

**Client:** Settlement Services International (SSI)  
**Location:** Bankstown  
**Time Scale:** 90 Days  
**Area:** 1500 m<sup>2</sup>

### Client Profile:

SSI is a leading not-for-profit organisation providing a range of services in the areas of humanitarian settlement, asylum seeker assistance, foster care, employment services and disability support in NSW.

### Scope of Works:

Locate a suitable building in the Bankstown area for the specific needs of SSI. Design and construct the fitout to a very tight schedule.

### Works Included:

- ▲ Boardroom for 30 staff with video conferencing facilities.
- ▲ Staff kitchen and social area for up to 50 people at any given time.
- ▲ Client interview area for 100 visitors a day via a concierge service with a separate access for staff.
- ▲ 10 specially designed interview rooms including a family room with a sink and baby change area.
- ▲ A separate waiting area for families and a seated waiting area to for 30 people with tea and coffee making facilities.
- ▲ Two learning / training rooms for 50 people in each room, which can transform into a function centre for up to 250 people with audio visual facilities.

### Challenge:

The building was a empty shell and didn't include facilities such as lighting, ceilings, air conditioning, fire services, data-communication infrastructure and power supply.

### Solution:

Good communication with all the stakeholders and careful planning. Detailed work plans and hour by hour scheduling played a critical part in delivering the project on time.

*“ This is one of the largest office fit out projects SSI has ever undertaken. Apex Executive Interiors guided SSI through the entire process from property search, design, construction and fit out works. The expertise in office fit out was expected however it was the extra attention to detail in regards to the design of interview rooms and office layout that makes this office fit out uniquely different to any office fit outs previously undertaken. The quality of finishes, service and the delivery is always over and above, this is what makes Apex the preferred office fit out provider for SSI. ”*

*Janine Stainer, Facilities & Operations Manager  
Settlement Services International*

