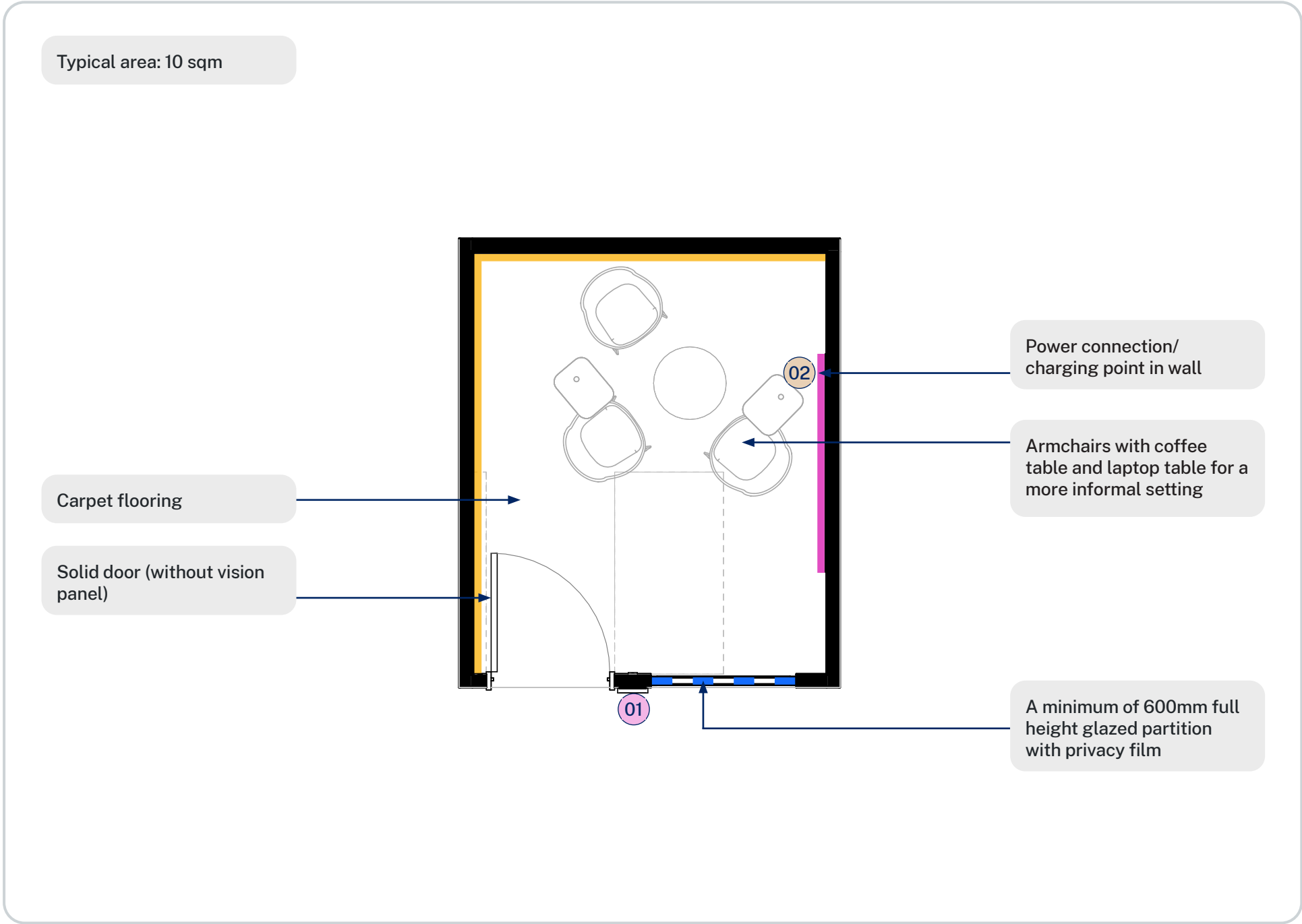
1200mm band acoustic panel



Whiteboard

# Small Meet - Option B

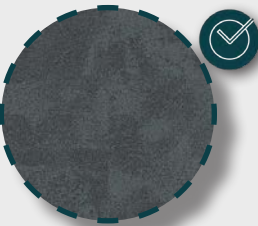
Enclosed meeting space for up to 3 people in a casual setting.





# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Furniture laminate



Upholstery



Ceiling tile

## Typical Furniture



Sled meeting chair



D-end drum base table

## Signage




Room ID



Hearing augmentation



Glazing film

 Indicates stakeholder selection

# Huddle Meet

Enclosed meeting space for focused team work and collaboration with video conference capabilities.



# Operational Design

## Technology



01 Room booking panel



02 Light control panel



03 Power & data



04 Video conference



05 Conference calling device



Hearing augmentation

## Layout options

The layout of this room can be adjusted to suit 4 , 5 or 6 people, dependent on the site capacity and requirements

The table types available are:

- fixed height seated
- fixed height standing
- sit to stand

## Acoustics

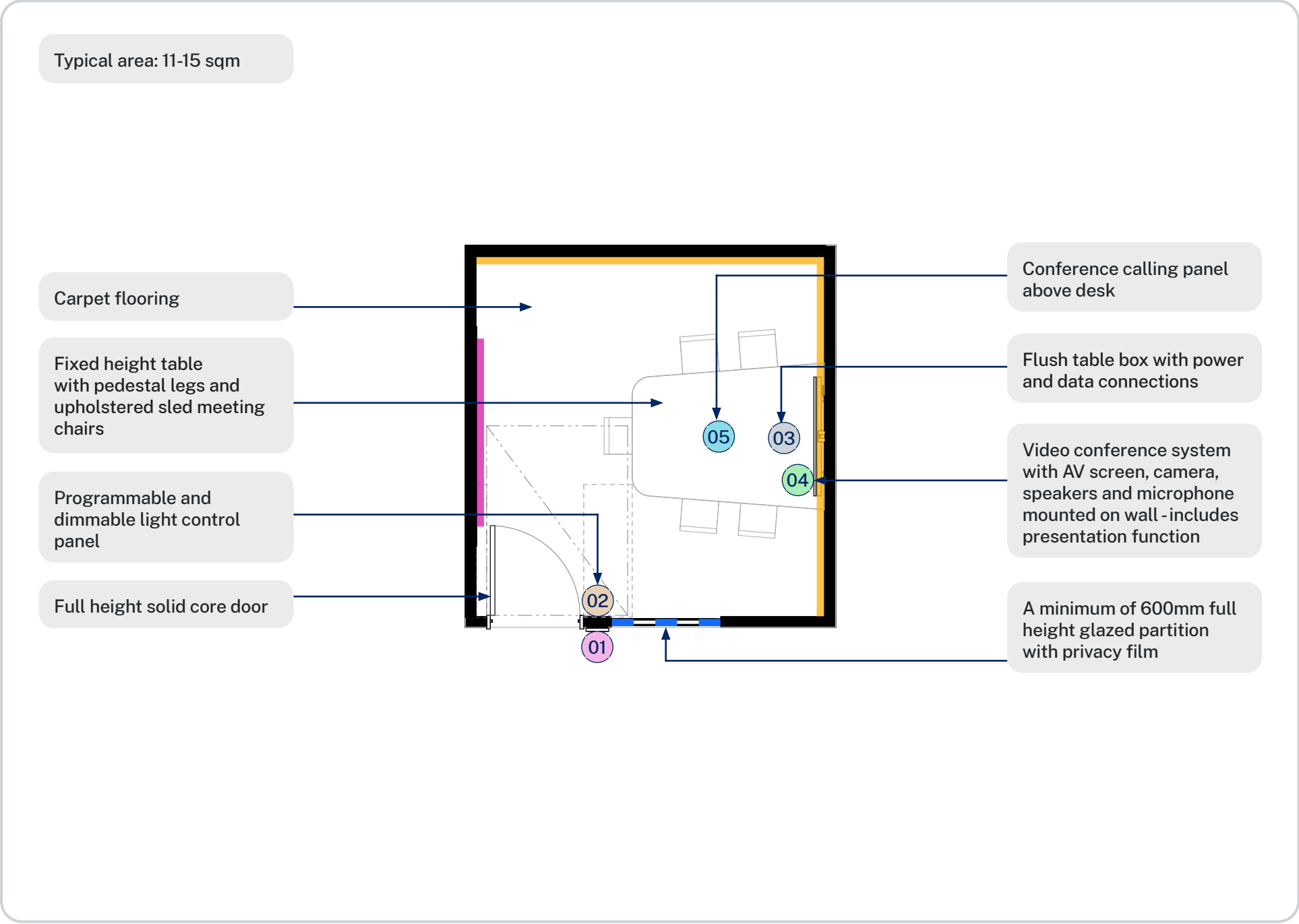
- Typical
- ✓ Enhanced

## Partitions & Fixtures

- Full height glazing with privacy film
- 1200mm band acoustic panel
- Whiteboard

# Huddle Meet

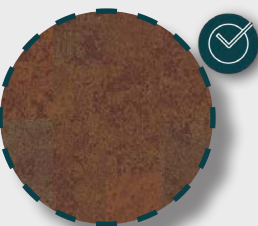
Enclosed meeting space for focused team work and collaboration with video conference capabilities.





# Look and Feel

## Typical Finishes



Carpet flooring



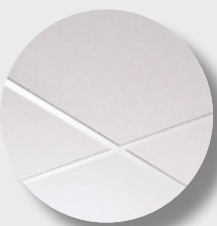
Acoustic panel



Furniture laminate



Upholstery



Ceiling tile

## Typical Furniture



Meeting chair

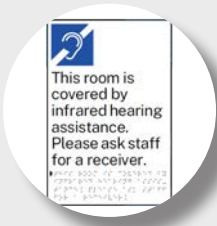


Drum base meeting table

## Signage




Room ID



Hearing augmentation



Glazing film

 Indicates stakeholder selection

# Medium Meet - Option A

An enclosed meeting space for confidential meetings and collaboration for up to 10 people in a formal setting.





# Operational Design

## Technology



01 Room booking panel



02 Light control panel



03 Power & data



04 Charging point



05 Video conference



06 Conference calling device



Hearing augmentation

## Layout options

The layout of this room can be adjusted to suit 8 or 10 people, dependent on the site capacity and requirements

The table types available are:

- fixed height seated
- fixed height standing

## Acoustics



Typical



Enhanced

## Partitions & Fixtures

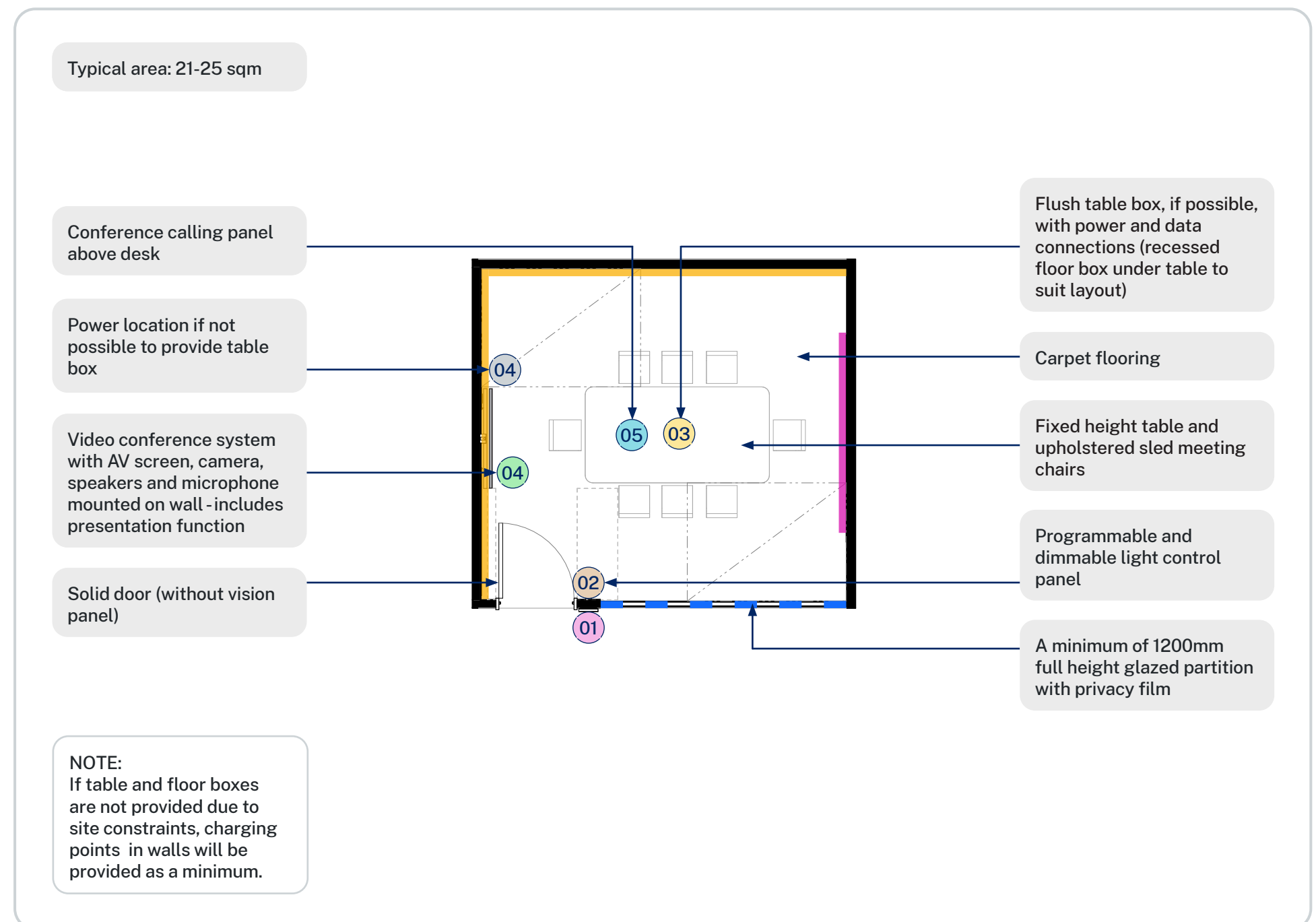
Full height glazing with privacy film

1200mm band acoustic panel

Whiteboard

# Medium Meet - Option A

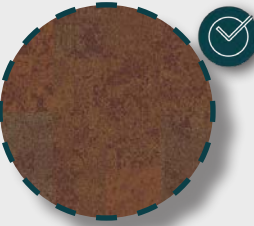
An enclosed meeting space for confidential meetings and collaboration for up to 10 people in a formal setting.





# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Furniture laminate



Upholstery



Ceiling tile

## Typical Furniture



Modular sofa



Sled base armchair



Coffee/side table



Laptop table

## Signage




Room ID



Hearing augmentation



Glazing film

 Indicates stakeholder selection

# Medium Meet - Option B

An enclosed meeting space for confidential meetings and collaboration for up to 10 people in a casual setting.





# Operational Design

## Technology



01 Room booking panel



02 Light control panel



03 Charging point



04 Video conference



05 Conference calling device



Hearing augmentation

## Layout options

The layout of this room can be adjusted to suit 8 or 10 people, dependent on the site capacity and requirements

The table types available are:

- fixed height seated
- fixed height standing

## Acoustics

Typical

Enhanced

## Partitions & Fixtures

Full height glazing with privacy film

1200mm band acoustic panel

Whiteboard

# Medium Meet - Option B

An enclosed meeting space for confidential meetings and collaboration for up to 10 people in a casual setting.

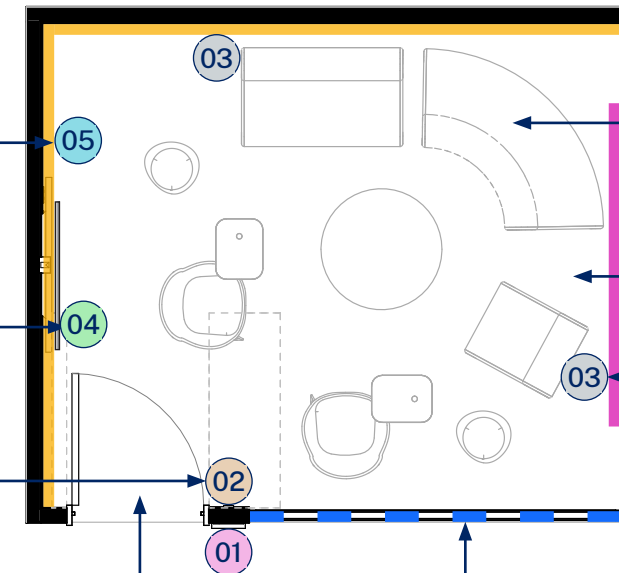
Typical area: 16-21 sqm

Wall mounted conference calling panel

Video conference system with AV screen, camera, speakers and microphone mounted on wall - includes presentation function

Programmable and dimmable light control panel

Solid door (without vision panel)



Armchairs, modular sofa, coffee table and laptop tables for a more informal setting

Carpet flooring

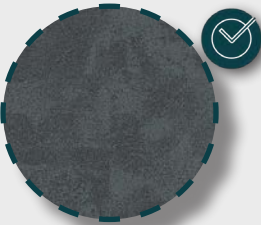
Charging points in wall

A minimum of one 1200mm full height glazed partition with privacy film



# Look and Feel

## Typical Finishes



Carpet flooring



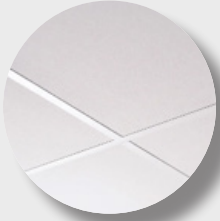
Acoustic panel



Furniture laminate



Upholstery



Ceiling tile

## Typical Furniture



Sled base meeting chair



Standard meeting table

## Signage



Room ID



Hearing augmentation




AOC (optional)



Artwork/ glazing film



Artwork label

 Indicates stakeholder selection

# Large Meet

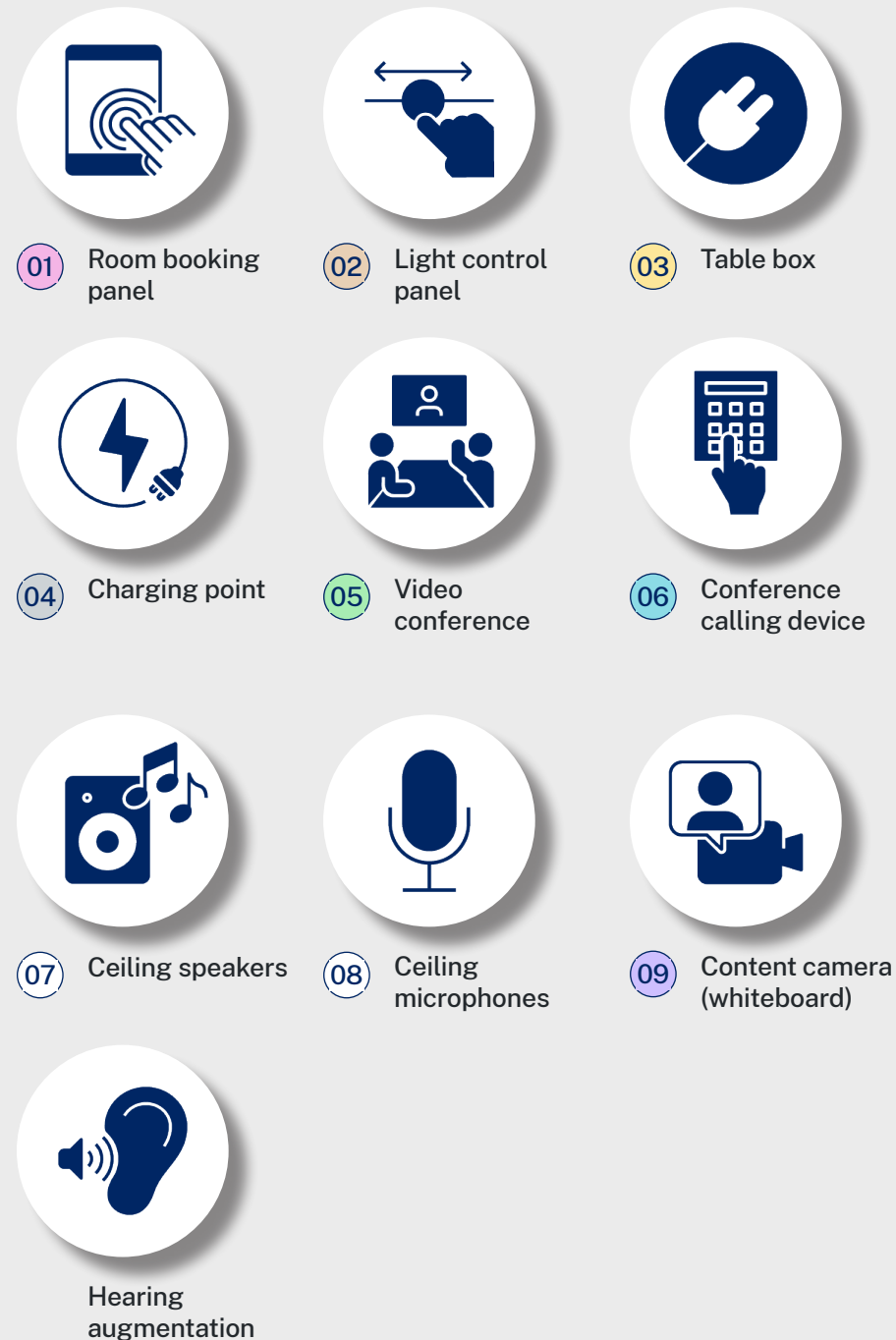
An enclosed meeting space for planned, confidential meetings and collaboration for up to 16 people in a formal setting.





# Operational Design

## Technology



## Layout options

The layout of this room can be adjusted to suit 12, 14 or 16 people, dependent on the site capacity and requirements

## Acoustics

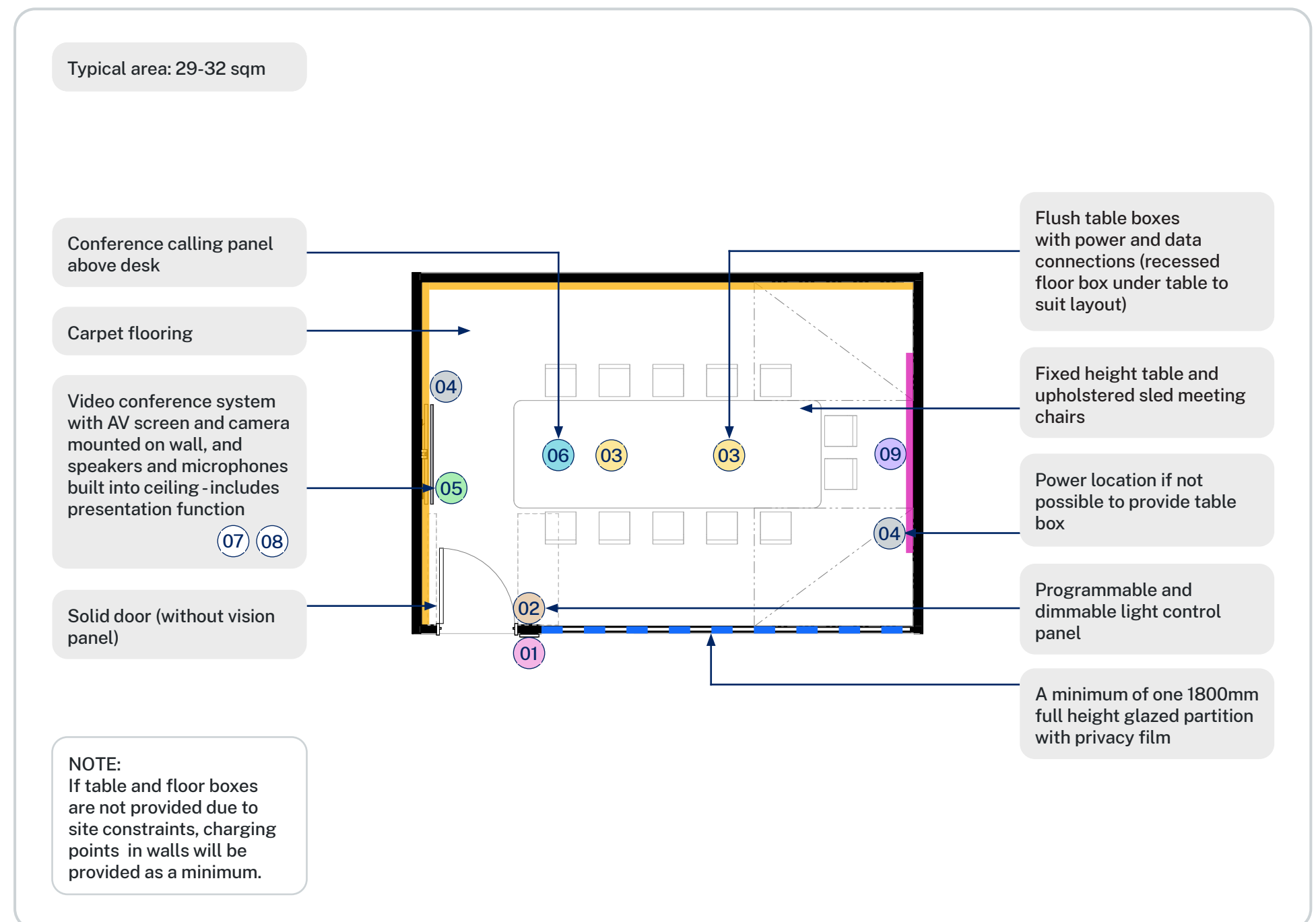
- Typical
- ✓ Enhanced

## Partitions & Fixtures

- Full height glazing with privacy film
- 1200mm band acoustic panel
- Whiteboard

# Large Meet

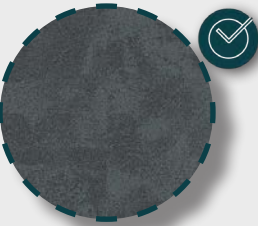
An enclosed meeting space for planned, confidential meetings and collaboration for up to 16 people in a formal setting.





# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Furniture laminate



Ceiling tile

## Typical Furniture



Training chair



Flip-top table

## Signage



Room ID




Hearing augmentation



Artwork/ glazing film



Artwork label

 Indicates stakeholder selection

# Training Room

Flexible enclosed meeting space for collaboration and training for 25- 40 people.



# Operational Design

## Technology



01 Room booking panel



02 Light control panel



03 Table box



04 Charging point



05 Video conference



06 Conference calling device



07 Ceiling speakers



08 Ceiling microphones



09 Content camera (whiteboard)



Hearing augmentation

## Acoustics

Typical

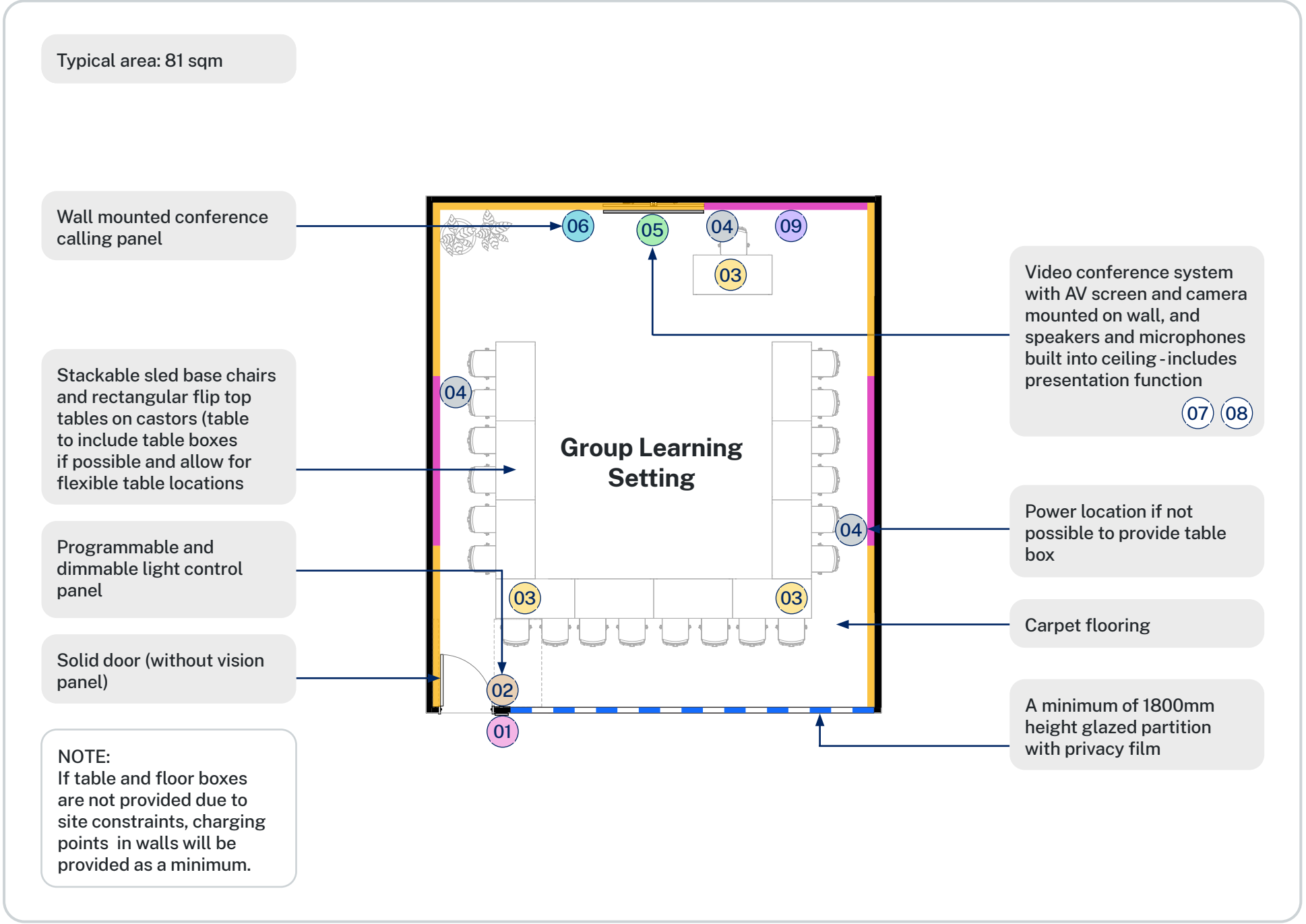
Enhanced

## Partitions & Fixtures

- Full height glazing with privacy film
- 1200mm band acoustic panel
- Whiteboard

# Training Room

Flexible enclosed meeting space for planned collaboration and training for 25 - 40 people.





# Operational Design

## Group Learning Setting

Tables set in a U shape arrangement and chair facing the centre of the room

Remaining tables and chairs stacked and stored in the furniture storage room/cupboard

## Theatre Setting

All chairs, and no table, set out in rows and facing AV screen / whiteboard

Tables stacked and stored in the furniture storage room/cupboard

## Class Room Setting

Tables set out in rows of 4 tables and 8 chairs per row, facing the AV screen / whiteboard

Remaining tables and chairs stacked and stored in the furniture storage room/cupboard

## Groups Setting

All tables set out in groups of 4 tables and 8 chairs

Remaining chairs stacked and stored in the furniture storage room/cupboard

## Furniture Storage Room

Due to the different furniture configurations allowed for this room, a Furniture Storage Room or Cupboard is required and should be located adjacent to the Group Program Room.

Where a Furniture Storage Room can not be accommodated due to site constrains, a cupboard next to the room should be provided.

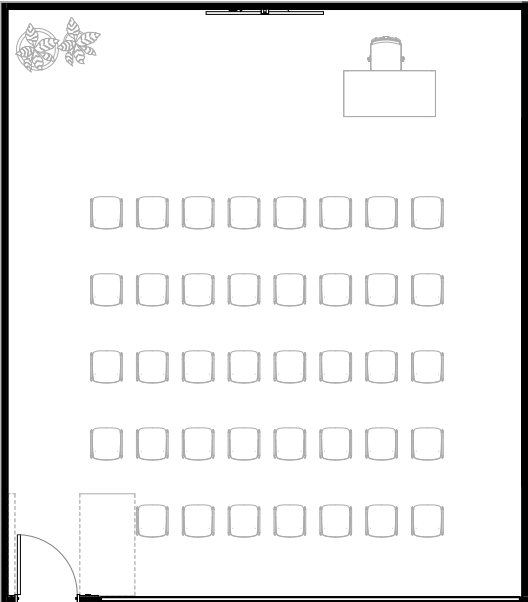
The Furniture Storage Room or Cupboard should accommodate all flip top tables and two trolleys with stackable chairs as a minimum.

# Training Room

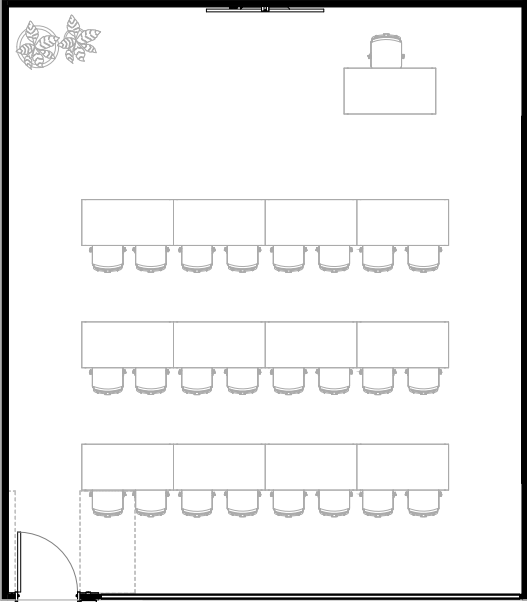
Flexible enclosed meeting space for planned collaboration and training for 25 - 40 people.

Typical area: 81sqm

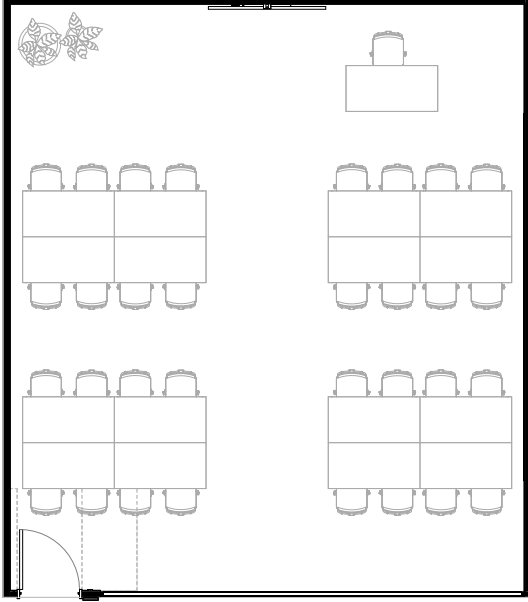
Theatre Setting - 40pax



Class Room Setting - 25pax



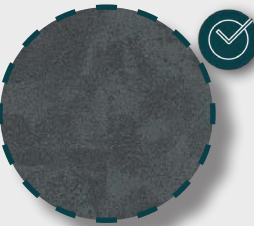
Groups Setting - 33pax





# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Upholstery



Furniture laminate



Ceiling tile

## Typical Furniture



Training chair



Flip-top table

## Signage



Room ID




Hearing augmentation



Artwork/ glazing film



Artwork label

 Indicates stakeholder selection

# Project Space (Enclosed)

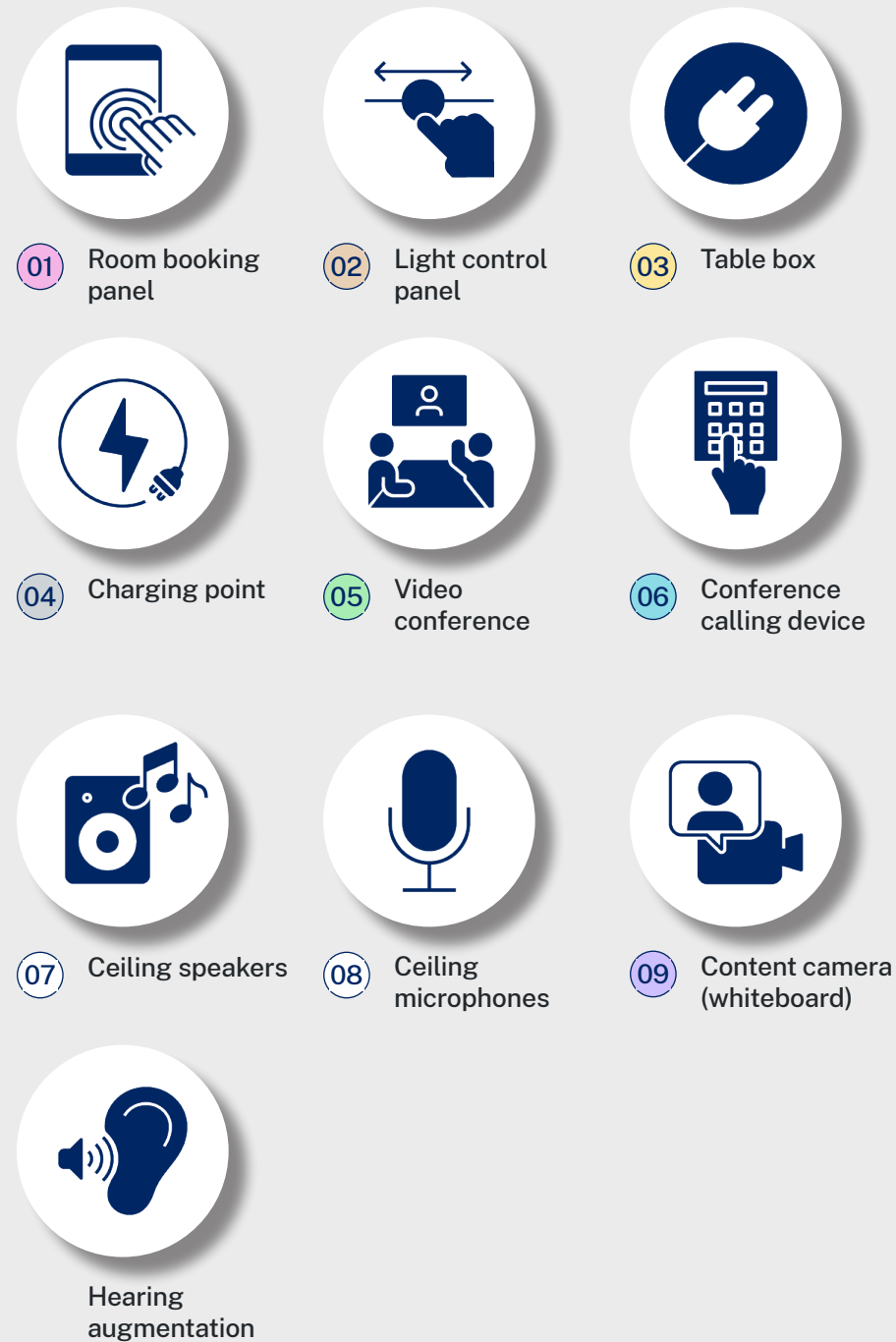
Flexible and reconfigurable enclosed meeting spaces with video conference capabilities for confidential collaboration between groups.





# Operational Design

## Technology



## Acoustics

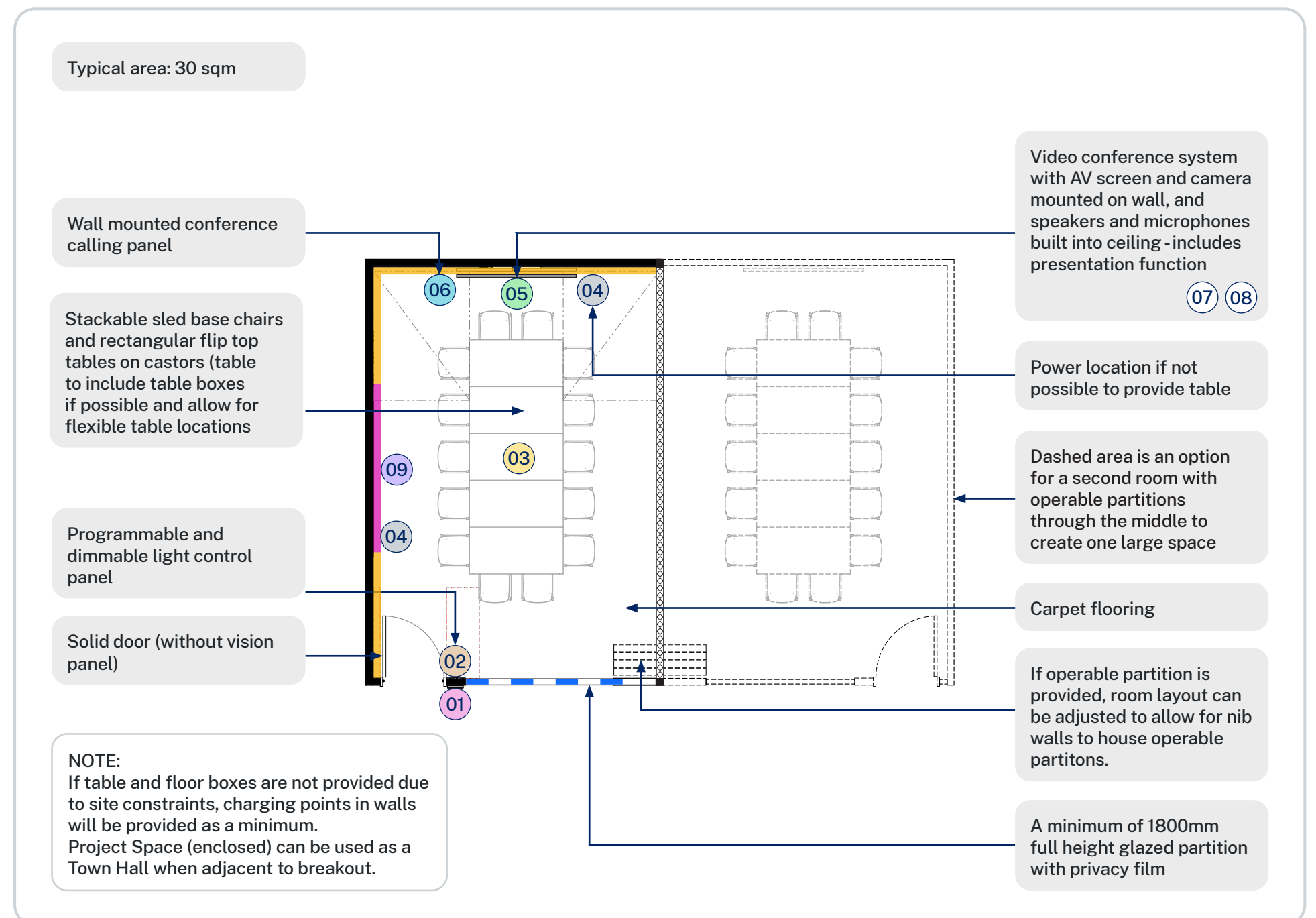
- Typical
- Enhanced

## Partitions & Fixtures

- Full height glazing with privacy film
- 1200mm band acoustic panel
- Whiteboard
- Operable wall

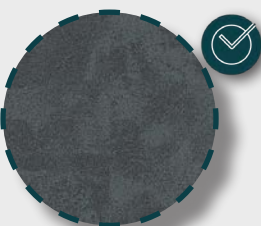
# Project Space (Enclosed)

Flexible and reconfigurable enclosed meeting spaces with video conference capabilities for confidential collaboration between groups.



# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Furniture laminate



Ceiling tile

## Typical Furniture



Training chair




Flip-top table

## Signage

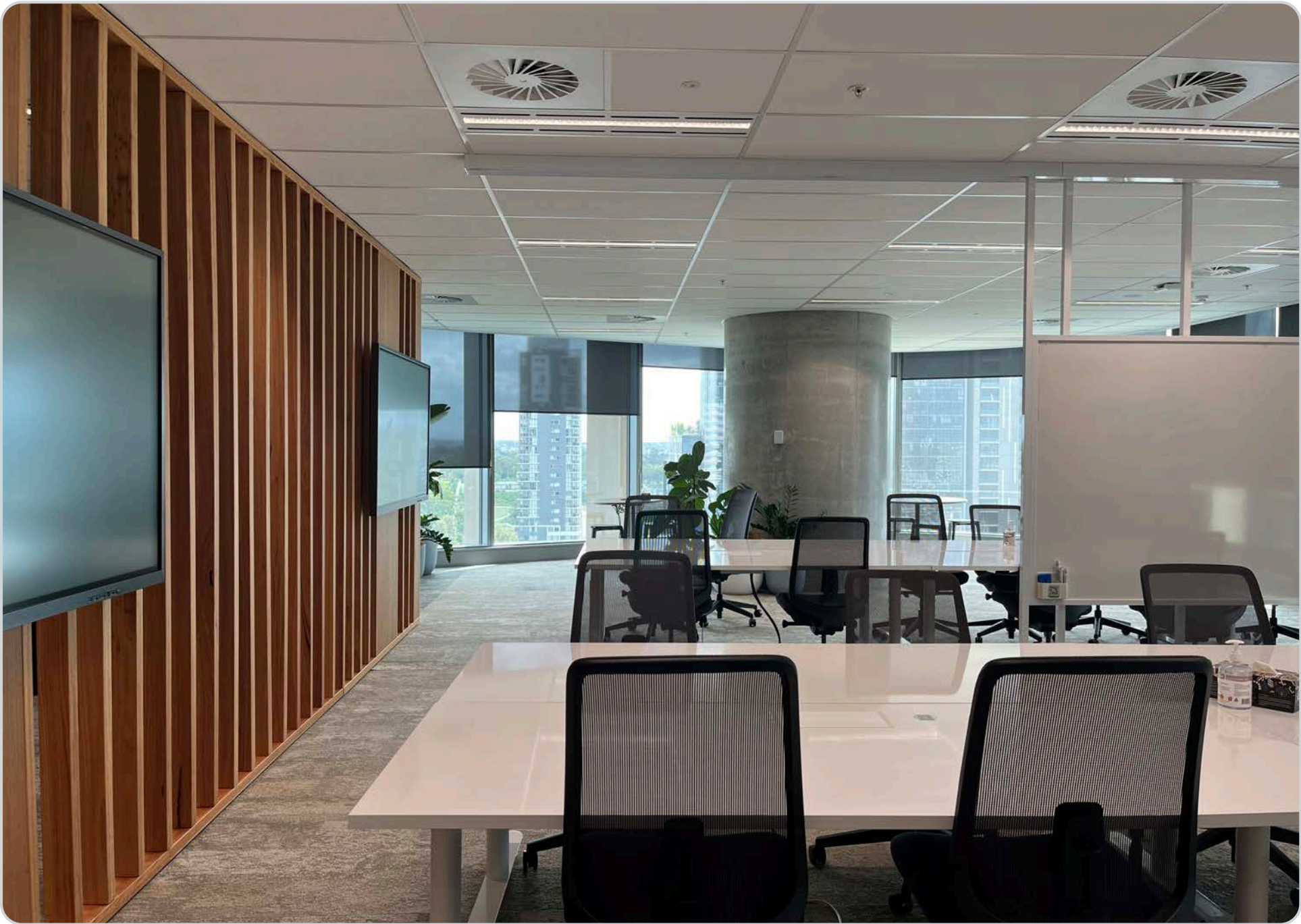


Room ID

 Indicates stakeholder selection

# Project Space (Open) - Option A

Space used for small to medium team collaboration.





# Operational Design

## Technology



01 Room booking panel



02 Light control panel



03 Table box



04 Charging point



05 Display screen

## Acoustics

Typical

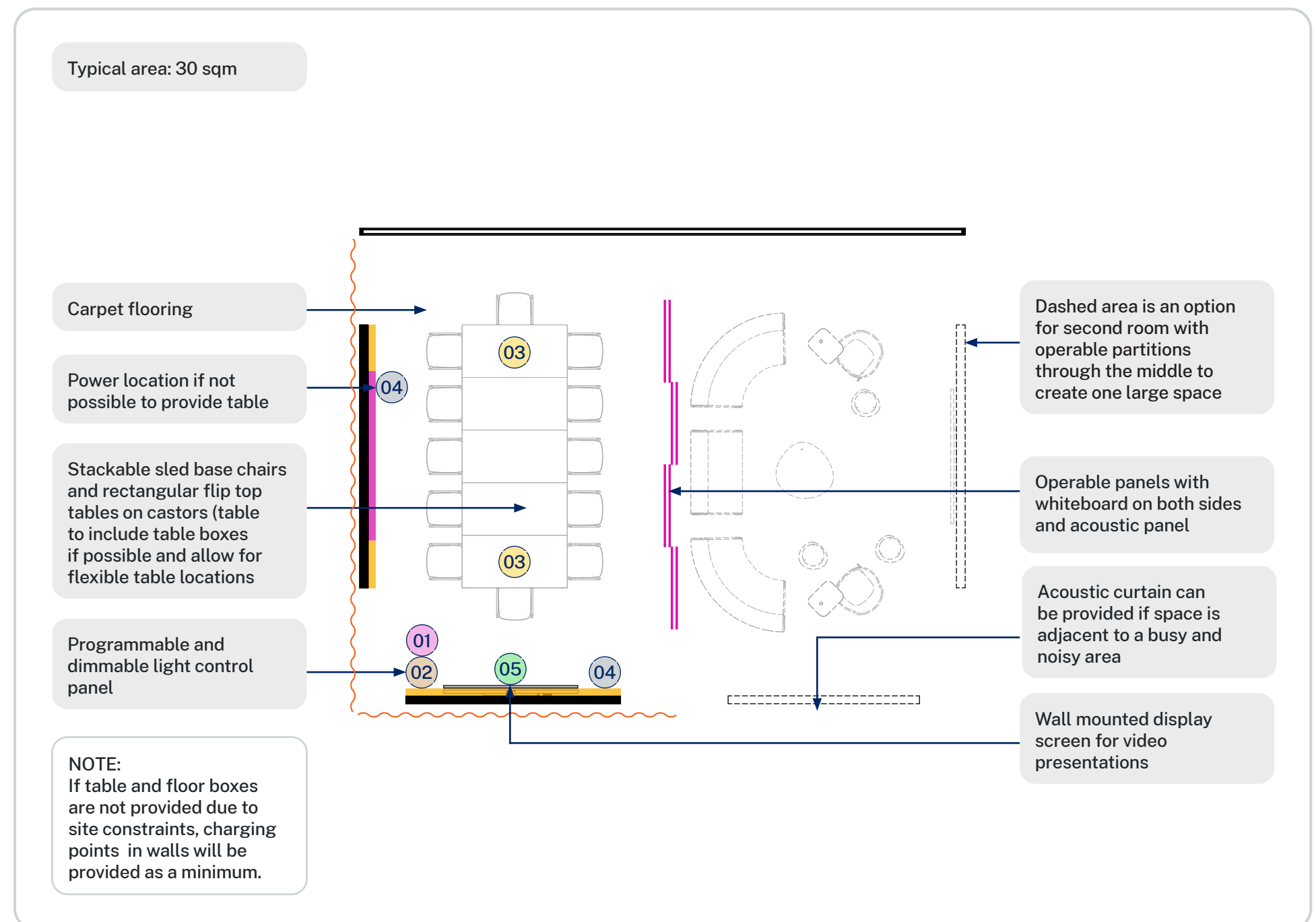
Enhanced

## Partitions & Fixtures

- Full height acoustic panel
- Whiteboard
- Operable whiteboard panel
- Acoustic curtain (optional)

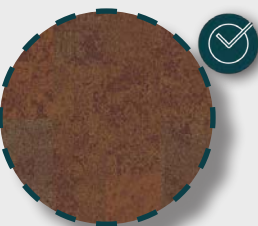
# Project Space (Open) - Option A

Space used for small to medium team collaboration work.



# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Ceiling tile

## Typical Furniture



Modular sofa



Ottoman



Coffee/side table



Laptop table

## Signage




Room ID



Artwork



Artwork label

 Indicates stakeholder selection

# Project Space (Open) - Option B

Open space used for small to medium team collaboration in a more casual setting.





## Technology



01 Room booking panel



02 Light control panel



03 Charging point



04 Display screen

## Acoustics

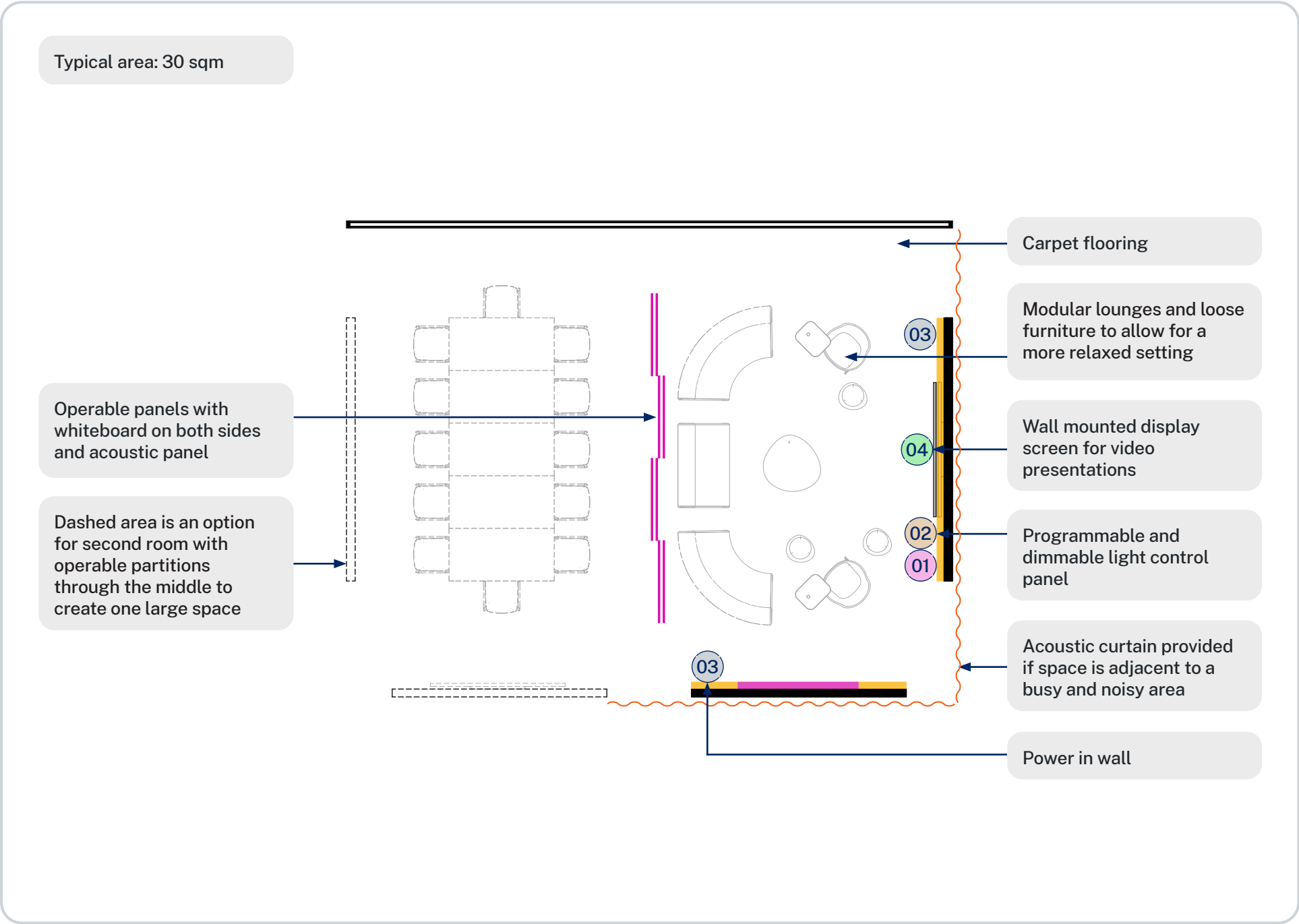
- Typical
- Enhanced

## Partitions & Fixtures

- Full height acoustic panel
- Whiteboard
- Operable whiteboard panel
- Acoustic curtain (optional)

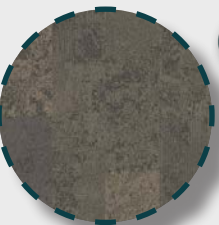
# Project Space (Open) - Option B

Open space used for small to medium team collaboration in a more casual setting.



# Look and Feel

## Typical Finishes



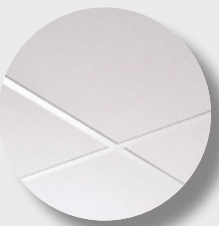
Carpet flooring



Acoustic panel



Furniture laminate



Ceiling tile

## Typical Furniture



Upholstered stool



D-end drum base table

## Signage




Room ID



Artwork



Artwork label

 Indicates stakeholder selection

# Stand Up Meet (Semi-enclosed)

Semi enclosed meeting space for team work and collaboration.





## Technology



01 Charging point



02 Display screen

### Layout design note:

The layout of this room can be adjusted to be used as a “team collab” workpoint with drafting chairs.

### Acoustics

✓ Typical

○ Enhanced

### Partitions & Fixtures

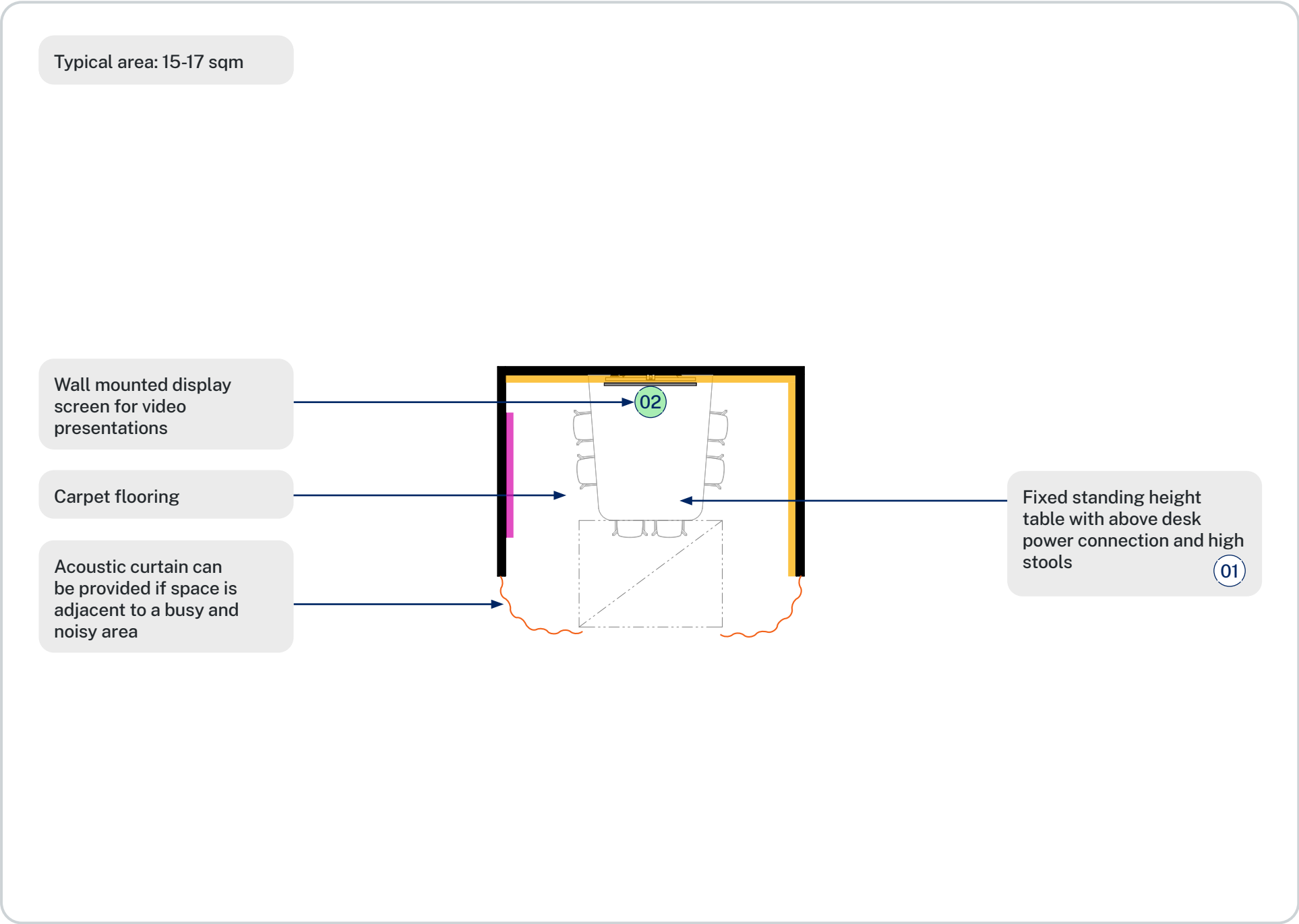
— 1200mm band acoustic panel

— Whiteboard

— Acoustic curtain

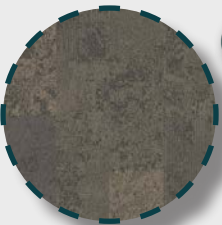
# Stand Up Meet (Semi-enclosed)

Semi enclosed meeting space for team work or collaboration.



# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic panel



Joinery laminate




Upholstery

## Signage



Room ID

 Indicates stakeholder selection

# Open Booth

Open collaboration space for non-confidential work or collaboration.





## Technology



01 Charging point



02 Display screen (optional)

## Layout design notes:

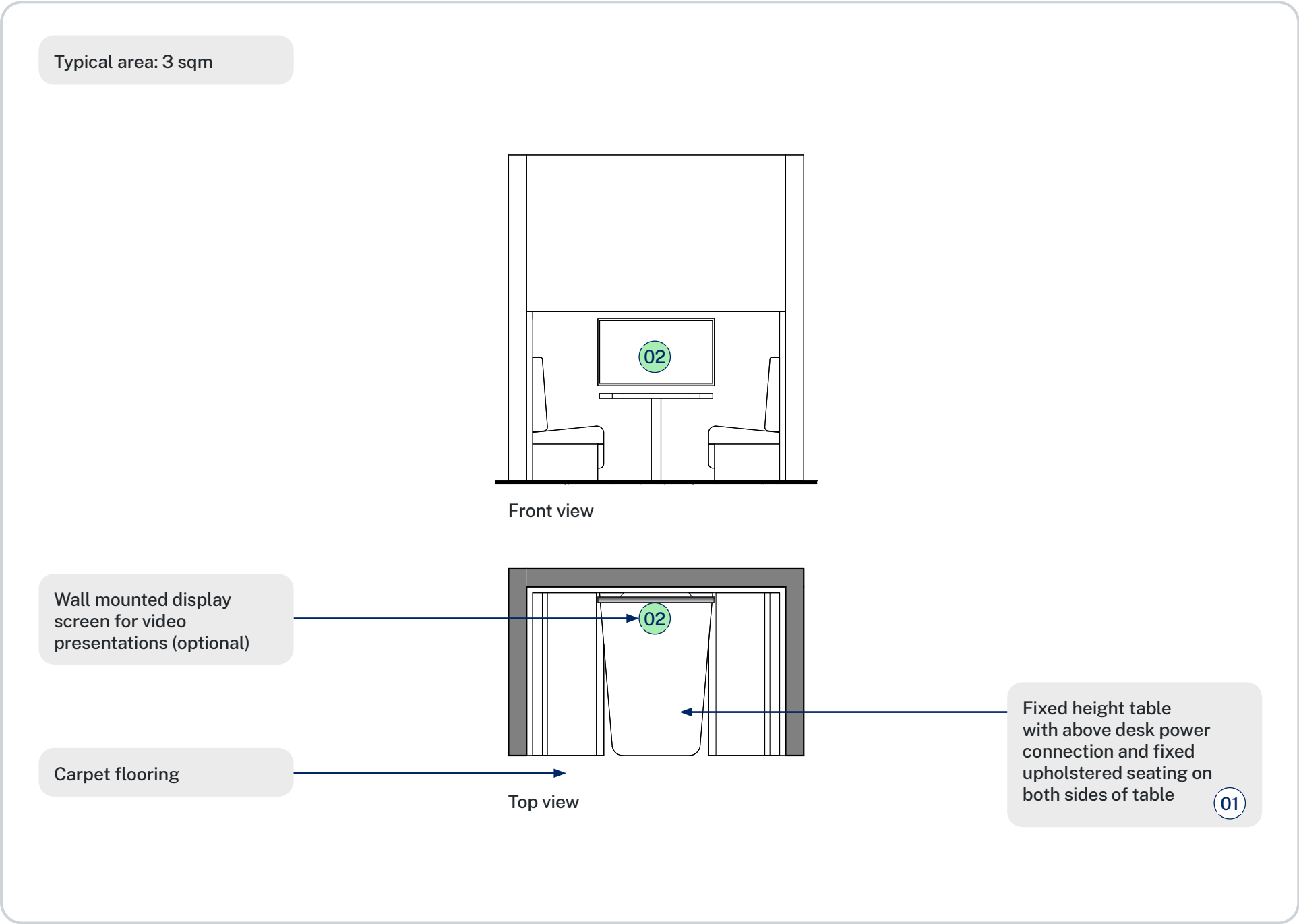
If booths are located next to workstations, ensure joinery is enclosed by full height walls.  
If booths are located further away from workstations, joinery piece can stand alone within floorspace and does not required full height walls around it.  
If booths are located in kitchen areas, no screen is required.

## Acoustics

- ✓ Typical
- Enhanced

# Open Booth

Open collaboration space for non-confidential work or collaboration.



# Look and Feel

## Typical Finishes



Joinery laminate



Furniture laminate



Upholstery

## Typical Furniture



Breakout table



Breakout chair


## Signage



Artwork



Artwork label

 Indicates stakeholder selection

# Banquette Seating

Short term collaboration workspace within the open plan for small group work.







01 Charging point

### Acoustics

✓ Typical

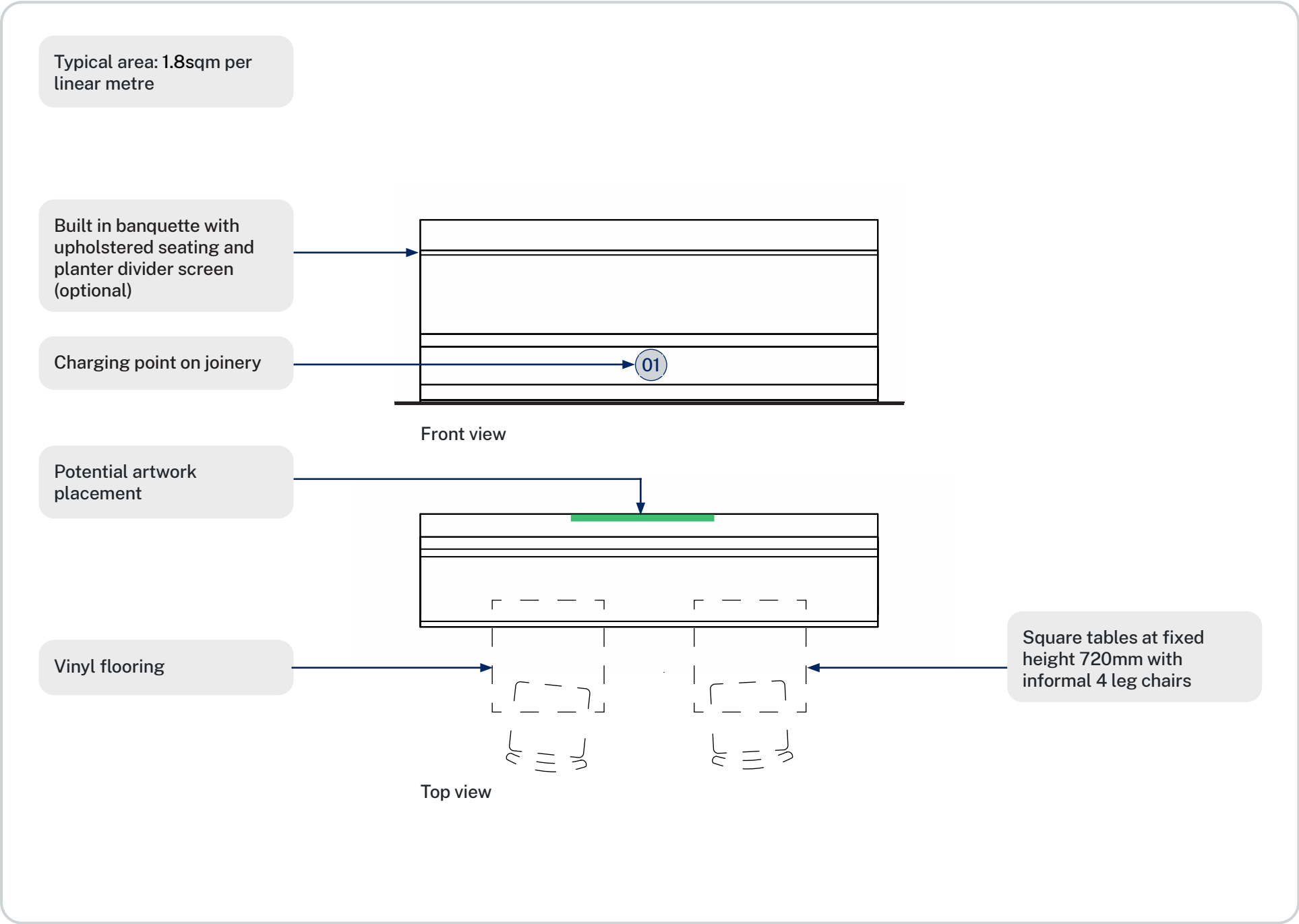
○ Enhanced

### Partitions

— Artwork

# Banquette Seating

Short term collaboration workspace within the open plan for small group work.



# Look and Feel

## Typical Finishes



Benchtop



Splashback



Vinyl flooring



Acoustic ceiling

## Typical Furniture



Breakout table



Breakout chair

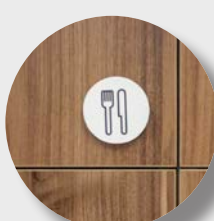
## Signage



Kitchenette



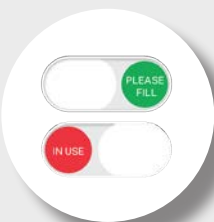
Flag




Joinery labels



Waste



Dishwasher slider

 Indicates stakeholder selection

# Kitchenette

Small open room for food and beverage preparation with no or minimal seating.





# Operational Design

## Technology



01 Power

## Fittings, Fixtures & Equipment



02 Kitchen tap



03 Filtered hot and cold water tap



04 Soap dispenser



05 Paper towel dispenser



06 Dishwasher



07 Fridge



08 Microwave



09 Sandwich press



10 Separated waste streams

## Acoustics

✓ Typical

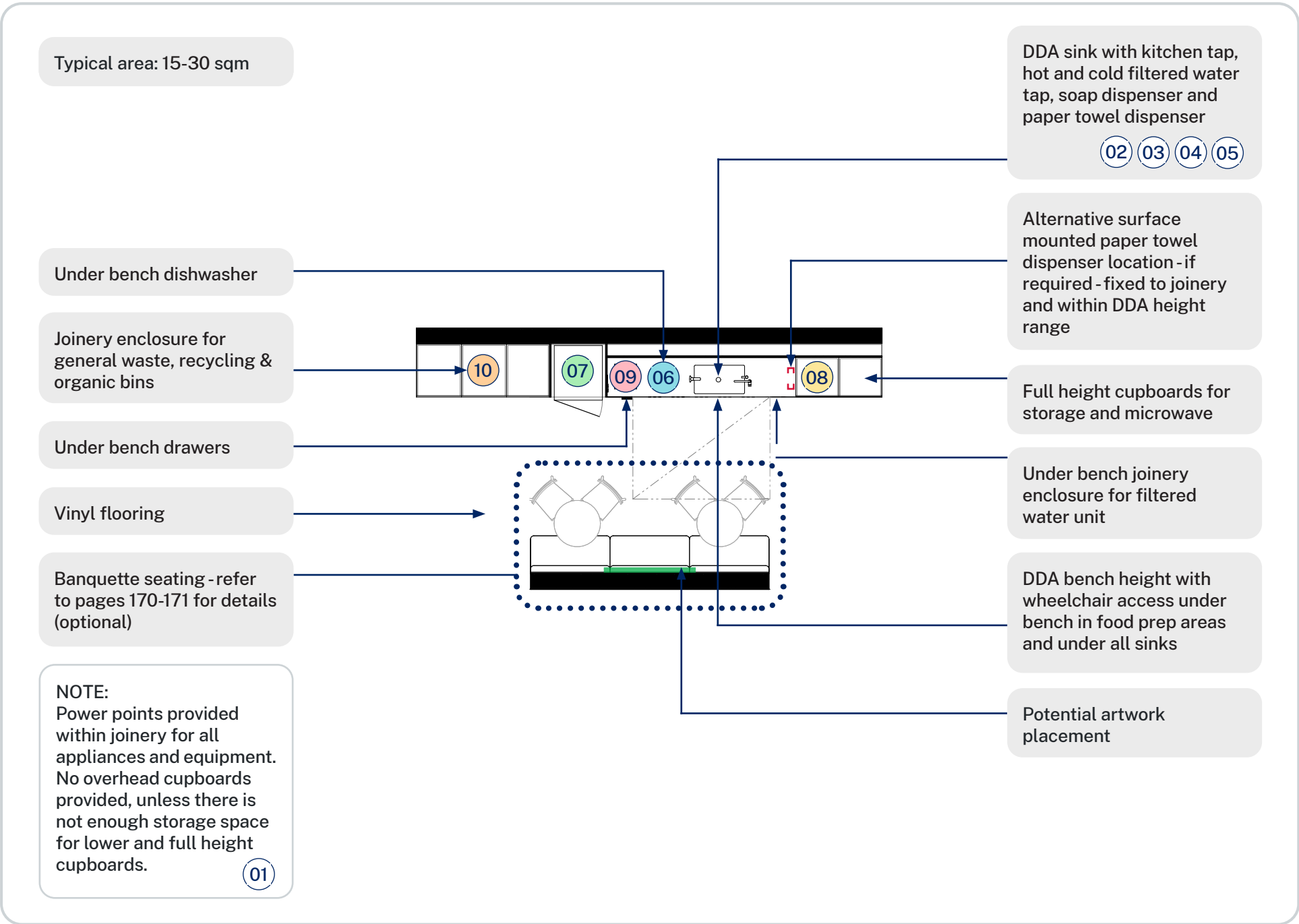
○ Enhanced

## Partitions & Fixtures

— Artwork (optional)

# Kitchenette

Small open room for food and beverage preparation with no or minimal seating.





# Look and Feel

## Typical Finishes



Joinery laminate



Benchtop



Furniture laminate



Vinyl flooring



Acoustic ceiling

## Typical Furniture and FFE



Breakout table



Breakout chairs/ stools



Feature pendant (optional)

## Signage



Dine-in kitchen



Flag




Waste



Joinery labels



Dishwasher slider

 Indicates stakeholder selection

# Dine-in Kitchen

Large open plan area for main food and beverage preparation with seating options.





# Operational Design

## Technology



01 Power



02 TV screen - free to air (optional)



03 TV control panel (optional)

## Fittings, Fixtures & Equipment



04 Kitchen tap & filtered hot and cold water tap



05 Plants



06 Soap dispenser



07 Paper towel dispenser



08 Dishwasher



09 Fridge



10 Microwave



11 Sandwich press



12 Waste bin

## Acoustics

✓ Typical

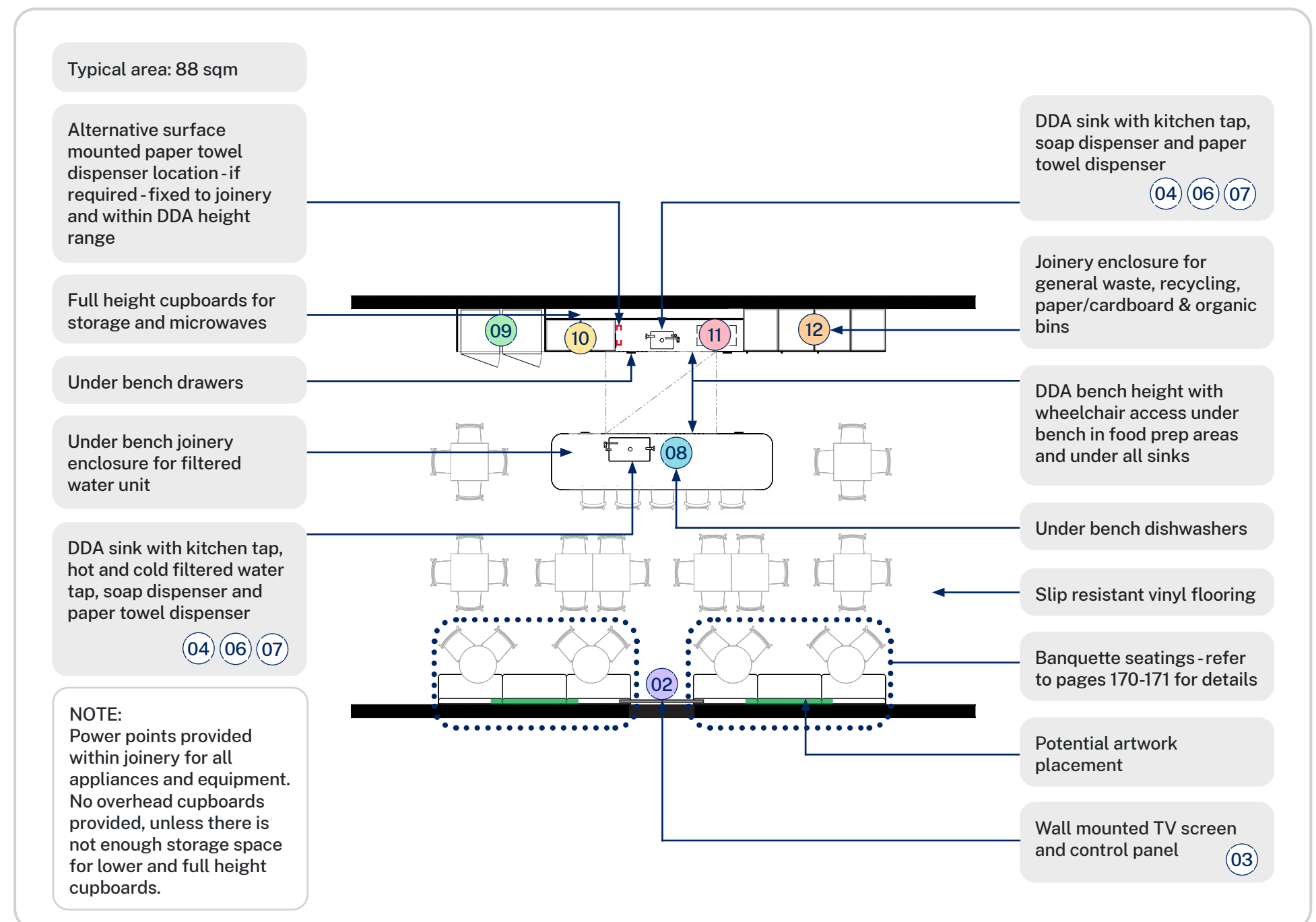
○ Enhanced

## Partitions & Fixtures

— Artwork (optional)

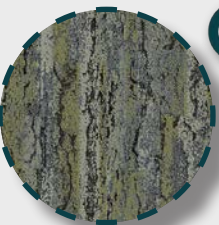
# Dine-in Kitchen

Large open plan area for main food and beverage preparation with seating options.



# Look and Feel

## Typical Finishes



Carpet flooring



Acoustic Panel



Upholstery



Feature upholstery



Joinery laminate



Furniture laminate

## Typical Furniture



Modular sofa



1 person pod



Sanctuary bean bag




Relax armchair

## Signage

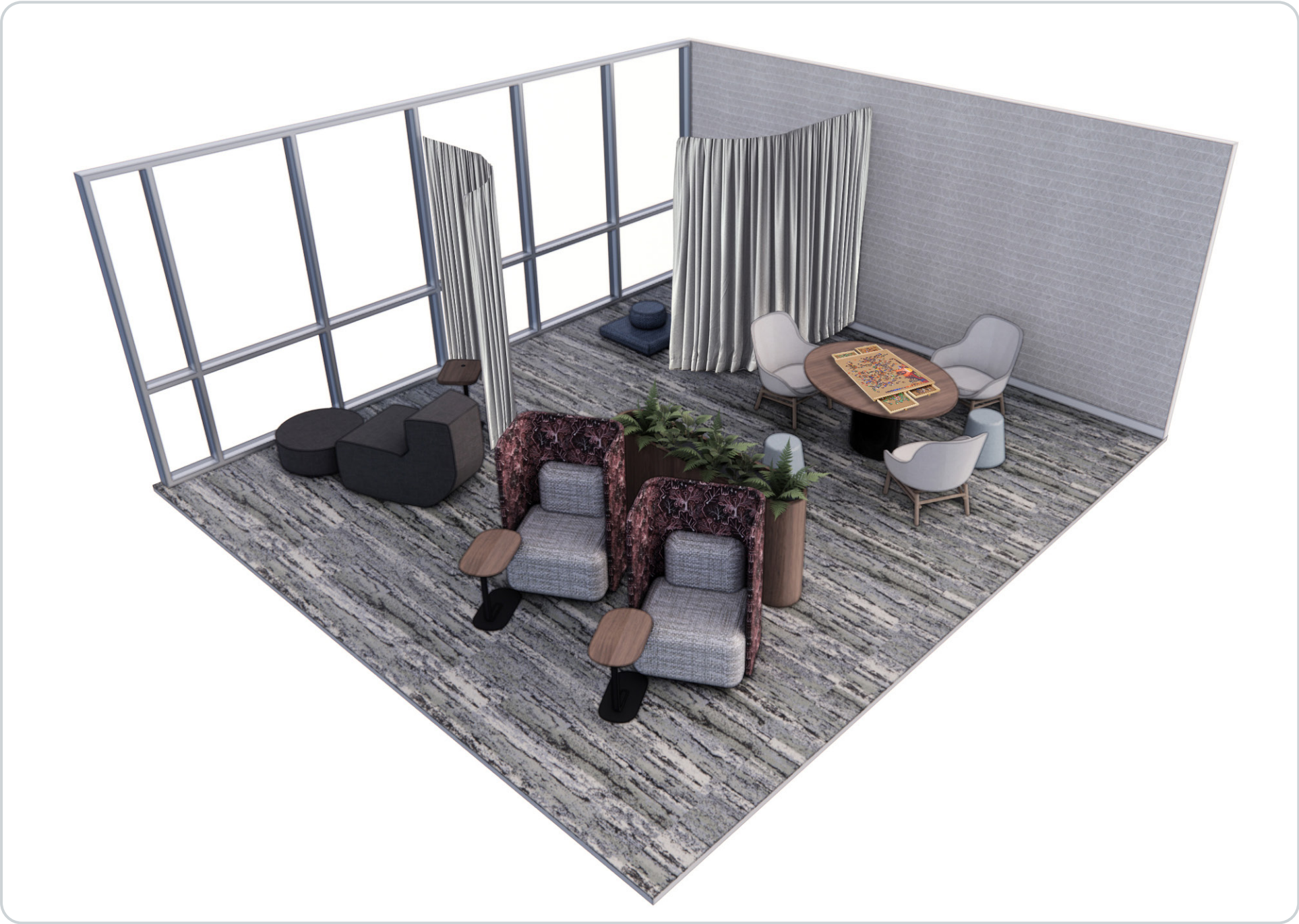


Sanctuary space

 Indicates stakeholder selection

# Sanctuary Space

Open space for quiet retreat, recuperation and personal ‘reset’.





# Operational Design

## Technology



01 Light control panel



02 Charging point

## Fittings, Fixtures & Equipment



03 Games and puzzles



04 Plants



05 Meditation cushion

## Acoustics

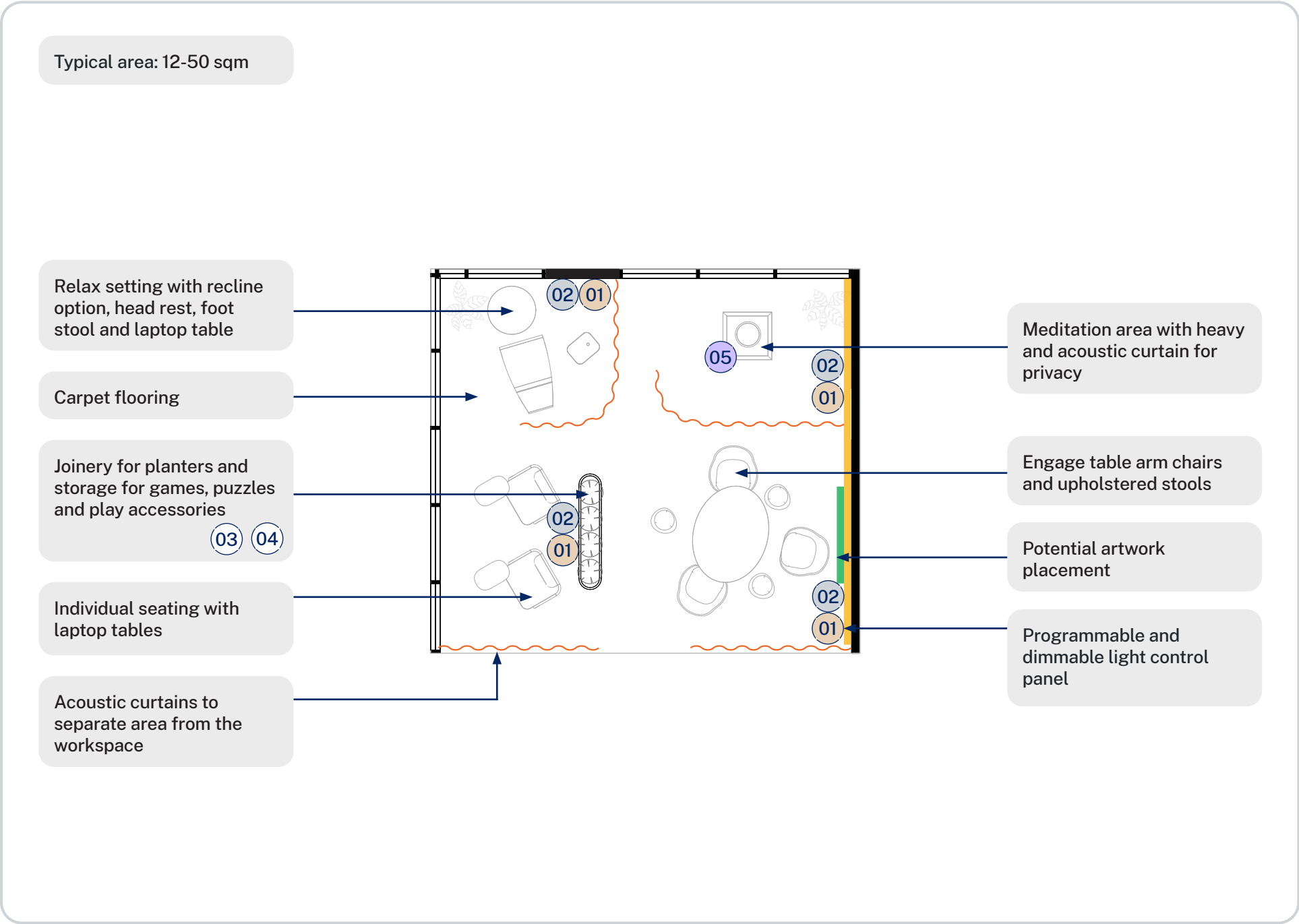
- Typical
- Enhanced

## Partitions & Fixtures

- 1200mm band acoustic panel
- Artwork (optional)
- Acoustic curtain

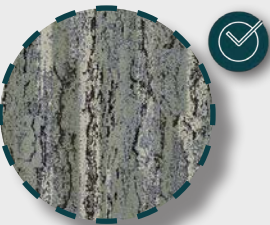
# Sanctuary Space

Open space for quiet retreat, recuperation and personal ‘reset’.

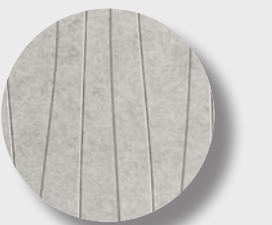


# Look and Feel

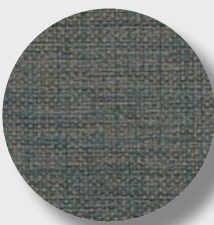
## Typical Finishes



Feature carpet



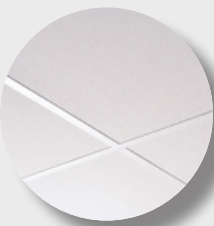
Feature acoustic panel



Upholstery



Furniture laminate



Ceiling tile

## Typical Furniture



Sensory chair



Laptop table



Sensory bean bag

## Signage




Room ID



Flag



Room in use slider

 Indicates stakeholder selection

# Sensory Room - Option A

A multi-use adjustable sensory space and quiet room for staff to disconnect from the workplace.





# Operational Design

## Technology



01 Light control panel



02 Charging point

## Fittings, Fixtures & Equipment



03 Games and puzzles



04 Sensory items



05 Feature wall light or lamp



06 Storage basket

## Acoustics

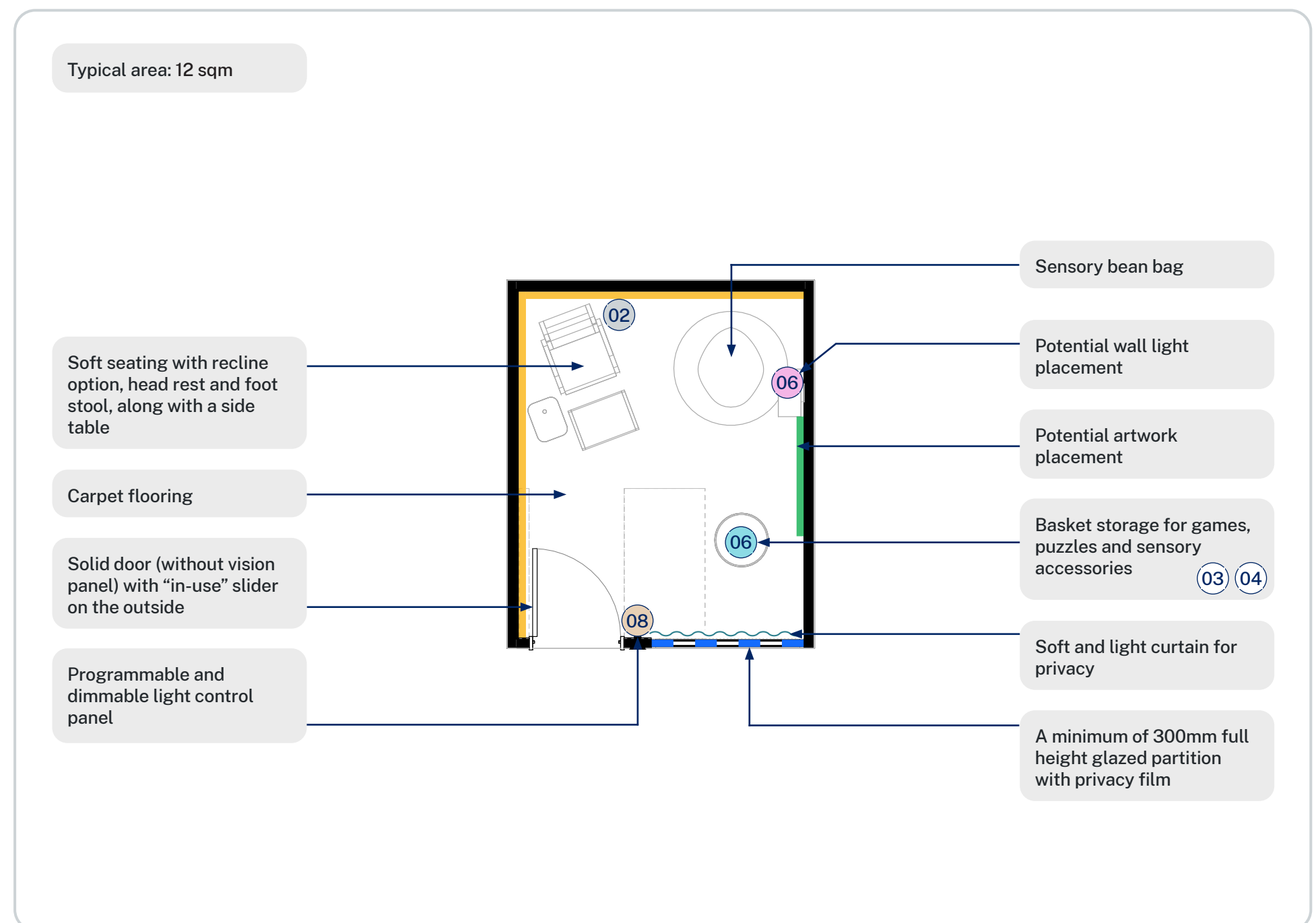
- Typical
- Enhanced

## Partitions & Fixtures

- Full height glazing with privacy film
- 1200mm band acoustic panel
- Artwork (optional)
- Privacy curtain

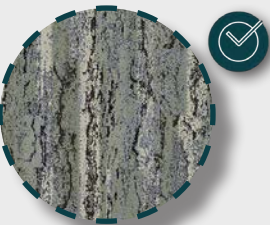
# Sensory Room - Option A

A multi-use adjustable sensory space and quiet room for staff to disconnect from the workplace.



# Look and Feel

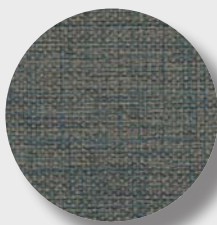
## Typical Finishes



Feature carpet



Acoustic panel



Upholstery



Furniture laminate

## Typical Furniture



Sensory chair



Laptop table



Sensory bean bag (optional)

## Signage




Room ID



Flag



Room in use slider

 Indicates stakeholder selection

# Sensory Room - Option B

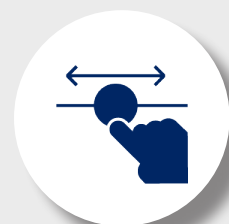
A multi-use adjustable sensory space and quiet room for staff to disconnect from the workplace.



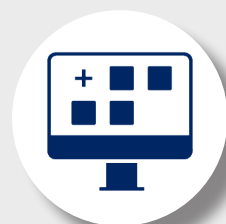


# Operational Design

## Technology



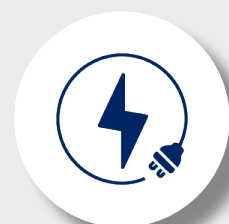
01 Light control panel



02 Workstation monitor



### 03 Power & data

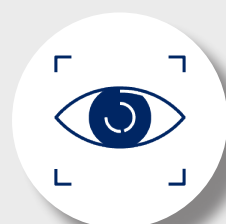


#### 04 Charging point

## Fittings, Fixtures & Equipment



## 05 Games and puzzles



## 06 Sensory items



07 Feature wall light or lamp



08 Storage basket

## Acoustics


● Typical

✓ Enhanced

## Partitions & Fixtures

■ ■ Full height glazing with privacy film

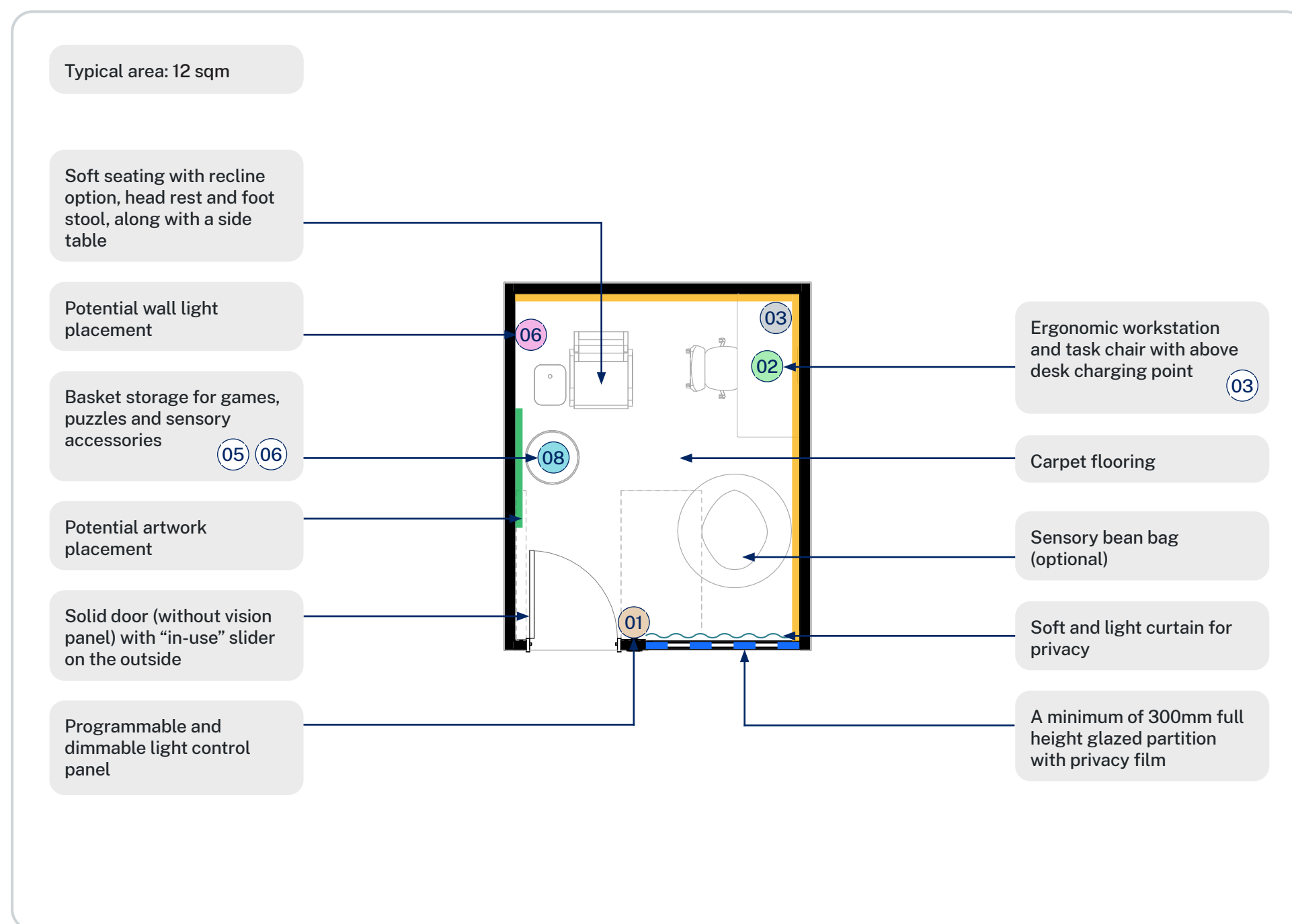
1200mm band acoustic panel

 Artwork (optional)

 Privacy curtain

## Sensory Room - Option B

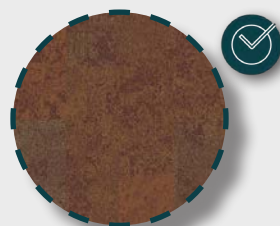
A multi-use adjustable sensory space and focus room for staff to disconnect from the workplace.



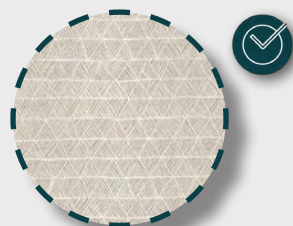


# Look and Feel

## Typical Finishes



Carpet



Acoustic panel



Upholstery - lounge



Feature upholstery



Ceiling tile

## Typical Furniture



Modular sofa



Laptop/ side table



Feature pendant (optional)

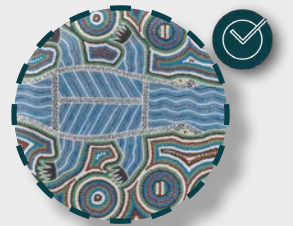


Ottoman

## Signage




Room ID



Indigenous art and/or mural



Artwork label

 Indicates stakeholder selection

# Culturally Safe Space

Informal and comfortable space for connection and collaboration inspired by the Aboriginal Yarning Circle.





# Operational Design

## Technology



01 Room booking panel



02 Light control panel



03 Charging point



04 Video conference



05 Conference calling panel



Hearing augmentation

## Fixtures, Fittings & Equipment



06 Plants - native

## Layout design note:

Consultation required with local Aboriginal staff on inclusions & design, including the second door requirement.  
Final artwork and finishes to consider cultural acknowledgement and broader inclusions.

## Acoustics

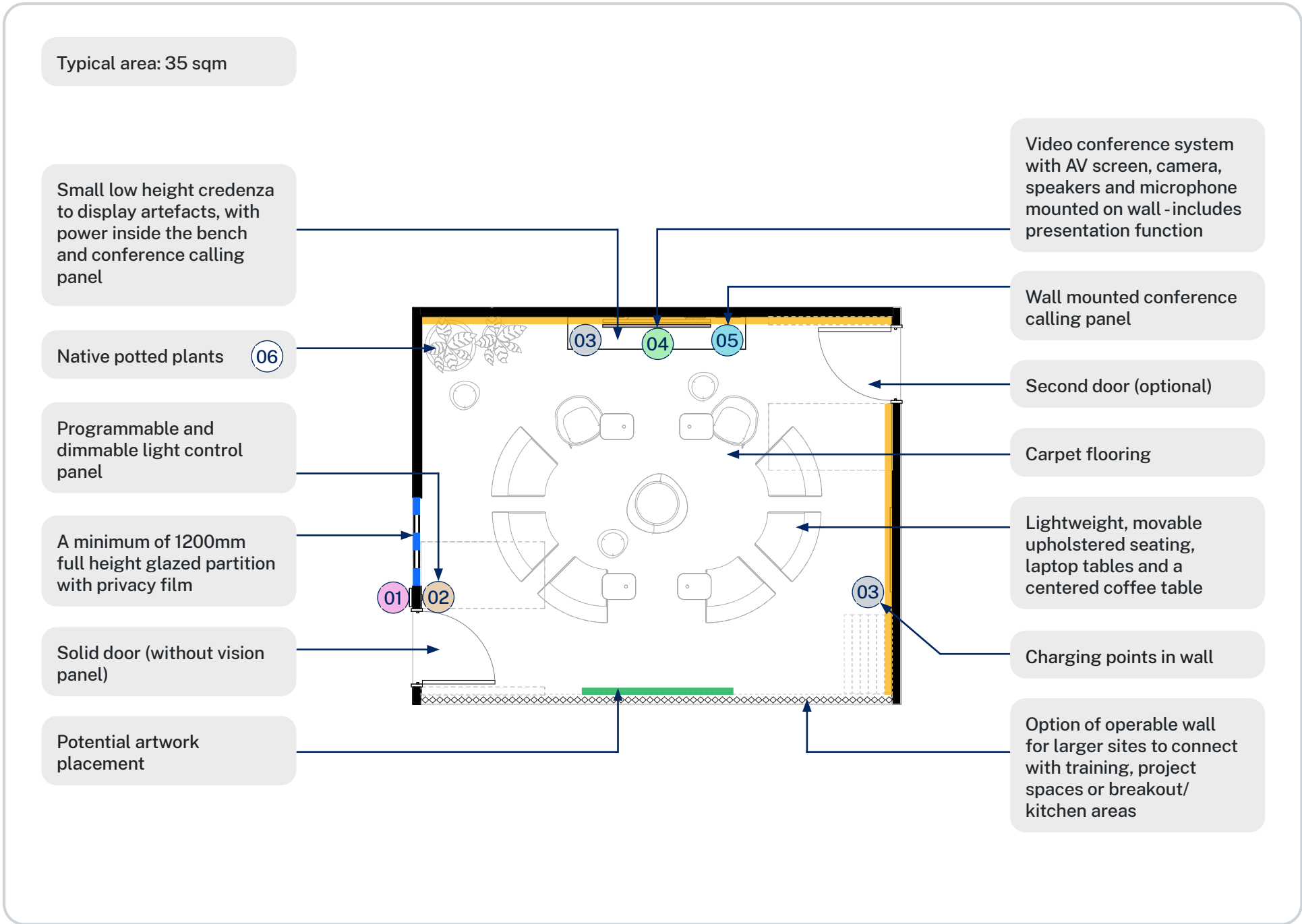
- Typical
- Enhanced

## Partitions & Fixtures

- Full height glazing with privacy film
- 1200mm band acoustic panel
- Artwork
- Operable wall

# Culturally Safe Space

Informal and comfortable space for connection and collaboration inspired by the Aboriginal Yarning Circle.



# Look and Feel

## Typical Finishes



Vinyl flooring



Carpet flooring



Wet area carpet



Splashback



Ceiling tile

## Typical Furniture



Side chair



Shoe rack

## Signage




Room ID



Flag



Room in use slider

 Indicates stakeholder selection

# Multi Faith Room

Enclosed space for private contemplation and prayer to be used by one or several people.





# Operational Design

## Technology



01 Light control panel



02 Charging point

## Fittings, Fixtures & Equipment



03 Foot washer



04 Paper towel dispenser



05 Waste bin



06 Prayer mat

## Layout design note:

Consultation required on space for each site.

## Acoustics



Typical



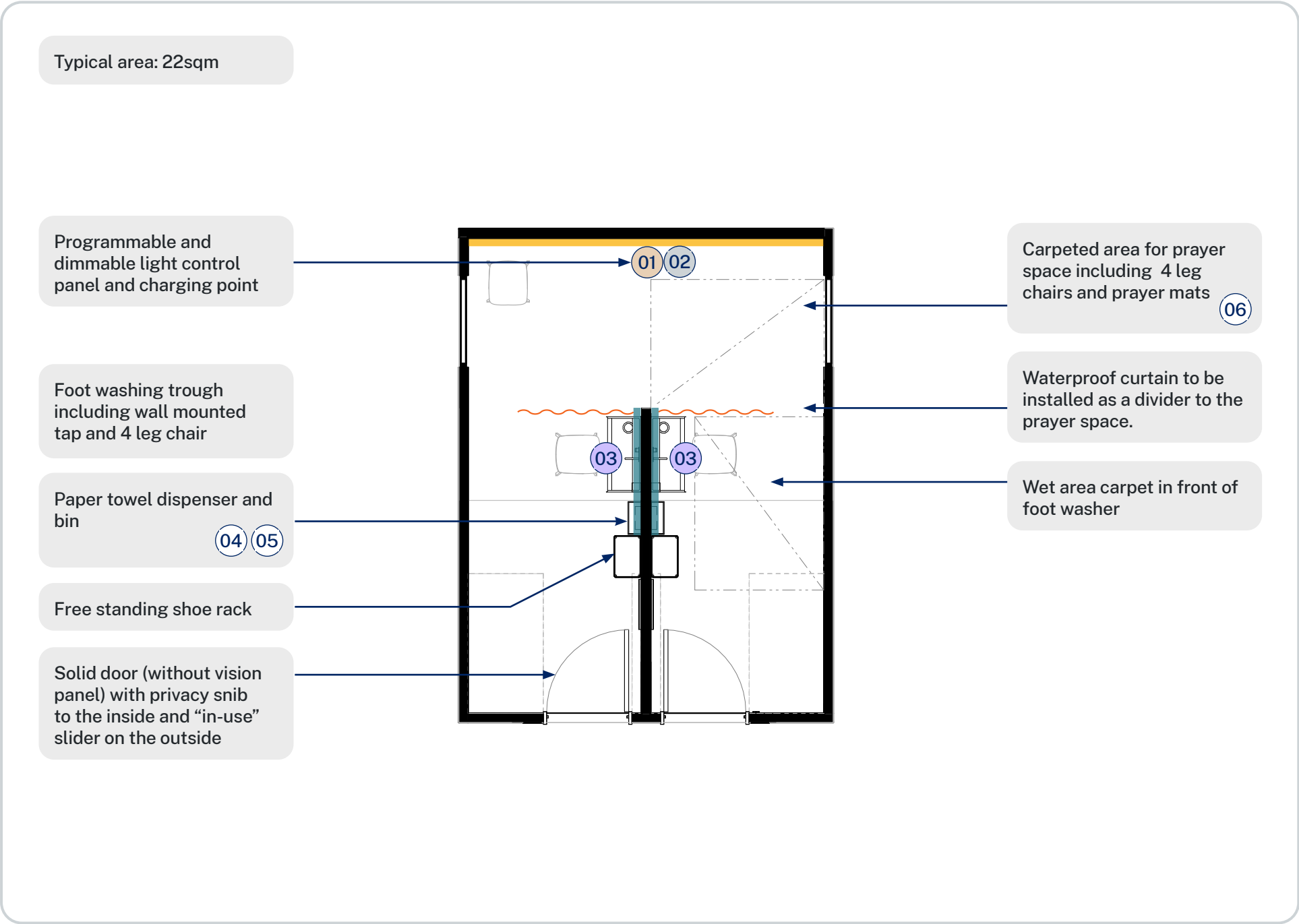
Enhanced

## Partitions & Fixtures

- 1200mm band acoustic panel
- Mirror
- Tiles
- Curtain

# Multi Faith Room

Enclosed space for private contemplation and prayer to be used by one or several people.



# Look and Feel

## Typical Finishes



Vinyl flooring



Joinery laminate



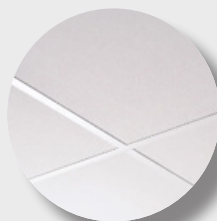
Splashback



Upholstery



Benchtop



Ceiling tile

## Typical Furniture

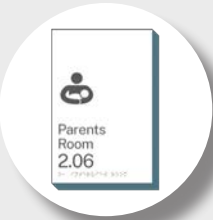


Laptop/ side table



Parents armchair

## Signage



Room ID




Flag



Room in use slider



Joinery labels

 Indicates stakeholder selection

# Parents Room

Enclosed space for staff or visiting parents to breastfeed, express milk or change nappies.





# Operational Design

## Technology



01 Light control panel



02 Power



03 Charging point

## Fittings, Fixtures & Equipment



04 Baby change table



05 Filtered hot and cold water tap



06 Paper towel dispenser



07 Waste bin



08 Microwave



09 Bar fridge (optional)

## Acoustics



Typical



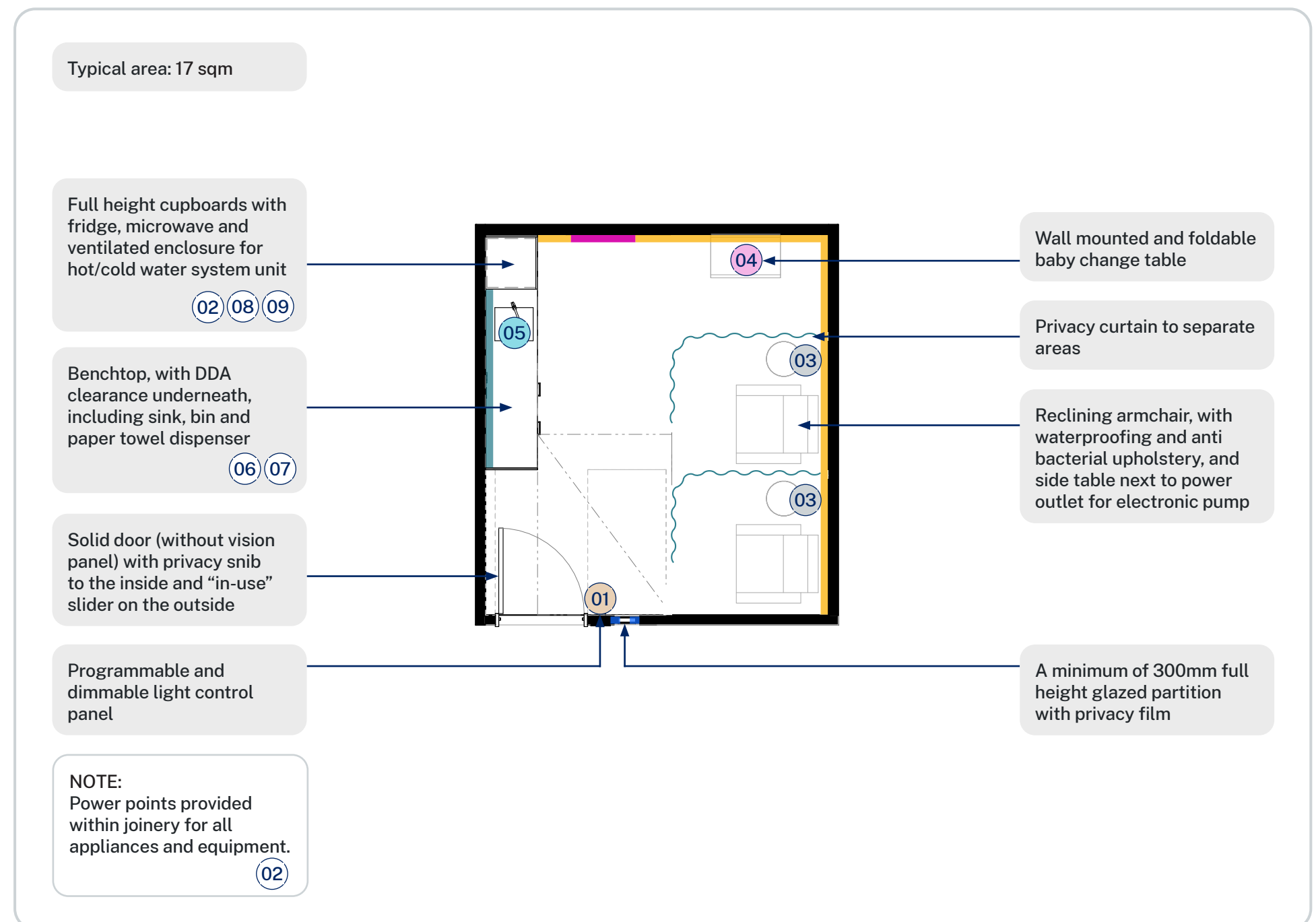
Enhanced

## Partitions & Fixtures

- 1200mm band acoustic panel
- Full height glazing with privacy film
- Mirror
- Tiles
- Privacy curtain

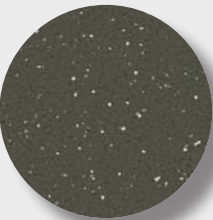
# Parents Room

Enclosed space for staff or visiting parents to breastfeed, express milk or change nappies.



# Look and Feel

## Typical Finishes



Vinyl flooring



Joinery laminate



Splashback tile



Ceiling tile



Benchtop

## Typical Furniture



Laptop/ side table



Stretcher bed



Side chair

## Signage



Room ID




Flag



Room in use slider



Joinery labels

 Indicates stakeholder selection

# First Aid Room

Enclosed private space for staff when sick or injured.





# Operational Design

## Security & Technology



01 Light Control Panel



02 Assistance Button



03 Power



04 Charging point



05 Phone

## Fittings, Fixtures & Equipment



06 First aid kit and defibrillator (AED)



08 Filtered hot and cold water tap



09 Paper towel dispenser



10 Waste bin



11 Integrated microwave



12 Bar fridge (optional)

## Acoustics

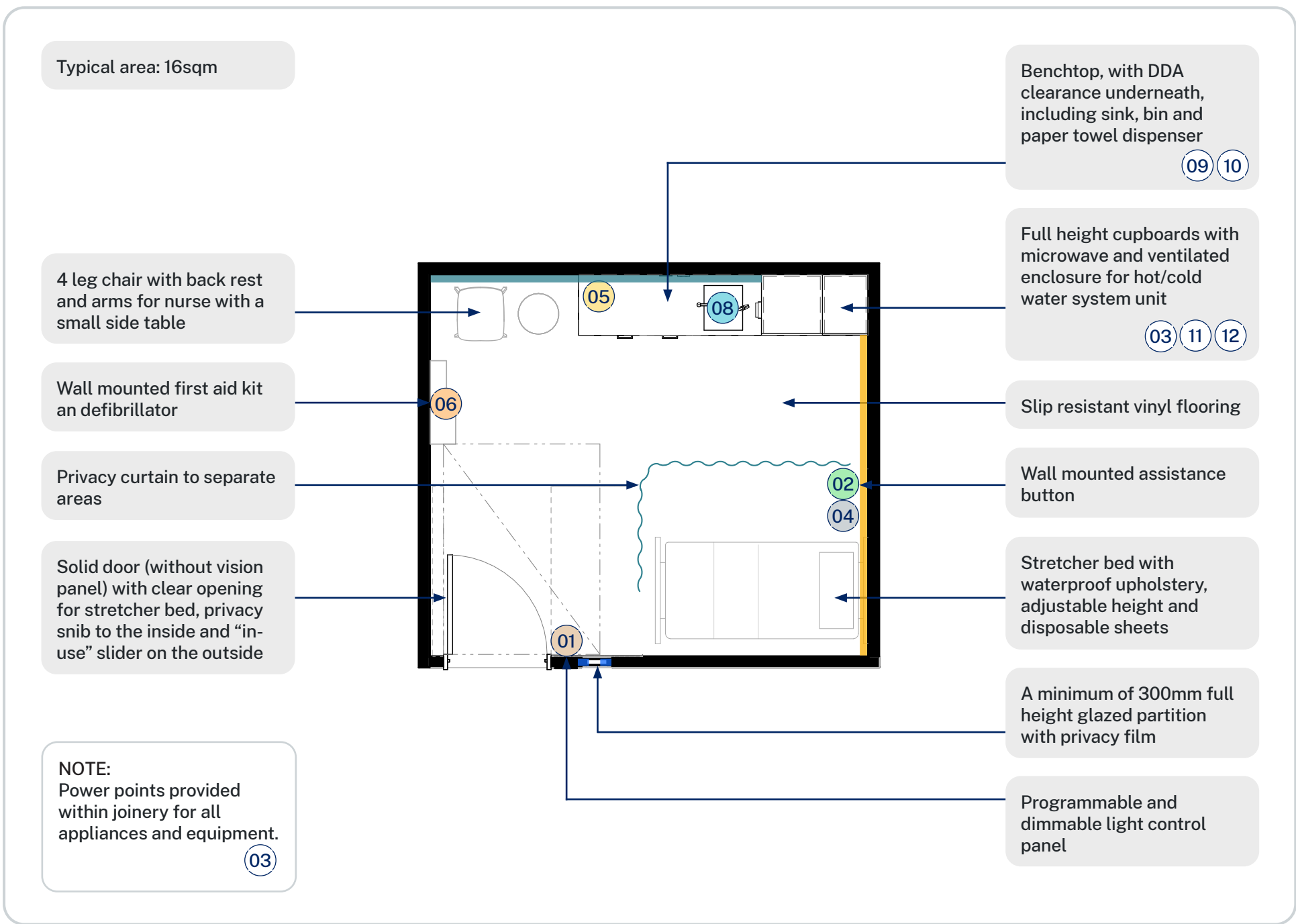
- ✓ Typical
- Enhanced

## Partitions & Fixtures

- 1200mm band acoustic panel
- Full height glazing with decal
- Tiles
- Privacy curtain

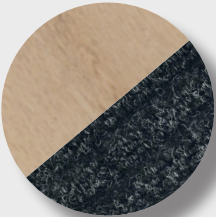
# First Aid Room

Enclosed private space for staff when sick or injured.



# Look and Feel

## Typical Finishes



Vinyl flooring and wet area carpet



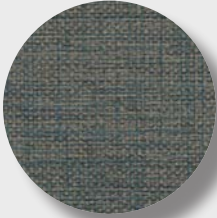
Splashback



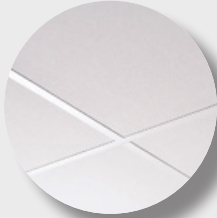
Joinery-laminate



Acoustic panel



Upholstery



Ceiling tile

## Typical Furniture



Recliner armchair



Laptop/ side table



Side chair

## Signage



Room ID



Flag




Room in use slider



Joinery labels



No shoes icon

 Indicates stakeholder selection

# Multi Wellness Room


Multi use enclosed space for private contemplation, prayer, parents and retreat.






# Operational Design


## Security & Technology




01 Light control panel




02 Assistance button



03 Power




04 Charging point




05 Phone


## Fittings, Fixtures & Equipment




06 Baby change table




07 First aid kit and defibrillator (AED)




08 Foot washer




09 Filtered hot and cold water tap




10 Paper towel dispenser



11 Waste bin



12 Microwave



13 Bar fridge (optional)

## Acoustics

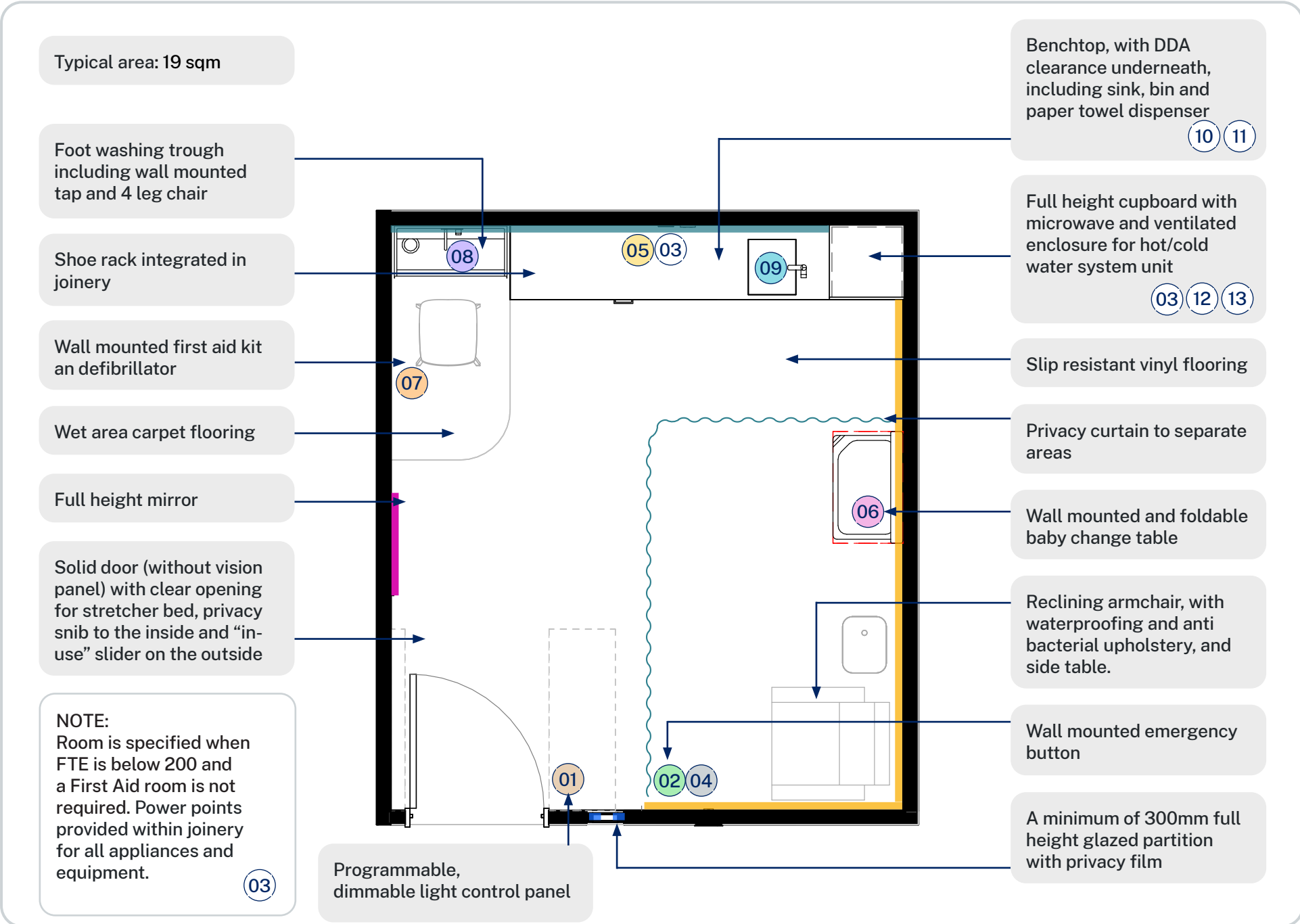
- ✓ Typical
- Enhanced

## Partitions & Fixtures

- 1200mm band acoustic panel
- Full height glazing with privacy film
- Mirror
- Tiles
- Privacy curtain

# Multi Wellness Room

Multi use enclosed space for private contemplation, prayer, parents and retreat.



# Look and Feel

## Typical Finishes



Antistatic vinyl flooring




Ceiling tile

## Signage



Room ID

 Indicates stakeholder selection

# IT Floor / Comms Room

Enclosed room to secure IT Electrical fixtures, Technology and security server equipment.





# Operational Design

## Security



01 Swipe access



02 CCTV



03 Intruder detection system



04 Alarm keypad

## Technology



05 Power & data



06 Specialised air conditioning

### Note:

This room must not be used for storage purposes due to safety regulations.

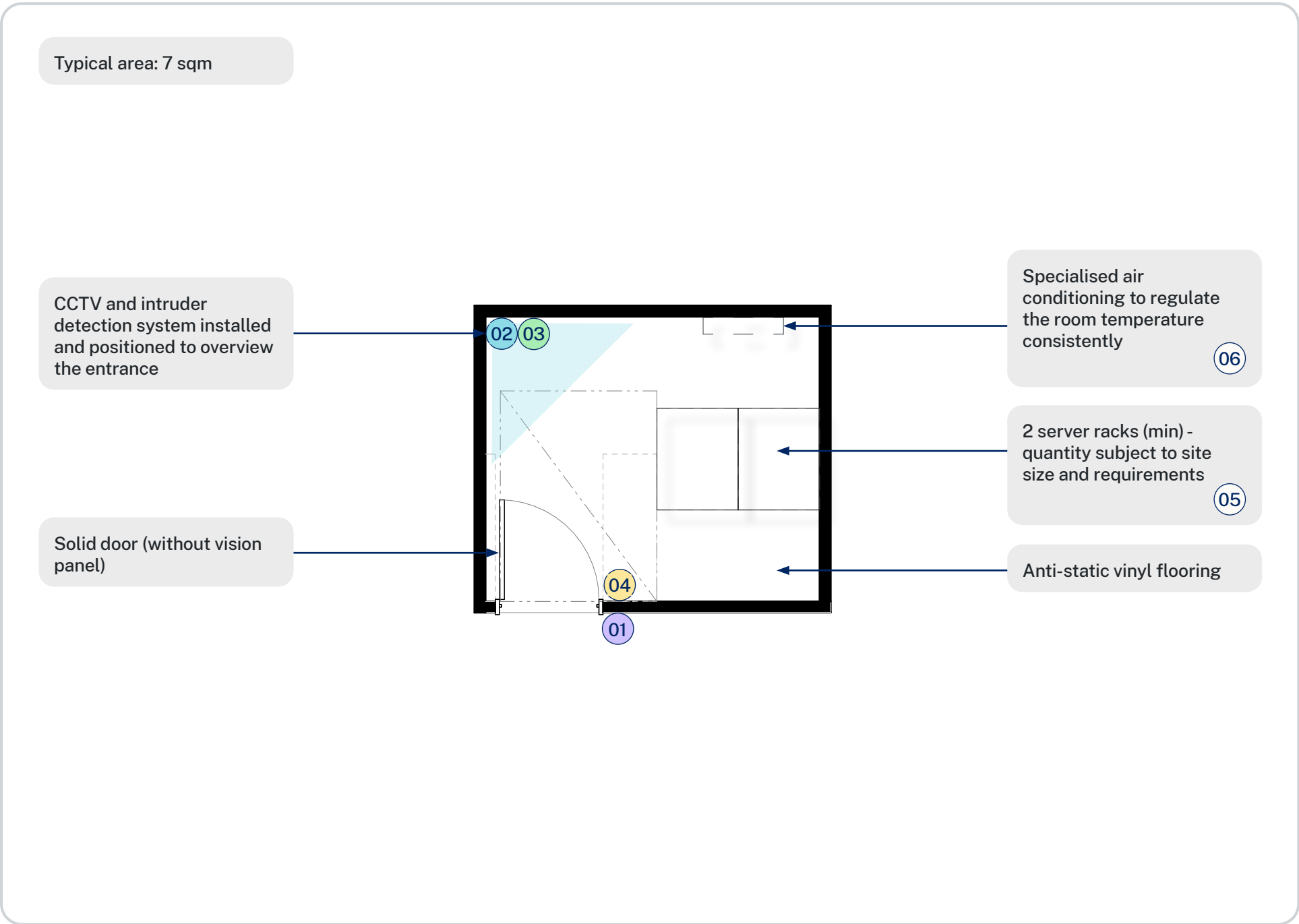
## Acoustics

✓ Typical

○ Enhanced

# IT Floor / Comms Room

Enclosed room to secure IT Electrical fixtures, Technology and security server equipment.



# Look and Feel

## Typical Finishes



Vinyl or carpet flooring    Ceiling tile

## Typical Furniture




Longspan adjustable shelving

## Signage



Room ID

 Indicates stakeholder selection

# Store Room

Enclosed room to store various items.





# Operational Design

## Security



01 Swipe access

## Technology



02 Power (optional)

### Layout design note:

The layout and area of this room can be adjusted to suit site size and specific requirements.

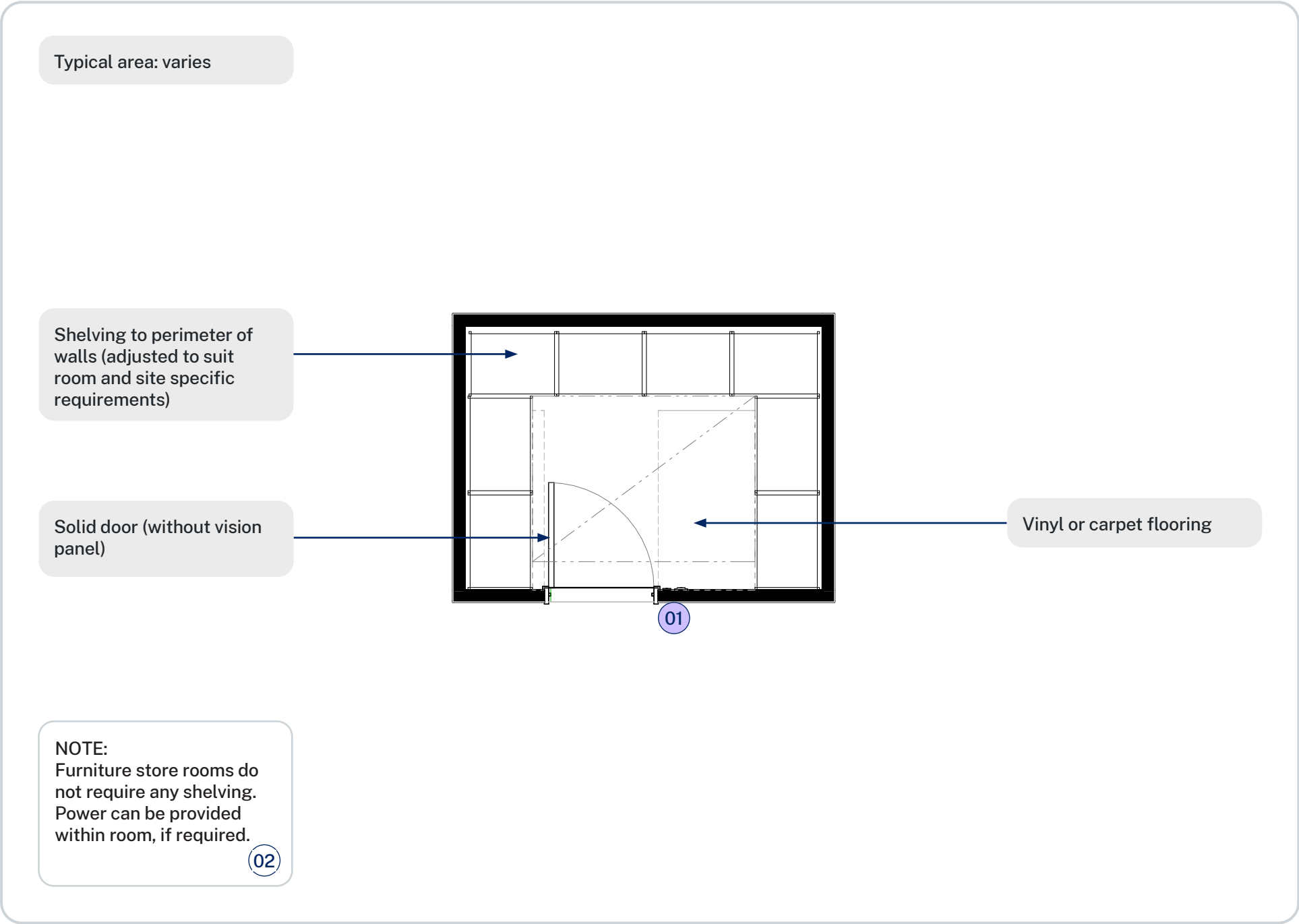
## Acoustics

✓ Typical

○ Enhanced

# Store Room

Enclosed room to store various items.



# Look and Feel

## Typical Finishes



Joinery laminate



Upholstery

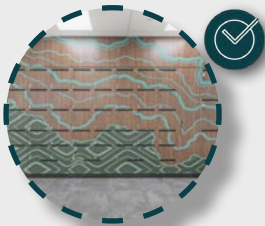
## Signage




Locker numbering

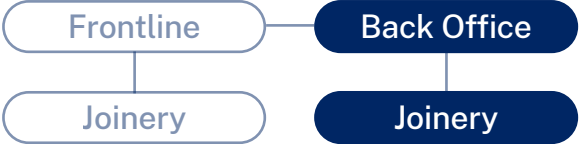


Flag



Feature decal

 Indicates stakeholder selection



# Lockers

Individual storage for personal use with 3 different locker sizes and non-allocated pull-out drawer at bottom level.





# Operational Design

## Technology



01 Charging point (optional)

## Fittings, Fixtures & Equipment



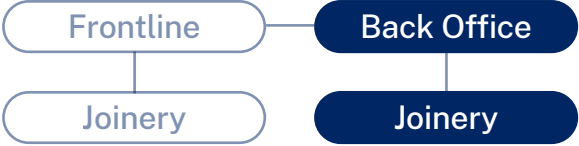
02 Locking system with card reader



03 Key lock (optional)

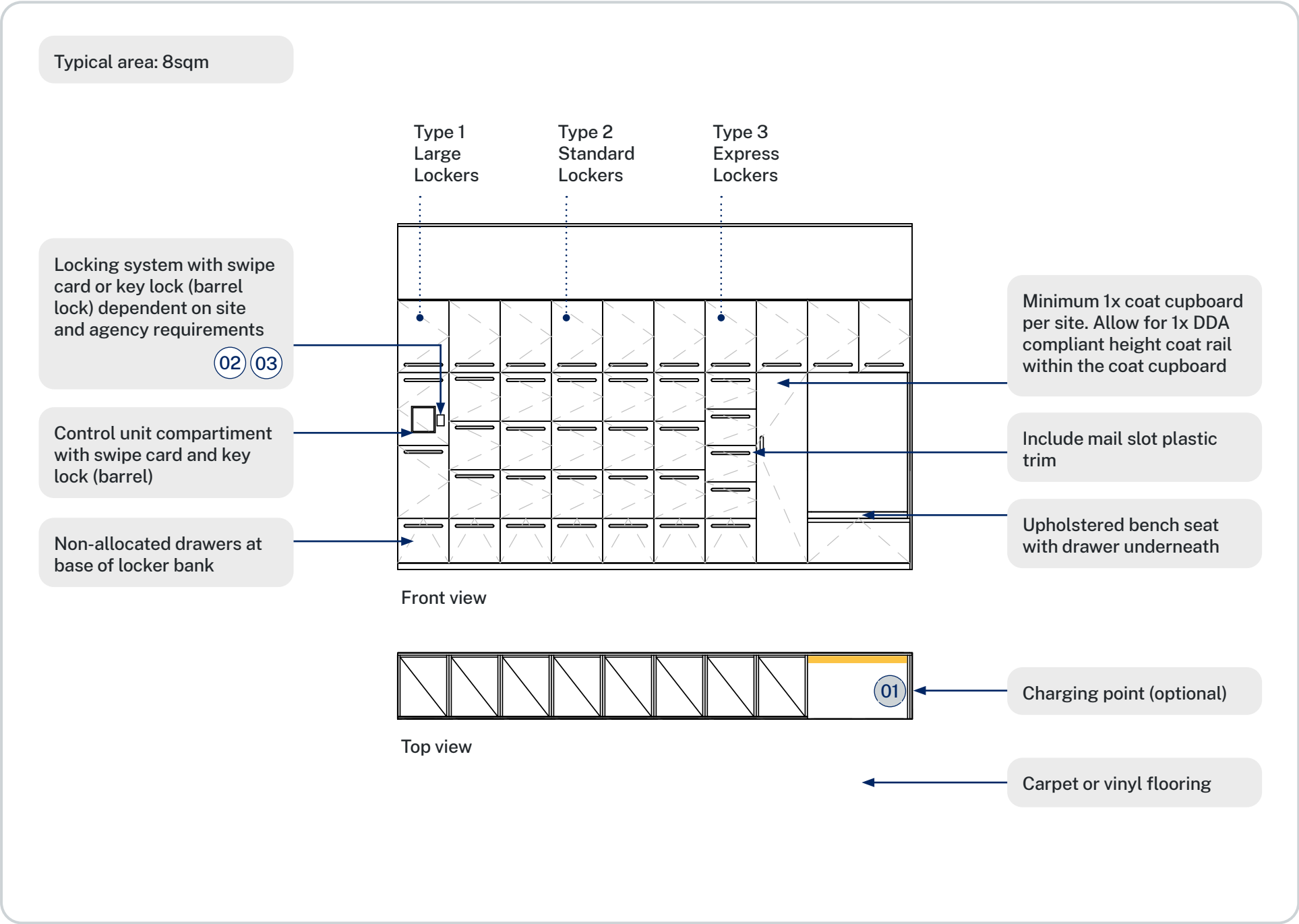
## Partitions & Fixtures

Acoustic panel



# Lockers

Individual storage for personal use with 3 different locker sizes and non-allocated pull-out drawer at bottom level.



# Look and Feel

## Typical Finishes



Joinery - laminate



Benchtop



Splashback



Vinyl flooring


## Signage

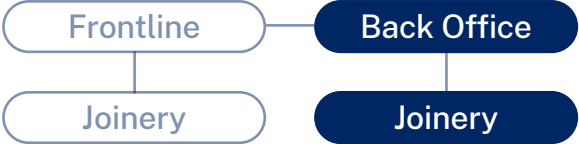


Flag



Waste

 Indicates stakeholder selection



# Hydration Point - Type 03

Open point in workspace within close proximity to workstations to provide water and waste disposal.





# Operational Design

## Technology



01 Power

## Fittings, Fixtures & Equipment



02 Filtered water tap



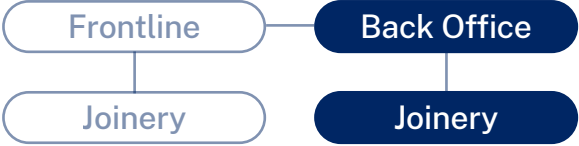
03 Paper towel dispenser



04 Waste bin

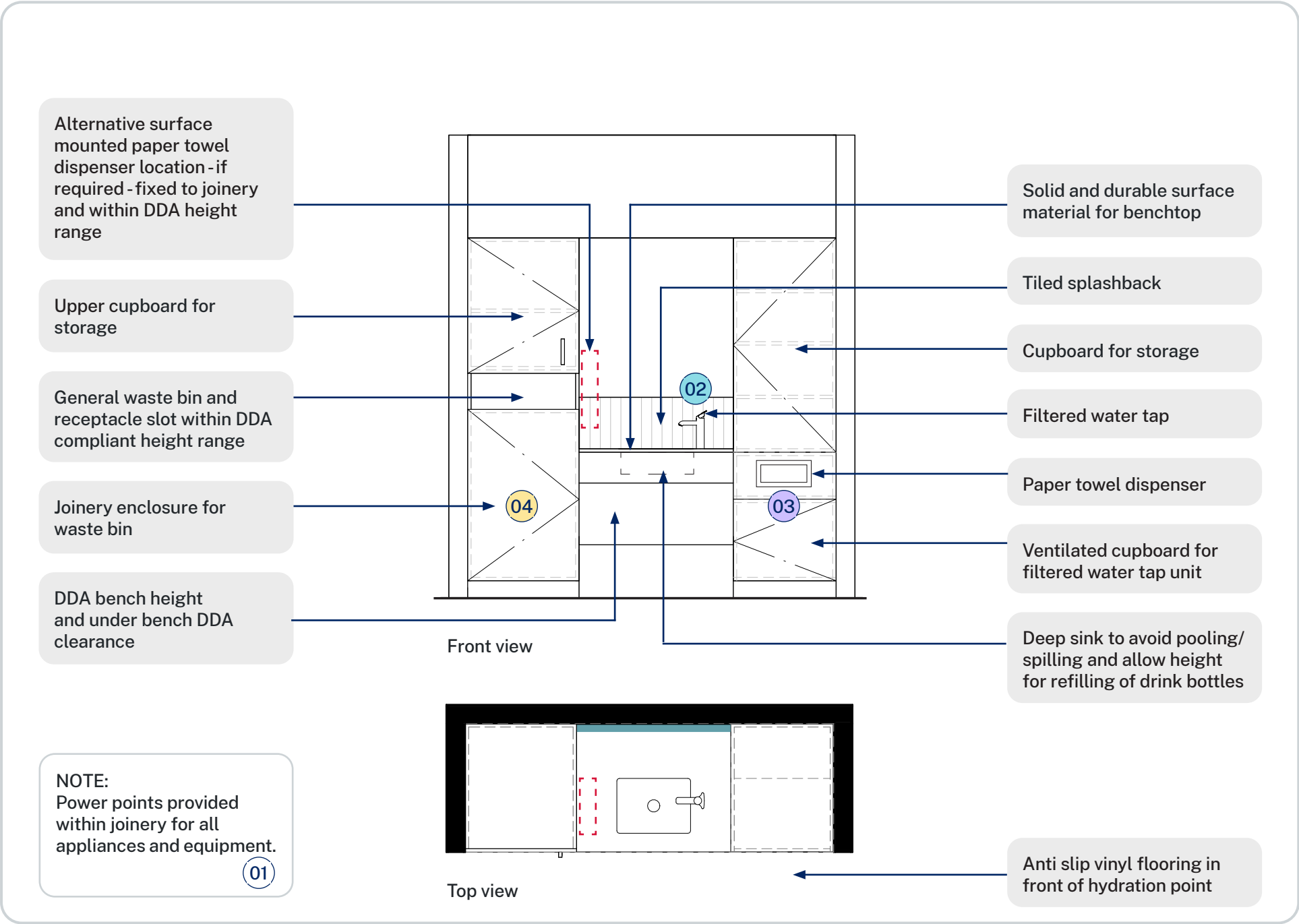
## Partitions & Fixtures

Tiles



# Hydration Point - Type 03

Open point in workspace within close proximity to workstations to provide water and waste disposal.



# Look and Feel

## Typical Finishes



Joinery laminate



Carpet



Acoustic panel



Ceiling tile

## Signage



Flag




Joinery labels

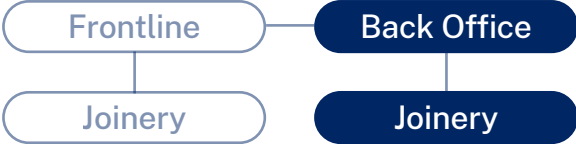


Waste



Pinboard labels

 Indicates stakeholder selection



# Utility / Print

Area located centrally within the workspace for shared printers/copiers, stationery supply and waste disposal.





# Operational Design

## Technology



01 Power & data



02 Power



03 Printer & scanner

## Fittings, Fixtures & Equipment



04 Waste bin



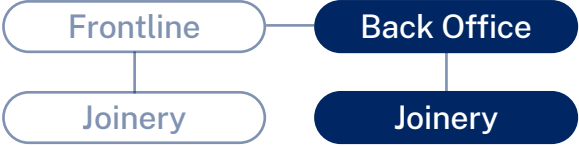
05 Bar fridge (optional)

## Layout design note:

The layout of this room can be adjusted to suit site size and specific requirements.

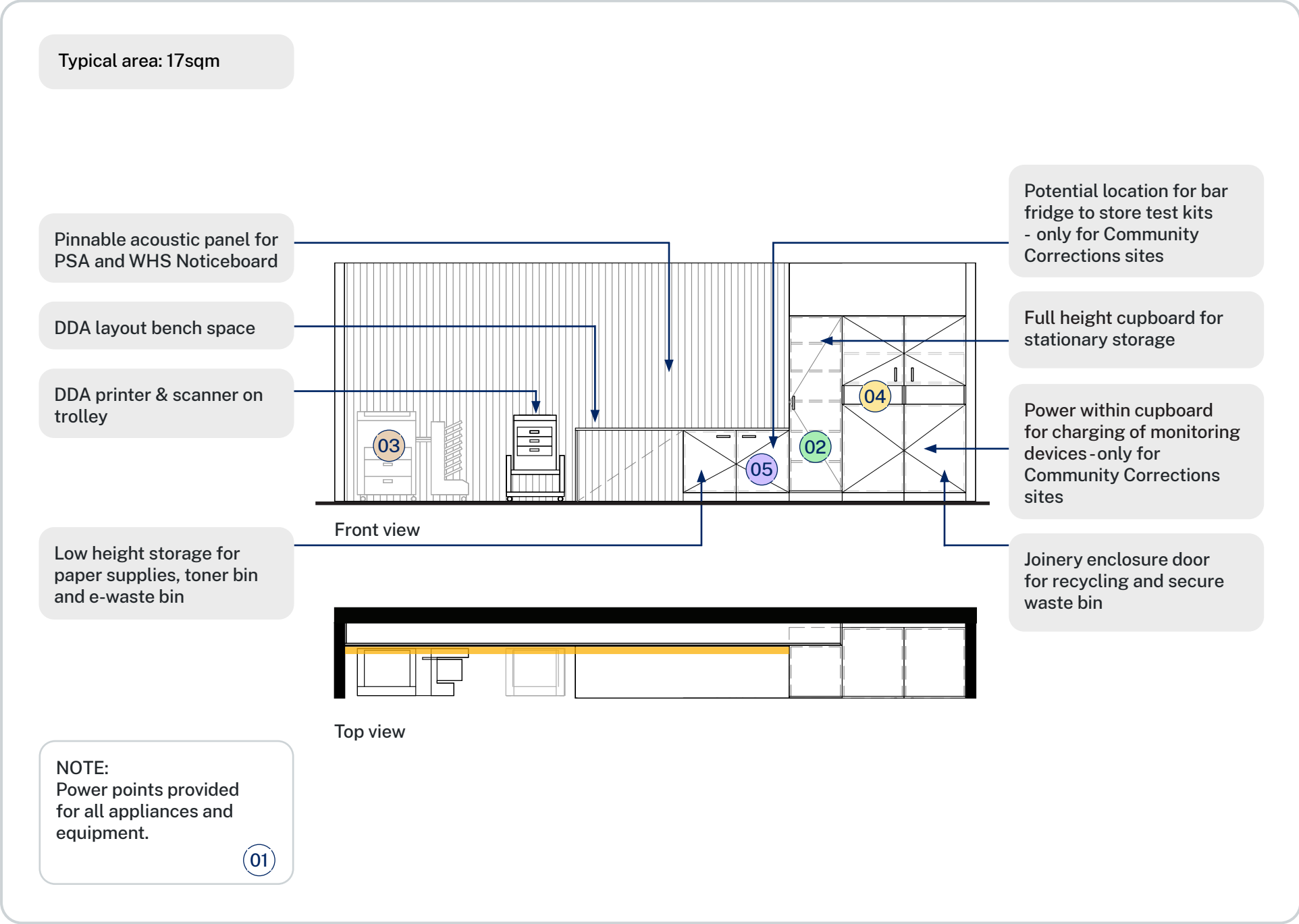
## Partitions

Acoustic panel



# Utility / Print

Area located centrally within the workspace for shared printers/copiers, stationery supply and waste disposal.



# 06

# Glossary





# Glossary

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## Building Spaces

- **Village:** A number of floors within a DCJ building, connected via an internal staircase. In a village, facilities such as wellness spaces and dine in kitchens are shared between the interconnected floors.
- **Neighbourhood:** An area in the workspace designated for your team storage.
- **Workspace:** The workspace contains various types of work settings.
- **Worksettings:** Work settings are areas within the workspace that are designed to give you the choice of where and how you work, enabling productivity, collaboration and connection. For example, you may start your day at a sit to stand workpoint, move to a focus room to complete focus work, and then use a meeting space for team activities in the afternoon.
- **Client Space:** Dedicated, secure space within a DCJ floor or building designed to host non DCJ staff with appropriate security services.
- **Quiet Zone:** Within the workspace, there are designated zones that offer bookable workpoints designed for quiet and focused work. These zones enforce quiet workplace etiquette to minimise distractions. Phone calls, video conferencing and collaborative work are not supported in these areas.
- **Utilities:** You will find centralised printing and stationery in the workplace. The stationary cupboards generally contain pens, paper, note books, post it notes, highlighters etc. Specialised stationery such as ring binders, envelopes, laminators etc. are not provided in the centralised stationery cupboards.
- **Waste Management:** Our waste management consists of different and recycling streams; general waste, organic waste, cardboard and paper, mixed recycling.
- **Toilets:** Toilets include, male, female, accessible, dedicated all gender and all gender accessible bathrooms.

## Eating & Drinking Spaces

- **Dine-in Kitchen:** A dine in kitchen is where you can store, reheat and prepare food. These kitchens include refrigerators, microwaves, dishwashers, sinks, cutlery (knives, forks, spoons) and crockery (plates bowls, cups, mugs) and hot and cold filtered water taps. The kitchen also includes tables and chairs for you to sit and eat your food, away from work areas.
- **Kitchenette:** A kitchenette is a smaller kitchen where you can store, reheat and prepare food. Kitchenettes also include refrigerators, microwaves, dishwashers, sinks, cutlery (knives, forks, spoons) and crockery (plates bowls, cups, mugs) and hot and cold filtered water taps. Kitchenettes do not include any tables and chairs for you to sit and eat your food. Kitchenettes are convenient for making tea and coffee or preparing food, however you are encouraged to move to a dine in kitchen to eat food away from your desk.
- **Hydration Point:** Cold filtered water tap and paper towel dispenser. These are generally distributed in high traffic areas and convenient locations across the floor. Does not include hot water.

# Glossary

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## Meeting & Collaboration Spaces

- **Meeting Rooms:** These spaces are designed for you to have scheduled meetings, catch ups or check-ins. They are enclosed rooms, so they are best for you to have confidential meetings. Most of these spaces will have integrated Video Conferencing (VC) capabilities so you can make MS Teams calls and present work without distractions.
- **External Visitor Meeting Rooms:** Meeting rooms designed to host external visitors (non DC staff), for non-operational use, with appropriate security services. These spaces must be booked.
- **Open Project Spaces:** A multipurpose space found in the open workspace to be used in person for on site team collaboration. These spaces will be bookable for full day use and have flexible furniture and technology including; whiteboards, flip tables and monitors to allow for any type of team catch up, brain storm, or presentation.
- **Focus Rooms:** These spaces are designed to conduct short term focused work, ad hoc phone calls. Found throughout the workspace, these spaces are non-bookable.
- **Collaboration Spaces:** These spaces are designed for informal meetings, catch ups or check-ins. They are located in open environments so confidential information should not be shared in these spaces. Some of these spaces will have large wall mounted screens that enable you to present work from your laptop, but will not provide VC capabilities.

## Touchdown Spaces

- **Touchdown Spaces:** While staff are expected to spend the majority of their working time at their designated primary work location, a touchdown space can be used to enable location specific work commitments and support flexible work practices. Touchdown spaces must be booked and are available for up to 2 bookings per person per week.
- **NSW Whole of Government Touchdown (for all agencies):** Whole of Government (WoG ) Touchdown is an agile work space that can be used by multiple agencies and for a limited number of hours per week. In the Sydney Metro area, WoG spaces currently include 231 Elizabeth Street (existing) and level 11 at 6 Parramatta Square (planned). For example, you are in Liverpool in the morning (your primary workplace) and you have to attend a meeting at Parramatta that afternoon. Before your meeting, you might need a space for a few hours to answer emails, make phone calls, or access printing facilities.
- **DCJ Touchdown (for DCJ employees):** A DCJ Touchdown is an agile work space established to enable location specific work commitments and support flexible work practices for DCJ employees who need access to a workpoint. Touchdown access will be limited and will need to be booked for a specific period. You will be expected to spend the majority of your working time at your designated primary work location. The space will include a variety of work settings for individual work, quiet and focused areas , informal group/team/collaboration/workshop areas, Wifi, printing and hydration points.



# Glossary

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## Workpoints

- **Workpoint:** A workpoint refers to a work setting where you can work comfortably for a long duration. All workpoints will include an ergonomic task chair and power. All workpoints in an agile working environment are unallocated, so should be left clean and clear after each use. They must be booked in advance through an online booking system.
- **Sit to Stand Workpoint:** Workpoint where the desk height can be adjusted, allowing you to conveniently transition from a sitting to standing position at the touch of a button. These workpoints include a network connection and a monitor where you can connect your laptop and work comfortably and safely with ergonomic support.
- **Fixed Workpoint:** Workpoint where the height cannot be adjusted and there is no sit to stand feature. These workpoints include a network connection and a monitor where you can connect your laptop and work comfortably and safely with ergonomic support.
- **Allocated Workpoint:** An allocated workpoint refers to a workpoint assigned to an individual due to a workplace adjustment or a specific technology requirement. These work points will include a network connection and a monitor where you can connect your laptop and work comfortably and safely with ergonomic support.
- **Drop-in Workpoint:** A drop-in workpoint is available for short term use. These workpoints will have an ergonomic chair, power and monitor. A drop in workpoint, is a great space to use between meetings or when you won't be in the office for the whole day.
- **Lockers:** Provided to you for secure storage of personal items in the office.
- **Team Storage:** Designated storage for work related team records, materials and equipment. Not to be used for personal storage.

## Wellness Spaces

- **Parents Room:** A dedicated quiet and safe lockable room for parents to use. These rooms include a refrigerator, sink, hot and cold water, paper towel dispenser and comfortable chair.
- **Multi-faith Room:** A dedicated and private space available for all staff to use for contemplation or religious observance. These rooms provide a place to sit, a shoe rack, and in some cases may also include a foot wash.
- **First Aid Room:** A dedicated room that enables first aid to be administered in the workplace in a private and hygienic environment. The room includes a first aid kit, a landline phone, a bed and a seat.
- **Multi-wellness Room:** For smaller sites a multi-use wellness room is a dedicated room that combines the functionalities of the parents room, multi-faith space and first aid room. It is lockable and designed for use for 1 person at a time to support all staff.

# Glossary

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## Wellness Spaces

- **Sanctuary Space:** Dedicated space for staff to take time away from their desks for reflection and to support health and wellbeing. This space should include a “reflect space” - a room or semi private space dedicated to practising mindfulness, meditation or stretching. Depending on its size, this space can be used by multiple people at the same time.
- **Sensory Room:** A sensory room is a therapeutic space away from the workspace. It is designed to provide a sense of calm and comfort that can help all people, but especially those with neuro-diverse conditions. The lighting in the room can be adjusted and dimmed through the main switch and an additional sensory light. It contains various types of seating to help relax including; gym balls, bean bags, recliner armchairs, and various sensory and fidget toys.
- **Culturally Safe Space:** Inspired by the Indigenous Yarning Circle, this room designed in a circular shape, fosters a place to talk, share, discuss and build respectful relationships. This room is informal and comfortable with a strong indigenous connection for all to use. \*With consultation.



# Contributors

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**Operational Technology**

**Security Advisory and Planning**

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