AGENDA APPENDIX

Council Meeting

Wednesday 25 November 2015

AGENDA ITEM FOR SEPARATE DISTRIBUTION TO COUNCILLORS AND EXECUTIVE LEADERSHIP TEAM DUE TO DOCUMENT SIZE.

THE ITEM IS ACCESSIBLE VIA THE COUNCIL WEBSITE OR BY CONTACTING COUNCIL ON 03 5662 9200.

E.2 MUNICIPAL PRECINCT STUDY – FINAL CONSULTANTS REPORT

Appendix 1B – Municipal Precinct Study Final Consultants Report (Sweett) - Version 3 - August 2015

APPENDIX 1

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MANTRIC ARCHITECTURE
LEONGATHA COUNCIL OFFICES
EXISTING SERVICES REPORT

MECHANICAL, ELECTRICAL AND HYDRAULIC SERVICES

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1 INTRODUCTION

1.1 SUMMARY

This documentation has been prepared for Mantric Architecture to evaluate the existing services condition for use for the redevelopment of the Council Office buildings in Smith St, Leongatha, Victoria, including:

- The main council office building at 9-15 Smith St,
- The offices in Carino's Building at 6-12 Smith St,
- The existing hall referred to as the Old Curves building, at the rear of Carino's building

This report will:

- Identify the existing mechanical, electrical, fire protection and hydraulic services for the buildings
- Review the existing services for expected remaining useful life and suitability for re-use in the redevelopment of these buildings

The information contained in this report has been based upon the following information:

- Discussions with Mantric Architecture and the project team
- Previous architectural drawings by P&J Milkins of the main council office building, offices in Carino's Building, and the old Curves building.

1.2 PROJECT DESCRIPTION

The project consists of:

- Redevelopment of the three (3) buildings
- Modifications to the Curves building to transform the public hall type building to an office building

In addition to general building services for code compliance and amenity, the services will be reviewed with the intent of proposing energy efficiency initiatives as detailed below.

The energy efficiency measures proposed for the building services designs include:

- Energy efficient lighting
- Water efficient tap ware and cisterns (minimum AAA Rated)
- Minimised energy use and reclaim energy (where feasible)
- Safe working environment
- Durable low maintenance materials and services (e.g. 20 year life)
- Cost effective construction;
- Compliance with BCA and relevant codes and standards

This document includes recommendations to achieve the above objective and is not a fixed scope of works.

2 COMPARISON WITH NEW OFFICE BUILDINGS

2.1 BUILDING STANDARDS GUIDELINES

New office buildings have to comply with the latest edition (e.g. 2012 edition) of the National Construction Code (NCC), previously called the Building Code of Australia (BCA). The buildings reviewed were originally constructed before the introduction of the energy efficiency section in the NCC/BCA, and would have lower levels of insulation in the walls and roofs, and less shading and/or lower efficiency glazing that required by this edition of the NCC/BCA.

As mentioned in the request for tenders new office accommodation should be designed to the Victorian Government Office Accommodation Guidelines 2007, and also the Victorian Government Office Building Standards 2008 which is referenced in the Office Accommodation Guidelines.

The government accommodation documents indicate that an existing building intended for office accommodation should be designed to achieve at least 4 stars NABERS energy rating and a 5 star Green Star rating. These ratings would require the energy efficiency aspects of the design to be significantly better than the minimum to comply with BCA/NCC 2012.

2.1.1 COMPARISON WITH BCA/NCC 2012 SECTION J

These buildings most likely complied with the relevant codes and standards at the time of construction, but are probably well below the energy efficiency standards required for new buildings.

Leongatha is in climate zone 6 in the current NCC/BCA. If built today the buildings would require a roof R-value of 3.2 and an R-value for the walls of 2.8. The glazing would have to comply with the glazing calculation.

The levels of insulation in the walls and roofs are most likely lower than the levels that would be installed if the building was constructed to comply with Section J of the current edition of the NCC/BCA.

The glazing appears to be single glazing with some tinting. The buildings have limited on glazing on the four sides. To comply with the current regulations the windows would most likely be treated with a low-E coating and/or double glazed.

Section J3 "Building Sealing" of the NCC/BCA requires roofs, walls, floors and any opening such as a window, door or the like to be constructed to minimise air leakage, and miscellaneous exhaust fans to be fitted with a sealing device such as a self-closing damper. Buildings built prior to this requirement generally have higher rates of air leakage allowing conditioned air to escape and/or unconditioned air into the building.

Section J6 "Artificial Lighting and Power" of the NCC/BCA requires the artificial lighting in a building not exceed the illumination power allowance tabled in Section J6, if the building is built today. Interior lighting, perimeter lighting and power control will also need to be incorporated.

We would expect from experience with similar buildings that they would not comply with the NCC/BCA 2012 sections identified above.

3 MAIN COUNCIL BUILDING

3.1 DESCRIPTION OF THE BUILDING

The main council building is located on a sloping site on the south east side of Smith St, Leongatha, Victoria. The building is essentially rectangular and has been built into the sloping ground to provide a basement or lower ground level at the front of the site.

The building comprises of an original single storey rectangular building with a part lower level at the front and an additional 2-storey extension on the end away from Smith St. The building has two entrances on the Ground Floor as the top floor of the 2-storey extension was originally used as the council chambers.

The building is used as office area and has ducted air conditioning to provide heating, cooling and ventilation, and also has open-able windows. The general orientation of the building is with the long axis approximately north-west to south-east. The building is of concrete construction, with brick external cladding, and has single glazed windows, and metal deck roofs.

The lower ground (basement) area houses the main electrical switchboard, a lunch room, phone MDF room, server room, records storage, and male and female toilets.

3.1.1 COMPARISON WITH BCA/NCC 2012 SECTION J

The building most likely complied with the relevant codes and standards at the time of construction, but is probably well below the energy efficiency standards required for new buildings.

The glazing appears to be single glazing with some tinting. The building has limited on glazing on the four sides, with the main glazing facing north east and south west, with horizontal overhangs shading most windows. To comply with the current regulations the windows would most likely be treated with a low-E coating and/or double glazed.

We would expect from experience with similar buildings that the building would not comply with the NCC/BCA 2012 sections identified above.

3.2 MECHANICAL SERVICES

The air conditioning plant mainly consists of two roof-top type packaged units located on the roof of the older section of the building serving the north east and south west zones of this section of the building. Two roof-top type packaged units for the extension are located on the roof of the newer extension of the building, with the units apparently serving the ground floor and the first floor zones respectively.

The APAC roof top packaged units serving the older section are nominally 30 kW each, and the YORK roof top packaged units serving the newer 2-storey section are nominally 44 kW each. All of these units have two (2) compressors each, utilising refrigerant R22 (which is becoming quite expensive as this refrigerant is being phased out due to its Ozone Depletion Potential).

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Main air conditioning units for original section (viewed from 1st floor roof)

The current APAC units for the older section were manufactured in 2005 (to replace earlier units). Based on the advice from the council representative the air conditioning units are considered to be of adequate capacity. As these units are only 7 years old and in good condition, they are expected to provide another 10 – 15 years of service (if well maintained).

The YORK units for the 2-storey section were manufactured in 2001 (likely to replace earlier units). Based on the advice from the council representative the air conditioning units are considered to be of adequate capacity. As these units are about 11 years old and in good condition, they are expected to provide another 7 – 12 years of service (if well maintained).

Main air conditioning units for extension section (viewed from 1st floor roof)

Main air conditioning units for new section (viewed from 1st floor roof)

APPENDIX 1

Parts of the support frames and duct flanges for the AC units on the 2 storey section are rusting and should be cleaned of loose rust and painted with suitable products to stabilise the rust and prevent further corrosion (refer to photo at right)

The AC units shown in the photo on the left are redundant air conditioning units, previously used the old location of the computer server room (units on ground floor roof). These units can be removed from the roof.

New air conditioning units, located at front end of building, (on ground floor roof) for new computer server room in the lower ground floor. (see photo on right)

These new units are connected to the new in-rack air conditioners for the server area, and are expected to provide another 15 – 20 years of service (if well maintained).

N.B. The server room temperature set point was observed to be 18°C, and electricity consumption could be reduced by revising this set point to at least 24°C.

In addition to revising the server room this set point to at least 24°C, implementing "Hot aisle/Cold aisle" design could further improve the energy efficiency. This could be implemented by adding containment components to avoid mixing warm air from the rear of the server rack mixing with cool air from the in-rack air conditioners at the front f the rack. Containment means partitioning off the hot and cold aisles, (e.g. with plastic sheeting and with doors to the rear hot aisle) preventing the air from mixing and compromising the temperatures."

Other air conditioning units include split air conditioning units for the lower ground lunch room and the ground floor reception area. These units are in reasonable condition and are expected to provide another 12 – 15 years of service (if well maintained).

The various offices are served by ceiling mounted diffusers. As internal partition walls have been installed and relocated over the years as the office layout configuration is revised each time, the air quantities supplied from each diffuser have not been adjusted to suit the revised room sizes served by each diffuser, resulting in variations in heating and cooling provision and temperature variations throughout the building.

In addition the building occupants are able to open the windows at any time, and during the site visit (when the outside air temperature was estimated to be about 30°C, it was observed that a number of windows were partly open, resulting in leakage of air conditioned air from the building and/or intake of warmer outside air. This may impact on the energy efficiency of the air conditioning.

The outside air ventilation rates may be based on the 1980 edition of AS1668.2 with 3.5 - 5.0 l/s per person compare to the 7.5 – 10 l/s per person of the AS1668.2-1991 edition recognised by

the current BCA/NCC. The existing outside air provision does not include and economy cycle for "free cooling" when ambient conditions are suitable.

The toilets are ventilated by window mounted exhaust fans in the older section and ceiling mounted exhaust fans in the new section.

Gas is not currently connected to the site.

3.2.1 COMPARISON WITH BCA 2012 SECTION J

The services in the building were originally constructed before the introduction of the energy efficiency section in the NCC/BCA.

Leongatha is in climate zone 6 in the current NCC/BCA. If built today the mechanical building services would include energy efficiency measures such as higher efficiency air conditioning units, increased amounts of insulation on the ductwork, and installation of outside air economy cycles on the packaged roof top air conditioning units where above 35 kW.

(N.B. Economy cycle operation can take advantage of cool outdoor air for up to 100% outdoor air ventilation when it is available (e.g. In Melbourne the outdoor air is below 15°C for approximately 5000 hours, or approximately 57% of the year)).

New packaged and split air conditioning units must comply with MEPS (Minimum Efficiency Performance Standards) to ensure that they are more efficient than older air conditioning units.

3.3 ELECTRICAL SERVICES

The current systems provided in the building include switchboards, power supply, general lighting, voice and data communications, access control, intruder detection, closed circuit television and smoke detection systems.

3.3.1 POWER SUPPLY AND DISTRIBUTION

Electricity to the building is supplied from Smith Street via a pillar located in the median strip to the Main Switchboard (MSB). The consumer mains cable run in ground to the MSB which is located in the lower ground floor. The current supply capacity is unknown; however council maintenance personnel advised the electricity supply is at the limit and has tripped out on multiple occasions.

A short term remedy is carried out to re-balance the electrical load across 3 phases of supply and this has helped to minimise the tripping for now.

From discussion with council staff, new electrical loads have been added to the building to cater for additional staff and technology. A server room with UPS and air-conditioning have been added approximately 12 months ago.

3.3.2 SWITCHBOARDS

The MSB is General Electric (GE) manufacture and comprises current transformers chamber, kilowatt-hour meter, and main switches to other sections and sub-boards.

Main switches identified include:

- Main Switch Light & Power (75 Amp 3ph)
- Main Air Conditioning Council Chamber (65 Amp 3ph)
- Main Switch Lift (65 Amp 3ph)
- Main Switch Air Conditioning (60 Amp 3ph)
- Main Switch Server Room (200 Amp 3ph)

Photo: Main Switchboard

The main switchboard is estimated to be 30 to 40 years old and is already at the end of its designed life.

The recently added sub-board for server room (next to MSB) appears to be new and in good condition.

Power is then reticulated to the remaining of the building via sub-mains cables, sub-boards and final sub-circuits via ceiling space.

3.3.3 METERING

The kilowatt-hour meter provided in the MSB is of "Smart Meter" type.

Photo: Smart Meter

3.3.4 LIGHTING

Lighting in the office building is generally of fluorescent type.

Luminaire in the general office area on ground and first floors are of T-Bar recessed type, with linear fluorescent lamps and prismatic diffusers. Lighting in the lower ground floor are surface mounted fluorescent battens.

Majority of the lights are functional and in fair to good condition.

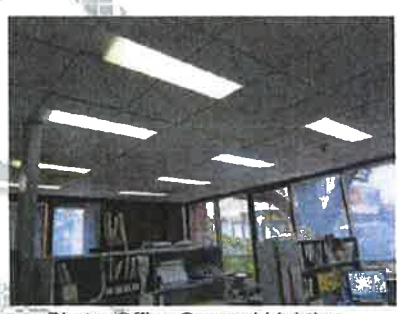


Photo: Office General Lighting

Emergency and exit lighting are provided throughout the building and generally consist of fluorescent emergency lights and illuminated exit signs.

There is no lighting control system in the building.

3.3.5 COMMUNICATIONS

A telephone main distribution frame (MDF) is provided in the lower ground floor server room. From the record book, it appears there is 100-pr lead in cable from Telstra, however the number of active pair will need to be confirmed (with Telstra).

Photo: Main Distribution Frame

Photo: Telstra Optical Fibre

The MDF equipment is still in good condition with some spare space available for Krones termination modules.

From the MDF, 50-pr cable is provided to an Intermediate Distribution Frame (IDF) on ground floor, 50-pr cable to Carino's building.

The building is also provided with Optical Fibre connection to Telstra's network. An active equipment cabinet is located in the server room. It is maintained by Telstra. The number of optical fibre cable cores is unknown. From the server room, an optical fibre connection is also provided to Carino's building.

Both copper and optical fibre cables are also provided to Memorial Hall located behind this office building, where the council chamber has been relocated to.

3.3.6 SMOKE DETECTION

Smoke detectors are provided throughout the building; these are maintained and tested regularly. The smoke detectors are linked to the security system such that on activation, the security monitoring company will be notified.

Photo: Smoke Detector (Unknown manufacture)

3.3.7 BUILDING OCCUPANT WARNING

The building is equipped with building occupant warning system (BOWS) to provide warning in case of fire. The system head-end is located in the server room in lower ground floor and interconnected to ceiling mounted speakers and visual warning devices (Red strobe light). On the detection of smoke, the BOWS will sound through the building.

The system is maintained and tested regularly.

Photo: Building Occupant Warning System (Black cabinet)

3.3.8 SECURITY

The building is provided with access control and intruder detection systems, which are monitored by a security monitoring company, Chubb Security. After hour access to the building is via proximity card at the designated building entry points. There are also passive infra-red (PIR) sensors throughout the building to identify intruders.

The security head-end panel is located on first floor near the stair access to lower ground floor. A computer is connected to the panel to provided system logging and remote monitoring.

Duress button is provided under the reception desk with direct link to Chubb Security.

The access control and intruder detection system is based on Inner Range Concept 4000 manufacture.

The system is operational and in good condition.

Photo: Security Panel (Wall mounted) connected to a Computer

There are 3 no. closed circuit television (CCTV) cameras altogether. 2 cameras are located in the reception area and 1 on the external building near main entry. A digital video recorder with real time monitoring is provided in an administration room behind the reception.

3.3.9 COMPARISON WITH NCC 2012 AND AS/NZS 3000-2007

Electrical services meet the present basic requirements for the building with power supply capacity at its limit. The supply capacity to the building should be reviewed and upgraded if any new electrical load is to be added to the building.

The services in the building were originally constructed before the introduction of the energy efficiency section in the BCA/NCC. If the building were to be built today, lighting control system would be included, and the illumination power density will need to comply with BCA 2012.

To comply with NCC 2012 and AS/NZS 3000-2007 the MSB would need to be in a 2-hr fire rated enclosure, and the lift supply fed from the live side of MSB main switch.

Sub-circuits supply general purpose outlets and lighting on all switchboards will have residual current device (RCD) fitted.

3.4 HYDRAULICS SERVICES

3.4.1 GENERAL

The Domestic Hot water is provided via an electric hot water system with 325 litre storage cylinder in the Lower Ground level store room. A new hot water cylinder was installed in 2010. The hot water usage was advised as minimal for hand washing in the toilets and use in the tea rooms.

The hydraulic services in the toilets and tea rooms were in reasonable condition.

The cold water supply and sewerage should prove adequate as the number of toilets is not anticipated to be increased

The water based fire services (hose reels) have recently been upgraded with additional hose reels installed.

4 CARINO'S OFFICES

4.1 DESCRIPTION OF THE BUILDING

The offices in Carino's building are located on a sloping site on the north west side of Smith St, Leongatha, Vic. The building was originally used as an elderly citizen's centre and is essentially a rectangular building. The single storey building has two entrances, at the south west side near the cinema's, and the north east side.

The general orientation of the building is with the longer axis approximately north-west to south-east. The building is of brick construction, has single glazed windows, and metal deck roofs.

4.1.1 COMPARISON WITH BCA 2012 SECTION J

The building most likely complied with the relevant codes and standards at the time of construction, but is well below the energy efficiency standards required for new buildings.

The glazing appears to be single glazing. The building has limited on glazing on the four sides, with the main glazing facing north east, with horizontal overhangs shading most windows. To comply with the current regulations the windows would most likely be treated with a low-E coating and/or double glazed.

We would expect from experience with similar buildings that the building would not comply with the NCC/BCA 2012 sections identified above.

4.2 MECHANICAL SERVICES

The building is used as office area and has a combination of ceiling mounted 4-way blow units and a ducted air conditioning system at the south west end, to provide heating, cooling and ventilation. The previous air conditioning plant consisted of a ducted evaporative cooling system, and the old outlets have been blanked off.

The open area is also served by the ceiling mounted 4-way blow units, with ceiling mounted fans for additional air movement.

The ceiling mounted 4-way blow units (see photo at left) are mounted in dedicated enclosures as there is not sufficient ceiling height for mounting within the ceiling.

The ducted system serves the offices along the south west side and part of the open area via wall mounted grilles (refer to photo at right).

Carino's Building – Three air conditioning units for main office area (photo above) and two more air conditioning units for main office area (photo below) (all condensing units on roof)
N.B. some capping on the top of the walls is quite rusted.

Carino's Building – Condensing unit for meeting room AC unit on roof (photo below).

The meeting room next to the café, and the office on the north-west corner, are served by wall mounted split air conditioning units (nominal 5 kW capacities).

The ducted unit and the two wall mounted split units are Mitsubishi Electric brand, and the 4-way blow units are Daikin units (nominal 14 kW capacities). These units utilised R22 refrigerant (which is becoming quite expensive as this refrigerant is being phased out due to its Ozone Depletion Potential). Based on the advice from the council representative the air conditioning units are considered to be of adequate capacity. These units are all less than 10 years old and are expected to provide another 5 – 10 years of service (if well maintained).

The outside air is supplied to the building via the roof top air conditioning units. Based on the estimated age of the building the outside air ventilation rates may be based on the 1980 edition of AS1668.2 with 3.5 - 5.0 l/s per person (compared to the 7.5 – 10 l/s per person of the AS1668.2-1991 edition recognised by the current BCA/NCC). The existing outside air provision does not include and economy cycle for "free cooling" when ambient conditions are suitable.

As shown in these photos, some of the insulation on the refrigerant pipes exposed on the roof was in poor condition.

We recommend replacing the damaged insulation, and fitting galvanised covers over the full length of all refrigerant pipes (compare to the partial coverage in the current installation).

N.B. The insulation on the refrigerant pipes exposed on the roof would need to be thicker insulation if required to comply with the current NCC/BCA (to reduce the heat gain/ heat losses).

The toilets are ventilated by window mounted vents.

Gas is not currently provided for the site.

4.2.1 COMPARISON WITH NCC/BCA 2012 SECTION J

The services in the building were originally constructed before the introduction of the energy efficiency section in the BCA/NCC.

Leongatha is in climate zone 6 in the current NCC/BCA. If built today the mechanical building services would include energy efficiency measures such as higher efficiency air conditioning units, increased amounts of insulation on the ductwork, and installation of outside air economy cycles on the packaged roof top air conditioning units where above 35 kW.

(N.B. Economy cycle operation can take advantage of cool outdoor air for up to 100% outdoor air ventilation when it is available (e.g. In Melbourne the outdoor air is below 15°C for approximately 5000 hours, or approximately 57% of the year)).

New packaged and split air conditioning units must comply with MEPS (Minimum Efficiency Performance Standards) to ensure that they are more efficient than older air conditioning units.

To comply with the current NCC/BCA the insulation on the refrigerant pipes exposed on the roof would need to be thicker insulation (to reduce the heat gain/ heat losses).

4.3 ELECTRICAL SERVICES

The current systems provided in the building include switchboards, power supply, general lighting, voice and data communications, access control and intruder detection systems.

4.3.1 POWER SUPPLY AND DISTRIBUTION

Electricity to the building is supplied from the street to the Main Switchboard (MSB) via a pillar located in the median strip on Smith Street. The consumer mains cable run in ground to the MSB which is located in the entry foyer on ground floor. The recently upgraded supply capacity is reported to be 125 Amp 3ph.

4.3.2 SWITCHBOARDS

The MSB is NHP manufacture and comprises 84-pole chassis. The main switchboard was manufactured in 20 May 2004 and is in good condition.

Power is then reticulated to the building via sub-circuits in ceiling space.

Photo: Carino's Main Switchboard

4.3.3 METERING

A kilowatt-hour meter is provided outside the building in an enclosure. A current transformer for metering purpose is mounted directly below meter enclosure.

Photo: Outdoor Metering Enclosure

4.3.4 LIGHTING

Lighting in the building are of fluorescent and low voltage halogen types.

Luminaire in the general office area are suspended type with linear fluorescent lamps.

Majority of the lights are functional and in good condition.

Emergency and exit lighting are provided throughout the building and generally consist of fluorescent emergency lights and illuminated exit signs.

There is no lighting control system in the building.

Photo: Office Lighting

4.3.5 COMMUNICATIONS

Both copper and optical fibre link to this building originates from the main council building via underground conduits.

The comms cabinet, patch panel and equipment are new and in very good condition. There is also spare space available in the cabinet.

Photo: Communications Cabinet and Security Panel

4.3.6 SMOKE DETECTION

There is no smoke detection in this building.

4.3.7 BUILDING OCCUPANT WARNING

There is no building occupant warning system (BOWS) in this building.

4.3.8 SECURITY

The building is provided with access control and intruder detection systems, which are linked to the security head-end panel in Main Council Building. The system is remotely monitored by a security monitoring company, Chubb Security. After hour access to the building is via proximity card at the designated building entry points. There are also passive infra-red (PIR) sensors throughout the building to identify intruders.

The security head-end panel for this building is wall mounted in the entry foyer and in a new condition.

The access control and intruder detection system is based on Inner Range Concept 4000 manufacture.

There is no closed circuit television (CCTV) system in this building.

4.3.9 COMPARISON WITH BCA 2012 AND AS/NZS 3000-2007

Electrical services meet the present requirements for the building. All currently installed equipment appears to be operational and in good condition.

The services in the building were originally constructed before the introduction of the energy efficiency section in the BCA/NCC. If the building were to be built today, lighting control system would be included, and the illumination power density will need to comply with BCA 2012.

Sub-circuits supply lighting on the switchboard will have residual current device (RCD) fitted.

The building will also have smoke detection and warning system provided.

4.4 HYDRAULICS SERVICES

4.4.1 GENERAL

The Domestic Hot water is provided via a small electric hot water system with single storage cylinder mounted at high level in the male toilets. The hot water usage is anticipated as minimal for hand washing in the toilets and use in the tea room.

The hydraulic services in the toilets and tea rooms were in reasonable condition.

The cold water supply and sewerage should prove adequate as the number of toilets is not anticipated to be increased

There is a hose reel at the entrance next to Carino's Café.

5 CURVES BUILDING

5.1 DESCRIPTION OF THE BUILDING

The "Curves" building is a public hall type building located behind the Carino's building on the sloping site on the north west side are of Smith St, Leongatha, Vic. The building is referred to as the "Curves" building due to the previous use as a women's fitness centre. This single storey building has a single entrance on the ground floor at the northern end facing north east.

The general orientation of the building is with the longer axis approximately north-east to south-west. The building is of brick construction, has high level single glazed windows, and a metal deck roof.

5.1.1 COMPARISON WITH BCA 2012 SECTION J

The building most likely complied with the relevant codes and standards at the time of construction, but is well below the energy efficiency standards required for new buildings.

The levels of insulation in the walls and roof are most likely lower than the levels that would be installed if the building was constructed to comply with Section J of the current edition of the BCA. The existing straw insulation under the roof would not comply with the current requirements.

The glazing appears to be single glazing. The building has limited on glazing on the two longer sides, with the main glazing facing north west and south east, with horizontal overhangs providing very limited shading of the windows. To comply with the current regulations the windows would most likely be treated with a low-E coating and/or double glazed, with additional shading.

Section J3 'Building Sealing' of the BCA requires roofs, walls, floors and any opening such as a window, door or the like to be constructed to minimise air leakage, and miscellaneous exhaust fans to be fitted with a sealing device such as a self-closing damper. Buildings built prior to this requirement generally have higher rates of air leakage allowing conditioned air to escape and/or unconditioned air into the building.

N.B. the high level windows appear to have permanent openings along the bottom edges, and there are a number of ventilation louvres in the brick walls that would not seal air tight even when in the closed position

5.2 MECHANICAL SERVICES

The building has a single packaged air conditioning unit serving two offices on the northern end with one grill supplying air to the main hall area. The other rooms are not connected to the air conditioning unit, and it appears that the unit may not be of sufficient capacity to air condition the whole building for use as office area. The return air duct uses one of the door ways into the hall as a return air entry.

The ducted system is connected to and old EMAIL air conditioner of unknown capacity. This unit is likely to be more than 15 years old, as this brand is no longer manufactured. The unit would utilise R22 refrigerant (which is becoming quite expensive as this refrigerant is being phased out due to its Ozone Depletion Potential). It is not recommended that

this unit be used for any future development as an office building. It is recommended that a completely new air conditioning system be installed; the new system should be a new roof-top type packaged unit, VRF or split air conditioning units, or other type of air conditioning, as required to suit the layout and energy efficiency targets for the new office fit out proposed for this building.

The toilets are ventilated by louvre windows, but the louvre windows do not vent to outside and it was not able to be determined how the air from the toilets is vented to the outside of the building. The windows may vent into a void connected to the roof space of the adjacent cafe, and this roof space is vented by wind driven rotary cowls.

The ventilation rates may be based on the 1980 edition of AS1668.2 with 3.5 - 5.0 l/s per person compare to the 7.5 – 10 l/s per person of the AS1668.2-1991 edition recognised by the current BCA/NCC. The existing outside air provision does not include and economy cycle for "free cooling" when ambient conditions are suitable.

Gas is not currently provided for the site.

5.2.1 COMPARISON WITH BCA 2012 SECTION J

The services in the building were originally constructed before the introduction of the energy efficiency section in the BCA/NCC.

Leongatha is in climate zone 6 in the current BCA. If built today the mechanical building services would include energy efficiency measures such as higher efficiency air conditioning units, increased amounts of insulation on the ductwork, and installation of outside air economy cycles on the packaged roof top air conditioning units where above 35 kW.

(N.B. Economy cycle operation can take advantage of cool outdoor air for up to 100% outdoor air ventilation when it is available (e.g. In Melbourne the outdoor air is below 15°C for approximately 5000 hours, or approximately 57% of the year)).

New packaged and split air conditioning units must comply with MEPS (Minimum Efficiency Performance Standards) to ensure that they are more efficient than older air conditioning units.

New insulation on any refrigerant pipes would need to be thicker insulation to reduce the heat gain/ heat losses.

5.3 ELECTRICAL SERVICES

The current systems provided in the building include switchboards, power supply, general lighting and communications systems.

5.3.1 POWER SUPPLY AND DISTRIBUTION

Electricity to the building is supplied from a MSB located in corridor area The current supply capacity is 63Amp 3ph.

Photo: Main Switchboard with Metering

5.3.2 SWITCHBOARDS

The switchboard for the building is General Electric (GE) manufacture and comprises 12-pole chassis, located in the entry foyer. The switchboard is estimated to be 30 to 40 years old and is already at the end of its designed life.

Power is then reticulated around the building via sub-circuits in ceiling space.

Photos: Curves Switchboard

5.3.3 METERING

Kilowatt-hour meter for the Curves building is located in the MSB in corridor.

5.3.4 LIGHTING

Lighting in the building is of fluorescent type.

Luminaire in the main hall area are ceiling mounted T8 linear fluorescent lamps.

Majority of the lights are functional and in good condition, however these are not suitable for office type environment.

Emergency and exit lighting are provided throughout the building and generally consist of fluorescent emergency lights and illuminated exit signs.

Photo: Main Hall Lighting

There is no lighting control system in the building.

5.3.5 COMMUNICATIONS

A local distributor (LD) termination frame is provided next to the switchboard in entry foyer.

There is no copper of optical fibre link to the main office building.

5.3.6 SMOKE DETECTION

There is no smoke detection in this building.

5.3.7 BUILDING OCCUPANT WARNING

There is no building occupant warning system (BOWS) in this building.

5.3.8 SECURITY

There are no access control or intruder detection systems in this building.

There is no closed circuit television (CCTV) system in this building.

5.3.9 COMPARISON WITH BCA 2012 AND AS/NZS 3000-2007

The services in the building were originally constructed before the introduction of the energy efficiency section in the BCA/NCC. If the building were to be built today, lighting control system would be included, and the illumination power density will need to comply with BCA 2012.

Sub-circuits supply lighting on the switchboard will have residual current device (RCD) fitted.

The building will also have smoke detection and warning system provided.

5.4 HYDRAULICS SERVICES

5.4.1 GENERAL

The domestic hot water unit was not located, and is anticipated to be a small electric hot water cylinder. The hot water usage for the proposed use as an office area is anticipated as minimal for hand washing in the toilets and use in a tea room.

The cold water supply and sewerage should prove adequate as the number of toilets is not anticipated to be increased.

The water based fire services may have to be upgraded with additional hose reels etc. to suit the proposed use as an office area, but the authority water supply pressure and available flow would need to be confirmed to determine this.

6 DESIGN CRITERIA – NEW OFFICE BUILDINGS

6.1 BUILDING STANDARDS GUIDELINES

As mentioned in the request for tenders new office accommodation should be designed to the Victorian Government Office Accommodation Guidelines 2007, and also the Victorian Government Office Building Standards 2008 which is referenced in the Office Accommodation Guidelines.

These documents indicate that an existing building intended for office accommodation should be designed to achieve at least 4 stars NABERS energy rating and a 5 star Green Star rating. These ratings would require the energy efficiency aspects of the design to be significantly better than the minimum to comply with BCA/NCC 2012.

The following MEP design criteria outlines the minimum requirements to meet these guidelines. The detailed design criteria to meet the Green Star and NABERS requirements would be further refined following a detailed understanding of the building use.

6.2 MECHANICAL SERVICES

6.2.1 GENERAL

This section outlines the scope of works associated with the mechanical services design criteria.

- Provision of outside air ventilation and toilet/shower exhausts for the offices and shops.
- Provision of air conditioning for the offices, including riser space and supports for refrigerant pipes to roof mounted condensing units.
- Provision of outside air to the common corridor areas.
- Specification of provision of twelve months Warranty and Free Service on all equipment supplied and installed.
- Specification of provision of Maintenance Manuals, Operating Instructions and 'As-Installed' Drawings.

6.2.2 DESIGN CRITERIA

External Design Conditions

External Design Conditions (Maximum/Minimum)

Summer:	35°C Dry Bulb, 19°C Wet Bulb
Winter:	3.5°C Dry Bulb

Internal Conditions

Offices

Internal Design Conditions (while air conditioning is operating).

Summer:	24.0°C +/- 1.5°C
Winter:	22 0°C +/- 1.5°C

The air conditioning system design shall be based on 50% relative humidity at peak design cooling loads. Standard air conditioning equipment (e.g. split type packaged air conditioning units) will typically achieve a relative humidity of 40% - 60% at other operating conditions.

Storage Areas

Non-air conditioned spaces

Occupancy

Offices

Main areas	1 person per 10 m^2 (as per Appendix A of AS1668.2)
Other areas	Number of people as per details on architectural drawings.

Ventilation

Offices

Outside air to be provided to via the air conditioning as per Appendix A of AS1668.2

(i.e. outside air of 10l/s per person, or 7.5 l/s per person where suitable higher efficiency filters are provided).

Toilets

Natural ventilation or Mechanical exhaust as per AS 1668.2 – 2002 (or performance based system).

Internal Heat Gains

Lighting heat gains

Office General: 12 watts/ m^2 (N.B. BCA is 10 watts per m^2)

Equipment heat gains

Office General: 15 watts/ m^2

Noise levels

Noise levels (due to mechanical services)

Office areas and staff rooms	45 dB(A)
Toilets/change areas	55 dB(A)

(N.B. generally the noise levels shall be as per AS 2107)

Noise from equipment to be limited to the following at the site boundary:

Day time	65 dB(A).
Night time	40 dB(A) (or as advised).

Building Fabric and Glazing Allowance

The air conditioning loads and internal conditions anticipated are based on the following assumptions regarding the building fabric and glazing, as anticipated to comply with the minimum requirements of BCA/NCC Section J.

The external walls, floors and ceilings are anticipated to have the following features (or better):

- Any new external walls with minimum R-value of 2.8.
- Walls adjoining non-conditioned spaces with minimum R-value of 1.8.
- Roofs with minimum R-value of 3.2.
- Ground floor – slab-on-ground with no insulation.
- Ground floor – slab above car park with insulation with minimum R-value of 2.0
- Window Shading – Windows shaded from direct sunlight in December - February (at 10am for East facing windows, mid-day for North facing windows and 4pm for West facing windows).
- Window U-values – Typical U-values and solar heat gain coefficients of windows of 3.8 and 0.80 respectively for shaded windows (or 2.8 and 0.50 for non-shaded windows).

Final values should be confirmed after completion of the Section J calculations.

6.2.3 AIR CONDITIONING

Office areas

Offices would typically have roof top packaged equipment and/or ducted split AC systems with indoor units and ductwork located in the ceiling space, with a rigid main duct and flexible ductwork to square diffusers in the main areas.

Variable speed AC units, and options such as heat exchangers, or AC combined with natural ventilation, should be considered to achieve higher energy efficiency to meet the NABERS and Green Star targets.

Common Corridors

Ventilation systems with no heating or cooling to provide outside air for the corridors as per AS 1668.2 -1991/ 2002.

6.2.4 MECHANICAL EXHAUSTS

Toilets and Shower rooms

The toilets and bathroom areas will be served by ducted mechanical exhaust based on the 25 l/s per fixture or 10 l/s.m2 (as per AS 1668.2) with egg crate type exhaust grilles, flexible ductwork, and in ceiling ducts, connected to central exhaust ducts in the vertical riser shaft, with 2 roof mounted exhaust fans (1 for the shops and offices, 1 for the restaurant)

Exhaust fans would be connected to the relevant time switches for the tenancy

6.2.5 PRELIMINARY COSTS

In order to achieve higher energy efficiency to meet the NABERS and Green Star targets variable speed AC units, and options such as heat exchangers, or AC combined with natural ventilation, should be considered. The cost estimate range is \$250 to \$350/m^2, depending on factor including the final architectural details and whether mixed mode/natural ventilation is included.

6.3 ELECTRICAL SERVICES

6.3.1 GENERAL

This section outlines the scope of works associated with the electrical services design criteria.

Coordination of the incoming power supply to the building, including allowances for power supply upgrade to site.

- Supply and installation of switchboards
- Power reticulation, switchgear and cabling for building
- General lighting for offices spaces including corridor areas
- Lighting controls system
- Emergency and exit lighting system
- Coordination of new incoming communications cable, including copper and optical fibre
- Access control and intruder detection system
- Closed circuit television system
- Smoke detection and alarm system in accordance with BCA
- Specification of provision of twelve months Warranty and Free Service on all equipment supplied and installed.
- Specification of provision of Maintenance Manuals, Operating Instructions and 'As-Installed' Drawings.

6.3.2 DESIGN CRITERIA

Electrical Services for the facility shall be designed in accordance with:

Building Code of Australia

AS 3000 – Wiring Rules

AS 3008 – Electrical installations – Selection of cables

AS 2293 – Emergency escape lighting and exit signs for buildings

AS 1670 – Fire detection, warning, control and intercom systems – System design, installation and commissioning

AS 1680.1 – Interior and workplace lighting

AS/ACIF S009 – Installation requirements for customer cabling

All other relevant standards

6.3.3 ELECTRICAL SUPPLY INFRASTRUCTURE

Local Distribution Company for this area is SP Ausnet Power supply to each building shall be assessed separately to cater for the building electrical demand respectively.

The maximum demand calculation for each building shall be estimate using AS/NZS Table C3 initially and verified using Table C2 at design development and tender stage.

6.3.4 COMMUNICATIONS SERVICES

Incoming communications copper cabling from the street shall be provided to each building and terminated on Main Distribution Frame (MDF). Arrange with Telstra to install suitable quantity of lead-in cable to the building based on specific office requirements.

A communications cabinet shall be provided with CAT.6 grade cabling star wired to each communications field outlet from the cabinet. Patch panels shall be provided in the cabinet for cable termination

A tie-cable shall also be provided from the MDF to the cabinet, terminated on patch panel.

A dedicated telephone line is to be provided to the main fire indicator panel located at the main entrance as well as the lift as required.

6.3.5 MAIN SWITCHBOARD (MSB)

Relevant Standards: AS/NZS 3439 - Low Voltage Switchgear and Control gear Assemblies

A main switchboard on shall be provided and installed in a suitable position to supply light and power sub-circuits and other electrical loads.

Switchboard enclosure shall be fabricated of minimum 2mm mild steel and have minimum rating of IP42 if located indoor or IP56 if located outdoor.

This electrical cupboard shall be 2-hr fire rated if supplying safety services.

6.3.6 DISTRIBUTION SWITCHBOARDS

Distribution switchboards shall be provided as required for power reticulation.

6.3.7 GENERAL LIGHTING

General lighting system will consist of energy efficient light fittings, such as high output T5 linear fluorescent, compact fluorescent and metal halide light fittings.

The building internal lighting levels will be designed in accordance with the recommendation from AS1680. A summary of the lighting levels for different type of interior is listed below.

Type of Interior	Maintained Illuminance
Lobby, Entrances and Foyers	160 lx
Office areas	320 lx
Public corridors and passageways	40 lx
Carpark	40 lx
Store room	40 lx
Plant rooms with control panels	160 lx
Internal Stairs	80 lx

Selection of light fittings will depend on the size of ceiling tiles and ceiling type.

6.3.8 LIGHTING CONTROL SYSTEM

An intelligent lighting control system utilizing timers, motion sensors, daylight sensors and/or dimmers is recommended to be provided to all areas to reduce building electricity usage.

We propose Clipsal C-Bus or Dynalite intelligent lighting control system to be utilized as the building lighting control/ management system, as it is reliable and widely used in the industry.

The lighting control system is also required to comply with the Building Code of Australia – Part J - Energy Efficiency.

6.3.9 GENERAL POWER

The number of outlets to each office workstation shall be confirmed with the building occupier.

We propose general purpose cleaner's outlets to be provided within corridors, in strategic locations and equipped with residual current protection.

6.3.10 EMERGENCY EVACUATION LIGHTING

Emergency lighting and exit signage to be self-contained and either monitored or non-monitored type. All exit signs are to be maintained type.

New emergency lighting test switches, in accordance with AS2293, are to be installed on all switchboards where emergency and exit lighting circuits originates.

6.3.11 SMOKE DETECTION AND ALARM

Relevant Standards: AS1670 Fire detection, warning, control and intercom systems standard for residential.

Smoke detection and alarm system shall be provided to meet BCA requirement.

6.4 HYDRAULIC SERVICES

6.4.1 GENERAL

This section outlines the scope of works associated with the hydraulic services design criteria.

- Provision of sanitary drainage and plumbing to all the fixtures documented on the architectural drawings as well as connection to the existing sewer.
- Cold water reticulation to all fixtures documented on the architectural drawings complete with appropriate individual metering to achieve Green Star requirements
- Supply and installation of hot water units to serve toilets and hot water reticulation to all the fixtures
- Supply and installation of hose reels, as required.

6.4.2 DESIGN CRITERIA

The design criteria for hydraulic services are as follows:

Hydraulic services to comply with the relevant Building Code of Australia

Hydraulic services to comply with all the current statutory requirements and guidelines.

Hydraulic services to comply with the current relevant Australian Standard where applicable and particularly the following:

AS 3500 – National Plumbing and Drainage Code incorporating:

Part 1:2003 – Water Services

Part 2:2003 – Sanitary Drainage and Plumbing

Part3:2003 – Stormwater Drainage

Part 4:2003 – Heated Water Services

AS 5601 – Gas Services Design Standard

AS 2419 – Fire Hydrants

AS 2441 – Fire Hose Reels

6.4.3 SANITARY DRAINAGE

The existing sanitary drainage system is considered adequate to service any modification to the building. Any extensive changes would require extension of the existing system and extend from the existing sewer within the site boundary.

Any upgrade of the fixtures requires the following:

1. 100dia outlets for toilets
2. 40dia outlets for basins
3. 40dia outlets for urinals
4. 100dia grates for floor wastes

6.4.4 DOMESTIC COLD WATER SUPPLY

The existing cold water distribution system is considered adequate to service any modification to the building. Any extensive changes would require a review of the water meter and service size extending from the authorities main.

Any upgrade of existing fixtures would be required to include water saving (AAA or greater) devices to meet green star objectives.

6.4.5 DOMESTIC HOT WATER SUPPLY

The domestic hot water supply for the toilets is intended to be off a solar boosted electric hot water unit installed on the roof of the building.

All hot water fixtures to DDA areas require thermostatic mixing valves

6.4.6 NATURAL GAS SERVICE

As the gas usage would be minimal it is not proposed to install a gas tapping.

6.4.7 FIRE HYDRANT AND FIRE HOSE REEL SERVICE

Based on the current and proposed future usage it is not proposed to install fire hydrants. The installation of fire hose reels will require discussion with the building surveyor.

6.4.8 FIRE SPRINKLER SERVICES

Based on the current a proposed future usage it is not proposed to install sprinkler services.

6.4.9 PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be provided as required in the BCA to conform with current architectural proposal.

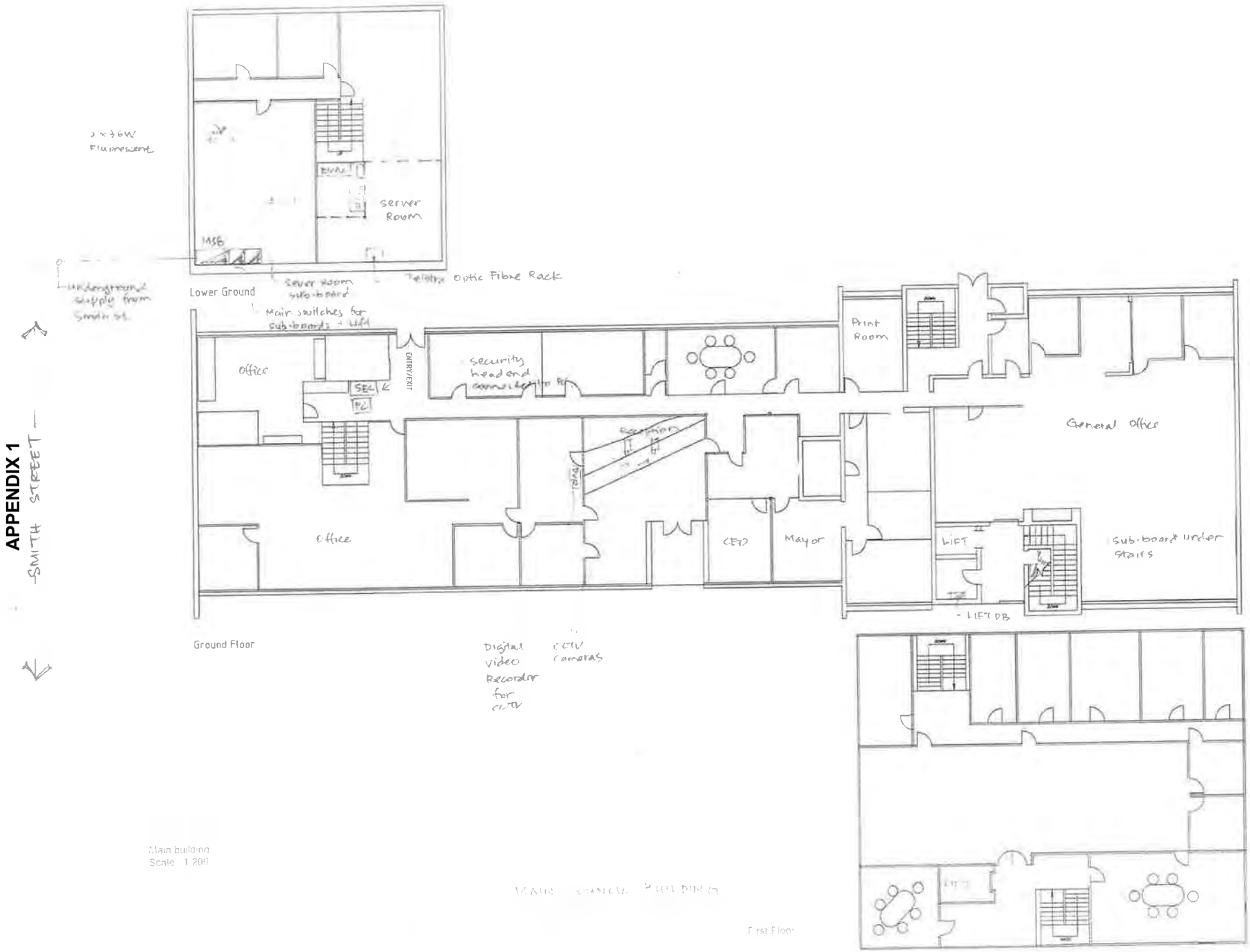
6.4.10 PRELIMINARY COSTS

The costing at this stage would only relate to any replacement of existing fixtures as would be specified by the architect. We do not envisage any direct costs associated with the hydraulic services.

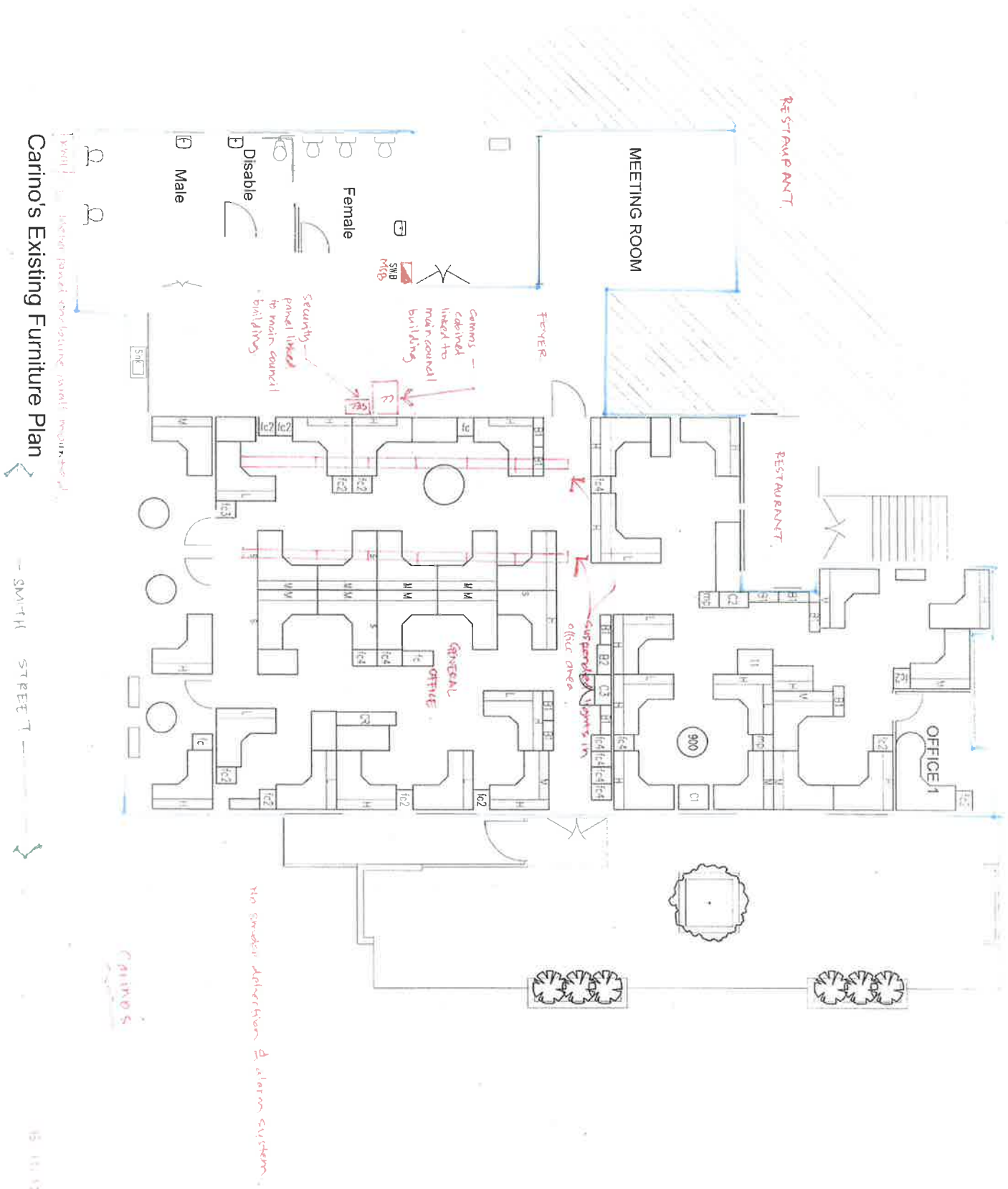
APPENDIX A

ELECTRICAL SKETCHES

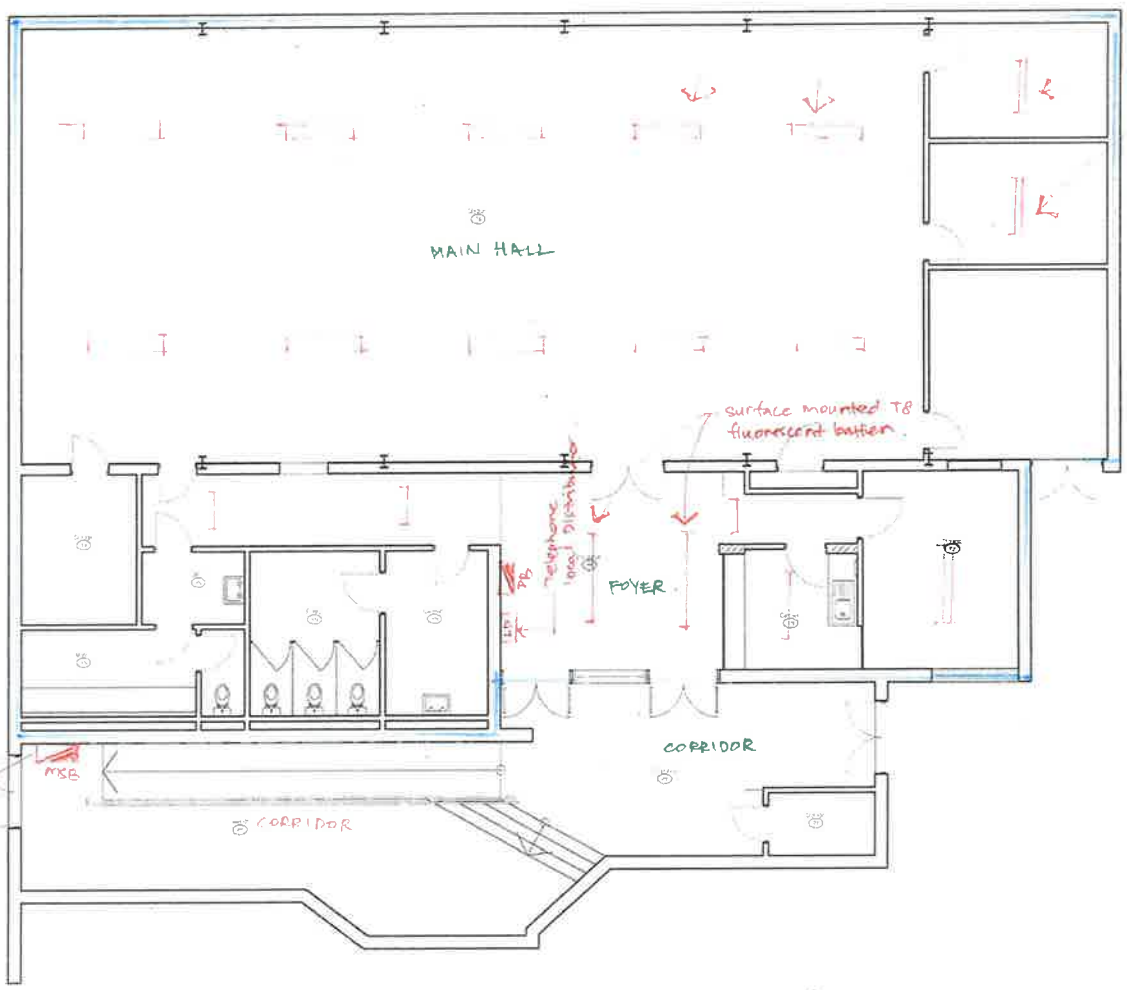
APPENDIX 1


SMITH STREET
2 x 36W Fluorescent
Server Room
Lower Ground
Server Room sub-board
Telstra Optic Fibre Rack
Main switches for sub-boards + Lift
Office
SEC
PC
ENTRY/EXIT
Security head end
Reception
Print Room
General Office
Office
CEO
Mayor
LIFT
Sub-board under stairs
LIFT DB
Ground Floor
Digital Video Recorder for CCTV
CCTV Cameras
Main building
Scale 1:200
First Floor

APPENDIX 1


Carino's Existing Furniture Plan
MEETING ROOM
RESTAURANT
RESTAURANT
OFFICE 1
Female
Disable
Male
FEYER
SWB
SMITH STREET

APPENDIX 1



1 Existing Ground Floor Plan
1 : 50

MANTRIC

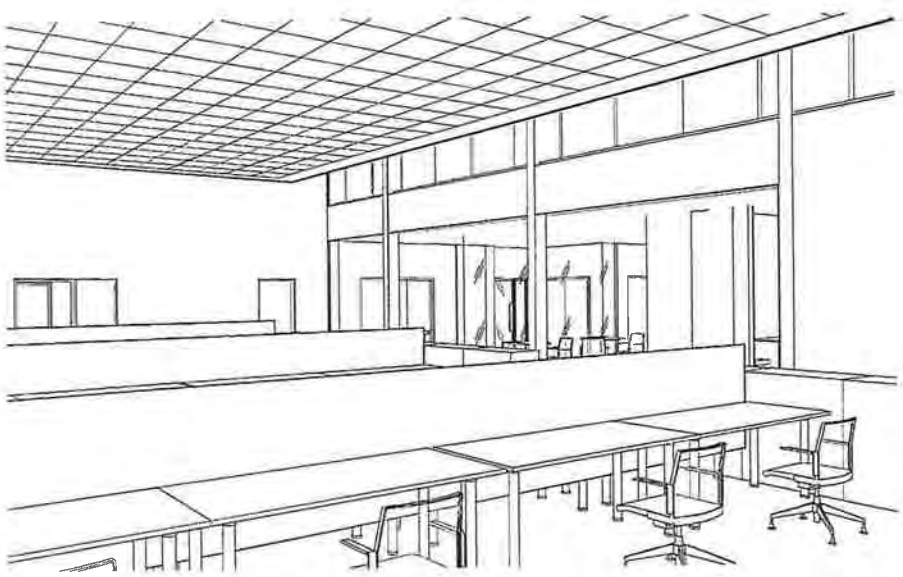
South Gippsland Shire Council

Office Refurb, 9 Smith St, Leongatha

Existing Ground Floor

254 EX01

APPENDIX 3 - PROPOSED LAYOUT AND ASSOCIATED DRAWINGS

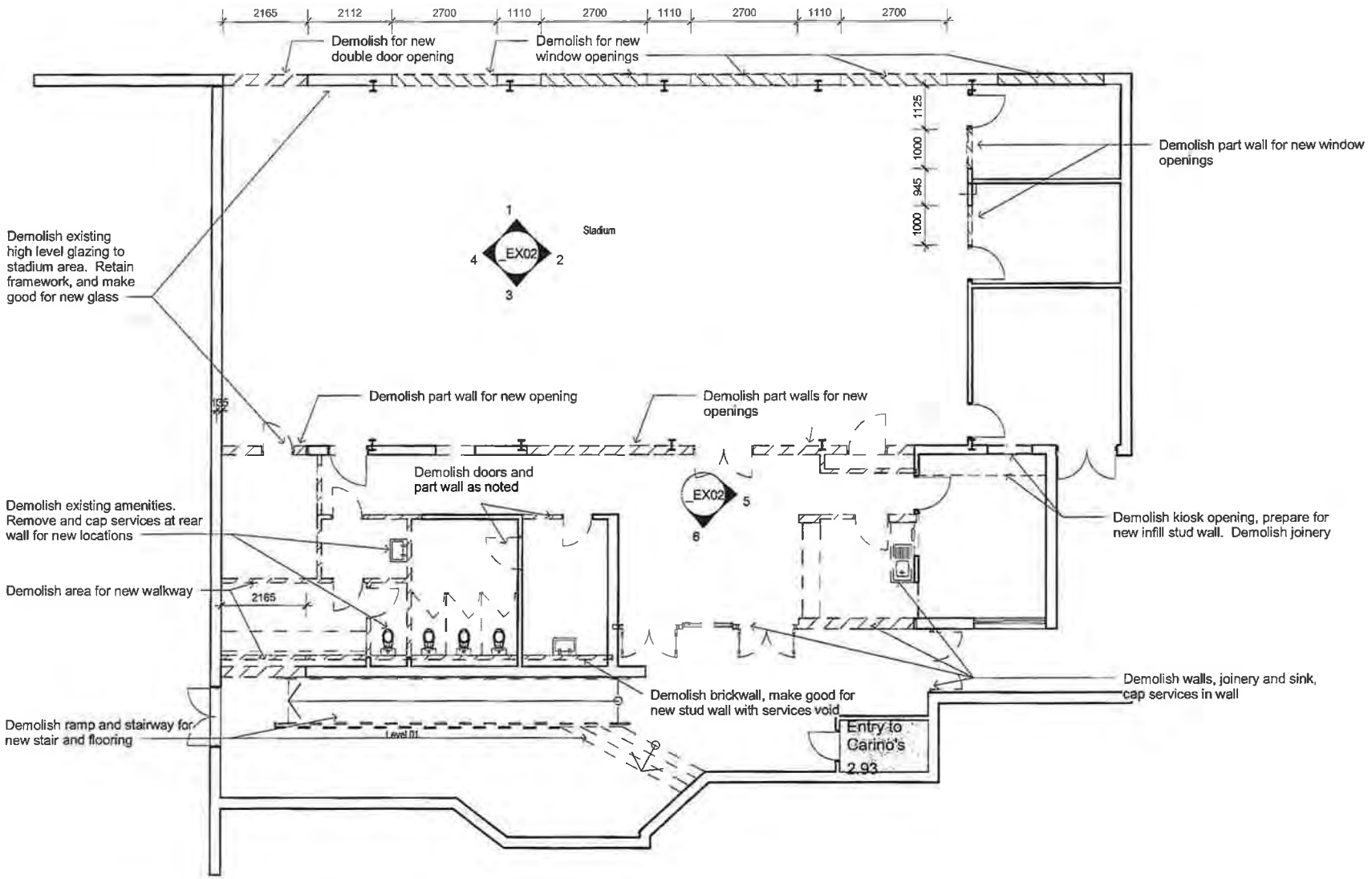


_EX01	Existing Ground Floor
_EX02	Demolition Elevations - Internal
A01	Proposed Floor Plan
A02	Reflected Ceiling Plan
A03	Workstation Plan
A04	External Elevations
A05	Stadium Elevations Entry elevations
A06	Joinery Elevations, Lounge Elevations
A07	Amenities Details

APPENDIX 1

MANTRIC ARCHITECTURE

APPENDIX 1



1 Existing Ground Floor Plan

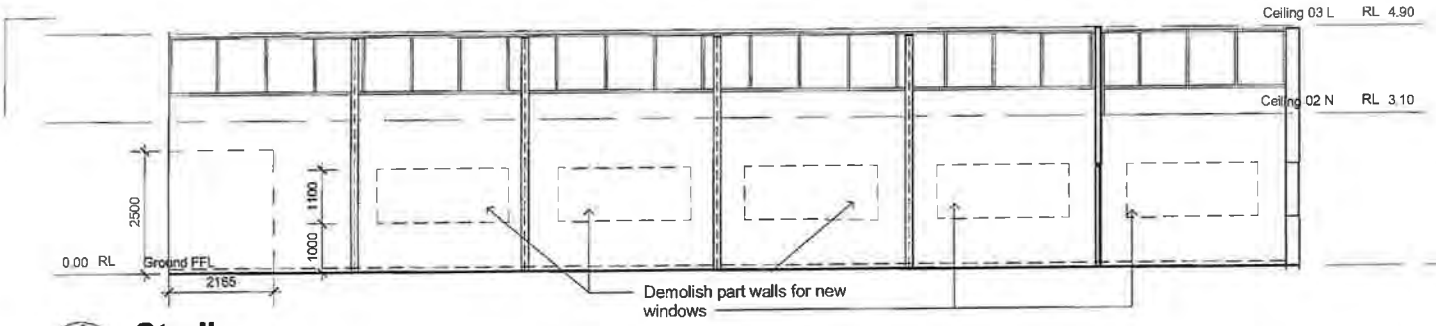
1 : 100

FOR CLIENT APPROVAL

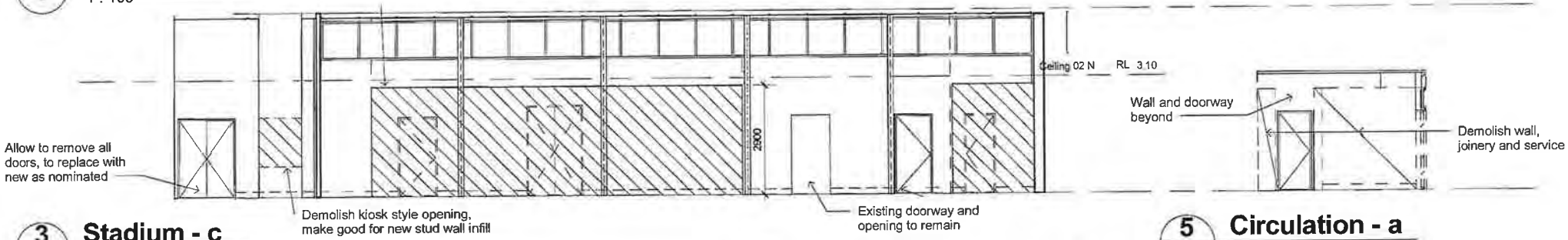
MANTRIC ARCHITECTURE

Client: South Gippsland Shire Council Project: Curves Renovation	Drawing: Existing Ground Floor	Date 121026 Drawn DM Scale 1 : 100 @A3	Project No. 254	Drawing No. _EX01	Revision 1

APPENDIX 1

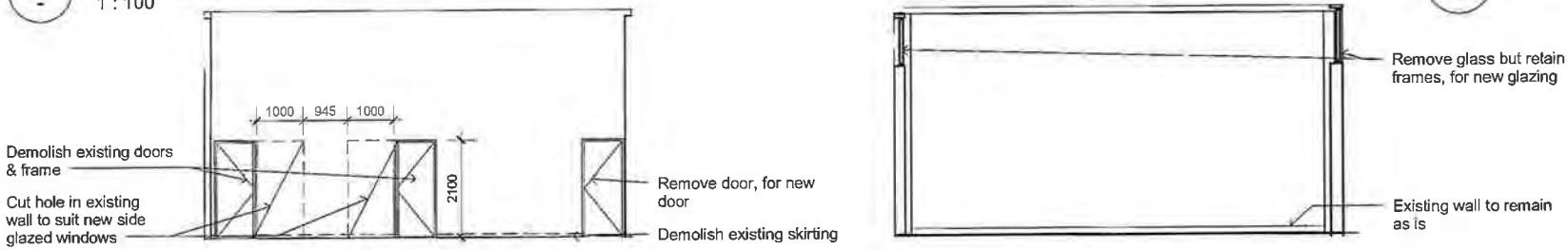


1 - Stadium - a
1 : 100



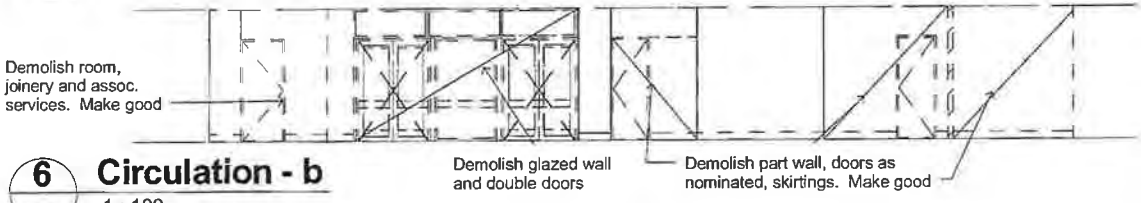
3 - Stadium - c
1 : 100

5 - Circulation - a
1 : 100



2 - Stadium - b
1 : 100

4 - Stadium - d
1 : 100



6 - Circulation - b
1 : 100

FOR CLIENT APPROVAL

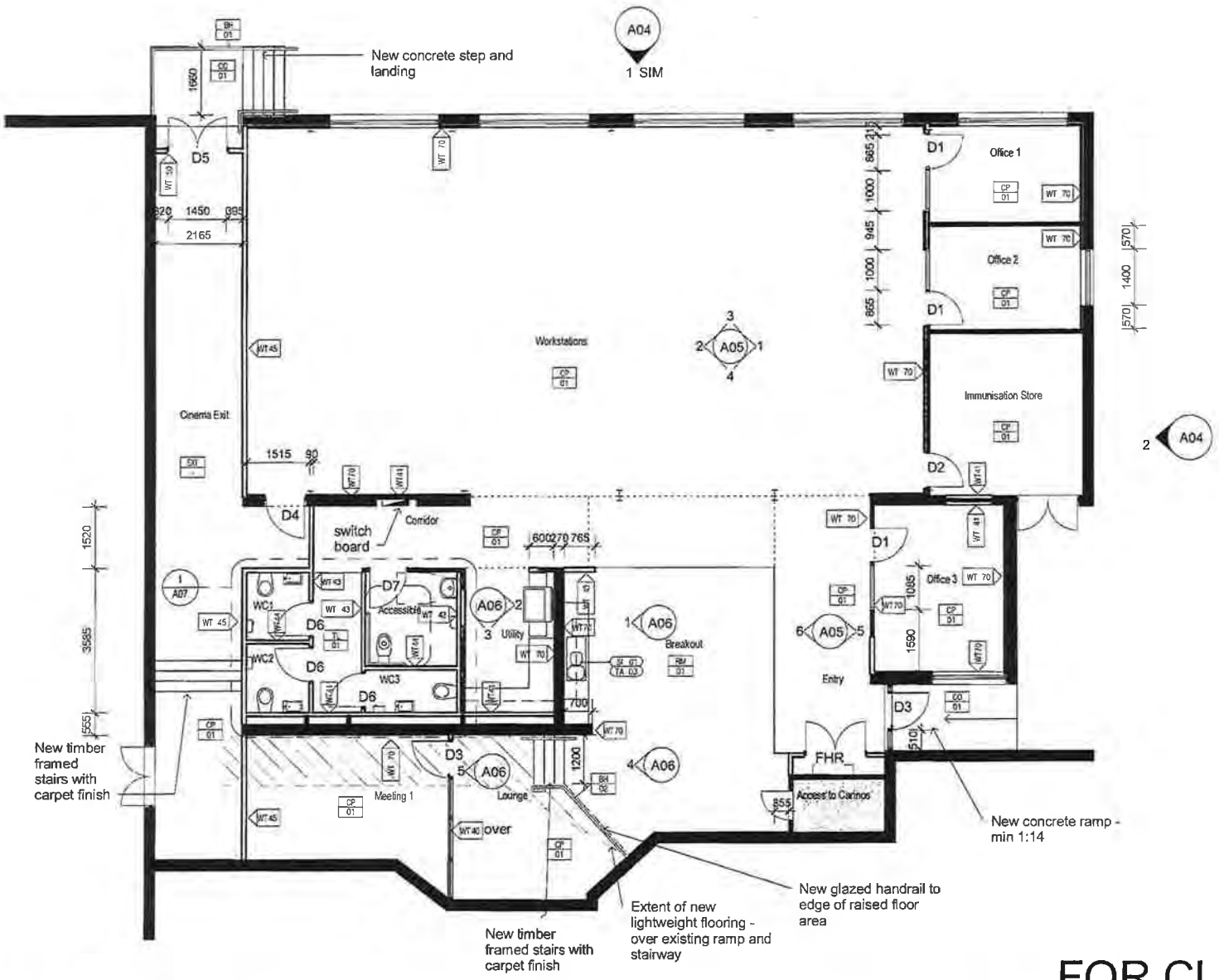
MANTRIC ARCHITECTURE

Client: South Gippsland Shire Council
Project: Curves Renovation
Drawing: Demolition Elevations - Internal

Date 121026
Drawn Author
Scale 1 : 100 @A3

Project No.	Drawing No.	Revision
254	_EX02	1

APPENDIX 1



DOOR LEGEND

D1 Aluminium framed glazed door within existing opening. Provide new natural anodised alum. frame

D2 Existing door to remain - paint frame and door

D3 920 x 2040 alum framed glazed door within alum. framed glazed wall

D4 920 x 2040 solid core door, swipe card access to outside, free lever to inside. Alum. frame

D5 2 off 920 x 2040 double solid core door in alum. frame, swipe card access to outside, push button exit to inside.

D6 820 x 2040 solid core door with indicator turn snib in alum. frame

D7 920 x 2040 solid core door with indicator turn snib and lift off hinges in alum. frame

Aluminium glazing - 275 series EU9080 wide stiles by Capral (or sim)

NOTE

ALL CODED FINISHES AND MATERIALS ARE FULLY DESCRIBED IN THE SPECIFICATIONS - REFER TO THE SCHEDULES AND RELEVANT SPECIFICATION SECTIONS

DRAWING TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL DRAWINGS, AND CONSULTANTS DRAWINGS

REFER TO SERVICES ENGINEERS SKETCHES & SCOPING DOCUMENT FOR ALL SERVICES DETAILS

FOR CLIENT APPROVAL

MANTRIC ARCHITECTURE

Client: South Gippsland Shire Council

Project: Curves Renovation

Drawing: Proposed Floor Plan

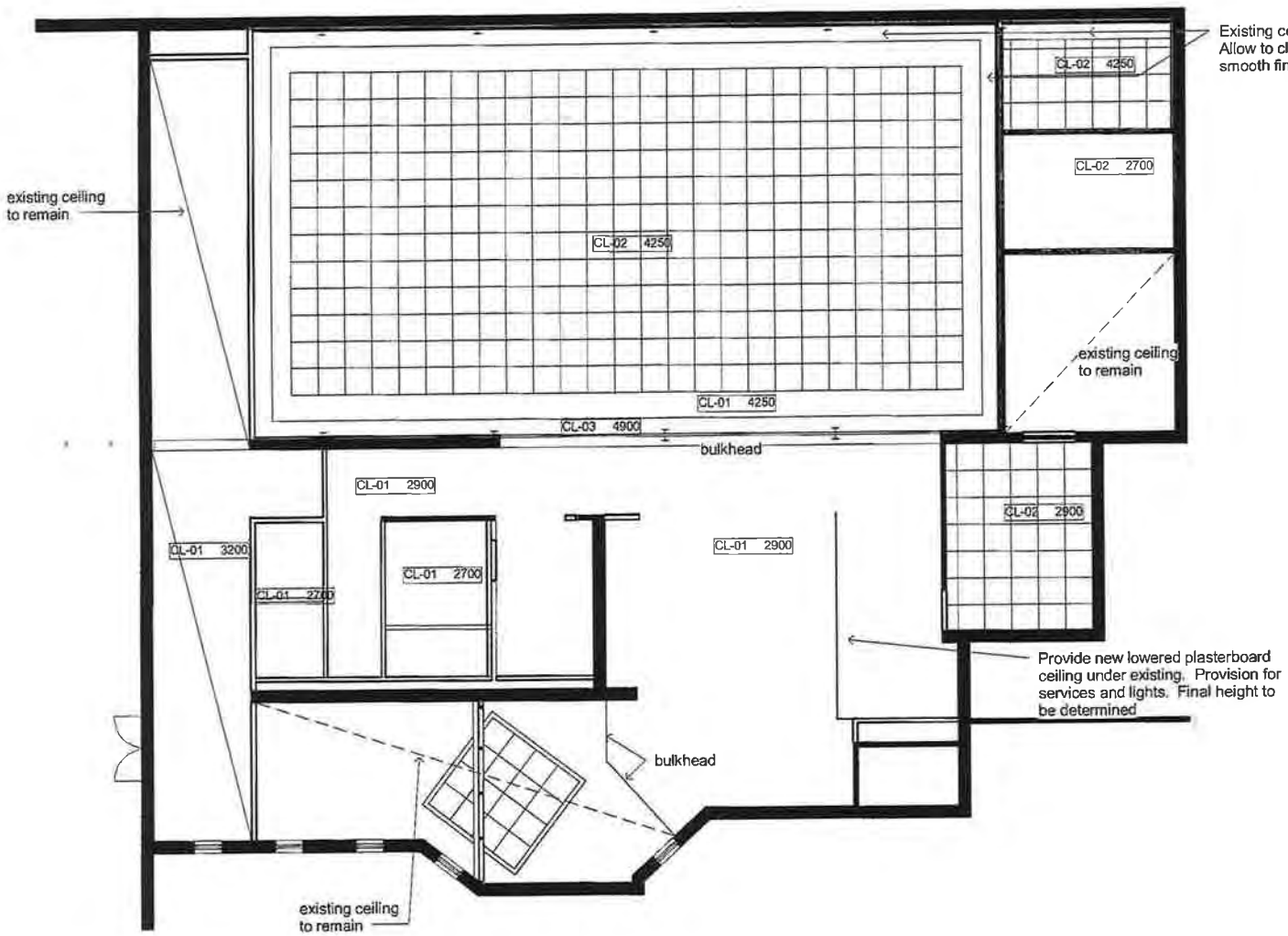
Date 121026

Drawn Author

Scale As indicated @A3

Project No.	Drawing No.	Revision
254	A01	1

APPENDIX 1



FOR CLIENT APPROVAL

MANTRIC ARCHITECTURE

Client
South Gippsland Shire Council

Project
Curves Renovation

Drawing
Reflected Ceiling Plan

Date 121026
Drawn Author
Scale 1 : 100 @A3

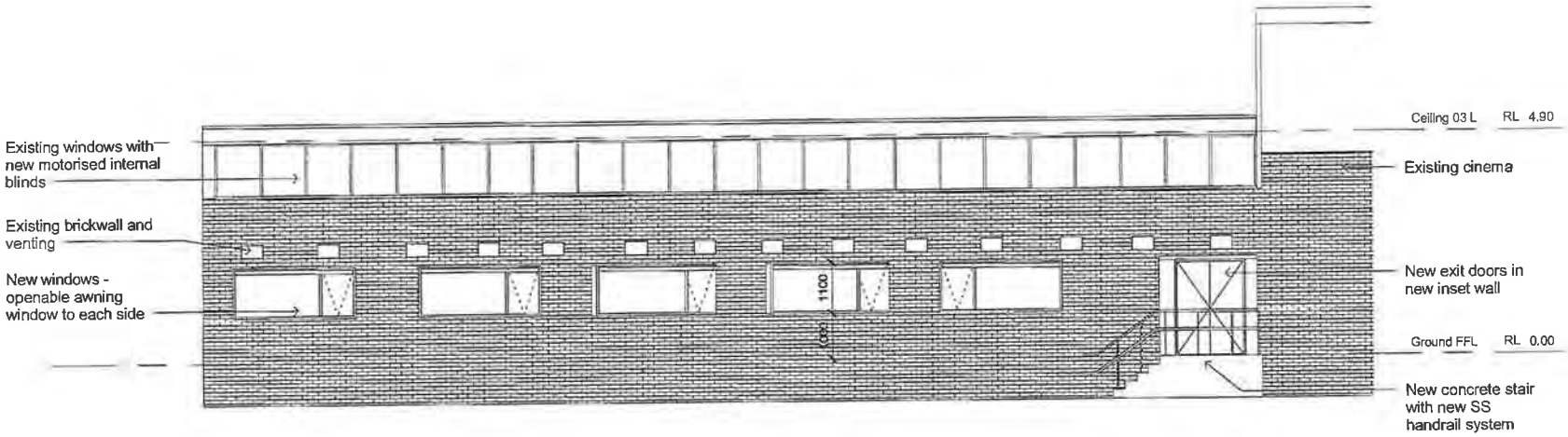
Project No.	Drawing No.	Revision
254	A02	1

APPENDIX 1

FOR CLIENT APPROVAL

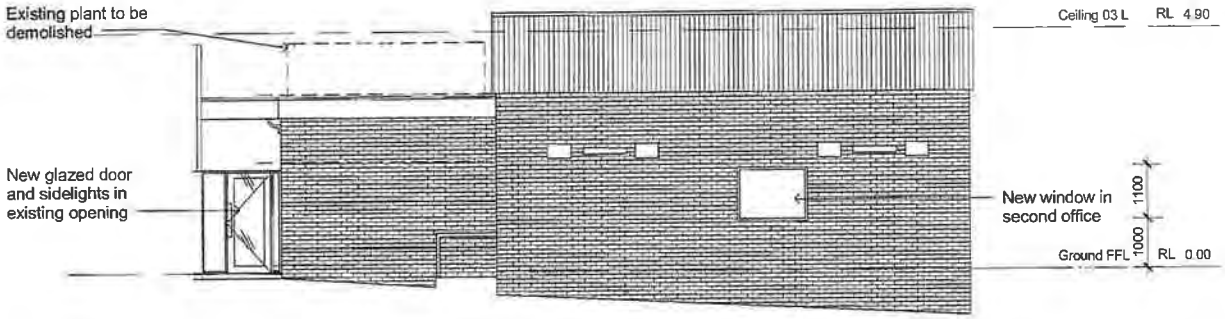
MANTRIC ARCHITECTURE

Client: South Gippsland Shire Council Project: Curves Renovation	Drawing: Workstation Plan	Date 121026 Drawn Author Scale 1 : 100 @A3	Project No. 254	Drawing No. A03	Revision 1



1 North West Elevation
1 : 100

APPENDIX 1



2 North East Elevation
1 : 100

FOR CLIENT APPROVAL

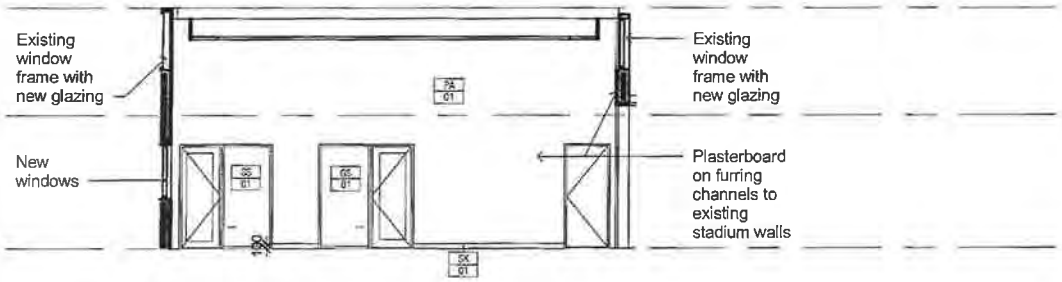
MANTRIC ARCHITECTURE

Client: South Gippsland Shire Council
Project: Curves Renovation
Drawing: External Elevations

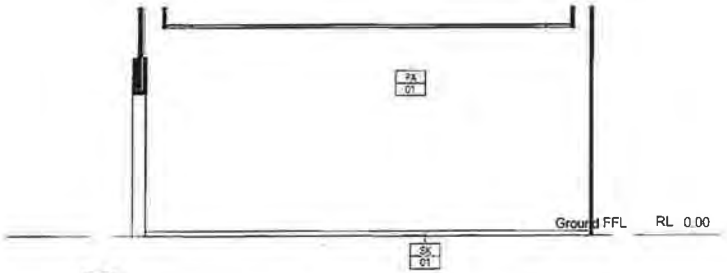
Date 121026
Drawn Author
Scale 1 : 100 @A3

Project No.	Drawing No.	Revision
254	A04	1

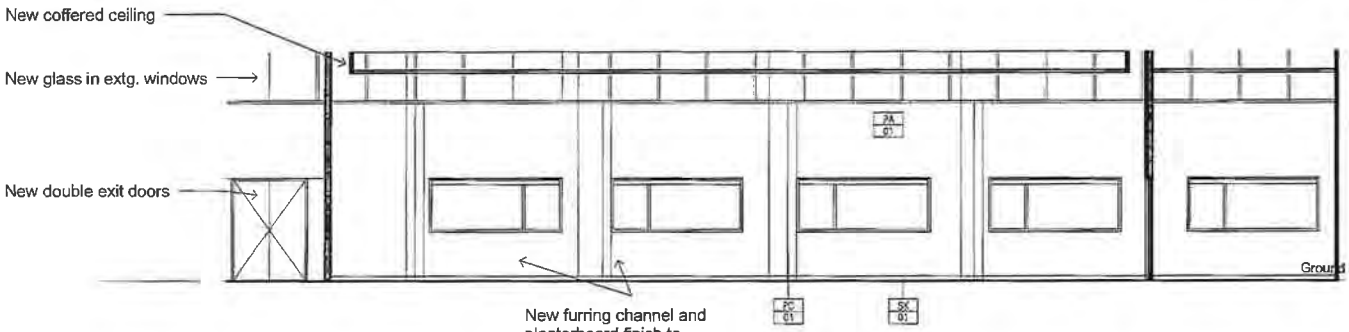
APPENDIX 1



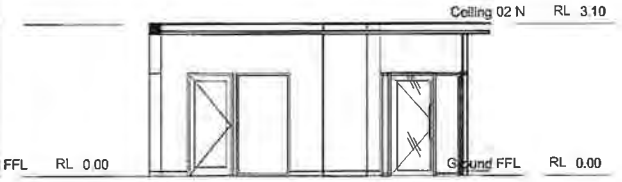
1 Stadium ne
1 : 100



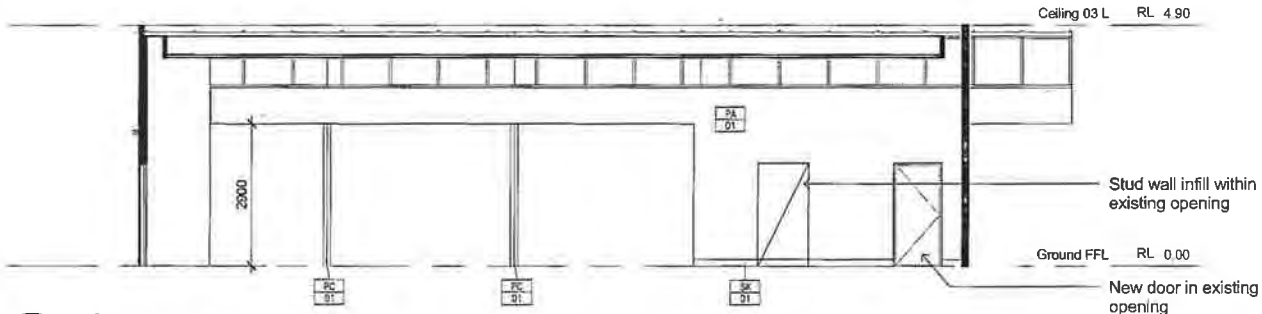
2 Stadium sw
1 : 100



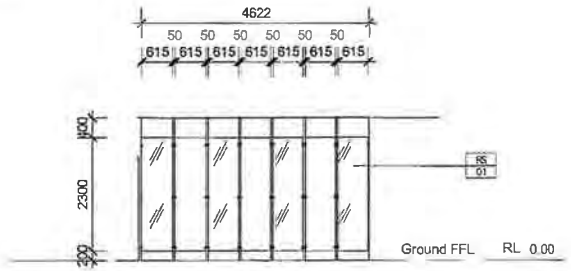
3 Stadium nw
1 : 100



5 Entry ne
1 : 100



4 Stadium se
1 : 100



6 Entry sw
1 : 100

FOR CLIENT APPROVAL

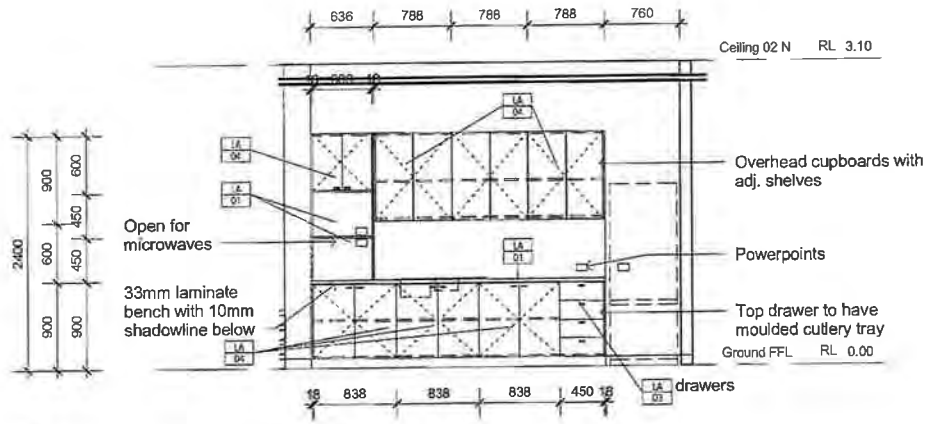
MANTRIC ARCHITECTURE

Client: South Gippsland Shire Council
Project: Curves Renovation
Drawing: Stadium Elevations, Entry elevations

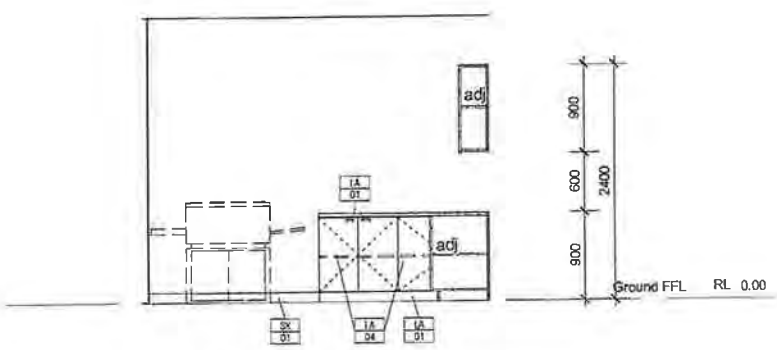
Date 121026
Drawn Author
Scale 1 : 100 @A3

Project No.	Drawing No.	Revision
254	A05	1

APPENDIX 1



1 Break out joinery
1 : 50



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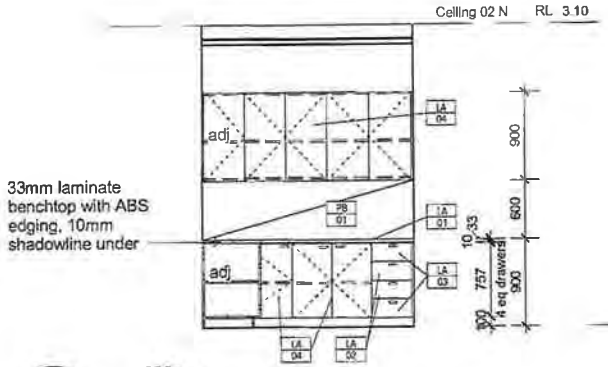

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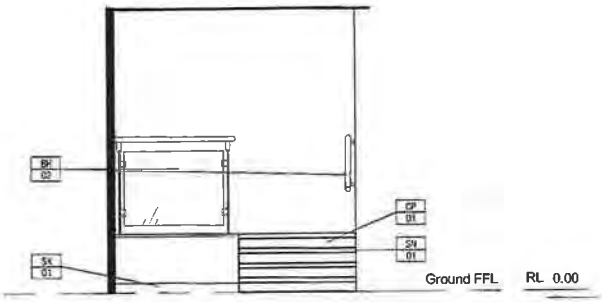

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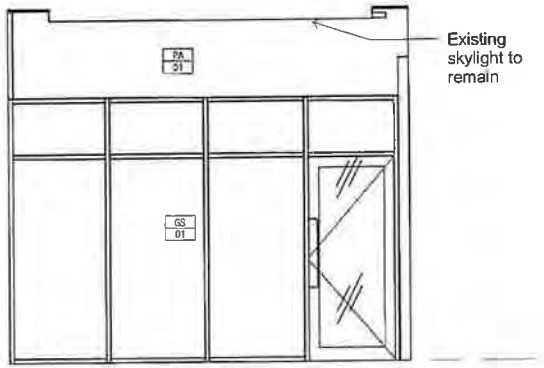


5 Lounge se
1 : 50

FOR CLIENT APPROVAL

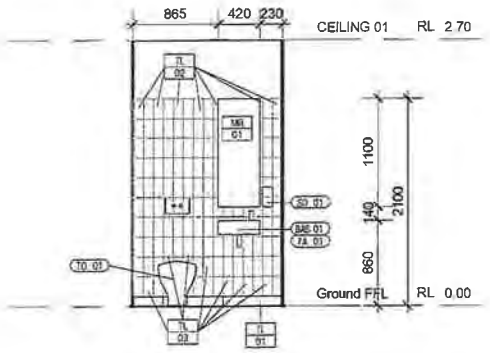
MANTRIC ARCHITECTURE

Client: South Gippsland Shire Council
Project: Curves Renovation
Drawing: Joinery Elevations, Lounge Elevations

Date 121026
Drawn Author
Scale 1 : 50 @A3

Project No.	Drawing No.	Revision
254	A06	1

APPENDIX 1



2 WC 1 Elev
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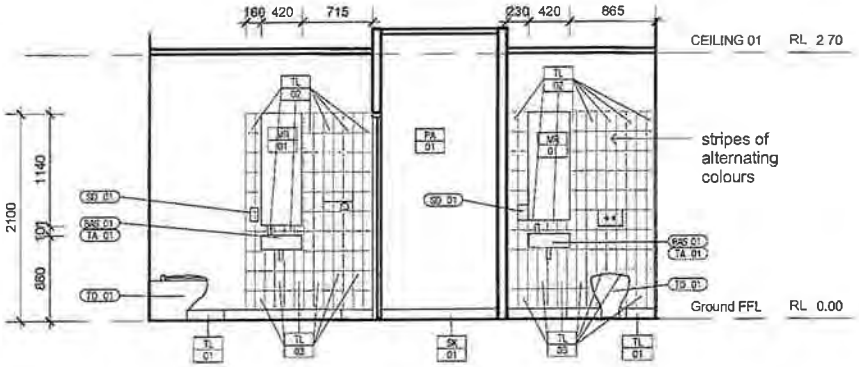

3 WC 2 and 3 Elev
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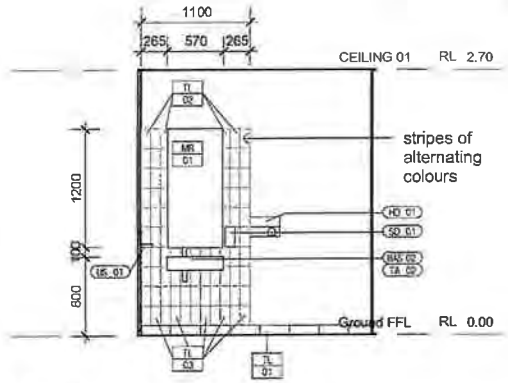

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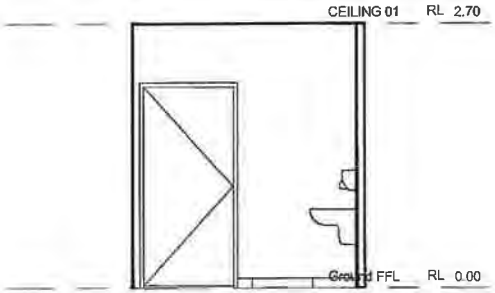

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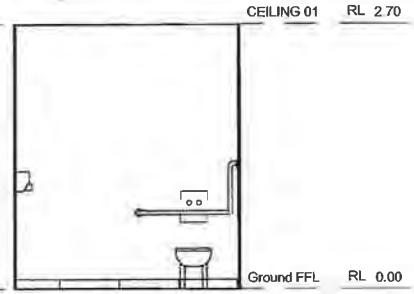

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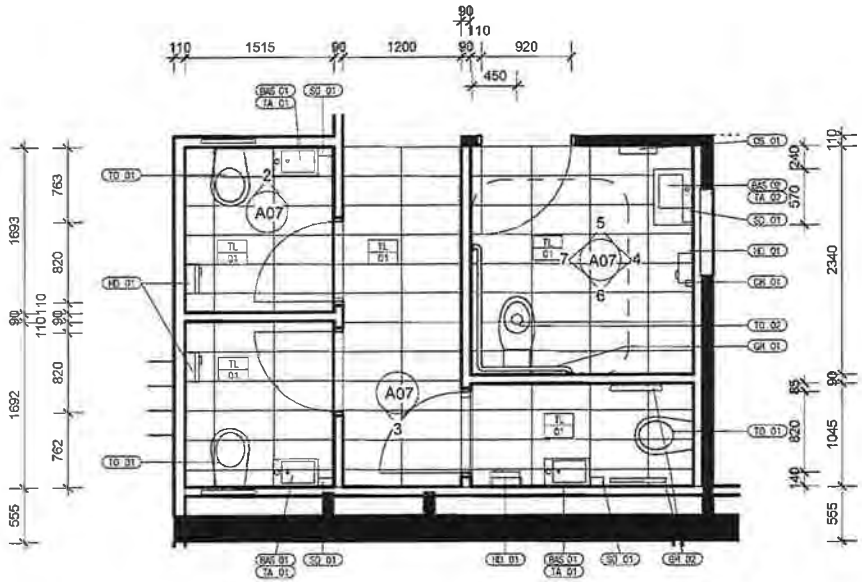

1 Amenities
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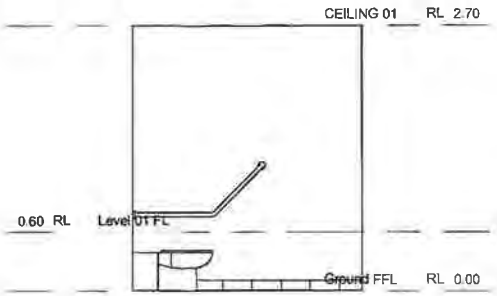

7 ACC sw
1 : 50

FOR CLIENT APPROVAL

MANTRIC ARCHITECTURE

Client: South Gippsland Shire Council
Project: Curves Renovation
Drawing: Amenities Details

Date 121026
Drawn Author
Scale 1 : 50 @A3

Project No.	Drawing No.	Revision
254	A07	1

APPENDIX 1

FITTINGS FIXTURES & EQUIPMENT SCHEDULE

IMPORTANT

The Contractor shall issue the Fittings Fixtures and Equipment Schedule to all trades, including all services trades, and shall provide all items listed, and provide all gas, water, electricity supply services, and all required drainage, sewerage and tundish connections.

The Contractor should allow for all blocking within walls sufficient to support all nominated fixtures. For light weight stud frames, provide full support blocking as required for fitment. For blockwork walls locally core fill for support fixings – for heavy items only. For fixings into the face of hollow concrete blocks, use Ramset guidance on the use of the Chemset 101 injection system with a "mixing sleeve", the AnkaScrew and the Dynabolt anchors.

Chemset 101 with Mixing Sleeve: installing wall mounted signs, handrails and gates.
AnkaScrew: Wall mounted pipe brackets and gate hinges
Dynabolt: Electrical junction boxes, wall mounted pipe brackets, installing wall mounted signs, handrails and gates, roller door guide rails, shelving.

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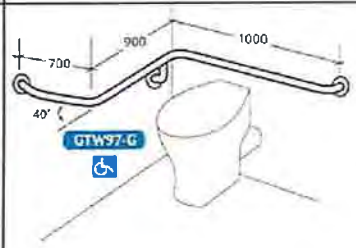
APPENDIX 1

Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev

BATHROOMS / WET AREAS

BATHROOM FITTINGS

Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev
CH - 01	Coat hook	All amenities	**METLAM FROM KYISSA** * Product Ref: 202 Coat hook/bumper * Type: surface mounted * Note: all partition doors to have hook as per toilet partition spec. (height 1500 affl) * All disabled toilets to have two hooks on wall – refer elevations for locations and mounting height		
CH-02	Coat Hook	Acc Toilet	**STREAMLINE** * Product Ref: Soft Hook * Type: surface mounted * Code : ZAC751 * Accessible toilet to have two hooks on wall – refer elevations for locations and mounting height		
GR – 01	Grab rail – disabled	Accessible WC	**RBA** * Product Ref: GTW97 and GTW97-G for left and right hand (builder to refer to plans) * Type: 40 deg. Angled 2 wall grab bar, surface mounted * Finish: Stainless steel * Installation: as per manufacturer's spec to comply with AS1428.1-2009. * Mounting height : 800mm to top of horizontal portion of the grab rail. * OR SIMILAR APPROVED.		

SECTION 00940
FF & E SCHEDULE

APPENDIX 1

Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev
GR-02	Grab Rail - ambulant	WC 3	RBA * Product Ref: 40deg Angled Grab Barr * Code: RBA4040-600/610 (handing to be determined on site) * Finish: Satin Stainless steel * Installation: as per manufacturer's spec to comply with AS1428.1-2009 * Mounting height : 800mm to top of horizontal portion of grab rail. * OR SIMILAR APPROVED.		
PD - 01	Toilet Paper dispenser	All amenities	BRADLEY AUSTRALIA * Product Ref: Jumbo Toilet tissue dispenser * code: 5424 * Material: Satin Stainless Steel		
SD – 01	Soap dispenser	All amenities	RBA * Product Ref: Contura Surface Mounted Soap Dispenser * code: B4112 * Material: Satin Stainless steel	 B4063	
US-01	Utility Shelf	Accessible WC	BRADLEY AUSTRALIA * Product Ref: R0941-21 Polished stainless steel soapdish with shelf * Material: SS * Length: 300mm		

APPENDIX 1

Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev
HD – 01	Hand Dryer	All Amenities	JD MACDONALD * Product Ref: Applause Satin Stainless Steel * Product Code: APP02/SSS * Installation Height: - Men's Toilets – 1200mm - Women's Toilets – 1150mm - Accessible WC – 1000mm		

APPENDIX 1

TAPWARE / OUTLETS

Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev
TA - 01	Basin Tapset	WC's	HANSA TAPS BY CAROMA * Product Ref: Nordic Basin mixer, code: 90947C5A * Type: mixer – centre mount * Material: Chrome		
TA - 02	Disabled Basin Tapset	Accessible WC	HANSA TAPS BY CAROMA * Product Ref: Nordic Care Basin Mixer * Code: 90965C5A * Type: mixer – centre mount * Material: Chrome		
TA – 03	Kitchen Sink Tapset	Kinder Kitchen, Kitchen, Kinder 1, Kinder 2, Childrens toilet	HANSA TAPS BY CAROMA * Product Ref: Polo Sink Mixer * code: 51482203 * Type: mixer – centre mount * Material: Chrome		

SANITARY FIXTURES

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
BAS - 01	Basin – Wall Basin	WC's	CAROMA * Product Ref: Liano Hand Wall Basin Code: 649715W * Material: Porcelain * Colour: White * Taphole: Single		

APPENDIX 1

Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev
BAS - 02	Basin - Disabled	Accessible WC	**CAROMA** * Product Ref: Cube Extension Care Wall Basin Code: 864115W * Material: Porcelain * Colour: White * Taphole: Single		
TO – 01	Toilet pan	WC's	**CAROMA** * Product Ref: Leda Wall Faced Toilet Suite * Material: Porcelain * Colour: White * Seat: included with suite * Cistern: Inwall code : 237003 * Button : Invisi Series 11 metal rectangular dual flush plate and button, code : 237020S		
TO – 02	Toilet Suite (pan / cistern / seat / button)	Accessible WC	**CAROMA** * Product Ref: Care 800 Invisi Series II suite with Backrest and Pedigree 11 Care seat * Product code: 718200B * Material: Porcelain * Colour: White. * Seat : Magestic Grey (MG) * Button and panel: Invisi series 11 Care Dual Flush plate & raised care buttons – 237011S * note: in dry wall provide support bracket to suit water wafer		

Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev

KITCHEN FITTINGS

Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev
SI - 01	Kitchenette sink	Break Out	CLARK SINKS * Type : Advance 1.75 end bowl * Tap holes - Single tap hole		

MISCELLANEOUS

FITTINGS AND FIXTURES

Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev
MA-01	Monitor Arm	Workstations, Office	ATDEC * Product: Single Screen Monitor Arm * Product Code: SD-SA-DK		
MA-02	Monitor Arm	Workstations, Office	ATDEC * Product: Double Screen Monitor Arm * Product Code: SD-SA-DK-DB		

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Code	Legend	Indicative Location	Detail / Proprietary Description	Image	Rev
BN-01	Bin unit	Break Out	LINCOLN SENTRY * Product: Kitchen bin fixed to door RP270 – 13 litres * Product Code: 1-460-322 * Size : 355h x 277w		

APPENDIX 1

CONTACT NUMBERS

Company	Contact	Telephone	Mobile
Britex	Shane Gooch	9466 9000	0407 859 866
Appliances Online	www.appliancesonline.com.au	1300 000 500	
Caroma	Steve Azzopardi	9926 5400	131 774
Bobrick / RBA		1300 788 778	
Enware		9550 0300	
Dexion		1800 100 050	
Interloc Lockers and Seating		1800 688 599	
JD McDonald		9271 6400 / 1800 023 441	
Melbourne Refrigeration		97948627	
Stoddard	Tina	07 3345 5011	
Thornwaite Technologies	Ross Maloney	02 9417 4466	0424 504 416

PRODUCT SELECTION

The naming of particular products in the Schedules indicates products of acceptable quality and design intent which may be approved, but does not mean exclusive preference for such products. Equivalent products may be used. Submit details of proposed products for approval by the Superintendent before commencing.

REVISION HISTORY

APPENDIX 1

CURVES RENOVATION

MATERIALS SCHEDULE

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APPENDIX 1

CURVES RENOVATION

SECTION 00910
MATERIALS SCHEDULE

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev

FLOOR FINISHES

CO - Concrete / Screed Floors

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
CO-01	Concrete floor	External stairs, ramp	STEEL TROWELLED * Description: Mechanical with hand finished edges. * Finish: Clear seal (LAF-01) LA-01 : BASF CONSTRUCTION CHEMICAL * Description: Water based acrylic. (Low Cost) * Product Ref.: BASF Construction Chemicals - Masterseal 333 * Thickness / No of coats: 3 coats * Coving: Required * Colour: Clear		

CP - Carpet

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
CP-01	Carpet Tile	Office	ABOVE LEFT * Description: Carpet tile * Construction / material: 100% Solution dyed nylon * Collection: In Transit * Pattern / Colour : On Board – City Block * Code: IO07 * Installation : Monolithic * Weight: 542/m2 * Grade / Wear resistance: Commercial Heavy duty * Fire resistance: 7.3k/m2 critical radiant flux, 1.45% smoke dev rate * Stain resistance: Required * Insect resistance: Not Required * Backing: EcoSoftt * UNDERLAY DETAILS * Method of laying: Pressure sensitive adhesive * Underlay type: NR	09680	

APPENDIX 1

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev

RM - Resilient Materials

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
RM-01	Resilient Materials - Vinyl	Break Out	THE ANDREWS GROUP * Description: Woven Vinyl Flooring Tile * Range: Eight * Colour: Hong Kong 8am * Code: * Thickness: 2.7mm *Instalation Pattern: Straight lay * Installation : Monolithic * Method of laying: Pressure sensitive adhesive *Joints: Installed to manufacturers details and specifications.	09650	

SK - Skirtings

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
SK-01	Skirtings - Aluminium	**All new & existing walls** unless noted otherwise	CUSTOM ALUMINIUM SKIRTINGS * Finish: Natural Anodised * Height: 100mm * Thickness: 2mm * Fixing: * Joins: Butt joins	06100	
SK-02	Skirtings – Coved	WC's, Acc	COVED SKIRTINGS * Allow to cove nominated flooring to all walls and joinery in all areas listed to 100mm affl. * Provide alum. coving angle to all corners * Tile above: Builder to provide Spectrum TC48 silver capping to top of all vinyl skirting where wall tile is above. * Plasterboard above: Builder to provide Spectrum HCS48 silver capping to top of all vinyl skirting where plasterboard is above.		

TI – Tactile Indicators

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
TI-01	Tactile Indicator - carpet	Breakout/lounge, Cinema Exit	LATHAM * Type : Spiral Top Stainless Steel Stud * code : LTSSL (25mm) * Finish: Stainless Steel * Substrate : to suit direct stick carpet * Installation : To AS 1428.4	02769	
TI-01	Tactile Indicator - vinyl	Cinema Exit	LATHAM * Type : Spiral Top Stainless Steel Stud * code : LTSS (10mm) * Finish: Stainless Steel * Substrate : to suit concrete, vinyl, timber * Installation : To AS 1428.4	02769	

SN – Stair Nosing

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
SN-01	Stair Nosing	Lounge, cinema exit	LATHAM * Type : SB Series Bevelled Edge, Alum Slip resistant Safety Stair Tred Nosings and Tread Bar Inserts * code : 775SB * Finish: Aluminium mill finish with Sparkling Black Suregrip infill * Substrate : to suit direct stick carpet – install packer to ensure flush finish with adjacent carpet * Installation : To AS 1428.4	02769	

APPENDIX 1

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev

WALL FINISHES (INTERNAL)

GS – Glazed Screens

GS-01	Glazed Screens	Internal glazed partitions	CAPRAL ALUMINIUM * Description : Capral 400 Series * Frame type: Aluminium * Frame finish: Powdercoated * Frame colour: Metropolis Silver Glow Pearl 84623 * Glass Type and colour: a) Pilkington Standard Clear * Panel module: Refer Internal Elevations * Other features * Decals to AS 1428	08520

RS – Resin Screens (Internal)

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
RS-01	Resin Screens	Entry	3 FORM * Description : Varia Spider * Colour : green * Thickness : 3mm * Finish : Sandstone to both sides SUPPORT SYSTEM - MEI & PICCHI * Type : Reed * Requirements : Reed plus extension to suit ceiling level * Accessories : Panel holders for Perspex panel fixings. * Finish : Satin stainless steel	08520	

WL – Wall Lining

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
WL-01	General Internal Wall Lining	General	FLUSH PLASTERBOARD/WR PLASTERBOARD * Acceptable product: Boral / CSR * Minimum thickness: Nominal 13 mm * Surface finish / colour: Paint finish * Refer to Paint Codes * Installed to manufacturers details and specifications. * Note : WR Plasterboard to wet areas		
WL-02	Wall Lining- Wet areas	Amenities	COMPRESSED FIBRE CEMENT CLADDING * Acceptable product: Villaboard/ CSR Wallboard * Panel Material : Compressed Cement Sheet * Thickness: 9mm * Surface finish / colour: Paint finish * Joint / sealing system: Flush Joint Treatment System * Installed to manufacturers details and specifications.		

PB – Pinboard

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
PB-01	Pinboard	Office	WOVEN IMAGE * Panel Material: Echo Panel * Thickness: 12mm * Colour: 362 (Lettuce) * Frame: 12mm alum angle with small edge to front to outside only, not inbetween panels horizontally * Backing: 6mm MDF – as required * Note:		

APPENDIX 1

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
PB-02	Pinboard	Office	WOVEN IMAGE * Panel Material: Echo Panel * Thickness: 12mm * Colour: 444 (Smoke) * Frame: 12mm alum angle with small edge to front to outside only, not inbetween panels horizontally * Backing: 6mm MDF – as required * Note:		

CEILING FINISHES

CL – Ceilings

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
CL-01	Ceilings – Plasterboard	General	FLUSH PLASTERBOARD * Minimum thickness: Nominal 13 mm * Suspended on Rondo system or similar * Edge detail – square edge * Site painted: Refer to Paint Codes * Installed to manufacturers details and specifications.	09500	
CL-02	Ceilings – acoustic grid	Workstations, Offices	RENHURST CEILINGS * Product: FT800 Supreme High NRC ceiling tile (Tegular edge) * Code: Ren Acoustic Tiles * Pattern Type: FT800 Supreme (white) * Texture: Fine * Grid: Aluminium Two Way exposed grid * Size: 600x600 * Perimeter trim: shadowline		

CN – Cornice

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
CN-01	Cornice – Shadowline		SHADOW – LINE * Size: Nominal 10 x 10 mm.	09500	
CN-02	Cornice – Square edge		SQUARE EDGE * Square edge ceiling / wall junctions.		

AP – Access Panels

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
AP-01	Services Access Panels	General	TRAFALGAR * Product Ref: **AC-P/WW** (Ceilings) * Size: Min 600 x 600 * Finish: To match adjacent ceiling * Product Ref: **AC-P/WW** (Walls) * Size: Min. 300 x 300 (ensure service access) * Finish: Painted to match wall / ceiling adjacent * Note: Co-ordinated with block work courses * Note: Verify requirements for service access	09500	

APPENDIX 1

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev

TILING / PAVING

TL – Tiling

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
TL-01	Tiling - Floor	WC's, corridor and Acc. Toilets	TILE 'N STONE ENVY * Product Ref: Stone Project * Size: 300 x 600 * Colour: Ocean Black * Laying Pattern: Square Grid * Finish: Buch Hammered * Joint width: Nominal 3mm * Joint Colour: To match * Trims & Corners * Other : R11	07130 09300	
TL-02	Tiling - Wall	WC's and Acc. Toilet	JOHNSON TILES * Product Ref: Warringa Tiles * Size: Nominal 100 x 200 * Colour: Kiwi * Laying Pattern: Square grid * Joint width: Nominal 3mm * Joint Colour: white * Trims & Corners: Powder-coated Aluminium to match grout	07130 09300	
TL-03	Tiling - Wall	WC's and Acc. Toilet	JOHNSON TILES * Product Ref: Warringa Tiles * Size: Nominal 100 x 200 * Colour: Pistachio * Laying Pattern: Square grid * Joint width: Nominal 3mm * Joint Colour: white * Trims & Corners: Powder-coated Aluminium to match grout		

ST – Stone, Reconstituted Stone and Acrylic surfaces

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev

JOINERY FINISHES

LA – Laminate

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
LA-01	Laminate	Break Out, Utility	LAMINEX * Product: Laminate * Colour: Silver Grey 324 * Finish: Flint finish * Edging: ABS matching edging * Thickness: 18mm generally, unless noted otherwise, 33mm benchtops	06400	

APPENDIX 1

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
LA-02	Laminate	Break Out, Utility	LAMINEX * Product: Laminate * Colour: Olympia Orange 370 * Finish: Flint finish * Edging: ABS matching edging * Thickness: 18mm generally, unless noted otherwise	06400	
LA-03	Laminate	Break Out, Utility	LAMINEX * Product: Laminate * Colour: Juicy 015 * Finish: Flint finish * Edging: ABS matching edging * Thickness: 18mm generally, unless noted otherwise	06400	
LA-04	Laminate	Break Out, Utility	LAMINEX INNOVATIONS * Product: Laminate * Colour: Dusk Flourish 106 * Finish: Natural finish * Edging: ABS matching edging	06400	

JC – Joinery Components

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
JC-02	Pull Handles	Joinery generally	BELLEVUE IMPORTS * Code: 301137C * Size: 96L x 14mm H * Finish: Satin Nickel	06400	

MR – Mirror

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
MR – 01	Mirror	Amenities	FRAMELESS WALL MOUNTED MIRRORS * Mirror type: Triple silvered and sealed * Minimum glass thickness: 6 mm * Edge treatment: Polished * Fixing method: Concealed To be installed in accordance with relevant AS's.	08800	

PAINT / COATINGS (SITE APPLIED)

PA – (Site – applied) (Internal)

Note: All walls to be PA-01 unless noted otherwise

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
PA-01	Paint – Acrylic	Generally	ACRYLIC LOW SHEEN PAINT *Supplier: Dulux * Colour: PW1H9 Vivid White * Type: Low VOC	09910	
PA-02	Paint – Acrylic	Feature Wall Colour	ACRYLIC LOW SHEEN PAINT *Supplier: Dulux * Colour: TBA * Type: Low VOC	09910	
PA-03	Paint – Enamel	Existing timber and metal door frames	ENAMEL SEMI GLOSS PAINT *Supplier: Dulux * Colour: Grey - TBA * Type: Low VOC	09910	
PA-04	Paint – Enamel	New doors, existing doors	ENAMEL SEMI GLOSS PAINT *Supplier: Dulux * Colour: PW1H9 Vivid White * Type: Low VOC	09910	

APPENDIX 1

CURVES RENOVATION

SECTION 09910
MATERIALS SCHEDULE

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
PA-05	Paint – Acrylic	All Ceilings	ACRYLIC FLAT PAINT *Supplier: Dulux * Colour: PW1H9 Vivid White * Type: Low VOC	09910	

PC – Protective Coating (Steel, interior)

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
PC-01	Protective Coating – (Steel)	Existing steel columns	WATTYL INDUSTRIAL COATINGS * Type: Two pack paint system * Primer Mild Steel: Full Coat of GALVIT EP100 Rapid Re-coat @50-75 microns dry film thickness Galvanised Steel: Full Coat of EPINAMEL PR250 @ 75microns dry film thickness * Finish Coat Full Coat of POLY U 400 @ 75-100 microns dry film thickness * System : Refer to Manufacturer's Tech Data for Pre-treatment and Surface preparation to Steelwork	05080	

TEXTILES / SOFT FURNISHINGS

BL – Blinds / Curtains

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
BL-01	Blinds – Roller	Workstations, Offices	TIP TOP * Commercial Grade Roller Blinds – Single bracket blind, with spring assist clutch control. Interlink blinds where possible, max. 3. * Operation: Manual.- stainless steel chain * Rail – anodised Base Rail * Fabric: Shann View Internal Mesh Series (translucent). * Colour: TBA	10705	

FB – Fabric

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev

INTERNAL BALUSTRADES / HANDRAILS

BH – Balustrades / Handrails

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
BH-01	Handrail	External exit stair	CR LAURENCE OF AUSTRALIA or Similar Approved *Product Ref.: '50 dia nom. BSH SS round balustrade with proprietary wall and post fixings *Fully welded balustrade 50mm round handrail * Infill panel: N/A *Material: Polished Stainless steel * CR Laurence Details : similar to PR1540PS system. * posts : Vertical posts as required, down open side Base rail not required, where wall is adjacent. Handrail to be fixed to wall where wall is adjacent. Provide additional wall support and blocking as required.	05520	

9 Smith Street (Private Bag 4) Leongatha 3953 - DX 94028 Leongatha
Telephone: (03) 5662 9200 Facsimile: (03) 5662 3754
Email: council@southgippsland.vic.gov.au Website: www.southgippsland.vic.gov.au

APPENDIX 1

CURVES RENOVATION

SECTION 00010
MATERIALS SCHEDULE

Code	Legend	Indicative Location	Detail / Proprietary Description	Spec	Rev
BH-02	Balustrade	Lounge	CLEAR GLASS SOLUTIONS * Product: Aluminium 54 Series Railing System (Square) – Modern design * Model: Base plate model * Infill panel: Glass to AS 1288. No glass to wall side – handrail only * Note: Including handrails, posts, caps and base plates. Provide aluminium end caps.	05525 05520	

CONTACT NUMBERS

Company	Contact	Telephone	Mobile
3 Form	Nick Sacco	9939 3213	0401 624 040
ASF Homer -		9355 7426	
ACO Polycrete		1300 762 226	
BASF Construction Chemicals		9549 0300	
Kyissa	Kevin	9330 3733	
Australian Lock Company		02 4272 4922	
Classic Ceramics	Sallie Boucher	9682 6555	
CSR Bradford	Joe Timmy	9265 4070	
Neoflex	Robert Letchford	1300 737 468	0421 559 825
Forbo	Wayne Rivett	1800 224 471	0407 782 711
Hunter Douglas Commercial	Troy Stubbs	9720 8777	0418 384 262
Polyflor	Paul Di Donato	1800 777 425	0404 817 284
Tip Top Blinds	Esther Welchman	9544 4999	
The Andrews Group	Stuart Andrews	9827 1311	0410 749 000
Parbury		1300 361 313	
Bellevue Imports		1300 369 395	
SafePave Surfaces	Shane McGragh	9792 1330	0407 094 254
Spectrum		1300 786 585	

PRODUCT SELECTION

The naming of particular products in the Schedules indicates products of acceptable quality and design intent which may be approved, but does not mean exclusive preference for such products. Equivalent products may be used. Submit details of proposed products for approval by the Superintendent before commencing.

REVISION HISTORY

9 Smith Street (Private Bag 4) Leongatha 3953 - DX 94026 Leongatha
Telephone: (03) 5662 9200 Facsimile: (03) 5662 3754
Email: council@southgippsland.vic.gov.au Website: www.southgippsland.vic.gov.au

APPENDIX 1

South Gippsland
Shire Council
Come for the beauty, Stay for the lifestyle

254 - South Gippsland – Curves Renovation

WALL TYPES SCHEDULE

CONTENTS

APPENDIX 1

South Gippsland Shire Council
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General Notes :

1. ALL WALL TYPES NOMINATED IN THIS SCHEDULE, TO CONTINUE UP TO THE UNDERSIDE OF ROOF / SLAB STRUCTURE. UNLESS NOTED OTHERWISE.
2. THE SIDE THE WALL TAG IS ON DETERMINES THE INNER LINING.
3. THIS SCHEDULE IS TO BE READ IN CONJUNCTION WITH;
   - THE ASSOCIATED SPECIFICATION SECTION
   - THE EXTERNAL MATERIAL SCHEDULE
   - STRUCTURAL DRAWINGS
   - THE ARCHITECTURAL DRAWINGS, INCL. BUT NOT LIMITED TO; PLANS, SECTIONS AND DETAILS.
4. WALL TYPES DO NOT INCLUDE STRUCTURAL SYSTEMS, EXCEPT BLOCK WORK. BLOCK WORK IS LISTED FOR COLOUR SELECTION AND JOINTING IDENTIFICATION ONLY. REFER TO THE ENGINEER'S SPECIFICATION FOR FULL DETAILS.
5. WHERE FULL HEIGHT INTERNAL WINDOWS ARE INDICATED, PROVIDE CONCEAL WALL ABOVE FOR WINDOW HEAD RESTRAINT.
6. INTERNAL WINDOW OPENINGS TO INCLUDE STRUCTURAL FRAMING AND SUPPORT IN ACCORDANCE WITH THE STRUCTURAL ENGINEER'S REQUIRMENTS AND/OR STUD FRAME MANUFACTURERS REQUIREMENTS.
7. ALL METAL STUD FRAMING TO BE 0.75MM THICK.
8. 1.15MM THICK METAL STUD FRAMING REQUIRED, WHERE PLUMBING FIXTURES & JOINERY ARE MOUNTED.

NOTE :

Arrow head with black fill denotes acoustic insulation – refer Schedule for details.
All penetrations in these walls are to be fully sealed. No openings for air transfer permitted.

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WT-40 to 70 DRY-WALL

Refer Specification 09100 - Dry-Wall / Plasterboard

40 SERIES – PLASTERBOARD

WT-40 - Dry-wall - 90 mm, Plasterboard,

Description:	Dry-Wall system.
Framing:	Metal Stud, 90 mm Nom.
Insulation:	IN-06
Lining:	1 x 13mm Plasterboard. **BOTH sides.**

WT-41 - Dry-wall - 90 mm, Plasterboard,

Description:	Dry-Wall system.
Framing:	Metal Stud, 90 mm Nom.
Acoustic Insulation:	Not Required.
Insulation:	IN-06
Lining:	1 x 13mm Plasterboard. **ONE SIDE only.**

WT-42 - Dry-wall - 90 mm, Plasterboard,

Description:	Dry-Wall system.
Framing:	Metal Stud, 90 mm Nom.
Acoustic Insulation:	Not Required.
Insulation:	IN-06
Lining:	1 x 13mm WR Plasterboard. **ONE SIDE only.**

WT-43 - Dry-wall - 90 mm, Plasterboard,

Description:	Dry-Wall system
Framing:	Metal Stud, 90 mm Nom.
Insulation:	IN-06
Inner Lining(Dry Side):	1 x 13mm Plasterboard.
Outer Lining(Wet Side):	1 x 13mm WR Resistant Plasterboard.

WT-44 - Dry-wall - 90 mm, Plasterboard,

Description:	Dry-Wall system
Framing:	Metal Stud, 90 mm Nom.
Insulation:	IN-06
Lining:	1 x 13mm WR Resistant Plasterboard **. BOTH sides.**.

WT-45 - Dry-wall - 90 mm, Plasterboard,

Description:	Dry-Wall system
Framing:	Metal Stud, 90 mm Nom.
Insulation:	IN-06
Inner Lining:	1 x 13mm Plasterboard
Outer Lining:	1 x 9 mm Fibre Cement Sheet

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50 SERIES – FIBRE CEMENT SHEETING

WT-50 - Dry-wall - 90 mm, Fibre Cement Sheet,

Description:	Dry-Wall system.
Framing:	Metal Stud, 90 mm Nom.
Insulation:	IN-06
Lining:	1 x 9 mm Fibre Cement Sheet.. **BOTH sides.**

70 SERIES - APPLIED LININGS

WT-70 - Applied Lining, 28 mm, Plasteboard,

Description:	Lining system
Lining:	1 x 13 mm Plasterboard.
Framing:	Steel furring, 28 mm, min. 0.55 thickness.

REVISION HISTORY

P1 – DD Issue to QS – 26.02.2013

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APPENDIX 1

SOUTH GIPPSLAND – CURVES RENOVATION
ISSUE: CLIENT ISSUE

WORKSTATION SCHEDULE

South Gippsland Shire Council
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WORKSTATION LEGEND – ECF OR SIMILAR

D1 Main Desk - ECF 'Spectre'
Size: 1800W X 750D X 720H
Legs: Height adjustable - tech. adjust.
Finish: Silver powdercoat
Tops: Polar White laminate EO board,
33m thick with matching ABS edging.
Soft wiring: Cable tray under desk. Desk mounted power/ data. 2 data and 4 power.
S1 Screen – 1250 high (600 off ground), woven image echo panel screen, running full length along D1
Shelf : Provide silver powdercoat shelf – 600w
In trays : Provide 2 silver powdercoated in trays (in function wall or similar).
Preference for Dual trays rather than individual as per a standard product.

D2 Main Desk - ECF 'Spectre'
Size: 1800W X 750D X 720H
Legs: Height adjustable - tech. adjust.
Finish: Silver powdercoat
Tops: Polar White laminate EO board,
33m thick with matching ABS edging.
Soft wiring: Cable tray under desk. Under desk mounted power/ data. 2 data and 4 power with cable access grommet and cover (to match desk)
Modesty Panel – under desk modesty panel to match desk.
Mobile Table – to be fixed to desk
Trays – Provide 2 x silver powdercoat trays (to match screen based trays)

MT1 Mobile Table
Size: 1000W X 600D X 720H
Tops: Polar White laminate EO board,
33m thick with matching ABS edging.
Legs: Lockable castors
Finish: Silver powdercoat

MT2 Mobile Table
Size: 1000W X 600D X 720H
Tops: Polar White laminate EO board,
33m thick with matching ABS edging.
Legs: Fixed table with inside leg missing. Table to be fixed onto adjacent desk with adjustment similar to desk
Finish to legs : Silver powdercoat

S1 Screen
Height: 1250mm, 400mm above floor.
Finish: Woven Image Echo Panel 'Echo Panel Frequency', Colour : 442-3 and 362-3 (442 to NE side, 362 to NW side)

MP1 Lockable Laminate pedestal with 2 no. drawers and 1 no. file drawer.
Provide pencil tray to top drawer. I PER DESK
Finish: Laminex

APPENDIX 1

SOUTH GIPPSLAND – CURVES RENOVATION
ISSUE: CLIENT ISSUE

WORKSTATION SCHEDULE

South Gippsland Shire Council
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MA Monitor Arms - Provide fixed monitor arms to each desk to suit 2 screens (client currently has 1 screen but may move to 2 in the future). Atdek or similar. Note: monitor arms on office desks must be desk mounted. Refer FFE schedule for details

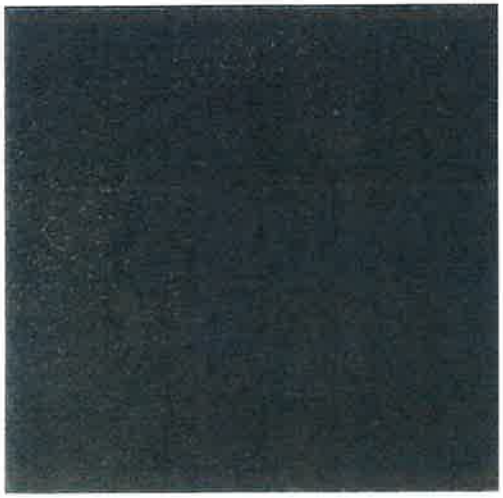
CPU CPU holder – provide each desk with a CPU holder mounted under desk

NB – Powdercoat to be Precious Silver Pearl.

APPENDIX 1

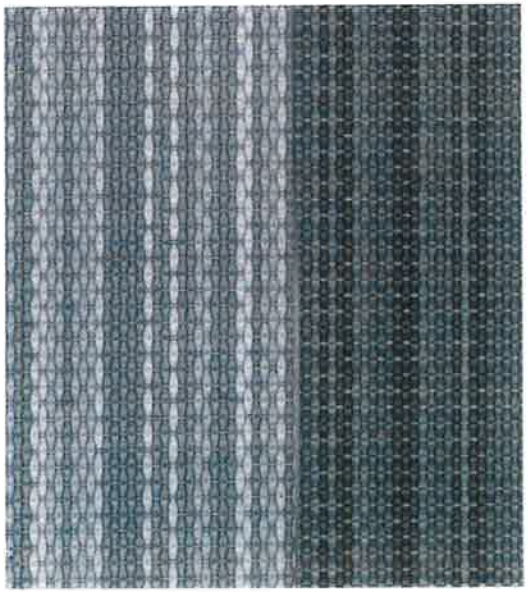
Break out laminates

General tile



Floor tile

Accent tiles



Break out vinyl

MANTRIC ARCHITECTURE

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SOUTH GIPPSLAND COUNCIL - CURVES REFURB
BATHROOM AND UTILITY IMAGES AND FINISHES

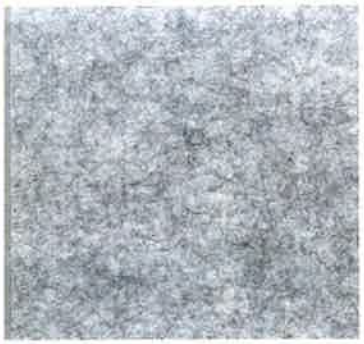
NOT TO SCALE 20 APRIL 2013

NORTH

FB-02

APPENDIX 1

Echo panel workstation screen



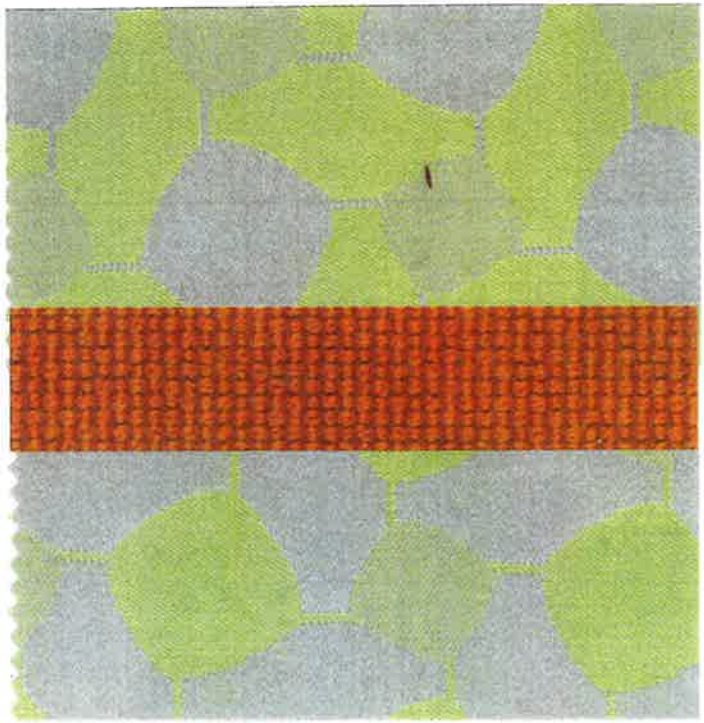
Echo panel workstation screen

Mobile Pedestal Finish

Storage

Typical Workstation layout

Carpet to ofice areas



Task Chair fabrics, with feature orange fabric to Visitors chairs

Screen to Entry

MANTRIC ARCHITECTURE

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SOUTH GIPPSLAND COUNCIL - CURVES REFURB
OFFICE AREA IMAGES AND FINISHES

NOT TO SCALE 20 APRIL 2013

NORTH

FB-01

APPENDIX 4 - SERVICES OUTLINE PERFORMANCE BRIEF

APPENDIX 1

Hyder

LEONGATHA COUNCIL OFFICES-CURVES BUILDING

OUTLINE SERVICES PERFORMANCE BRIEF

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Melbourne VIC 3000
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MANTRIC ARCHITECTURE

LEONGATHA COUNCIL OFFICES-CURVES BUILDING

OUTLINE SERVICES PERFORMANCE BRIEF

MECHANICAL, ELECTRICAL AND HYDRAULIC SERVICES

Author	Geoff Davis/Yun Lee/Ben James
Checker	Ben James
Approver	Con Daviotis
Report No	AA005513_OSPB_01
Date	02 April 2013

CONTENTS

1 BUILDING SERVICES - DESIGN AND CONSTRUCT – NEW OFFICE TENANCY

1.1 INTRODUCTION

1.1.1 PURPOSE AND SCOPE

Hyder Consulting was engaged by Mantric Architecture on behalf of the South Gippsland Shire Council to report on the engineering services of the Curves building located at the rear of the Carinos building at 6-12 Smith St. Leongatha. The brief has been prepared as part of a technical review and covers mechanical, electrical and hydraulic services.

The project generally consists of modifications and additions to the Curves building to transform the public hall type building to an office building.

This purpose of this design and construct brief is to identify:

- Proposed mechanical, electrical and hydraulic services required for the building
- Adequacy for the intended purpose as office building
- Regulatory compliance

This report is to be read in conjunction with the Architectural documents prepared by Mantric Architecture and Existing Services Report prepared by Hyder Consulting on 25th November 2012.

In addition to general building services for code compliance and amenity, the services shall be designed and installed with the proposed energy efficiency initiatives as detailed below:

- Energy efficient lighting
- Water efficient tap ware and cisterns (minimum AAA Rated)
- Minimised energy use and reclaim energy (where feasible)
- Safe working environment
- Durable low maintenance materials and services (e.g. 20 year life)
- Cost effective construction;
- Compliance with BCA and relevant codes and standards

1.1.2 SOURCES OF INFORMATION

Sources of information used in the preparation of this brief:

- Visual appraisal of all accessible equipment in November 2012.
- Discussion with Miranda Elis from Mantric Architecture on 27th April 2013
- Existing Services Report prepared by Hyder Consulting on 25th November 2012

1.1.3 BACKGROUND DESCRIPTION OF THE BUILDING

The "Curves" building is a public hall type building located behind the Carino's building on the sloping site on the north west side are of Smith St, Leongatha, Vic. The building is referred to as the "Curves" building due to the previous use as a women's fitness centre. This single storey building has a single entrance on the ground floor at the northern end facing north east.

The general orientation of the building is with the longer axis approximately north-east to south-west. The building is of brick construction, has high level single glazed windows, and a metal deck roof.

The building most likely complied with the relevant codes and standards at the time of construction, but is well below the energy efficiency standards required for new buildings.

1.2 DEFINITIONS

- Project means all services related to the Project;
- Client shall mean the client or any person acting on behalf of, and with the authority of, the client (South Gippsland Shire Council)
- Engineers or Consultant means the D&C contractors consultants, its employees, agents and sub-contractors;
- Contractor, Builder or Manufacturer shall mean a D&C Contractor carrying out work for which a monetary provision has been specified by, and agreed by, the Client.
- Superintendent shall mean the organisation or person appointed by the Principal or Client to administer the Works under Contract in accordance with the Contract Documents. This may include the Architect, Client, Project Manager or Engineer.
- The Work /s shall mean execution of items as shown in the documents for which the Contractor is or may be required to carry out and complete under the Contract and includes variations, remedial, works, construction plant and temporary works, and like words have a corresponding meaning.
- Documentation shall mean any documents prepared by the Consultant in providing the Services, this includes, but is not limited to, drawings, specifications, sketches and reports;
- Services shall mean all services necessary and reasonably expected from a competent and professional Contractor of the same profession as the Contractor for a project of similar magnitude and complexity as the project including all services specifically requested by the Client.
- Standard / s shall mean an Australian Standard prepared by Standards Australia, in accordance with the Building Code of Australia.
- Structure shall mean all loadbearing elements, including girts and purlins to support cladding elements. For details on non-loadbearing elements refer to the Architects and/or Services drawings.
- Authorised, approval, approved, selected, directed and similar words shall be construed as referring to the authorisation, approval, selection or direction of the Superintendent.
- *provide* shall mean "supply and install".

1.2.1 CONSULTANT WORKING HOURS

The Consultants Working Hours referred in this document shall be between the hours of 8.30am to 5.00pm, during working days.

The Consultants Working Days referred in this document shall be Monday to Friday inclusive, excluding public holidays.

1.2.2 REFERENCES

The Contractor shall refer to all other consultant documentation relating to the project, inclusive of the Architectural, Mechanical, Electrical, Hydraulic, Building Surveyor, Acoustic, and the like, and make themselves familiar with all requirements. Documentation may include Drawings, specifications, sketches and reports.

1.2.3 ABBREVIATIONS

Common industry abbreviations may be used in this document. These include, but are not necessarily confined to, the following:

WorkCover	The WorkCover Authority
WUC	Works under Contract
AS	Australian Standard (issued by SAA)
SAA, SA	The Standards Association of Australia, Standards Australia
BCA	Building Code of Australia
ASTM-	American Society for Testing and Materials
MSDS	Material Safety Data Sheets
OH&S	Occupational Health and Safety
Works	The whole of the works to be executed in accordance with the contract, including variations provided for or by the Contract by which the Contract is to be handed over to the Principal

1.3 QUALITY AND WORKMANSHIP

1.3.1 STANDARDS

Any Standards or other references referred to within this specification or the drawings are for a guide only, the Contractor shall source all appropriate codes, and the latest editions are to be adopted, unless otherwise called up by the current BCA.

1.3.2 BUILDING STANDARDS GUIDELINES

The new office accommodation shall be designed to the Victorian Government Office Accommodation Guidelines 2007, and also the Victorian Government Office Building Standards 2008 which is referenced in the Office Accommodation Guidelines.

These documents indicate that an existing building intended for office accommodation should be designed to achieve at least 4 stars NABERS energy rating and a 5 star Green Star rating. These ratings would require the energy efficiency aspects of the design to be significantly better than the minimum to comply with BCA/NCC 2012.

The following MEP design criterion outlines the minimum requirements to meet these guidelines. The detailed design criteria to meet the Green Star and NABERS requirements would be further refined following a detailed understanding of the building use

1.3.3 QUALIFICATIONS

All workmanship shall be in accordance with best trade practice and carried out by tradesmen skilled in their particular trades with appropriate qualifications.

All workmanship must comply with the minimum requirements of the Building Code of Australia and the relevant SAA codes in addition to complying with this Specification and shall be adequate to provide the required performance and finish.

All materials are to be installed under conditions that will ensure best results and in accordance with sound trade practice necessary to ensure a proper standard or strength, life and appearance.

1.3.4 DOCUMENTATION

Shop Drawing

The Contractor shall allow for the preparation and cost of detailed shop drawings. The Contractor shall submit PDF copies of shop drawings for fabricated element referred in this specification to the Engineer and Superintendent for examination.

The shop drawings shall include marking plans, drawings, diagrams, illustration, schedules, performance charts, brochures and other data as applicable, prepared by the Contractor, Manufacturer, supplier or distributor illustrating that portion of the work. The shop drawings shall show, in standard Engineering drawing manner, clear and complete details of each assembly, component, grade, cambers, surface treatment and connections. The precise sizes, dimensions and details of all structural elements, proprietary items and other associated components shall also be included on the shop drawings.

The shop drawings shall make due consideration for other trades and coordinate between those trades. The contractor shall take full responsibility for the cost of associated rectification works where they have not coordinated between trades.

The work shall not commence until the examination of the shop drawings has been completed and approved by the Engineer and Superintendent.

Approval by the Engineer of shop drawings does not relieve the Contractor of the responsibility for accuracy of detailed dimensions, assembly, or compliance with the construction drawings. The Contractor shall verify dimensions and site conditions, and shall check and coordinate the shop drawings of any section or trade with the requirements of other sections or trades whose work is related.

The Contractor shall allow in their programme a minimum period of ten (10) working days from receipt of the shop drawings by the Engineer to approval of the drawings. Approval will not include elements to suit other trades or erection requirements, nor will it include layout dimensions and member lengths. Drawings not approved shall be corrected, resubmitted and approved before fabrication. Unless otherwise arranged, the drawings shall be submitted progressively in packages (relating to marking plans) so as to allow the Engineer to check the drawings in a timely manner.

The cost of changes to structure fabricated without approved shop drawings and the structure generally shall be borne by the Contractor.

As-Built Drawings

The Contractor shall provide "As Built" drawings for the structure that reflects the as built conditions at the completion of construction.

Should electronic versions of Hyder drawings be required by the Contractor for use as backgrounds for the "As Built" drawings, an agreed fee / charge per drawing may be applicable. Five (5) working days' notice should be given to the Engineer if electronic copies of the drawings are required.

1.3.5 SAMPLES AND TESTING

Samples and testing of the works are to be undertaken to establish samples of the standard of installations and finishes to be considered the quality benchmarks as detailed in this Specification.

The Engineer and/or Superintendent will inspect the samples and, if approved, will confirm this in writing to the Contractor. The samples will then be considered minimum standards to be achieved for the whole project. If the Engineer and/or Superintendent are not satisfied with the samples then the Contractor shall carry out additional samples. Where no agreement can be reached the Superintendent may appoint another Contractor to carry out separate samples and if it is demonstrated that the standard of finish, colour and texture sought can be achieved, then all costs incurred will be recoverable from the Contractor.

Sufficient time is to be allowed for completing the samples, testing, inspection by the Engineer and/or Superintendent, and carrying-out any improvements identified by the Engineer and/or Superintendent as necessary to comply with the intent of the Specification.

There will be no extension of time allowed or extra costs payable in respect of the testing, sampling and inspection process.

1.3.6 SUBMISSIONS

All submissions requested in the specification shall be made available to the Engineer and/or Superintendent as soon as practical.

Sufficient time is to be allowed for review of the Submissions by the Engineer and/or Superintendent, and carrying-out any improvements identified by the Engineer and/or Superintendent as necessary to comply with the intent of the Specification.

There will be no extension of time allowed or extra costs payable in respect of the submission process.

Acceptance and Rejection

All materials and workmanship shall be subject to the Superintendent's approval and any defective work may be rejected by the Superintendent.

All faulty, rejected and/or defective material or work shall be removed and replaced or otherwise made good by the Contractor as directed by the Superintendent or Engineer, and at the sole cost of the Contractor.

Costs and/or delays due to such rectification works shall not be reason for addition to the Contract Sum or Contract Time.

Certificates

Supply certificates obtained from the Engineers stating that the engineering works designed by them comply with all the requirements of the BCA and relevant Australian Standards and that periodic inspection of sections of the work carried out when requested has indicated compliances with the design intent.

Obtaining of such a compliance certificate shall not relieve the Contractor of any obligations or liabilities under the contract.

1.3.7 INSPECTION

All materials and work is subject to inspection and the Contractor shall provide the necessary access and facilities to allow inspections to be carried out.

The contractor shall give a minimum of two (2) working day's notice prior to inspections being required. Scheduled inspections should be cancelled a minimum of four (4) working hours prior to the scheduled time if work will not be ready for inspection.

If an area of work is not completed at the scheduled time of inspection, or is defective and requires re-inspection, the re-inspection shall be at the Contractors expense.

Inspection times shall be between the Engineers working hours on working days as defined by the Superintendent. Generally no inspections shall be carried out on Saturdays, Sundays or Public Holidays except in emergency situations and by special booking arrangements (including provision for additional fees for the Engineer).

The Contractor shall provide reasonable and safe means of access to the works for inspection. This access shall be to the requirements of the Department of Industrial Relations or to the requirements of other Authorities controlling such matters.

1.3.8 PROTECTION OF NEARBY PROPERTY

The Contractor shall be entirely responsible for the safety and stability of all structures and property, streets and services in the vicinity of the works insofar as they may be affected by operations under this contract, whether such operations are directly under the Contractor's control or assigned to sub-contractors.

In particular, the Contractor shall be responsible for all damage to buildings, roads, footpaths, drains, sewers, gas pipes, water pipes, stormwater drains, electrical and telephone services and all other structures and services brought about by settlement, vibration or removal of support consequent upon operations under this contract and shall make good all such damage at their own expense. The Contractor shall provide all temporary and permanent support for excavations.

1.3.9 TEMPORARY WORKS

The Contractor shall be responsible for maintaining the stability of all structures and services affected by the works until the project's completion, and shall ensure that no part of the structure is overstressed by excessive loading. The Contractor shall be responsible for the design of all temporary works, unless noted otherwise.

The Contractor shall be responsible for maintaining any existing structure in its current condition at the time of commencement of the works until the completion of the works. This shall include, but not be limited to, its stability, integrity, serviceability, substrate moisture conditions and exposure of elements to external conditions.

The Contractor shall take all reasonable precautions to protect all adjacent property until the completion of the work.

1.3.10 DEMOLITION

Perform all demolitions required in order to carry out the works, whether or not such demolitions are shown on the drawings or specifically mentioned here or in other sections of the Specification. Provide all necessary shoring, strutting and the like to existing work not included in the demolitions. Re-instate or make good any damage to existing work or property resulting from the demolitions without cost to the Proprietor.

1.3.11 ACCESS

The cost of cranage, or access ramp construction and subsequent removal, necessary to construct the project shall be allowed for by the Contractor in their tender.

1.3.12 AVOIDANCE OF NUISANCE

The Contractor shall take all necessary measures and precautions to prevent and avoid nuisance by dust, noise, light and vibration and to avoid any claims for negligence or trespass.

Any demolition work shall comply with the applicable regulations of the relevant authorities. All services and protection necessary to comply with the regulations shall be provided and maintained by the Contractor.

The Contractor shall ensure that no spillage from vehicles leaving the site is deposited on public roads. A suitable vehicle cleaning facility shall be provided on site to the requirements of the relevant authority.

1.3.13 VIBRATION AND NOISE

The Contractor's adopted excavation and piling procedures and associated equipment shall not cause excessive noise and/or vibration. Where required by relevant authorities or where a condition of the adjacent owner's consent, measurement of noise and vibration shall be carried out by the Contractor at the direction of the Superintendent.

The Contractor shall ensure that the noise generated by the plant and equipment used on the project does not exceed the limitations imposed by the relevant authorities or in the agreement with adjacent owners.

Ground vibration induced by plant or construction activities shall not exceed a peak particle velocity of 6 mm/sec. and also be in accordance with the requirements of the Local Authority. Measurements of ground vibration shall be carried out by the Contractor as required by the Authority or as directed and to the satisfaction of the Superintendent.

Should the limits of noise and vibration be exceeded, the equipment and/or construction methods shall be modified to prevent that excess.

The Contractor shall be fully responsible for the effects of excess noise and vibration and any claims which may result.

1.3.14 HAZARDOUS MATERIALS

The Contractor shall provide and maintain the necessary safety precautions, supervision and safeguards for the safety of persons on site regarding potential Hazardous Materials located on the site, including, but not limited to, appropriate personal protective equipment (PPE).

The Superintendent and Engineer shall be notified immediately should potentially Hazardous Materials, such as Asbestos, be identified, and propose a method of removal and disposal prior to carrying out any further works in the area.

The Contractor shall ensure there is no possibility of exposing potentially Hazardous Materials to any persons on or near the site.

1.3.15 MAINTAIN EXITS

The Contractor is to ensure that exit routes are maintained during the works. Provide all necessary safety barriers, planking, strutting, hoarding and set out of scaffold.

2 MECHANICAL SERVICES

2.1 GENERAL

The scope of works associated with the mechanical services shall include:

- Design of the air conditioning and ventilation systems. The Contractor shall be responsible for the individual systems components selection such that the composite designed systems form a complete engineered package.
- Development of a fully detailed design with allowance for, and coordination with, the final architectural design, including calculation of all air conditioning loads based on the final equipment and occupancy loads and final architectural design for the buildings, and re-calculate all air quantities for outside air supply and exhaust systems based on the final design for the occupancy and fit-out of the buildings.
- Cooling loads calculated using an industry standard program such as CAMEL, Carrier E20, or Trane Trace 700.
- Provision of outside air ventilation and toilet/shower exhausts for the offices and other areas.
- Supply and installation of air cooled, reverse cycle, split ducted, and packaged type air conditioning units complete with associated outside air, supply air, return air and relief air ductwork, filter banks, air diffusers, registers, grilles and automatic controls, control wiring and power supplies from the electrical DB in this building, etc. Provide condensate pumps for wall mounted, under ceiling mounted and in-ceiling ducted units where condensate cannot drain by gravity.
- Coordination with other trades and builder, including provision of over and under flashing of penetrations, sealing of the building at service penetrations, and ensuring provision of power to equipment is complete, and condensate drainage from equipment is complete.
- Provision of supports for air conditioning for the offices, refrigerant pipes, roof mounted condensing units and roof top packaged units.
- Provision of economy cycle for the main office air conditioning system. Supply and installation of motorised outside air and motorised return air dampers for the air conditioning units with economy cycle.
- Supply and installation of locking manual volume control outside air and return air dampers for the smaller air conditioning units that do not have an economy cycle. The outside air and return air volume control dampers shall be adjusted to balance the air quantities
- All diffusers to be fitted with cushion heads. The length of flexible duct shall be no more than 3 metres from a take-off at a main rigid duct to the diffuser cushion head, or where the distance from the main rigid duct take-off to the diffuser cushion head is more than 3 metres, the majority of the duct to the diffuser shall be spiral rigid duct.
- All flexible ducts for supply air to supply air diffusers, and toilet exhaust ducts between exhaust grilles and main ducts shall be approved acoustic type flexible duct.
- Supply and installation of exhaust systems complete with fans, associated ductwork, dampers, grilles, electrical works and automatic controls.
- All supply air fans providing air to air conditioned areas, and exhaust fans drawing air from air conditioned areas shall be complete with or fitted with non-return dampers or automatic shutters, as per requirements of Section J of the BCA.

- All single phase supply air or exhaust fans (not in AC units, AHU's or FCU's) to be supplied with suitable speed controllers (FANTECH "VA" type or equal approved) for adjustment of speed during commissioning.
- Supply and installation of outside air temperature and humidity sensors, to be connected to the DDC/BMS for control of economy cycles for air conditioners (and wind speed and wind direction sensors where mixed mode ventilation is applicable).
- Provision of air conditioning controls and time clocks to comply with the BCA/NCC.
- Allowance for all commissioning, testing and fine tuning of the HVAC systems and DDC/BMS for optimum control of the air conditioning and ventilation, and allowance for fine tuning of the DDC/BMS for this combined control at quarterly intervals during the warranty period.
- Supply and installation of relays in each MSSB to enable shut down of equipment on signal from an FIP, and programming of Fire shut down of mechanical services on signal from FIP.
- Supply and installation of suitable equipment mounting systems and/or components to secure all equipment to the building roof or structure whilst ensuring adequate vibration isolation of mechanical services from the building structure.
- All duct and pipe installations shall comply with the requirements of the BCA/NCC.
- Air conditioning units shall comply with requirements of MEPS and the BCA/NCC as applicable.
- The complete HVAC installation shall comply with the requirements of the BCA/NCC.
- All roof mounted equipment to be installed in accordance to OH&S guidelines (e.g. more than 3 metres from the edge of roofs unless suitable safety barriers or parapets are installed).
- Lifting, hoisting and landing facilities.
- Scaffolding as required.
- Painting of the completed installation.
- Labelling of the completed installation.
- Balancing, commissioning and testing of all equipment supplied and installed.
- Specification of provision of twelve months Warranty and Free Service on all equipment supplied and installed.
- Specification of provision of Maintenance Manuals, Operating Instructions and 'As-Installed' Drawings.

2.2 DESIGN CRITERIA

External Design Conditions

External Design Conditions (Maximum/Minimum)

Summer:	35°C Dry Bulb, 21°C Wet Bulb
Winter:	3.5°C Dry Bulb

2.2.1 INTERNAL CONDITIONS

Offices

Internal Design Conditions (while air conditioning is operating).

Summer: 24.0°C +/- 1.5°C

Winter: 22.0°C +/- 1.5°C

The air conditioning system design shall be based on 50% relative humidity at peak design cooling loads. Standard air conditioning equipment (e.g. split type packaged air conditioning units) will typically achieve a relative humidity of 40% - 60% at other operating conditions.

Storage Areas

Non-air conditioned spaces

2.2.2 OCCUPANCY

Offices

Main areas 1 person per 10 m^2 (as per Appendix A of AS 1668.2 – 2012)

Other areas Number of people as per details on architectural drawings.

2.2.3 VENTILATION

Offices

Outside air to be provided to via the air conditioning as per Appendix A of AS1668.2

(i.e. outside air of 10l/s per person, or 7.5 l/s per person where suitable higher efficiency filters are provided).

Toilets

Natural ventilation or Mechanical exhaust as per AS 1668.2 – 2012 (or performance based system).

2.2.4 INTERNAL HEAT GAINS

Lighting heat gains

Office General: 12 watts/ m^2 (N.B. BCA is 10 watts per m^2)

Equipment heat gains

Office General: 15 watts/ m^2

2.2.5 NOISE LEVELS

Noise levels (due to mechanical services)

Office areas and staff rooms	45 dB(A)
Toilets/change areas	55 dB(A)

(N.B. generally the noise levels shall be as per AS 2107)

Noise from equipment to be limited to the following at the site boundary:

Day time	65 dB(A).
Night time	40 dB(A) (or as advised).

2.2.6 MECHANICAL SERVICES DESIGN LIMITS

Filter velocities < 2.0 m/s

Air flow in Rigid ducts < 0.75 Pa/m

Air flow in Flexible ducts < 2.5 m/s

Flexible ducts lengths limited to 3m

2.2.7 BUILDING FABRIC AND GLAZING ALLOWANCE

The preliminary air conditioning loads and internal conditions shall be based on the following regarding the building fabric and glazing, to comply with the minimum requirements of BCA/NCC Section J.

The external walls, floors and ceilings are anticipated to have the following features (or better):

- Any new external walls with minimum R-value of 2.8.
- Walls adjoining non-conditioned spaces with minimum R-value of 1.8.
- Roofs with minimum R-value of 3.2.
- Window Shading – Windows shading as per Architectural drawings (Ideally windows should be shaded from direct sunlight in December - February (at 10am for East facing windows, mid-day for North facing windows and 4pm for West facing windows)).
- Window U-values and SHGC – Typical U-values and solar heat gain coefficients of 2.8 and 0.30 respectively.

Final values should be confirmed form the architectural drawings and documents and after completion of the Section J calculations.

2.3 AIR CONDITIONING

2.3.1 OFFICE AREAS

The main office areas shall be served by a ducted roof top packaged AC unit and/or ducted split AC systems with indoor units and ductwork located in the ceiling space, with a rigid main duct and flexible ductwork to square diffusers in the main areas.

Individual offices shall be served off the main office system via Variable Air Volume diffusers.

The meeting room shall be served by a separate wall mounted air conditioning unit and a dedicated outside air supply.

All air conditioning units shall have inverter drive and/or multiple compressor/dual refrigeration circuits to achieve energy efficient full and part load operation.

Air conditioning units and outside air fans shall be connected to the relevant time switches for the tenancy.

Approved air conditioning equipment - Toshiba, Daikin, Mitsubishi Electric, Mitsubishi Heavy Industries, Hitachi, Temperzone, Actron Air, or equal approved.

Approved Refrigerants 407C, 410A

2.4 MECHANICAL EXHAUSTS

2.4.1 TOILETS

All the toilets shall be served by a ducted mechanical exhaust system based on the 25 l/s per fixture or 10 l/s.m2 (as per AS 1668.2) with egg crate type exhaust grilles, flexible ductwork, and connected to in-ceiling ducts, with a roof mounted exhaust fan.

Rooms with exhaust air quantities of up to 25 l/s shall have undercut doors. Door grilles shall be installed for rooms with higher exhaust air quantities (sized on max. 20 Pa pressure drop).

2.4.2 UTILITY AREAS

The utility area shall be served by a ducted mechanical exhaust system based on 5 l/s per m2 (as per AS 1668.2-2012) with egg crate type exhaust grilles, flexible ductwork, and connected to a roof mounted exhaust fan.

Exhaust fans shall be connected to the relevant time switches for the tenancy.

Approved fans - Fantech, or equal approved.

2.5 NOISE AND VIBRATION

The Building and its services shall be designed in accordance with the requirements of "AS/NZS 2107:2000 Acoustics - Recommended design sound levels and reverberation times for building interiors" when all equipment is operating at maximum capacity.

Noise levels due to Mechanical equipment and connected services to permit achieving not more than the specified noise levels in all occupied areas.

When measured in rooms with ceiling height not exceeding 3m, the specified maximum noise level shall apply to any and every position from 1m to 2m above floor, not closer than 0.6m to wall surface.

2.6 CONTROLS

The air conditioning units shall be controlled by a combination of the local AC unit controllers and the DDC system.

The DDC will be compatible with the existing council DCC/site BAS.

The combination of the local AC unit controllers and the DDC will provide a minimum of on/off control, room temperature reading and fault signals from all split and rooftop packaged air conditioning units.

The control systems shall include the following features:

- 24 hour, 356 day programmable times schedules
- Minimum of 4 different time schedules for air conditioning in different areas (for example):
  - Office air conditioning units scheduled to operate from 8.00am till 5.30pm Monday to Friday.
  - 3 spare schedules
- An afterhours run-on timer switch shall be installed for each air conditioning zone. Once pressed the units shall activate and run for 2 hours (adjustable). After 2 hours the units shall return to stand-by mode.
- Air conditioning units in office areas controlled to maintain the temperature within the nominated temperature ranges.
- Air conditioning to be co-ordinated with any motorised open able windows for mixed-mode ventilation.

The time schedules above are indicative and the air conditioning units shall be scheduled to operate according to times nominated by the client. During commissioning final run times shall be co-ordinated with the client to ensure that their expectations are met.

Toilet Exhausts associated with the office areas shall be controlled to operate when the office areas are normally occupied, with occupancy sensor control for out-of-hours usage.

3 ELECTRICAL SERVICES

3.1 GENERAL

This section provides details of minimum requirements for design, installation and operation of electrical services. The designer is expected to produce their own specification and drawings incorporating the following information and submit all designs to the Council's Manager for review prior to commencing works on site.

The design and installation works shall comply with all relevant statutory regulations having jurisdiction over the works, in particular AS/NZS 3000, AS 2293 and the Building Code of Australia.

The design of the electrical system shall minimise the extent and cost of energy consuming systems and minimise the operational energy consumption of these systems.

3.2 STANDARDS AND REGULATIONS

The electrical design shall meet all the requirements of national and local authorities, building permit conditions, and shall be in accordance with the following:

AS/NZS 1680 Series	Interior lighting
AS 2293	Emergency escape lighting and exit signs for buildings
AS/NZS 3000	Wiring Rules
AS/NZS 3080 premises	Telecommunications Installations – Generic cabling for commercial
AS/NZS 3084	Telecommunications Installations – Telecommunications pathways and spaces for commercial buildings
AS/NZS 3439.1	Low voltage switchgear and control gear assemblies
AS 4806.2	Closed circuit television (CCTV) – Application guidelines
AS/ACIF S008	Requirements for customer cabling products
AS/ACIF S009	Installation requirements for customer cabling
BCA	Building Code of Australia
SIR	Service and Installation Rules

3.3 SERVICES CONNECTIONS

3.3.1 ELECTRICITY

Connect to local network service provider's point of supply.

The designer or installer shall be responsible for arranging the supply of electrical power and for complying with all requirements of the local network service provider. The capacity of the supply will be not less than 130% of the initial design of the fully developed tenancy.

Metering arrangement shall conform to the Services and Installation Rules.

3.3.2 COMMUNICATIONS

The tenancy shall be linked to the Main Council Building via an optical fibre link for data connection. At the main council building, the optical fibre shall be connected to a patch panel within the cabinet in communications room.

The tenancy shall also be provided with 20 pairs of Telstra service line, either via the building's Main Distribution Frame or directly from the street.

3.4 SWITCHBOARDS

Distribution switchboards shall generally be proprietary type panel boards constructed to Form 1 Construction and shall be from an approved manufacturer (NHP or Schneider) or unless otherwise approved in writing by the Council's Manager. 30% spare space and capacity shall be provided the switchboard to permit future installation of switchgear.

Distribution switchboard shall be installed in common area which are fully accessible without the need to enter offices or secured area. Switchgears within distributions switchboard shall be of the same manufacture.

3.5 LIGHTING

The level of illumination shall be in accordance with the requirements of AS/NZS 1680. Lighting shall be designed to gain maximum benefit from the proposed system whilst minimising energy waste. The lighting system shall achieve the following:

Enable tasks to be performed quickly, accurately and easily

Enable building occupants to work in and move around the building easily

3.6 LIGHTING CONTROL

Control of lighting in the building shall meet the minimum requirements set out in the Building Code of Australia. The control system shall be designed so that additional light fittings and be easily added in future.

3.7 EMERGENCY ESCAPE LIGHTING AND EXIT SIGN

The design and installation of emergency escape lighting and exit sign shall be in accordance with the Building Code of Australia and AS 2293.

All emergency escape lights and exit signs shall be self-contained type.

3.8 GENERAL POWER AND COMMUNICATIONS OUTLETS

The minimum quantity of general power and communications outlets (GPO) to be provided for each area are scheduled below. Double outlets type GPO shall be specified throughout the installation.

Item	Double GPO (Qty)	Comms Outlet (Qty)
Workstation (per station)	2	2
Office	4	2
Store	4	2
Toilet	1x Direct Connection for Hand Dryer	0
Meeting	4	2
Lounge	4	2
Breakout	4	2
Corridor	1 (every 30m)	0
Utility	4	2

Provide power supply to all mechanical services equipment, hot water system, pumps and any other equipment requiring electricity for operation.

3.9 STRUCTURED COMMUNICATIONS CABLING SYSTEM

The tenancy shall be provided with minimum 1 No. of lockable communications cabinet (42RU) complete with patch panels and accessories required for termination of both optical fibre and copper cabling.

Communications cabling system shall be based on Category 6 or better, and star wired from the communications cabinet to all field outlets. Outlets shall be RJ45 8 way modular jacks.

1 no. of patch lead and 1 no. of fly lead shall be provided for each outlet.

3.10 SMOKE DETECTION AND ALARM

Smoke detection and alarm must be installed where the system is required by the Building Code of Australia. The system shall comply with AS1670.1 and AS1670.4. Components of the smoke detection and alarm system may include fire indicator panel, smoke detectors, heat detectors, speakers, break glass alarm, evacuation and warning panel etc. for compliance.

3.11 ELECTRONIC SECURITY SYSTEM

Electronic security system based on Inner Range Concept manufacture shall be specified for intrusion detection and access control applications for the tenancy. All tenancy doors accessible from public area shall have the following features:

- Entry via proximity card reader on the secured side of the door

- Exit via push button on the unsecured side of the door, unless door handle provides free exit (for electric strike fitted door)
- Electric door strike or magnetic lock. Contractor shall select the suitable device for each door.
- Local door alarm sounder
- Reed switch monitoring

Intrusion detection devices shall be placed at locations or areas identified in risk assessment.

The electronic security system shall be linked to the Inner Range Concept head-end panel in Main Council Building, and to fire indicator panel for the tenancy (if installed) to release all controlled door when a fire alarm is triggered.

Provide 4 No. CCTV IP cameras linked to a 4-channel local digital video recording device that meets the following requirements.

Camera:

- Meet the physical requirements for its installed location
- Be of a sufficient durability
- Provide good quality of image

Recording Device:

- Recording capacity: 30 days
- Background recording: 8 fps
- Alarm/ Event triggered recording: 25 fps
- Recording format (for IP cameras): H.264

Submit an electronic security plan to the Council's Manager for approval before commencing work.

4 HYDRAULIC SERVICES

4.1 GENERAL

This section outlines the scope of works associated with the hydraulic services design criteria.

- Provision of sanitary drainage and plumbing to all the fixtures documented on the architectural drawings as well as connection to the existing sewer.
- Cold water reticulation to all fixtures documented on the architectural drawings complete with appropriate individual metering to achieve Green Star requirements
- Supply and installation of hot water units to serve toilets and hot water reticulation to all the fixtures
- Supply and installation of hose reels, as required.

4.2 DESIGN CRITERIA

The design criteria for hydraulic services are as follows:

Hydraulic services to comply with the relevant Building Code of Australia

Hydraulic services to comply with all the current statutory requirements and guidelines.

Hydraulic services to comply with the current relevant Australian Standard where applicable and particularly the following:

AS 3500	National Plumbing and Drainage Code incorporating:
Part 1:2003	Water Services
Part 2:2003	Sanitary Drainage and Plumbing
Part3:2003	Stormwater Drainage
Part 4:2003	Heated Water Services
AS 5601	Gas Services Design Standard
AS 2419	Fire Hydrants
AS 2441	Fire Hose Reels

4.3 EXISTING SERVICES

The contractor is required to investigate the location, size and level of all existing hydraulic services prior to commencing on site and prepare workshop drawings for submission to the client. Based on our initial investigations the existing services within the site boundary are considered adequate for the proposed architectural changes. It is the Contractor's responsibility to confirm this prior to commencement of any permanent works.

4.4 SANITARY DRAINAGE

The existing 100dia sanitary drainage system is considered adequate to service the proposed modification to the building and extend from the existing sewer within the site boundary.

Any upgrade of the fixtures requires the following:

1. 100dia outlets for toilets
2. 40dia outlets for basins
3. 40dia outlets for urinals
4. 100dia grates for floor wastes

4.5 DOMESTIC COLD WATER SUPPLY

The existing cold water distribution system is considered adequate to service any modification to the building. Any extensive changes would require a review of the water meter and service size extending from the authorities main.

Any upgrade of existing fixtures would be required to include water saving (AAA or greater) devices to meet green star objectives.

The pipe sizing for the water supply system is to comply with AS3500.1 and it is the contractors responsibility to confirm pressure and flows prior to commencement on site.

4.6 DOMESTIC HOT WATER SUPPLY

The domestic hot water supply for the toilets and general hot water points is to be supplied by a new solar boosted electric hot water unit installed on the roof of the building.

All hot water fixtures to DDA areas require thermostatic mixing valves.

4.7 NATURAL GAS SERVICE

There is currently no requirement for the installation of a new natural gas tapping or appliances requiring natural gas within this scope of works.

4.8 FIRE HYDRANT AND FIRE HOSE REEL SERVICE

Following the initial site investigations it is proposed to service the existing facility from the street hydrant system. The contractor is required to confirm location of and coverage from existing hydrants with the building surveyor prior to starting on site.

There are currently no existing fire hose reels and the building size and classification does not require hose reel protection. This is to be confirmed with the building surveyor prior to starting any works on site. If required the fire hose reel system is to be supplied from the domestic cold water service and adequate valving, pressure and flow is to be considered prior to any installation.

4.9 FIRE SPRINKLER SERVICES

Based on the current and proposed future usage there is no requirement for a fire sprinkler system within the scope of works.

4.10 PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be provided as required in the BCA to conform to current architectural layouts proposed.

4.11 PRELIMINARY COSTS

The costing at this stage would only relate to any replacement of existing fixtures as would be specified by the architect. We do not envisage any direct costs associated with the hydraulic services.

4.12 PROPOSED FIXTURES AND FITTINGS

Refer to architectural fixtures specification for supply of nominated items and provide hydraulic services as per the minimum fixtures stated in the table below

Location	Water Closet	Hand Basin	Kitchen Sink
WC 1	1	1	
WC 2	1	1	
WC 3	1	1	
D7 (DDA Tollet)	1	1	
Breakout			1*

*Kitchen sink requirements in breakout include under sink boiling and chilled water unit

APPENDIX 5 - COST PLAN FOR PREFERRED LAYOUT

APPENDIX 1

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Slattery Australia Pty Ltd
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Melbourne
Sydney
Brisbane
Canberra
Perth

Ref: 10435-cp1

21 May, 2013

Mantric Architecture
Suite 7, 10 Hoddle Street
ABBOTSFORD VIC 3067

Via email: David@mantric.com.au

Attention: Mr David Newstead

Dear David,

Leongatha Council Offices – Curves Renovation
Cost Plan No. 1

As requested, we have prepared Cost Plan No. 1 for the above project based on the documentation provided and our discussions.

The cost plan total is $1,098,000 plus GST. Please refer to the attached cost plan for further information and the scope of works included.

All costs are reported exclusive of GST.

The cost plan is based on costs current at May, 2013. No allowance has been made for cost escalation beyond this date.

The cost plan is based on detailed design documentation and therefore the cost plan is indicative only of the possible order of cost.

In particular, we advise that structural and services documentation were not available, and in their absence we have used rates typical for this type of construction.

Costs are based on the assumption that the project will be competitively tendered to a select list of at least four appropriate and interested builders. No allowances have been made for negotiated, staged or construction management forms of procurement.

The cost plan includes a design contingency of 7.5% for resolution of design items prior to tender. We have also included a construction contingency of 10% for the construction phase of the project. These contingencies are intended for design documentation issues and are not for changes in scope.

The following documentation formed the basis for the cost plan:

- Architectural drawings prepared by Mantric Architecture as received on 7 May, 2013
- Outline services performance brief prepared by Hyder Consulting as received on 13 May, 2013

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Please note that the cost plan specifically excludes any allowances for the following:

- Abnormal ground conditions (i.e., rock, ground water, filling etc.)
- Asbestos removal
- External landscaping
- External services and infrastructure connections
- Works outside site boundary
- AV / IT Equipment and infrastructure
- Loose furniture
- Authority charges and headworks
- Client overhead costs
- Cost escalation beyond May, 2013
- Costs associated with obtaining a planning permit
- Rates and taxes
- Finance costs
- Staging of the works
- Working in an occupied building
- Goods and services tax

Where appropriate, allowances for the above items should be made in the client's overall feasibility study.

We trust the above and the enclosed meets with your requirements. However, should you require any clarifications or further information please do not hesitate to contact us.

Yours faithfully,
Slattery Australia Pty Ltd

Mark Anderson
Senior Associate
kp.kp
Enc.

APPENDIX 1

Summary

Leongatha Council Offices - Curves Renovation

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Cost Plan No. 1
Based on Detailed Design Documentation

21 May, 2013

Functional Area	Scope	Area (m2)	Rate ($/m2)	Total ($)
Office	Refurb	377	1,764	665,000
Workstations (including pedestals, monitor arms etc.)	Allowance			123,000
Total Building Cost (at May, 2013)		**377**	**2,090**	**788,000**
Allowance for site preparation and demolition (excluding asbestos removal)		Item		41,000
Allownace for general external works, ramps, steps, handrails etc.		Item		15,000
Allowance for landscaping		Note		Excluded
Allowance for external services and infrastructure connections		Note		Excluded
Allowance for works outside site boundary, etc.		Note		Excluded
Allowance for abnormal ground conditions / site decontamination / remediatic		Note		Excluded
Total Building and External Works & Services Cost (at May, 2013)			**2,239**	**844,000**
Design Contingency		Item	7.5%	63,000
Contract Contingency		Item	10.0%	91,000
Cost Escalation Allowance		Note		Excluded
Total Construction Cost (at May, 2013)			**2,647**	**998,000**
Consultants Fees		Item	10.0%	100,000
Authority & Headwork's Charges		Note		Excluded
Land, Finance, Legal, Letting Costs, etc.		Note		Excluded
Audio Visual / IT Equipment and Infrastructure		Note		Excluded
Loose Furniture		Note		Excluded
Goods & Services Tax		Note		Excluded
Total End Cost (at May, 2013)			**2,912**	**1,098,000**

This cost plan is based on preliminary information and therefore should be regarded as indicative only of the possible order of cost. All components of the cost plan will require confirmation once further documentation is available. Refer to the accompanying letter for details of basis of cost plan and exclusions from above costs.

APPENDIX 1

Summary

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

21 May, 2013

Description	Area (m2)	Rate ($)	Total ($)
Building Works	377	1,870 m2	704,930
Workstations			122,850
External Works and Services			16,250
TOTAL			**844,030**

Elemental Summary - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

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21 May, 2013

Description	Cost/m2	Total
Preliminaries	305	115,000
Staircases	7	2,500
Roof		
External Walls	28	10,740
Windows	84	31,800
External Doors	15	5,500
Internal Walls	54	20,240
Internal Screens & Borrowed Lights	21	7,800
Internal Doors	30	11,200
Wall Finishes	50	18,660
Floor Finishes	98	36,930
Ceiling Finishes	124	46,610
Fitments	50	19,000
Special Equipment		
Sanitary Fixtures	34	12,950
Hydraulic Services	61	23,000
Mechanical Services	358	135,000
Fire Protection	8	3,000
Electrical Services	358	135,000
Builder's Work in Connection	80	30,000
Demolition, Alterations & Renovations	106	40,000
Total for Building Works	**1,871**	**704,930**

Detailed Cost Plan - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

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21 May, 2013

No.	Description	Unit	Quantity	Rate	Total
	Preliminaries				
1	Preliminaries, overheads and margin	Item			115,000
	Total for Preliminaries				**115,000**
	Staircases				
2	Timber framed stairs	m/rise	1	2,500	2,500
	Total for Staircases				**2,500**
	Roof				
3	Allowance to make good and or replace existing roof and plant platform (Not required)	Note			
	Total for Roof				**0**
	External Walls				
4	External wall comprising of 90 thick metal stud framing, insulation and 9 thick fibre cement sheet to both sides including paint finish (WT-50)	m2	4	185	740
5	Make good existing facade	Item			10,000
	Total for External Walls				**10,740**
	Windows				
6	Double glazed windows fixed to existing frame	m2	45	400	18,000
7	Double glazed aluminium framed windows	m2	20	650	13,000
8	Extra over for openable awning windows (5 No.)	m2	4	200	800
	Total for Windows				**31,800**
	External Doors				
9	Single glazed door including aluminium frame and hardware	No	1	2,000	2,000
10	Pair of soild core entry doors including aluminium frame, hardware and paint finish	No	1	3,500	3,500
	Total for External Doors				**5,500**
	Internal Walls				
11	Dry wall comprising of 90 thick metal stud framing, insulation and 1 x 13 thick plasterboard to both sides including paint finish (WT-40)	m2	8	135	1,080

Detailed Cost Plan - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

21 May, 2013

No.	Description	Unit	Quantity	Rate	Total
12	Dry wall comprising of 90 thick metal stud framing, insulation and 1 x 13 thick plasterboard to one side including paint finish (WT-41)	m2	32	105	3,360
13	Dry wall comprising of 90 thick metal stud framing, insuation and 1 x 13 thick water resistant plasterboard to one side including paint finish (WT-42)	m2	11	110	1,210
14	Dry wall comprising of 90 thick metal stud framing, insulation, 1 x 13 plasterboard to one side and 1 x 13 water resistant plasterboard to other side including paint finish (WT-43)	m2	23	145	3,335
15	Dry wall comprising of 90 thick metal stud framing, insulation and 2 x 13 thick water resistant plasterboard to both sides including paint finish (WT-44)	m2	11	165	1,815
16	Dry wall comprising of 90 thick metal stud framing, insulation, 1 x 13 thick plasterboard to one side and 1 x 9 thick fibre cement sheet including paint finish (WT-45)	m2	59	160	9,440
	Total for Internal Walls				**20,240**
	Internal Screens & Borrowed Lights				
17	Aluminium framed glazed screens	m2	10	450	4,500
18	Resin panel screens to Entry	m2	11	300	3,300
	Total for Internal Screens & Borrowed Lights				**7,800**
	Internal Doors				
19	Single glazed door including aluminium frame and hardware (D1 & D3)	No	4	1,500	6,000
20	Single soild core door including aluminium frame and hardware (D4, D6 & D7)	No	5	1,000	5,000
21	Paint and make good existing single door including frame (D2)	No	1	200	200
	Total for Internal Doors				**11,200**
	Wall Finishes				
22	13 thick plasterboard lining on and including steel furring channels and paint finish fixed to existing walls (WT-70)	m2	236	70	16,520
23	Wall tiles to amentities	m2	12	120	1,440
24	Pinboard to Utility	Item			200
25	Splashback to Kitchette	Item			500
	Total for Wall Finishes				**18,660**

Detailed Cost Plan - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

21 May, 2013

No.	Description	Unit	Quantity	Rate	Total
	Floor Finishes				
26	Carpet floor tiles including underlay	m2	293	60	17,580
27	Resilient vinyl floor finish	m2	35	90	3,150
28	Stone tile floor finish to Amenities	m2	18	150	2,700
29	Allowance for stainless steel tactile indicators	Item			1,000
30	Allowance for skirtings	Item			5,000
31	Allowance for raised lightweight flooring over existing ramp and stairway	Item			7,500
	Total for Floor Finishes				**36,930**
	Ceiling Finishes				
32	Suspended plasterboard ceiling	m2	264	110	29,040
33	Acoustic ceiling tiles	m2	28	90	2,520
34	Make good existing ceiling including paint finish	m2	85	30	2,550
35	Allowance for bulkheads and cornices	Item			7,500
36	Allowance for access panels	Item			5,000
	Total for Ceiling Finishes				**46,610**
	Fitments				
37	Breakout / Kitchenette joinery	Item		7,500	
38	Utility room joinery	Item		5,000	
39	Bathroom accessories including mirrors	Item			9,000
40	Motorised blinds	m2	20	250	5,000
41	Allowance for balustrades and handrails	Item			5,000
	Total for Fitments				**19,000**
	Special Equipment				
42	Kitchen Appliances (Not Required - Client to Provide)	Note			
	Total for Special Equipment				**0**
	Sanitary Fixtures				
43	Toilet suite including cistern, pan etc.	No	3	1,500	4,500
44	Accessible toilet suite including cistern, pan, back rest etc.	No	1	3,500	3,500
45	Wall basin including tapset	No	3	950	2,850

Detailed Cost Plan - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

21 May, 2013

No.	Description	Unit	Quantity	Rate	Total
46	Accessible wall basin including tapset	No	1	1,100	1,100
47	Kitchenette sink	No	1	1,000	1,000
	Total for Sanitary Fixtures				**12,950**
	Hydraulic Services				
48	Allowance for hydraulic services	Item			18,000
49	New solar boosted electric hot water unit	Item			5,000
	Total for Hydraulic Services				**23,000**
	Mechanical Services				
50	Allowance for new mechanical services including ventilation, air-conditioning and exhaust system	Item			135,000
	Total for Mechanical Services				**135,000**
	Fire Protection				
51	Allowance for smoke detection, fire extinguishers, etc.	Item			3,000
	Total for Fire Protection				**3,000**
	Electrical Services				
52	Allowance for electrical services including power, lighting, comms, data etc.	Item			115,000
53	Allowance for security system, CCTV etc.	Item			20,000
	Total for Electrical Services				**135,000**
	Builder's Work in Connection				
54	Builder's work in connection with services	Item			30,000
	Total for Builder's Work in Connection				**30,000**
	Demolition, Alterations & Renovations				
55	Allowance for demolition works to the existing building	Item			40,000
	Total for Demolition, Alterations & Renovations				**40,000**

Elemental Summary - Workstations

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

21 May, 2013

Description	Cost/m2	Total
Workstations		113,400
Special Equipment		9,450
Total for Workstations	**0**	**122,850**

Detailed Cost Plan - Workstations

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

21 May, 2013

No.	Description	Unit	Quantity	Rate	Total
	Workstations				
56	ECF Spectre Workstations (D1 & D2)	No	27	1,800	48,600
57	Mobile Table with lockable castors (MT1)	No	24	800	19,200
58	Mobile Table fixed to desk (MT2)	No	3	900	2,700
59	Lockable laminated pedestal with 2 No. drawers and 1 No. file drawer (MP1)	No	27	1,000	27,000
60	Echo panel woven image screen to workstations (S1)	m2	53	300	15,900
	Total for Workstations				**113,400**
	Special Equipment				
61	Screen monitor arms	No	27	350	9,450
	Total for Special Equipment				**9,450**

Elemental Summary - External Works and Services

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

21 May, 2013

Description	Cost/m2	Total
Site Preparation		1,000
Roads, Footpaths & Paved Areas		9,250
Boundary Walls, Fencing & Gates		6,000
Total for External Works and Services	**0**	**16,250**

Detailed Cost Plan - External Works and Services

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

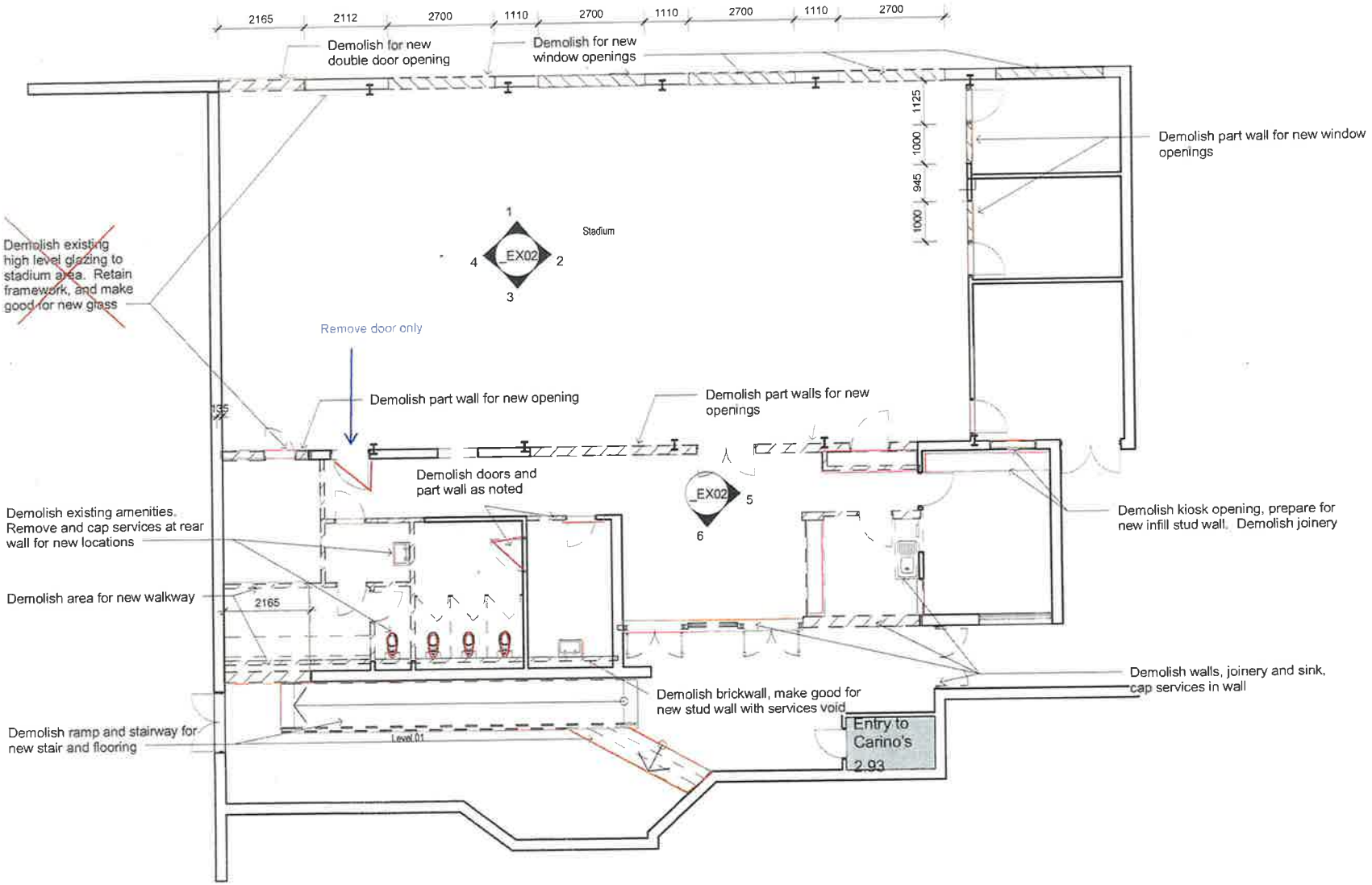
slattery

21 May, 2013

No.	Description	Unit	Quantity	Rate	Total
	Site Preparation				
62	Allowance for site preparation	Item			1,000
	Total for Site Preparation				**1,000**
	Roads, Footpaths & Paved Areas				
63	Concrete steps with landing to entry	Item			5,500
64	Concrete ramp with steel trowelled finish	Item			3,750
	Total for Roads, Footpaths & Paved Areas				**9,250**
	Boundary Walls, Fencing & Gates				
65	Stainless steel handrail and balustrade system to entry	m	8	750	6,000
	Total for Boundary Walls, Fencing & Gates				**6,000**

APPENDIX 6 - VALUE MANAGEMENT PLAN

APPENDIX 1



1 Existing Ground Floor Plan

1 : 100

FOR CLIENT APPROVAL

MANTRIC ARCHITECTURE

Client: South Gippsland Shire Council

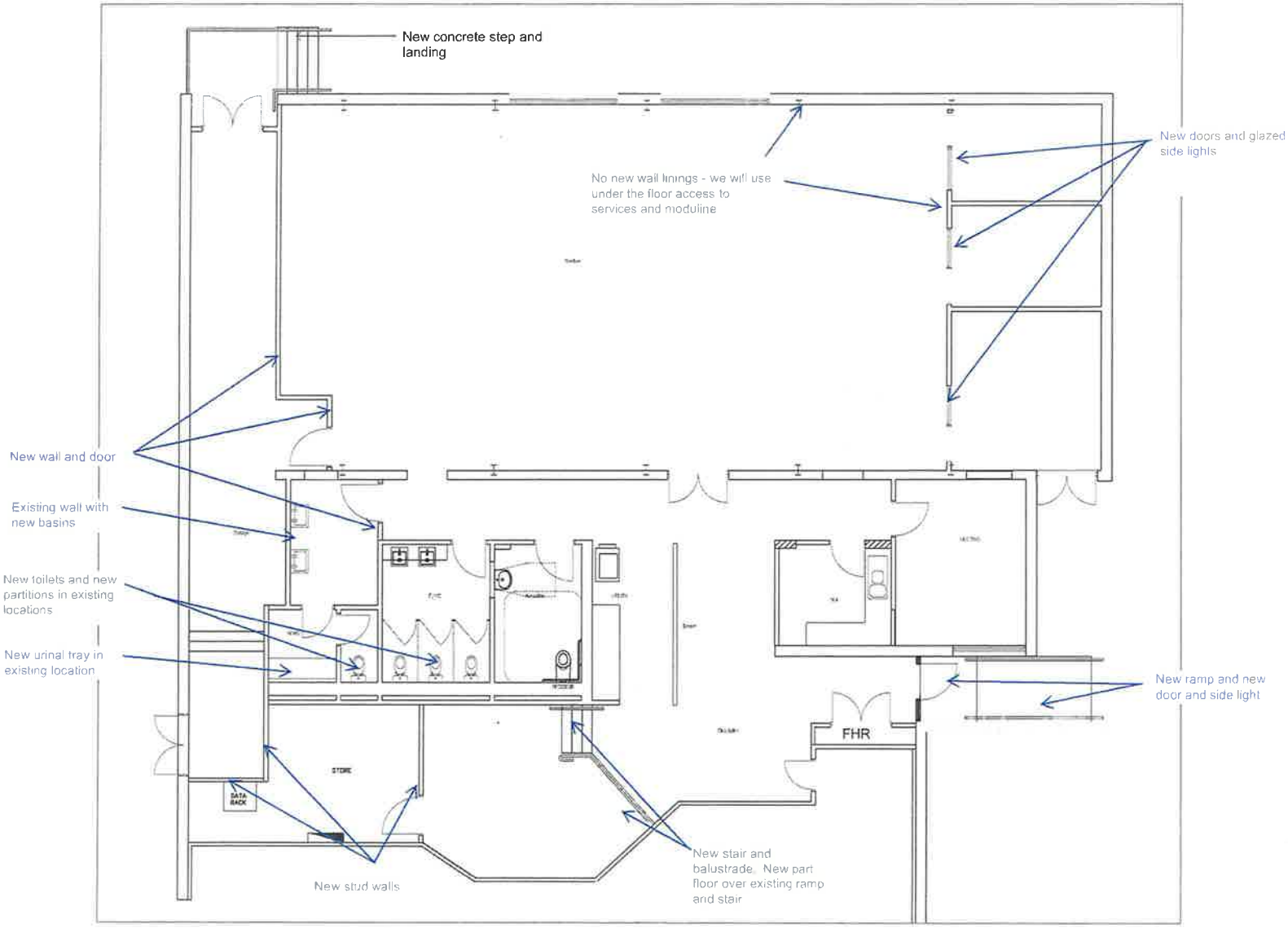
Project: Curves Renovation

Drawing: Existing Ground Floor

Date 121026
Drawn DM
Scale 1 : 100 @A3

Project No.	Drawing No.	Revision
254	_EX01	1

APPENDIX 1



MANTRIC ARCHITECTURE

Client
Shire of Yarra Ranges - Site Plan

Project
Curves Renovation

Drawing
South Gippsland Shire Council

Date 29.05.2013
Drawn M.E
Scale 1:100@A3

Project No.	Drawing No.	Revision
254	VM A01	VM-01

APPENDIX 7 - COST PLAN FOR VM PLAN

APPENDIX 1

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Slattery Australia Pty Ltd
ACN 004 269 842 ABN 16 004 269 842

Level 14, 150 Queen Street
Melbourne VIC 3000
tel: 03 9602 1313
fax: 03 9602 3388
email: melbourne@slattery.com.au
web: www.slattery.com.au

Melbourne
Sydney
Brisbane
Canberra
Perth

Ref: 10435-cp1a

12 June, 2013

Mantric Architecture
Suite 7, 10 Hoddle Street
ABBOTSFORD VIC 3067

Via email: David@mantric.com.au

Attention: Mr David Newstead

Dear David,

Leongatha Council Offices – Curves Renovation
Cost Plan No. 1a

As requested, we have prepared Cost Plan No. 1a for the above project based on the documentation provided and our discussions.

The cost plan total is $822,000 plus GST. Please refer to the attached cost plan for further information and the scope of works included.

All costs are reported exclusive of GST.

The cost plan is based on costs current at June, 2013. No allowance has been made for cost escalation beyond this date.

The cost plan is based on value management design documentation and therefore the cost plan is indicative only of the possible order of cost.

In particular, we advise that structural and services documentation were not available, and in their absence we have used rates typical for this type of construction.

Costs are based on the assumption that the project will be competitively tendered to a select list of at least four appropriate and interested builders. No allowances have been made for negotiated, staged or construction management forms of procurement.

The cost plan excludes a design contingency as the Project is to be designed to a budget and includes a construction contingency of 10% for the construction phase of the project. This contingency is intended for design documentation issues and is not for changes in scope.

The following documentation formed the basis for the cost plan:

- Architectural value management drawings and memo prepared by Mantric Architecture as received on 29 May, 2013

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Please note that the cost plan specifically excludes any allowances for the following:

- Abnormal ground conditions (i.e., rock, ground water, filling etc.)
- Asbestos removal
- External landscaping
- External services and infrastructure connections
- Works outside site boundary
- AV / IT Equipment and infrastructure
- Authority charges and headworks
- Client overhead costs
- Cost escalation beyond June, 2013
- Costs associated with obtaining a planning permit
- Rates and taxes
- Finance costs
- Staging of the works
- Working in an occupied building
- Goods and services tax

Where appropriate, allowances for the above items should be made in the client's overall feasibility study.

We trust the above and the enclosed meets with your requirements. However, should you require any clarifications or further information please do not hesitate to contact us.

Yours faithfully,
Slattery Australia Pty Ltd

Mark Anderson
Senior Associate
kp.kp
Enc.

APPENDIX 1

Summary

Leongatha Council Offices - Curves Renovation

slattery

Cost Plan No. 1a
Based on Value Management Design Documentation

12 June, 2013

Functional Area	Scope	Area (m2)	Rate ($/m2)	Total ($)
Office	Refurb	377	1,467	553,000
Workstations (including pedestals, monitor arms etc.)	Allowance			68,000
Structural rectification works due to demolition	Allowance			5,000
Total Building Cost (at June, 2013)		**377**	**1,660**	**626,000**
Allowance for site preparation and demolition (excluding asbestos removal)		Item		11,000
Allownace for general external works, ramps, steps, handrails etc.		Item		10,000
Allowance for landscaping		Note		Excluded
Allowance for external services and infrastructure connections		Note		Excluded
Allowance for works outside site boundary, etc.		Note		Excluded
Allowance for abnormal ground conditions / site decontamination / remediatic		Note		Excluded
Total Building and External Works & Services Cost (at June, 2013)			**1,716**	**647,000**
Design Contingency		Note		Excluded
Contract Contingency		Item	10.0%	65,000
Cost Escalation Allowance		Note		Excluded
Total Construction Cost (at June, 2013)			**1,889**	**712,000**
Consultants Fees		Item		70,000
Authority & Headwork's Charges		Note		Excluded
Land, Finance, Legal, Letting Costs, etc.		Note		Excluded
Audio Visual / IT Equipment and Infrastructure		Note		Excluded
Loose Furniture		Allowance		40,000
Goods & Services Tax		Note		Excluded
Total End Cost (at June, 2013)			**2,180**	**822,000**

This cost plan is based on preliminary information and therefore should be regarded as indicative only of the possible order of cost. All components of the cost plan will require confirmation once further documentation is available. Refer to the accompanying letter for details of basis of cost plan and exclusions from above costs.

APPENDIX 1

Summary

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

Description	Area (m2)	Rate ($)	Total ($)
Building Works	377	1,507 m2	568,265
Workstations			67,500
External Works and Services			11,300
TOTAL			**647,065**

APPENDIX 1

Elemental Summary - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

Description	Cost/m2	Total
Preliminaries	265	100,000
Staircases	7	2,500
Roof		
External Walls	13	5,000
Windows	10	3,900
External Doors	11	4,000
Internal Walls	38	14,415
Internal Screens & Borrowed Lights	15	5,700
Internal Doors	30	11,200
Wall Finishes	44	16,710
Floor Finishes	75	28,090
Ceiling Finishes	20	7,540
Fitments	89	33,410
Special Equipment		
Sanitary Fixtures	29	10,800
Hydraulic Services	45	17,000
Mechanical Services	358	135,000
Fire Protection	8	3,000
Electrical Services	358	135,000
Builder's Work in Connection	53	20,000
Demolition, Alterations & Renovations	40	15,000
Total for Building Works	**1,508**	**568,265**

Detailed Cost Plan - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

No.	Description	Unit	Quantity	Rate	Total
	Preliminaries				
1	Preliminaries, overheads and margin	Item			100,000
	Total for Preliminaries				**100,000**
	Staircases				
2	Timber framed stairs	m/rise	1	2,500	2,500
	Total for Staircases				**2,500**
	Roof				
3	Allowance to make good and or replace existing roof and plant platform (Not required)	Note			
	Total for Roof				**0**
	External Walls				
4	Make good existing facade	Item			5,000
	Total for External Walls				**5,000**
	Windows				
5	Double glazed aluminium framed windows with openable awing windows	m2	6	650	3,900
	Total for Windows				**3,900**
	External Doors				
6	Single glazed door including aluminium frame and hardware	No	2	2,000	4,000
	Total for External Doors				**4,000**
	Internal Walls				
7	Dry wall comprising of 90 thick metal stud framing, insulation and 1 x 13 thick plasterboard to both sides including paint finish (WT-40)	m2	75	135	10,125
8	Dry wall comprising of 90 thick metal stud framing, insulation and 2 x 13 thick water resistant plasterboard to both sides including paint finish (WT-44)	m2	26	165	4,290
	Total for Internal Walls				**14,415**
	Internal Screens & Borrowed Lights				
9	Aluminium framed glazed screens	m2	6	450	2,700

Detailed Cost Plan - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

No.	Description	Unit	Quantity	Rate	Total
10	Resin panel screens to Entry	m2	10	300	3,000
	Total for Internal Screens & Borrowed Lights				**5,700**
	Internal Doors				
11	Single glazed door including aluminium frame and hardware (D1 & D3)	No	4	1,500	6,000
12	Single soild core door including aluminium frame and hardware (D4, D6 & D7)	No	5	1,000	5,000
13	Paint and make good existing single door including frame (D2)	No	1	200	200
	Total for Internal Doors				**11,200**
	Wall Finishes				
14	Paint finish to existing walls	m2	584	15	8,760
15	Wall tile splashback to vanity basins	Item			500
16	Splashback to Tea Room	Item			500
17	Echo panel wall finish to offices and meeting rooms	m2	45	150	6,750
18	Pinboard to Utility	Item			200
	Total for Wall Finishes				**16,710**
	Floor Finishes				
19	Carpet floor tiles	m2	309	40	12,360
20	Vinyl flooring to Tea Room	m2	7	90	630
21	Tile flooring to Amenities	m2	30	120	3,600
22	Allowance for stainless steel tactile indicators	Item			1,000
23	Allowance for skirtings	Item			3,000
24	Allowance for raised lightweight flooring over existing ramp and stairway	Item			7,500
	Total for Floor Finishes				**28,090**
	Ceiling Finishes				
25	Make good existing ceiling including paint finish	m2	377	20	7,540
	Total for Ceiling Finishes				**7,540**
	Fitments				
26	Breakout / Kitchenette joinery	Item			5,000

Detailed Cost Plan - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

No.	Description	Unit	Quantity	Rate	Total
27	Utility room joinery	Item			3,000
28	Vanity joinery	Item			1,500
29	Bathroom accessories including mirrors	Item			5,500
30	Motorised blinds to existing high level windows	m2	45	250	11,250
31	Manual blinds to new windows	m2	12	180	2,160
32	Allowance for balustrades and handrails	Item			5,000
	Total for Fitments				**33,410**
	Special Equipment				
33	Kitchen Appliances (Not Required - Client to Provide)	Note			
	Total for Special Equipment				**0**
	Sanitary Fixtures				
34	Toilet suite including cistern, pan etc.	No	4	900	3,600
35	Accessible toilet suite including cistern, pan, back rest etc.	No	1	1,800	1,800
36	Wall basin including tapset	No	3	750	2,250
37	Accessible wall basin including tapset	No	1	900	900
38	Urinal tray	No	1	1,500	1,500
39	Kitchenette sink	No	1	750	750
	Total for Sanitary Fixtures				**10,800**
	Hydraulic Services				
40	Allowance for alterations to hydraulic services	Item			12,000
41	New solar boosted electric hot water unit	Item			5,000
	Total for Hydraulic Services				**17,000**
	Mechanical Services				
42	Allowance for new mechanical services including ventilation, air-conditioning and exhaust system	Item			135,000
	Total for Mechanical Services				**135,000**
	Fire Protection				
43	Allowance for smoke detection, fire extinguishers, etc.	Item			3,000
	Total for Fire Protection				**3,000**

Detailed Cost Plan - Building Works

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

No.	Description	Unit	Quantity	Rate	Total
	Electrical Services				
44	Allowance for electrical services including power, lighting, comms, data etc.	Item			115,000
45	Allowance for security system, CCTV etc.	Item			20,000
	Total for Electrical Services				**135,000**
	Builder's Work in Connection				
46	Builder's work in connection with services	Item			20,000
	Total for Builder's Work in Connection				**20,000**
	Demolition, Alterations & Renovations				
47	Allowance for demolition works to the existing building	Item			10,000
48	Allowance for structural rectification works due to demolition	Item			5,000
	Total for Demolition, Alterations & Renovations				**15,000**

Elemental Summary - Workstations

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

Description	Cost/m2	Total
Workstations		63,450
Special Equipment		4,050
Total for Workstations	**0**	**67,500**

Detailed Cost Plan - Workstations

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

No.	Description	Unit	Quantity	Rate	Total
	Workstations				
49	Allowance for workstations including side table, screen, cpu holder, etc. (cost as advised by Mantric)	No	27	2,000	54,000
50	Allowance for mobile pedestal (cost as advised by Mantric)	No	27	350	9,450
	Total for Workstations				**63,450**
	Special Equipment				
51	Allowance for screen monitor arms (cost as advised by Mantric)	No	27	150	4,050
	Total for Special Equipment				**4,050**

Elemental Summary - External Works and Services

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

Description	Cost/m2	Total
Site Preparation		1,000
Roads, Footpaths & Paved Areas		5,500
Boundary Walls, Fencing & Gates		4,800
Total for External Works and Services	**0**	**11,300**

Detailed Cost Plan - External Works and Services

Leongatha Council Offices - Curves Renovation
Cost Plan No. 1

slattery

12 June, 2013

No.	Description	Unit	Quantity	Rate	Total
	Site Preparation				
52	Allowance for site preparation	Item			1,000
	Total for Site Preparation				**1,000**
	Roads, Footpaths & Paved Areas				
53	Concrete steps with landing to entry	Item			5,500
	Total for Roads, Footpaths & Paved Areas				**5,500**
	Boundary Walls, Fencing & Gates				
54	Stainless steel handrail and balustrade system to entry	m	8	600	4,800
	Total for Boundary Walls, Fencing & Gates				**4,800**

South Gippsland Shire Council

sweett

Appendix C - Accommodation Survey letters of Instructions and Survey Returns

APPENDIX 1

Sweett (Australia) Pty Ltd
ABN 97 128 823 843
Level 2, 179 Queen Street
Melbourne VIC 3000 Australia
T +61 3 9691 0000
F +61 3 9691 0001

6 February 2015

Ms Chris Van Der Ark
Property Manager
South Gippsland Shire Council
9 Smith Street
LEONGATHA VIC 3953

Email: **chris.vanderark@southgippsland.vic.gov.au**

Dear Chris

RE: South Gippsland Shire Council
Municipal Precinct Study

Thank you for your advice regarding Council's appointment Sweett Group to proceed with the Municipal Precinct Study.

As part of confirming Council's civic/ office accommodation requirements (apart from the Library and Community Infrastructure) there is a need to quantify and validate specific area and ancillary requirements for the organisation up to and including 2035. This will involve a process of survey at a director/departmental level to establish floor space requirements for civic staff and office accommodation.

Following our recent discussions, I suggest that your Departmental Directors begin considering the following information and provision of responses as collated in the attached proforma survey form and required commentary. There will be further opportunity to clarify or add to the information, as outlined below, at our future meetings as we proceed with the analysis.

As discussed, it is noted that the proforma survey forms are to be completed by each Departmental Director on the basis of the organisation structure that I noted on Council's website and the details you have provided. Based on that information, I think there are probably 4 packs for distribution to Directors;

- Office of the CEO/Councillors
- Corporate Services
- Development Services
- Engineering Services
- Community Services

The following specific details relate largely to the gathering of information for the review and establishment of the organisation's accommodation needs.

A) DEPARTMENT SPECIFIC INFORMATION

The relevant required information from each department head is detailed in the three (3) attached excel based forms and include:

APPENDIX 1

sweett

FORM A - Individual department profile:

- brief description of department function
- structure (an organisation chart is required)
- staff members and title (current staff names are required)
- projected staff numbers and year of requirement
- closed offices (indicate which staff require an enclosed office and any special work requirements for such space)

- permanent / part-time / visiting consultants – status per nomination
- expected future trends for the department's services within the municipality
- any future staffing studies that have been undertaken (including mapping the past 5-7 years organisation growth [office based])

- Other important needs:
  - public interface
  - collating / layout areas
  - fax, photocopy areas
  - security issues

- Working relationship with other departments:
  - indicate closest affinity requirements
  - need for public interface / liaison

- Other considerations:
  - any local level or corporate issues that the Departmental Director would like to raise in respect to future accommodation needs ie. logistics, locations, customer service requirements, existing accommodation issues.

FORM B - Work environment

- The type of work environment which best suits the complement of your department:
  - open offices
  - workstations
  - enclosed offices

Typical examples have been provided as part of each department's proforma/information pack.

FORM C - Support space requirements

- Indicate dedicated support requirements for your department (best guess will do):
  - storage
  - interview / meeting rooms
  - conference rooms
  - reception areas /counters
  - special equipment required within the workspace, eg. plan layout space
  - any individual requirements, eg. disabled access
  - other

- Special services:
  - indicate special requirements
  - computer room facility
  - compactus

A separate instruction sheet is provided associated with these matters.

B) GENERAL ISSUES / OTHER REQUIREMENTS

The Executive Group and Councillors will also need to consider the following (as policy issues and a planning framework) as it principally relates to the administrative offices and informs the ultimate outcome.

- Customer service philosophy:
  - enquiry / reception / displays
  - image / presentation
  - access
  - special requirements
  - telephone enquiries
  - front of house operations
  - back of house operations
  - meeting room requirements
  - security

- Management philosophy:
  - co-location of Directors / CEO (executive suite) vs locate directors within each of their discrete departments
  - central records
    - location relative to departments
    - special storage systems eg. compactus
    - document transport (dumb waiter)
  - archives
    - on-site / off-site
    - special storage needs if on-site
  - cashiers (security aspects)
  - enclosed offices vs open plan
  - workstations vs desks (has an impact on suitability and reuse of existing furniture)
  - other as may be applicable

C) COUNCIL / COMMUNITY AREAS

Questions which need to be answered in 'shaping up' the requirements / planning for future Council, committee, community, function and exhibition areas are noted below. There is no specific proforma survey form for this requirement, please provide details as per the list below.

- Is the intention to establish a 'boardroom' style of chamber (flat floor preference)?
- How many Councillors and officers will be at Council meetings?
- Will Councillors and officers sit at one table or (two, not joined but close by)?
- What accommodation is required for visitors/visiting consultants/media?
- Will the minute-taker sit at the main table or a nearby desk?
- Is the chamber to be multi-purpose ie. will the table be moved (impact on microphones, wiring etc)?
- Considerations regarding public access/amenities
- Provision of special audio visual requirements
- Needs with respect to 'in camera' decisions
- Is a nearby storage area required?
- Is there a need for:
  - Councillors workstations, lounge, bar / wet cupboard
  - Mayor's room, ante room, ensuite
  - Mayor's secretary requirements
  - Waiting areas
  - Committee rooms
- Number of people in the public gallery – on average and at peak times (overflow areas)?

sweett

- Will Councillors dine before Council Meetings?

- Maximum number to be catered for in a function area:
  - Standing (cocktail party)
  - Sitting (formal service)
- Are meals cooked on-site or will caterers bring in food and require heating / preparation facilities? What are catering / hospitality requirements?
- Are there times (Council "in camera" or after meeting) that the public might be invited to have a coffee?
- Can these areas open up / double up for gatherings, functions, exhibitions etc.
- Scope of Library and Community infrastructure needs and requirements.

As previously noted, we have prepared the attached proforma survey forms based on the above list which is designed to be completed by each Departmental Director. On completion, these proforma will provide the basic information from which we can build the civic office accommodation requirements.

To comply with the project timeframes outlined in our revised proposal, the timely return of completed proforma survey forms is critical and we anticipate obtaining these no later than **13 March 2015.**

In the meantime, could you also please assemble the following documentation to assist our option development and further financial analysis:

- Existing condition drawings and property information for the current Civic Centre site and the other current office facilities including titles and adjoining property details which may impact on expansion and/or car parking opportunities.
- Site infrastructure, services capacity (and any levels etc.) for the civic precinct.
- Any available / relevant valuations information.
- Current operating costs i.e. maintenance, rent, utilities, cleaning etc for the current office facilities.
- Specific property details in support of further consideration and analysis of the 6 nominated candidate sites.

Once we have received the above details, we will collate all information and then arrange a meeting to review all Civic and Precinct related properties and facilities, available documentation and assist with any further discussions required. This meeting could be in the form of a briefing meeting with EMT and the CEO if you prefer.

If you need further assistance regarding the above or wish to discuss this further please do not hesitate to contact me on (03) 9691 0000 or my mobile 0408 518 655.

Yours sincerely
Sweett (Australia) Pty Ltd

R Bongiorno

Ray Bongiorno
Director

cc Andrew Sells

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DIRECTIONS / INFORMATION FOR DEPARTMENT DATA GATHERING

SOUTH GIPPSLAND SHIRE COUNCIL
MUNICIPAL PRECINCT STUDY

This correspondence introduces the requirements of the data gathering process of the Municipal Precinct Study and support accommodation survey analysis. The information requested has been restricted to that required to build up the space requirements for each area of Council's Office based operations only.

The purpose of these instructions is to introduce the requirements of the data gathering process of the Civic Office Accommodation requirements review and provide instructions to assist with further completion and validation of same.

It is noted that the accommodation survey forms are to be completed by each Department on the basis of the current organisational structure.

The following information is required for reference in completion of the attached excel based survey forms.

1. FORM A - Departmental Profile

This section provides an overview of the department and its function.

- Description of departmental function and organisation chart for department.
- Any locational affinity requirements (ie. my department needs to be close to the CEO, customer service?).
- The number of staff which occupy desk space as well as any known future estimate of staff numbers should be provided (say five years ahead).
- Special requirements for some offices eg. allowances for a disability or a meeting table of a particular size – closed offices for managers, open offices for all others.
- Support space requirements so that we can get some idea of how much space is required for the office support function.
- Any problems with the current space so that we can learn if there are any problems with the current office arrangement which needs to be avoided / solved in the future arrangements.

2. FORM B - Office / Workstation Details

The purpose of this component is to establish an idea of which type of workstation module would be required for each employee of the department. To assist, a number of workstation module examples have been provided for reference. These do not represent the exact office layout proposed for that staff member but give an idea as to office size, open office or closed etc. There is a need to fill out the m^2 area column only.

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3. FORM C - Other Support Space Requirements

The purpose of this section is to give an idea of additional departmental space requirements. For example, many departments will require a meeting room for say eight people, which can be shared with other departments. Or there may be a need for a small meeting room for four people for the exclusive use of a department. The IT department may require a room for the main server. The engineering department may require a room for plan printing and a room for plan storage and there may be requirements for records / mail room etc.

It is easiest if a m^2 area is given for such rooms although meeting rooms can be expressed by the maximum number of people to be accommodated.

There is no need to specify common area requirements e.g. toilets, lunchrooms, reception counters which are used by the whole organisation. However if a department requires its own counter area then this should be stated.

An electronic copy of the proforma is provided for distribution and completion by each Department.

We would appreciate the return of this information no later than the end of the 13th March 2015 preferably by **email to chris.vanderark@southgippsland.vic.gov.au so as they can all be collated and forwarded onto Ray Bongiorno or Andrew Sells at Sweett Group.**

The information provided will be reviewed with the Sweett Group director responsible and Council's Executive Team to ensure that all areas required are consistent with corporate policy and then the organisation will be requested to 'sign-off' the total requirements and interpretations.

If you have any queries in the preparation of the data please contact Andrew Sells at Sweett Group on 0413 055 701 or by email: andrew.sells@sweettgroup.com. Your co-operation in this matter is appreciated.

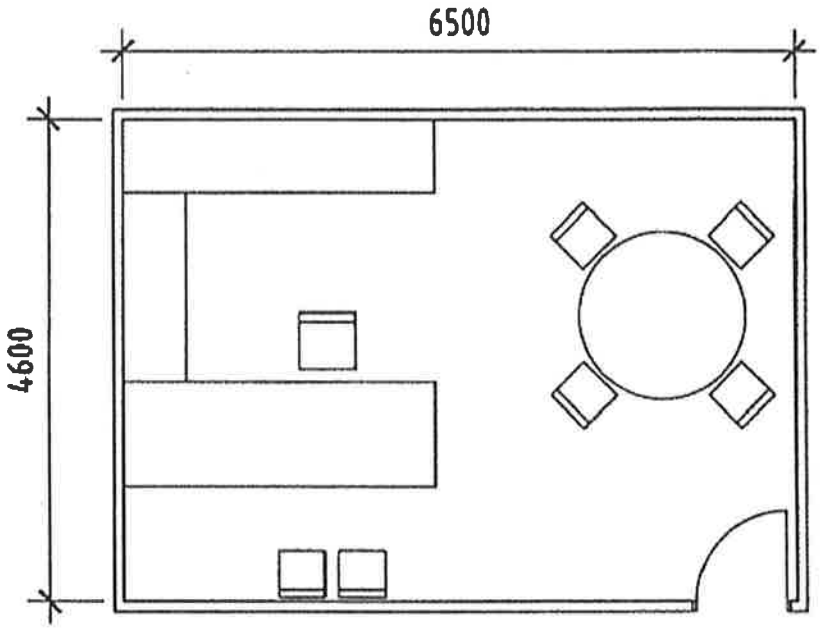
Yours sincerely
Sweett (Australia) Pty Ltd

R. Bongiorno

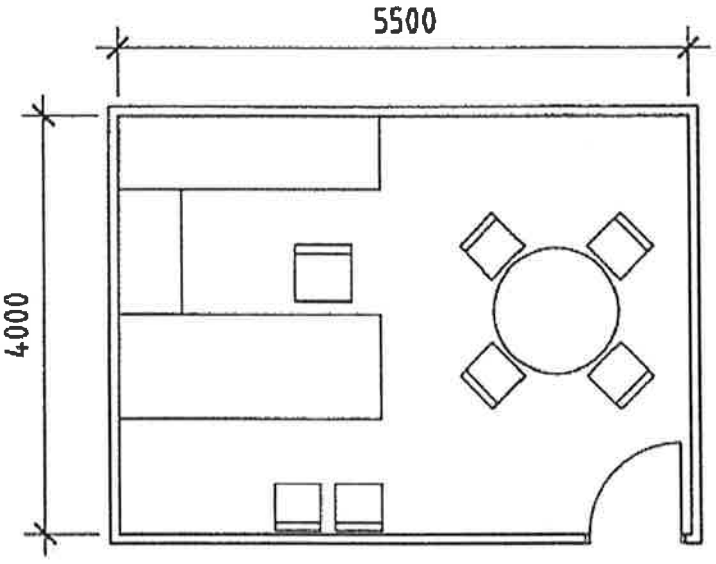
Ray Bongiorno
Director

APPENDIX 1

OFFICE SPACE EXAMPLES

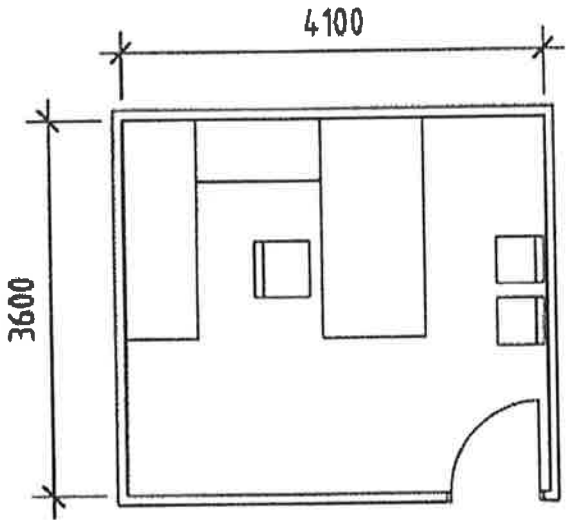


CEO / MAYOR – MODEL TYPE A: 29.1m²
ENCLOSED OFFICE



DIRECTOR – MODEL TYPE B: 23.0m²
ENCLOSED OFFICE

APPENDIX 1



MANAGER – MODEL TYPE C: 15.0m²
ENCLOSED OFFICE

APPENDIX 1

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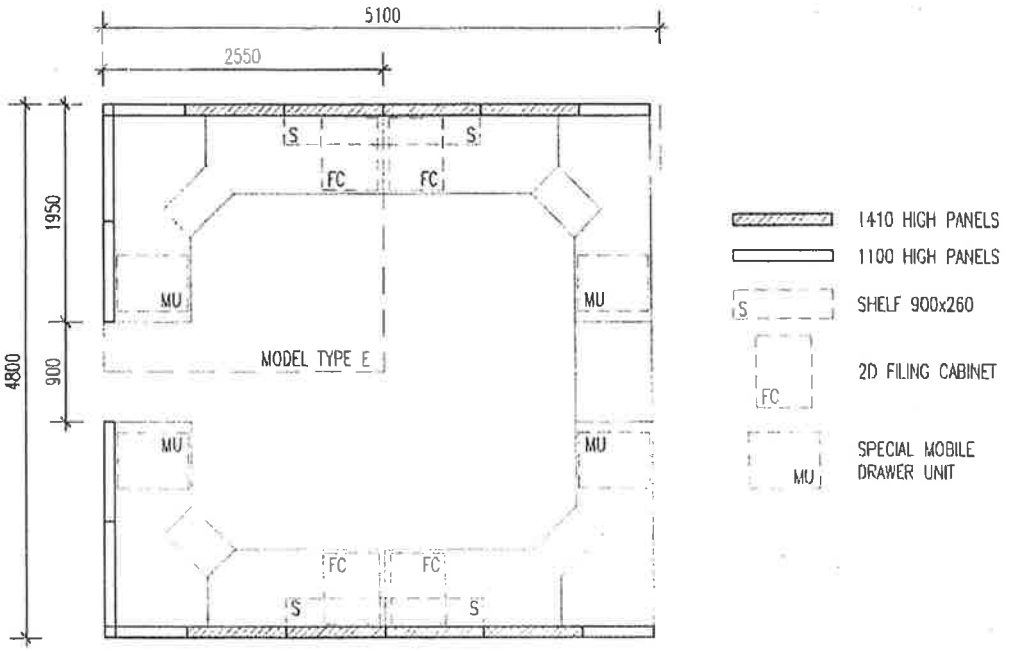
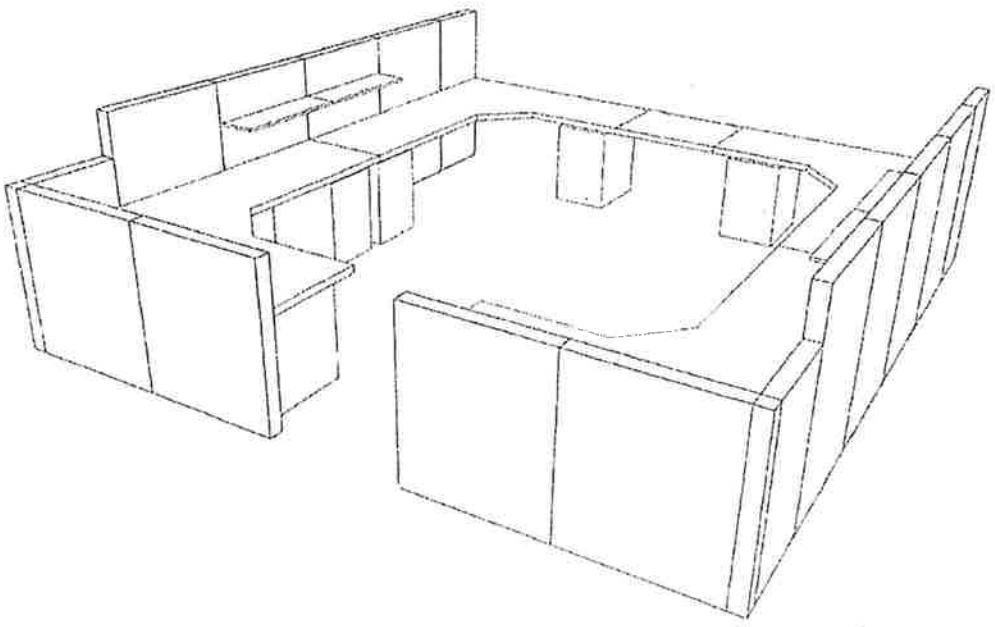


CLERICAL STAFF - OPEN WORKSTATION IN 4 PERSON CLUSTER
MODEL TYPE D: 6.0m²



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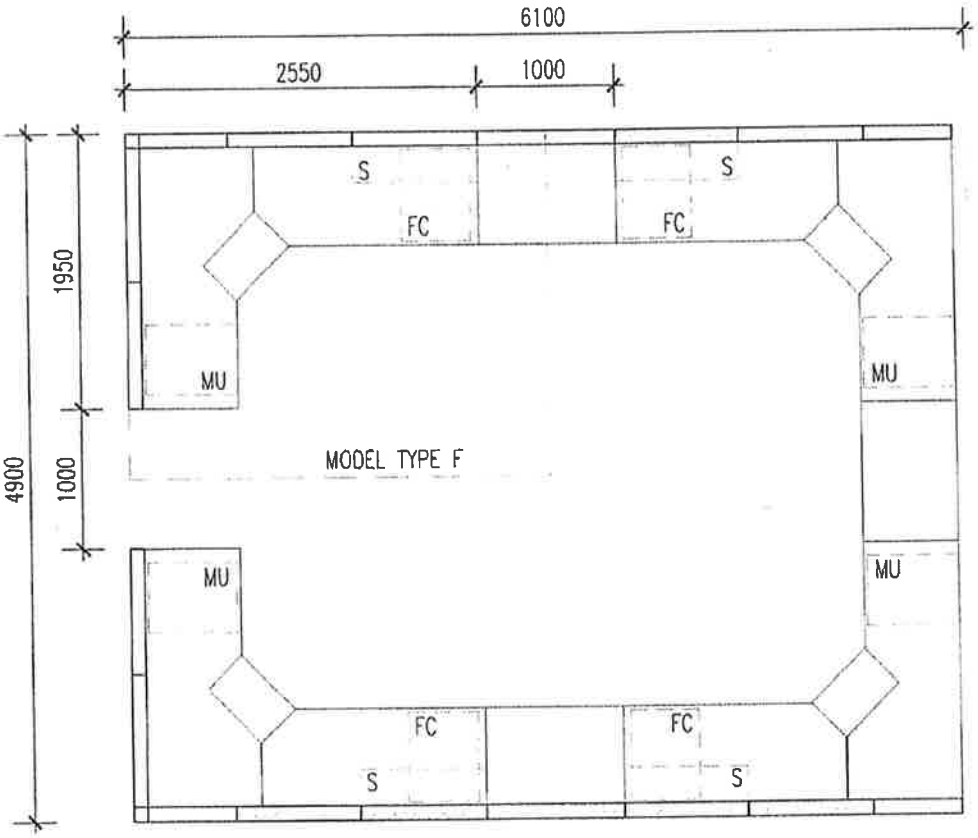

TECHNICAL STAFF – OPEN WORKSTATION IN 4 PERSON CLUSTER
MODEL TYPE E: 7.5m²

1410 HIGH PANELS

1100 HIGH PANELS

S SHELF 900x260

2D FILING CABINET

FC

SPECIAL MOBILE DRAWER UNIT

MU

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APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

MUNICIPAL PRECINCT STUDY

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: .....
FORM A - Department Profile, Function & Accommodation Issues Overview
Description of Department and main functions
Departmental Structure
Attach directorate/ departmental chart showing name and title of each staff member
Projected staff requirements (and year of requirement – anticipated growth)
Requirement for hot desk / space for visiting consultants, students
Any issues concerning the current accommodation
Interaction / linkages with other departments (include department, nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Any specialist space requirements
Customer service interface requirements (nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Any specialist space requirements
Other considerations (eg. counter access, security, logistics, operational considerations)

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

MUNICIPAL PRECINCT STUDY

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ACCOMMODATION SURVEY ANALYSIS

FORM C - Departmental Support Space Requirements			
Support Space Function	**Not Applicable**	**Area m^2**	**Remarks**
Meeting Rooms			
Internal to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
External to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
Other Support functions, for example:			
Filing space			
Compactus/ Storage			
Shelving			
Plan Layout			
Collating/ Printer space			
Print room, Printing facilities			
Records/ archive rooms			
Special Requirements			
Other			
	TOTAL:		

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

MUNICIPAL PRECINCT STUDY

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: ....

FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m^2	Remarks
TOTAL OFFICE / WORKSTATION SPACE REQUIRED					
NO. OF STAFF					

Notes:

Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	29 m2	A
Director	23 m2	B
Manager	15 m	C
Section Head	12 m2	D
Standard	6.0 m2	E
Technical	7.5 m2	F

Staffing/ workspace requirements includes hot desks, part-time and casual positions.

Refer attached templates

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

MUNICIPAL PRECINCT STUDY

ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: ...Executive Officer..... FORM A - Department Profile, Function & Accommodation Issues Overview
Description of Department and main functions
Executive Office, Mayor, CEO and Support Staff. 3 Offices required with waiting area. Security and privacy necessary.
Departmental Structure
CEO and Lauren Rundle Only
Projected staff requirements (and year of requirement – anticipated growth)
N/A
Requirement for hot desk / space for visiting consultants, students
N/A
Any issues concerning the current accommodation
No
Interaction / linkages with other departments (include department, nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Any specialist space requirements
Customer service interface requirements (nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Any specialist space requirements
Other considerations (eg. counter access, security, logistics, operational considerations)

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

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MUNICIPAL PRECINCT STUDY

ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: ....

FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m^2	Remarks
Exec Office and Proje	Lauren Rundle	Full		17.3	Includes 5 person meeting table
CEO	Tim Tamlin	Full		17.3	Includes 5 person meeting table
Mayor	Cr. Harding	Part		18.7	Includes a welcome area
Councillors room		Part		12.3	
TOTAL OFFICE / WORKSTATION SPACE REQUIRED					
NO. OF STAFF					

Notes:

Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	29 m2	A
Director	23 m2	B
Manager	15 m	C
Section Head	12 m2	D
Standard	6.0 m2	E
Technical	7.5 m2	F

Staffing/ workspace requirements includes hot desks, part-time and casual positions.

Refer attached templates

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS
South Gippsland Shire Council
MUNICIPAL PRECINCT STUDY

ACCOMMODATION SURVEY ANALYSIS

FORM C - Departmental Support Space Requirements			
Support Space Function	Not Applicable	Area m^2	Remarks
Meeting Rooms			
Internal to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
External to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
Other Support functions, for example:			
Filing space			
Compactus/ Storage			
Shelving			
Plan Layout			
Collating/ Printer space			
Print room, Printing facilities			
Records/ archive rooms			
Special Requirements			
Other			
	TOTAL:		

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

MUNICIPAL PRECINCT STUDY

ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: ...Executive Officer..... FORM A - Department Profile, Function & Accommodation Issues Overview
Description of Department and main functions
Executive Office, Mayor, CEO and Support Staff. 3 Offices required with waiting area. Security and privacy necessary.
Departmental Structure
CEO and Lauren Rundle Only
Projected staff requirements (and year of requirement – anticipated growth)
N/A
Requirement for hot desk / space for visiting consultants, students
N/A
Any issues concerning the current accommodation
No
Interaction / linkages with other departments (include department, nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Any specialist space requirements
Customer service interface requirements (nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Any specialist space requirements
Other considerations (eg. counter access, security, logistics, operational considerations)

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

MUNICIPAL PRECINCT STUDY

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: ....

FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m^2	Remarks
Exec Office and Proje	Lauren Rundle	Full		17.3	Includes 5 person meeting table
CEO	Tim Tamlin	Full		17.3	Includes 5 person meeting table
Mayor	Cr. Harding	Part		18.7	Includes a welcome area
Councillors room		Part		12.3	
TOTAL OFFICE / WORKSTATION SPACE REQUIRED					
NO. OF STAFF					

Notes:

Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	29 m2	A
Director	23 m2	B
Manager	15 m	C
Section Head	12 m2	D
Standard	6.0 m2	E
Technical	7.5 m2	F

Staffing/ workspace requirements includes hot desks, part-time and casual positions

Refer attached templates

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

MUNICIPAL PRECINCT STUDY

ACCOMMODATION SURVEY ANALYSIS

FORM C - Departmental Support Space Requirements			
Support Space Function	Not Applicable	Area m^2	Remarks
Meeting Rooms			
Internal to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
External to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
Other Support functions, for example:			
Filing space			
Compactus/ Storage			
Shelving			
Plan Layout			
Collating/ Printer space			
Print room, Printing facilities			
Records/ archive rooms			
Special Requirements			
Other			
	TOTAL:		

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS
South Gippsland Shire Council
MUNICIPAL PRECINCT STUDY

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: .....
FORM A - Department Profile, Function & Accommodation Issues Overview
Description of Department and main functions
The Corporate Services Directorat is responsible fo the coordinated delivery of Finance, Governance, Information Technology
and Customer Relations services. Coordination of reports and briefings to Cuncil and the Executive Leadership Team on
information required to make decisions on behalf of the Shire are a key responsibility for this team. Development and
performance reporting of Council and Department annual plans and budgets, are further key responsibilties for this team.
Departmental Structure
Attach directorate/ departmental chart showing name and title of each staff member
Projected staff requirements (and year of requirement – anticipated growth)
1 x full time Communication Officer for increasing online management
1 x part time Communication Officer for increasing online management
1 x full time Customer Service Officer
Requirement for hot desk / space for visiting consultants, students
1 enclosed office for internal auditors, external auditors and visiting consultants
1 x workstation for internal auditors, external auditors and visiting consultants
2 x breakout rooms accessible from the front counter for meetings with visitors
1 x Reception waiting area within the front counter area
Any issues concerning the current accommodation
No
Interaction / linkages with other departments (include department, nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Individual teams need to be centralised together and not split into various areas to ensure group dynamics and maximising coverage within the teams/each other
Governance needs to be in reasonable proximity to the CEO's office for daily interaction in managing Council business and Councillor schedules
Customer service interface requirements (nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Customer Service team - front reception counter and call centre for daily interaction with public/customers
Front reception requires counter/desk space for three officers including two drawer filing cabinet, cash drawers and dual screens each
Other considerations (eg. counter access, security, logistics, operational considerations)
Security/swipe card access behind the reception counter into the main office space
Two secure entry/exit points into main office space is required for security in case of emergency or threat
Duress alarms and security cameras/screens to view the public entrance, front counter and the safe
A clear (eg: shatter proof glass) barrier between the Customer Service Officer and customers in front reception
A low access point on main front counter for customers in wheel chairs

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS
South Gippsland Shire Council
MUNICIPAL PRECINCT STUDY

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: CORPORATE SERVICES
FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m²	Remarks
Director, Corprate Services	ERNST, June	1.00	Office Model B	23.0m²	
Executive Officer	WADDINGTON, Audrey	1.00	Model D	6.0m²	
Corporate Planner	VACANT	1.00	Model D	6.0m²	
Manager Finance	LOVASS, Tom	1.00	Office Model C	15.0m²	
Accounting Systemes Coordinator	SMITH, Stuart	1.00	Model D	6.0m²	
Valuation Coordinator	BEGG, Andrew	1.00	Model D	6.0m²	
Financial Accountant	OOMMAN, Mathew	1.00	Model D	6.0m²	
Corporate Accountant	HORKINGS, Scott	1.00	Model D	6.0m²	
Senior Finance Officer	LOGAN, Lorelle	1.00	Model D	6.0m²	
Assistant Accountant	MURFETT, Sam	1.00	Model D	6.0m²	
Rates Collector	MIDDLETON, Bill	1.00	Model D	6.0m²	
Rates & Valuation Admin Officer	POLETTI, Dawn	1.00	Model D	6.0m²	
Rates & Valuation officer	NEWTON, Lena	1.00	Model D	6.0m²	
NAR Admin Officer	HALL, John	1.00	Model D	6.0m²	
Senior Valuer	KILGOUR, Josh	1.00	Model D	6.0m²	
Rates & Valuation Officer	CLARK, Aileen	0.90	Model D	6.0m²	
Valuer	BABOS, Marc	0.20	Model D	6.0m²	
Manager Customer Relations	STEFANI, Christian	1.00	Office Model C	15.0m²	
Communications Officer	HICKS, Jeannie	1.00	Model D	6.0m²	
Communications Officer	LEGG, Christine	0.50	Model D	6.0m²	
Communications Officer	Future need	1.00	Model D	6.0m	
Communications Officer	Future need	0.50	Model D	6.0m	
Customer Service Team Leader	KNOX, Alyssa	1.00	Model D	6.0m²	
Customer Service Officer	NELSON, Shandal	1.00	Model D	6.0m²	
Customer Service Officer	MORTIMER, Jade	1.00	Model D	6.0m²	
Customer Service Officer	MOSELEY, Melissa	0.60	Model D	6.0m²	
Customer Service Officer	Future need	1.00	Model D	6.0m²	
Customer Service Officer	TURRA, Marg	Casual			Will be on reception or use desk when not being used
Customer Service Officer	ACREMAN, Laura	Casual			Will be on reception or use desk when not being used
Customer Service & Finance Officer Trainee	ROBERTS, Lachlan	Trainee 1.00			Rotate between Customer Service/Finance Will be on reception or use desk when not being used
Manager Governance Services	ANTHONY, Luke	1.00	Office Model C	15.0m²	
Risk Management Coordinator	McLEAN, Bret	1.00	Model D	6.0m²	See form A for additional requirements
Insurance and Retrun to Work Advisor	MIDDLETON, Judith	1.00	Model D	6.0m²	See form A for additional requirements
Governance & Statutory Compliance Coordinator	ROCHE, David	1.00	Model D	6.0m²	See form A for additional requirements
Grants Officer	ELLICOTT, Penni	1.00	Model D	6.0m²	See form A for additional requirements
Governance Project Officer	BERRY, Natasha	1.00	Model D	6.0m²	See form A for additional requirements
Council Support Officer	WILLIAMS, Heather	1.00	Model D	6.0m²	See form A for additional requirements
Contract Administrator	MAXWELL, Lynne	1.00	Model D	6.0m²	See form A for additional requirements
Governance Officer	VACANT	1.00	Model D	6.0m²	See form A for additional requirements
Manager, Information Systemes & Support	BENNETT, Raelene	1.00	Office Model C	15.0m²	
Corporate Information Management Coordinator	ROBINSON, David	1.00	Model D	6.0m²	
Database Admin/Web Developer	BUGLISI, Matt	1.00	Model D	6.0m²	
Senior Technical Officer	RYAD, Mina	1.00	Model D	6.0m²	
GIS Officer	SIMPSON, Gordon	1.00	Model D	6.0m²	
Technical Support Officer	micallef, Mark	1.00	Model D	6.0m²	
IT Projects & Delivery Network Officer	SAPUNGAN, Katherine	1.00	Model D	6.0m²	
Service Desk Officer	EDWARDS, Fiona	1.00	Model D	6.0m²	
Senior Corporate Information Management Officer	STRYBOSCH, Karina	1.00	Model E	7.5.0m²	Extra straight desk required for mail sortage
Corporate Information Management Officer	CUE, Terri	0.53	Model E	7.5.0m²	Extra straight desk required for mail sortage
Corporate Information Management Officer	WADE, Jenn	0.49	Model E	7.5.0m²	Extra straight desk required for mail sortage
			TOTAL OFFICE / WORKSTATION SPACE REQUIRED		
			NO. OF STAFF		

Notes:

Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	20 m2	A
Director	23 m2	B
Manager	16 m	C
Section Head	12 m2	D
Standard	6 0 m2	E
Technical	7 5 m2	F

Staffing/ workspace requirements includes hot desks part-time and casual positions
Refer attached templates

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS
South Gippsland Shire Council
MUNICIPAL PRECINCT STUDY

ACCOMMODATION SURVEY ANALYSIS

FORM C - Departmental Support Space Requirements			
Support Space Function	Not Applicable	Area m^2	Remarks
Meeting Rooms			
Internal to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
External to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
Other Support functions, for example:			
Filing space			
Compactus/ Storage		yes	
Shelving			
Plan Layout			
Collating/ Printer space		yes	
Print room, Printing facilities		yes	
Records/ archive rooms		yes	
Special Requirements		yes	staight desk for mail sortage
Other		yes	pidgeon holes for mail
	TOTAL:		

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS
South Gippsland Shire Council
MUNICIPAL PRECINCT STUDY

ACCOMMODATION SURVEY ANALYSIS

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DEPARTMENT: Engineering Services Directorate FORM A - Department Profile, Function & Accommodation Issues Overview
Description of Department and main functions
The Engineering Services Directorate has 3 departments, Property, Engineering & Assets, and Operations (Depot)
Property: • Manage Council's property portfolio including acquisition, disposal, leasing / licensing and responsibilities as a Committee of Management of Crown Land • Manage and enhance Council's owned and managed building portfolio. • To manage the Yanakie and Long Jetty Foreshore Caravan Parks
Engineering & Assets: • Project manage and deliver Council's Capital Works Program and community projects, including contract administration. • Procure design and associated documentation for Council's forward Capital Works Program. • Ensure effective service delivery of Fleet vehicles and plant. • Proactively plan for Councils infrastructure assets / networks to meet current and future needs of the community and to integrate with State n[illegible]rough continuous improvements to Council's Asset Management Plans. • Collection, analysis an[illegible]ment of appropriate infrastructure related data to effectively manage Councils infrastructure assets via the Asset Management System (Conquest) • Development referals from the Planning Department.
Operations (Depot): • Roads, streets & drainage operations, maintenance and construction (including the delivery of Council's internal Capital Works Program) • Parks & Gardens operations, maintenance and construction. • Within the two main functions there are five main service delivery areas, Operations (roads), Parks and Gardens, Construction (roads), Workshop (plant), and Depot Administration
Please note: The Operations Department is located at: Leongatha Depot (80 Yarragon Road, Leongatha); and Foster Depot (12 Pioneer Street, Foster)
Departmental Structure
Attach directorate / departmental chart showing name and title of each staff member
Projected staff requirements (and year of requirement – anticipated growth)
1 staff member (Projects Engineering)
Requirement for hot desk / space for visiting consultants, students
The Engineering and Assets Department required 1 hot desk for the Student Engineering and Consultant.
Any issues concerning the current accommodation
No
Interaction / linkages with other departments (include department, nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Any specialist space requirements
No
Customer service interface requirements (nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Any specialist space requirements
No
Other considerations (eg. counter access, security, logistics, operational considerations)
No

APPENDIX 1

OFFICE
ACCOMMODATION
Proforma
Requirements
SURVEY FORMS

South Gippsland Shire Council
MUNICIPAL PRECINCT
STUDY

ACCOMMODATION
SURVEY ANALYSIS

DEPARTMENT: Engineering Services Directorate
FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m²	Remarks
Director Engineering Services	Anthony Seabrook	Full Time	Enclosed Office	23	
EA & Project Support	Jayda Tumino	Full Time	Workstation	7.5	Small rectanlge table required = 1230 x 600cm.
Property Department					
Manager Property	Chris Van Der Ark	Full Time	Enclosed Office	15	
Building Coordinator	Al Fixter	Full Time	Workstation	7.5	2 Draw Filing cabinet
Property Coordinator	Helen Heley	Full Time	Workstation	7.5	Large Filing Cabinet
Caravan Park Coordinator	Jock Wilson	Full Time	Workstation	7.5	Is also based at the Yanakie or Long Jetty Foreshore Caravan Parks.
Property Officer - Maintenance	Allan Smith	Full Time	Workstation	6	
Building Projects Officer	Bruce Faulkner	Full Time	Workstation	7.5	
Engineering & Assets Department					
Manager Engineering & Assets	John Moylan	Full Time	Enclosed Office	15	
Technical Engineering Administration Officer	Shahn Hoggett	Full Time	Workstation	7.5	Bookshelf, filing cabinet
Engineering Coordinator	Paul Challis	Full Time	Workstation	7.5	Small rectanlge table required = 1230 x 600cm.
Technical Officer	Jesse Joyce	Full Time	Workstation	7.5	
Engineering Projects Officer	Heinz Zajac	Full Time	Workstation	7.5	
Asset Planning Engineer	Geoff Davis	Full Time	Workstation	7.5	
Project Coordinator	Tony Peterson	Full Time	Workstation	7.5	
Projects Engineer	Mohammad Chowdhury	Full Time	Workstation	7.5	
Project Engineer	Vacant	Full Time	Workstation	7.5	
Fleet & Building Coordinator	Jack Mitchelson	Full Time	Workstation	7.5	Filing Cabinet
Asset Management Systems Administrator	Wendy Ollington	Full Time	Workstation	7.5	Bookshelf
Asset Management Coordinator	Alan Landers	Full Time	Workstation	7.5	
Asset Technical Officer / Administration Support	Joanne Cox	Part Time	Workstation	7.5	Filing Cabinet
Assets Officer	Rob Jenner	Full Time	Workstation	7.5	
Development Engineer	Geoffrey Coulter	Full Time	Workstation	7.5	
Student Engineer / Consultant	-	Hot Desk	Workstation	6	Hot desk
Operations (Office Based Staff) Based at 80 Yarragon Road, Leongatha					
Manager Operations	Fred Hultema	Full Time	Enclosed Office	15	
Team Leader - Administration	Pam Kennedy	Full Time	Worksstation	7.5	
Administration & Request Officer	Louise Anderson	Full Time	Workstation	7.5	
Administration & Request Officer	Caitlin Howard	Full Time	Workstation	7.5	
Supervisor - Workshop	Graham Pritchett	Full Time	Workstation	6	Workshop at the Leongatha Depot.
Mechanic	Andy Church	Full Time	N/A	N/A	Workshop at the Leongatha Depot.
Mechanic	Gavin Mortimer	Full Time	N/A	N/A	Workshop at the Leongatha Depot.
Coordinator Parks & Gardens	Steve Missen	Full Time	Enclosed Office	15	
Supervisor - Maintenance	Dave Trotman	Full Time	Workstation	7.5	Currently is in an office with Steve Missen.
Coordinator - Business	Peter Kruse	Full Time	Workstation	7.5	Filing Cabinet
Road Maintenance Inspector	Paul Wilson	Full Time	N/A	N/A	Filing Cabinet
Assets Inspector	Jane Mc Alpine	Full Time	N/A	N/A	
Construction Coordinator	Colin Williams	Full Time	Workstation	7.5	Filing Cabinet
Coordinator - Routine Maintenance	Kevin Maskell	Full Time	Workstation	7.5	Filing Cabinet
Integrated Management Systems Officer	Ian Mc Cracken	Full Time	Workstation	7.5	
			TOTAL OFFICE / WORKSTATION SPACE REQUIRED	35	
			NO. OF STAFF	39	

Notes:
Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	29 m2	A
Director	23 m2	B
Manager	15 m	C
Section Head	12 m2	D
Standard	6.0 m2	E
Technical	7.5 m2	F

Staffing/ workspace requirements includes full desks, part-time and casual positions
Refer attached templates

APPENDIX 1

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

MUNICIPAL PRECINCT STUDY

ACCOMMODATION SURVEY ANALYSIS

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FORM C - Departmental Support Space Requirements			
Support Space Function	Not Applicable	Area m^2	Remarks
Meeting Rooms			
Internal to Department	Yes	20	Indicate size (m2, or no. persons) and estimate of meeting hours per week
External to Department	N/A	N/A	Indicate size (m2, or no. persons) and estimate of meeting hours per week
Other Support functions, for example:			
Filing space	Yes	N/A	Contained within Printer Space
Compactus/ Storage	N/A	N/A	Contained within Printer Space
Shelving	N/A	N/A	
Plan Layout	Yes	6	
Collating/ Printer space	N/A	N/A	
Print room, Printing facilities	Yes	10	Includes a Canon Plotter and Plan Cabinet
Records/ archive rooms	N/A	N/A	
Special Requirements	Yes	3	Prayer Room / Breastfeeding Room
Other	Yes	15	Lunch Room
	TOTAL:	48	

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South Gippsland Shire Council
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ACCOMMODATION SURVEY ANALYSIS

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DEPARTMENT: DEVELOPMENT SERVICES DIRECTORATE
FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m²	Remarks
Director, Corprate Services	SWORD, Bryan	1.00	Office Model B	23.0m²	
Executive Officer	FERRIER, Cavell	1.00	Model D	6.0m²	
			TOTAL OFFICE / WORKSTATION SPACE REQUIRED		
			NO. OF STAFF	2	

Notes:
Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	29 m2	A
Director	23 m2	B
Manager	15 m	C
Section Head	12 m2	D
Standard	6 0 m2	E
Technical	7 5 m2	F

Staffing/ workspace requirements includes hot desks, part-time and casual positions
Refer attached templates

APPENDIX 1

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South Gippsland Shire Council

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: Regulatory Services
FORM A - Department Profile, Function & Accommodation Issues Overview
Description of Department and main functions
Regulatory services are responsible for administering and enforcing various State Acts along with Council's Local Laws. These services include animal management (domestic and livestock), building/planning enforcement, building/property information, building records, fire prevention, litter prevention, local laws development and enforcement, occupancy permits for places of public entertainment, report and consent applications for new building work and schools crossings.
Departmental Structure
See attached
Projected staff requirements (and year of requirement – anticipated growth)
9 staff including manager currently occupy a desk. Staff numbers not expected to increase over next 5 years.
Requirement for hot desk / space for visiting consultants, students
Would be good to have a couple of spare desks shared with other areas such as statutory planning/environmental health for students, consultants, temporary contractors, etc. Currently have 2 spare desks in the area which are shared between departments.
Any issues concerning the current accommodation
Personally would prefer if managers did not have offices and that the office was open plan with formal and informal meeting areas located around the office. Bigger tea room area required for Development Services.
Interaction / linkages with other departments (include department, nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Close to statutory planning and environmental health (preferably adjoining) to share information, obtain/provide advice, direct phone calls, etc. Level of interaction between regulatiory services and statutory planning/environmental health would be around 20 times per day.
Customer service interface requirements (nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Department deal with approximately 5 counter enquiries per day (i.e. building queries, animal queries, etc.)
Other considerations (eg. counter access, security, logistics, operational considerations)
Additional meeting rooms required in customer service area as customers can sometimes can get animated or inappropriate to be discussing some matters in front of other staff or the public.

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: Regulatory Services.....

FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m^2	Remarks
Manager	Matthew Patterson	Full time	Enclosed office	15	
Local Laws Coordinator	Bruce Gardiner	Full time	Technical staff	7.5	
Adminsitration officer	Kerrie Russell	Part time	Technical staff	7.5	4 days per week
Adminsitration officer	Stephanie Northover	Full time	Technical staff	7.5	
Building and planning enforcement officer	Justin Eades	Full time	Technical staff	7.5	
Building Technical Officer	Belinda Brewer	Full time	Technical staff	7.5	
Local Laws Officer	Graeme Peters	Full time	Technical staff	7.5	
Local Laws officer	Clare OÇallaghan	Full time	Technical staff	7.5	
Local Laws officer	Luke Mullen	Full time	Technical staff	7.5	
			TOTAL OFFICE / WORKSTATION SPACE REQUIRED	75	
			NO. OF STAFF	9	

Notes:

Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	29 m2	A
Director	23 m2	B
Manager	15 m	C
Section Head	12 m2	D
Standard	6.0 m2	E
Technical	7.5 m2	F

Staffing/ workspace requirements includes hot desks, part-time and casual positions.

Refer attached templates

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OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS

South Gippsland Shire Council

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ACCOMMODATION SURVEY ANALYSIS

FORM C - Departmental Support Space Requirements			
Support Space Function	Not Applicable	Area m^2	Remarks
Meeting Rooms			
Internal to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
External to Department		20	Meeting room for 10 people that can be shared with other departments. Would be used around 3 hours per week with meeting sizes between 4 and 10 people
Other Support functions, for example:			
Filing space			Two three drawer filing cabinets
Compactus/ Storage			
Shelving			
Plan Layout			
Collating/ Printer space			
Print room, Printing facilities			
Records/ archive rooms			
Special Requirements			
Other			
	TOTAL:	20	

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: Strategic Planning & Development FORM A - Department Profile, Function & Accommodation Issues Overview
Description of Department and main functions
The Department is responsible for Strategic town planning, Social Planning, Economic Development, Tourism and Visitor Information Centres. It provides for the long term economic development of the shire through rezoning land, strategic town and rural planning and through support to the agricultural, manufacturing, business and tourism industries.
Departmental Structure
See attached
Projected staff requirements (and year of requirement – anticipated growth)
10 staff including manager currently occupy a desk. Staff numbers not expected to increase over next 5 years. OFFSITE officers not included.
Requirement for hot desk / space for visiting consultants, students
Occasional consultant desjk required which could also be a student /intern desk as we currently turn them away as we have no space to accommodate them.
Any issues concerning the current accommodation
Manager requires an office with a closable door as many commercial in confidence discussions and telephone calls are mafde daily. Open plan would not be satisfactory especially for engaging in telephone conversations in a professinal manner.
Interaction / linkages with other departments (include department, nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Close to statutory planning is vital and it would be more practical if the whole department was in one office.
Customer service interface requirements (nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Department deals with approximately 2 counter enquiries per day
Other considerations (eg. counter access, security, logistics, operational considerations)
Additional meeting rooms required in customer service area that are able to be booked out for expected meetings would be good.

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: Strategic Planning & Development MAIN OFFICE STAFF ONLY

FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m^2	Remarks
Manager	Paul Stampton	Full time	Enclosed office	15	
Stategic Planning Coordinator	Ken Griffiths	Full time	Technical staff	7.5	
Stategic Planning Officer	Nick Edwards	Full time	Technical staff	7.5	
Stategic Planning Officer	Fiona Edwards	Part time	Technical staff	7.5	works 3 day/wk
Stategic Planning Officer	Peter Mann	Full time	Technical staff	7.5	
Stategic Planning & Dev Admin. & Research Officer	Anna Anthony	Part time	Technical staff	7.5	works 4 days/wk
Economic Development & Tourism Coordinator	Ken Fraser	Full time	Technical staff	7.5	
Business Support Officer	Renee Littlejohn	Full time	Technical staff	7.5	
Social Planning Officer	Vicki Bradley	Full time	Technical staff	7.5	
Tourism Development Officer	Danielle Todaro	Full time	Technical staff	7.5	
			TOTAL OFFICE / WORKSTATION SPACE REQUIRED	82.5	
			NO. OF STAFF	10	

Notes:

Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	29 m2	A
Director	23 m2	B
Manager	15 m	C
Section Head	12 m2	D
Standard	6.0 m2	E
Technical	7.5 m2	F

Staffing/ workspace requirements includes hot desks, part-time and casual positions.

Refer attached templates

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ACCOMMODATION SURVEY ANALYSIS

FORM C - Departmental Support Space Requirements			
Support Space Function	Not Applicable	Area m^2	Remarks
Meeting Rooms			
Internal to Department			Indicate size (m2, or no. persons) and estimate of meeting hours per week
External to Department		20	Meeting room for 10 people that can be shared with other departments. Would be used around 5 hours per week with meeting sizes between 4 and 10 people
Other Support functions, for example:			
Filing space			
Compactus/ Storage			
Shelving			Shelves above work desks as per exising
Plan Layout			Plan layout table
Collating/ Printer space			
Print room, Printing facilities			Printer within 10m of staff
Records/ archive rooms			
Special Requirements			Map and plan cabinet
Other			
	TOTAL:	20	

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South Gippsland Shire Council
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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: Planning and Environmental Health FORM A - Department Profile, Function & Accommodation Issues Overview
Description of Department and main functions
Planning and Environmental Health are responsible for the assessment of a number of applications such as Planning Permits, Septic Permits and Food Business Registration. The department also responds to a large volume of extenral customer enquiries regarding these matters. It has responsibilities under various legislation including; Local Government Act, Planning and Environment Act, Environment Protection Act, Food Act, Public Health and Wellbeing Act and Residential Tenancies Act.
Departmental Structure
See attached
Projected staff requirements (and year of requirement – anticipated growth)
Statutory Planning = 7.8 FTE staff and Env Health = 5 FTE staff + Manager = 13.8 FTE. There are currently 15 staff filling these positions. Numbers not expected to increase over next 5 years.
Requirement for hot desk / space for visiting consultants, students
Would be good to have a couple of spare desks shared with other areas such as statutory planning/environmental health for students, consultants, temporary contractors, etc. Currently have 2 spare desks in the area which are shared between departments.
Any issues concerning the current accommodation
Happy for managers to have offices but they are not very well sound attenuated so it is almost impossible to have private/discrete conversations when necessary. Prefer an office that is otherwise open plan and maybe with formal and informal meeting areas located around the office. Bigger tea room area required for Development Services.
Interaction / linkages with other departments (include department, nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Close to Strategic Planning and Ec Dev and Building (Reg Services). Need to be close to Customer Service for day to day interaction with external customers. Also spend a lot of time dealing with Engineering/Assets regarding planning permit application and some time with Biodiversity Officer (Sustainability Department). Planning Advisory Officer does between 20-40 customer enquiries a day over phone and customer service counter. Level of interaction between Stat Planning and Strategic Planning would be about 10-20 times per day. Level of interaction between Stat Planning, Env Health and Regulatiory Services would be about 20 times per day. Level of interaction between Stat Planning and Engineering/Assets would be about 5 times per day. Level of interaction between Stat Planning and Biodiversity Officer would be about 1-5 times per week.
Customer service interface requirements (nature of interaction, extent / frequency of interaction - daily, weekly etc.)
Face to face = 20-40 Stat Planning enquiries per day. 2-3 Food enquiries per day and 5-10 Wastewater enquiries per day. Phone enquiries are well in excess of this.
Other considerations (eg. counter access, security, logistics, operational considerations)
Additional meeting rooms required in customer service area as customers can sometimes get animated or it may be inappropriate to be discussing some confidential matters in front of other staff or the public.

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: Planning and Environmental Health

FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m^2	Remarks
Acting Manager	David Simon	Full time	C	15	(old print room) of
Statutory Planning Coordinator	Currently vacant (normally David Simon)	Full time	D	12	
Statutory Planning Coordinator	Daryl Baker	Full time	D	12	
Senior Planner	Tanya Cooper	Full Time	F	7.5	
Town Planner	Suze Occhipinti	Part Time	F	7.5	
Town Planner	Jonathan Wade	Part Time	F	7.5	
Town Planner	Eldon	Full time	F	7.5	
Planning Advisory Officer	Lee Minns	Full time	F	7.5	
Adminsitration officer	Lynn Missen	Full time	F	7.5	
Adminsitration officer	Carla Witherow	Part Time	F	7.5	
Environmental Health Coordinator	Tim Brown	Full Time	D	12	
Health Officer	Kristy Kearney	Full Time	F	7.5	
Environmental Health Officer	Currently vacant (normally Vinny Mohan)	Full Time	F	7.5	
Wastewater Officer	John Lambert	Full Time	F	7.5	
Adminsitration officer	Tania Peters	Full Time	F	7.5	
			TOTAL OFFICE / WORKSTATION SPACE REQUIRED	133.5	
			NO. OF STAFF	15	

Notes:

Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	29 m2	A
Director	23 m2	B
Manager	15 m	C
Section Head	12 m2	D
Standard	6.0 m2	E
Technical	7.5 m2	F

Staffing/ workspace requirements includes hot desks, part-time and casual positions.

Refer attached templates

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South Gippsland Shire Council
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ACCOMMODATION SURVEY ANALYSIS

FORM C - Departmental Support Space Requirements			
Support Space Function	Not Applicable	Area m^2	Remarks
Meeting Rooms			
Internal to Department		10 to 15	Need to seat between 4-6 people with enough room to spread out large plans. Probably get 20 hours use per week
External to Department		20 to 25	Meeting room for 10-15 people that can be shared with other departments. Would be used by Planning/Environmental Health for around 10 hours per week
Other Support functions, for example:			
Filing space			One three drawer cabinet for each staff member
Compactus/ Storage		approx 20	To store last 5 years worth of planning permits and septic permits
Shelving		Approx 2-3 shelves each	Some planners need room to store up to 40 files. Admin also hold approx 50 subdivision files for Cert/SOC process.
Plan Layout			
Collating/ Printer space		5 to 10	Within our department preferrably
Print room, Printing facilities		5 to 10	External to department (colour and back up)
Records/ archive rooms			Not sure about this, perhaps CIMT can answer?
Special Requirements			
Other			
	TOTAL:	80	

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: Community Services Directorate

FORM A - Department Profile, Function & Accommodation Issues Overview

Description of Department and main functions

The Community Services Directorate's role is to identify current and future community needs, plan for the future and facilitate, support, co-ordinate and provide services in the community, contributing to South Gippsland being an attractive place for people to live, work and invest. The Directorate consists of five main departments:

Sustainability Services - This department oversees the following teams or functions: Biodiversity, Sustainability, Environment, Waste Management and Projects

Community Strengthening - This department oversees the following teams or functions: Recreation including Swimming Pools, Volunteering, Rural Access & Inclusion, Youth Engagement including Learner Driver Program, Arts & Culture and Community Support

Aged & Disability Services - This department oversees the following teams or functions: Home and Community Care services (HACC) including Personal Care, Home Care, Respite, Community Transport, Meals on Wheels and Home Maintenance

Children & Family Services - This department oversees the following teams or functions: Immunisations, Supported Playgroups, Pre School Support, Maternal & Child Health and Projects

Emergency Management - This separate team establishes a municipal emergency management planning committee (MEMPC), oversees the municipal emergency management plan (MEMP), and appoints a municipal emergency resource officer (MERO) to coordinate response and recovery.

The Directorate also manages the Advancing Country Towns project, the strategic direction of libraries across the Shire and the development and implementation of the Municipal Public Health and Wellbeing Plan.

Departmental Structure

Community Service Directorate Org Structure.pdf

Projected staff requirements (and year of requirement – anticipated growth)

N/A

Requirement for hot desk / space for visiting consultants, students

Two hot desks required for Community Services Directorate for part time, casual staff and consultants (predominantly for Aged & Disability and Community Strengthening Departments).

Any issues concerning the current accommodation

N/A

Interaction / linkages with other departments (include department, nature of interaction, extent / frequency of interaction - daily, weekly etc.)

Sustainability Services and Community Strengthening work with the Engineering Department on a weekly basis on projects.

Customer service interface requirements (nature of interaction, extent / frequency of interaction - daily, weekly etc.)

Does not need to be in close proximity to customer service.

Other considerations (eg. counter access, security, logistics, operational considerations)

Immunisation located in close proximity to vaccination fridges detailed in Form C.

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OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS
South Gippsland Shire Council
MUNICIPAL PRECINCT STUDY

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ACCOMMODATION SURVEY ANALYSIS

DEPARTMENT: Community Services Directorate
FORM B - Staff / Personnel Workstation Requirements

Staff Member Function	Staff Member Name	Full Time / Part Time	Workstation Module	Area m^2	Remarks
Director's Office					
Director Community Services	Jan Martin	FT	Office	23.0m2	
Executive Assistant & Project Support	Gabby Roughead	FT	Desk	6.0m2	
Sustainability Services					
Manager Sustainability Services	Geoff McKinnon	FT	Office	15.0m2	
Waste Management Coordinator	Peter Roberts	FT	Desk	6.0m2	
Biodiversity Officer	Chris Rankin	FT	Desk	6.0m2	
Sustainability Officer	Christine Hamilton	PT	Desk	6.0m2	
Environment Officer	Skye Radcliffe-Scott	PT	Desk	6.0m2	
Sustainability Advisor	Lyndall Peterson	PT	Desk	6.0m2	
Environment Projects Officer	Eric Neville	PT	Desk	6.0m2	
Sustainability Officer	Brad Kijlstra-Shone	PT	Desk	6.0m2	Covering Heidi Hamm maternity leave
Agricultural Climate Resilience Officer	Jill Vella	Temp PT	Desk	6.0m2	
Community Strengthening					
Manager Community Services	Ned Dennis	FT	Office	15.0m2	
Recreation Coordinator	Ian Murphy	FT	Desk	6.0m2	
Community Strengthening Support Officer	Sophie Dixon	FT	Desk	6.0m2	
Community Strengthening Officer	Barbara Look	FT	Desk	6.0m2	
Rural Access Project Officer	Marge Arnup	PT	Desk	6.0m2	Covering Alisha Gilliland maternity leave
Volunteer Coordinator	Dana Hughes	PT	Desk	6.0m2	
Learner Driver Program Coord	John Ernst	Contract PT	Desk	6.0m2	Ongoing role for 4 years
Pool Liaison Officer	Jake O'Hara	Temp PT	Desk	6.0m2	Role to cease in March 2015
Aged & Disability Services					
Manager Aged & Disability Services	Louise Brydon	FT	Office	15.0m2	
Intake & Assessment Team Leader	Sara Cox	FT	Desk	6.0m2	
Intake & Assessment Officer	Audrey Matthews	FT	Desk	6.0m2	
Intake & Assessment Officer	Eileen Cook	PT	Desk	6.0m2	
Intake & Assessment Officer	Karen Robertson	PT	Desk	6.0m2	
Client Services Team Leader	Diane Byrnes	PT	Desk	6.0m2	
Client Services Team Leader	Paulette Griffiths	PT	Desk	6.0m2	
Client Services Team Leader	Michelle Donohue	PT	Desk	6.0m2	Also part time position in Children & Family Services
Community Programs Team Leader	Virginia Hall	PT	Desk	6.0m2	
Community Programs Team Leader	Bernadette Hulls	PT	Desk	6.0m2	
Administration & Accounts Officer	Denise Trani	FT	Desk	6.0m2	
Children & Family Services					
Manager Children & Family Services	Sally Baker	FT	Office	15.0m2	
Family Services Administration Officer	Liz Walker	PT	Desk	6.0m2	
Immunisation Program Coordinator	Tim De Vere	PT	Desk	6.0m2	
Immunisation Officer	Georgina Kibble	PT	Desk	6.0m2	
Immunisation Administration Officer	Stef Cook	PT	Desk	6.0m2	
PreSchool Field Officer	Michelle Gough	PT	Desk	6.0m2	
Supported Playgroups Facilitator	Michelle Donohue	PT	Desk	6.0m2	Also works in Aged & Disability
Maternal & Child Health Team Leader	Maureen Boston	FT	Desk	6.0m2	
Maternal & Child Health Nurses	x4 staff	PT	Desk	6.0m2	One shared desk required
Community Services Project Officer	Shelley Fixter	PT	Desk	6.0m2	
Emergency Management					
Emergency Management Coordinator	Linda Jamieson	FT	Desk	7.5m2	
EM Administration Officer	Virginia Stacey	Temp PT	Desk	6.0m2	
			TOTAL OFFICE / WORKSTATION SPACE REQUIRED	306.5m2	
			NO. OF STAFF	42	

Notes:

Based on appraisal of Offices (enclosed) and desks (workstations) with module sizes as follows:

CEO	29 m2	A
Director	23 m2	B
Manager	15 m	C
Section Head	12 m2	D
Standard	6 0 m2	E
Technical	7.5 m2	F

Staffing/ workspace requirements includes hot desks, part-time and casual positions

Refer attached templates

OFFICE ACCOMMODATION Proforma Requirements SURVEY FORMS
South Gippsland Shire Council
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ACCOMMODATION SURVEY ANALYSIS

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FORM C - Departmental Support Space Requirements			
Support Space Function	Not Applicable	Area m²	Remarks
Meeting Rooms			
Internal to Department	Not Applicable	N	Indicate size (m2, or no, persons) and estimate of meeting hours per week
External to Department	Not Applicable	N	Indicate size (m2, or no, persons) and estimate of meeting hours per week
Other Support functions, for example:			
Filing space		Y	3x filing cabinets
Compactus/ Storage		Y	11x storage cupboards, 3x trolley storage space
Shelving		Y	7x bookshelves
Plan Layout	N		
Collating/ Printer space		Y	Small collation table
Print room. Printing facilities	N		
Records/ archive rooms	N		
Special Requirements		Y	3x vaccine fridges near immunisation in ventilated area
Other		Y	31sqm stoage for art and event equip
	TOTAL:		

Emerg Manage	1x bookshelf for required hardcopy plans
Immunisation	3x vaccine fridges accommodated close to immunisation team to ensure cold chain is maintained in well ventilated space for temperature control and room for data logger equipment
	3x cupboards for medical items, eskies and suitcases for immunisation sessions
	1x bookshelf for publicity material.
	Space for 3 trolleys.
	Bench for collating material and equipment for school sessions.
Playgroups	2x cupboards for toys and equipment.
	1x bookshelf to house parent literature and children's books.
Maternal Health	2x cupboards for nursery equipment, scales, baby toy's and clothing.
	2x bookshelf for educational brochures, materials and parent packs from DET
Comm Streng	3x filing cabinets
	2x cupboards
	2x bookshelves
	15sqm storage room for Council art collection
	16sqm event equipment storage
Aged & Dis	2x cupboards for client brochures and packs

South Gippsland Shire Council

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Appendix D - Essential Economics Pty Ltd, Economic Analysis Report, dated June 2015

APPENDIX 1

ESSENTIAL ECONOMICS

South Gippsland Shire Council
Municipal Precinct Study

Economic Analysis

(29 June 2015)

This Paper has been prepared as input to the *South Gippsland Shire Council – Municipal Precinct Study* being prepared by Sweett (Australia) Pty Ltd and assesses the economic implications of developing various pre-identified sites for a Municipal Precinct containing Council offices and a regional library.

The overall context for the project has been prepared by Sweett, including an overview of trends in workforce planning, policy context, South Gippsland Council's requirements for space and an assessment of the advantages and disadvantages of identified sites. The economics analysis prepared in this Paper builds on the work already undertaken by Sweett.

In particular, the following information is provided in this Paper:

1 Overview of potential sites

2 Economic factors considered in this assessment

3 Assessment of general locations with respect to generating positive economic impacts

4 Likelihood of development of redevelopment of identified sites

5 Opportunities for the re-use of sites

6 Economic implications of the re-use of sites

7 Strategic land use implications of the re-use of sites

8 Implications of the development of multiple sites for the Municipal Precinct.

This Paper assesses only the economic implications arising from the development of the Municipal Precinct and it is acknowledged that a variety of other factors need to be considered in identifying the most appropriate location. For instance, the ability for a site to accommodate the most appropriate design that meets Council's needs and provides an efficient delivery of services and facilities to customers is also a key consideration.

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1 Overview of Potential Sites

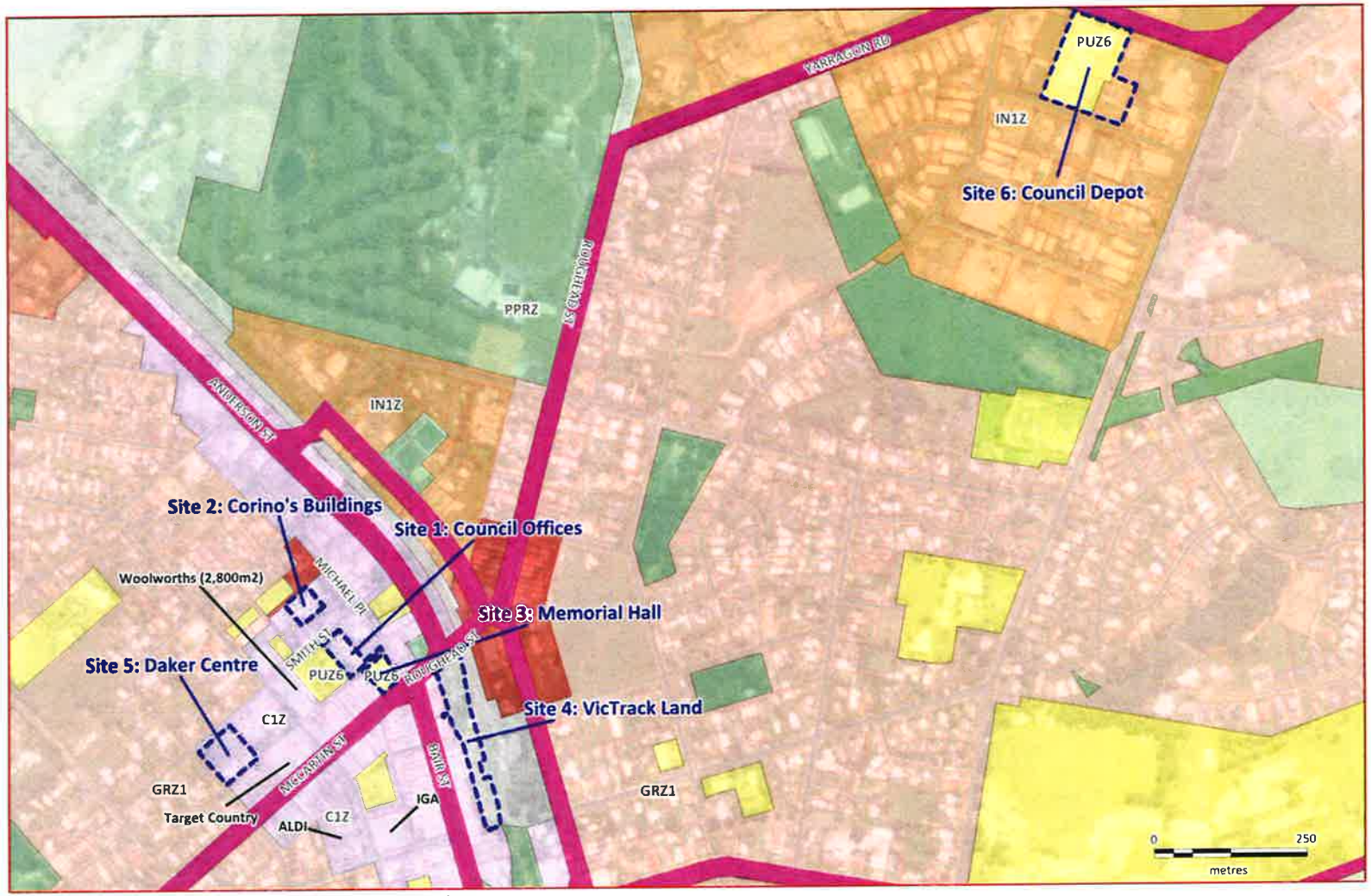
Seven sites have been identified as potential locations for a Municipal Precinct. Sweett have prepared a detailed description of these sites, including their respective advantages and disadvantages as potential locations for the Municipal Precinct, and this information is provided in the report being prepared by Sweet.

This Paper assesses each site in isolation; however, potential may exist that an appropriate design for the Municipal Precinct may incorporate more than one site having regard for the close proximity of a number of sites, namely Site 1, Site 2 and Site 3 (refer Figure 1). Sweett have prepared two 'preliminary' development schemes incorporating multiple sites. Commentary on the economic implications of these two preliminary development schemes is provided in Section 8 of this Paper.

The locations of the seven sites are shown in Figure 1 and 2 on the following page.

APPENDIX 1

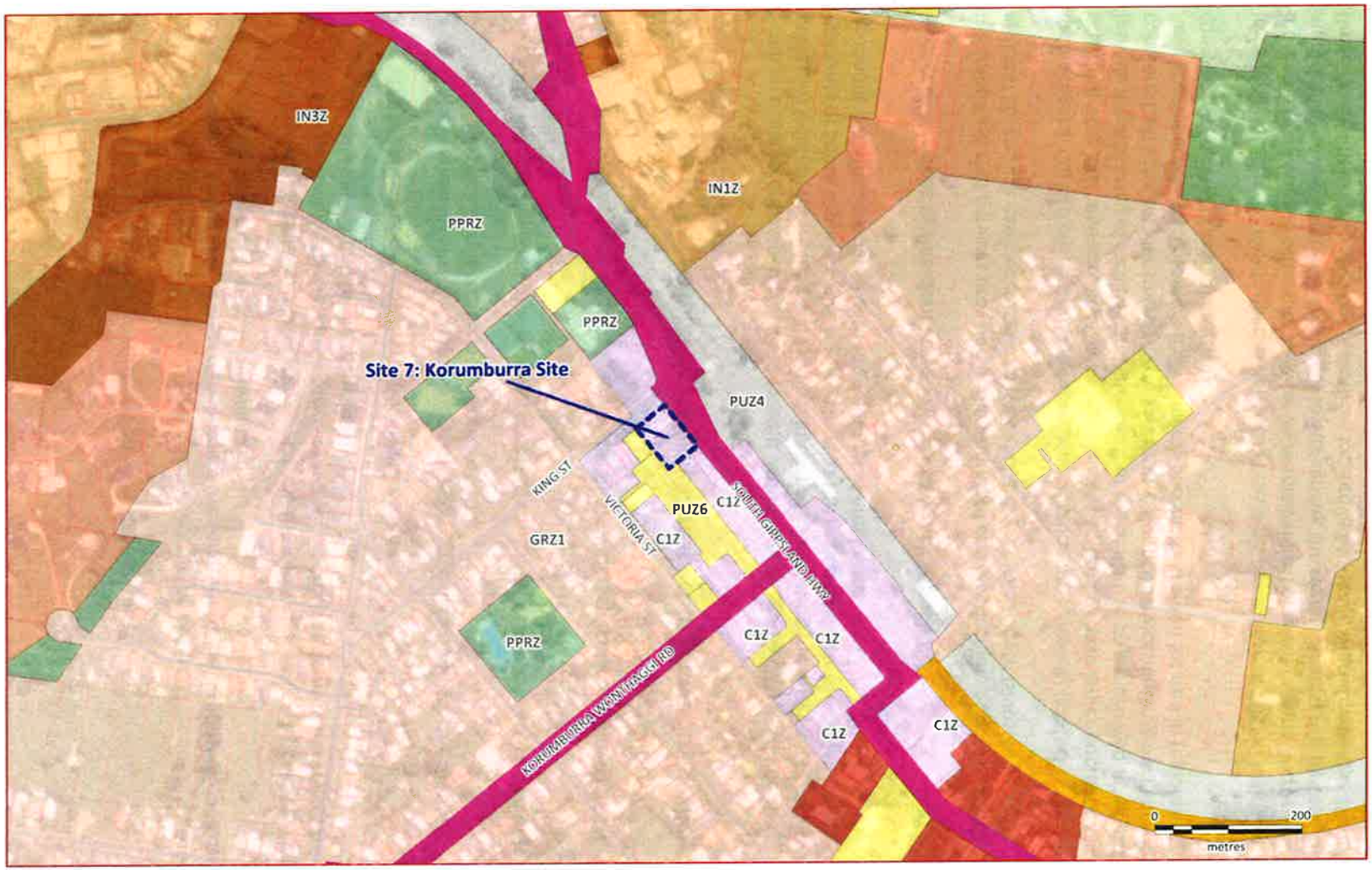
Figure 1: Leongatha Sites



Produced by Essential Economics using MapInfo, StreetPro and Bing

APPENDIX 1

Figure 2: Korumburra Site



Produced by Essential Economics using MapInfo, StreetPro and Bing

2 Economic Factors Considered in this Assessment

A number of factors need to be considered when assessing the potential for positive economic outcomes arising from the preference of one site over another for the proposed Municipal Precinct. These factors include the following:

- The general location of the preferred site and the implications this has for delivering 'spin-off' benefits to the surrounding areas and the efficient delivery of services to residents and visitors to the municipality.
- The likelihood of development at the preferred site.
- The potential for sites to be developed for alternative uses that deliver economic benefits, including jobs and local investment.
- The strategic location of sites with respect to contributing to the revitalisation of town centres.

The following Sections provide discussion and analysis with respect to the above factors.

3 Assessment of general locations with respect to generating positive economic impacts

From an economics perspective, a site located within the Leongatha CBD would be the preferred location for a Municipal Precinct in terms of facilitating the provision of services to residents of South Gippsland Shire and visitors to the region, and in terms of generating economic benefits associated with the spending of employees.

Access of Services to Residents and Visitors to South Gippsland

It is important that services provided in the Municipal Precinct, including Council services and a regional library, are easily accessible to residents and visitors to South Gippsland.

In this regard, Council offices throughout regional Victoria are generally located in the regional centre serving each municipality. These regional centres tend to have larger populations and provide a wider array of facilities and services that residents use on a more frequent basis compared with the smaller towns. More specifically, Council services and regional libraries have greater access to customers (i.e. residents and visitors) when located in regional centres compared to locations in smaller towns.

In regional Victoria, 30 municipalities had a 2014 resident population of 20,000 residents or more; the main Council offices for 86% (or 26 municipalities) of these regional Victorian municipalities were located in the larger towns serving the region. Against this pattern, only the municipalities of Latrobe (Council offices located in Morwell), Macedon Ranges (Kyneton), Mitchell (Broadford) and Moorabool (Ballan) were the municipalities where a Council's main offices were located in smaller towns rather than the regional centre.

In the case of Macedon Ranges and Mitchell, these municipalities are located on the fringes of metropolitan Melbourne and the traditional hierarchy of centres has been challenged by population growth occurring in towns closer to Melbourne. Hence the location of their municipal offices in centres located close to Melbourne's expanding urban fringe

With regard to South Gippsland, Leongatha is the regional centre serving residents and visitors to the municipality and the town provides a greater level of facilities and services than nearby Korumburra. Furthermore, Leongatha has a larger population and this situation is forecast to continue over the next 20 or so years based on population forecasts prepared for Council by id Consulting. These forecasts show that Leongatha's resident population in 2011 was 5,430 residents and is forecast to increase to 8,260 residents in 2036 (a net increase of +2,830 residents). In contrast, Korumburra's population was estimated at approximately 4,190 in 2011 and is forecast to increase to 6,600 residents in 2036 (a net increase of +2,410 residents). Leongatha will therefore continue to be the main centre serving the Shire.

Economic Benefits Associated with Employee Spending

A Municipal Precinct containing Council offices and a regional library in the Leongatha CBD has the potential to generate important spin-off benefits for the surrounding businesses and the CBD in general.

For example, Council office staff will make purchases at nearby shops during work hours and on the way to and from work, including coffee, breakfast, lunch, clothes, household items and so on. Research undertaken by consulting firm Urbis on the spending habits of office workers in Australia's CBDs indicates that CBD office workers spend an estimated $11,000 on retail items while at work or commuting to work a year. While this figure maybe lower in a regional centre context such as Leongatha, it does illustrate the potential benefits to nearby retailers by having Council offices located within the CBD.

Sweett estimate that Council staff requirements will be in the order of 183 staff by 2032. Assuming South Gippsland Council staff spend, say, 75% of that spent by CBD officer workers throughout Australia (or $8,250 a year – in constant 2015 dollars), Council staff may spend an estimated $1.5 million a year at retailers in the Leongatha CBD. Although this level of spending is significant and could support approximately 250m^2 of retail floorspace (assuming average turnover of $6,000/m^2), it is not of a scale that would support the revitalisation of the town centre on its own. In addition to Council staff spending, spending by visitors to the regional library would also be expected to occur at nearby businesses.

The same level of spending by employees would not be generated from the development of a Municipal Precinct at a site beyond the Leongatha CBD, such as the Council Depot site (Site 6, refer Figure 1) on Yarragon Road; such a site is distant from the CBD and therefore employees may well prefer to undertake their spending in other town centres near to their place of residence where this is more convenient for them and their families.

Implications for the South Gippsland Municipal Precinct

Based on the above, a Municipal Precinct located in the Leongatha CBD would be preferred on the basis that it will provide a greater level of access to services provided in the Municipal Precinct and will present a greater opportunity for 'spin-off' benefits associated with local spending by employees.

The following five sites located in the Leongatha CBD and are shown in Figure 1:

- Site 1: Current Civic Office at 9-15 Smith Street, Leongatha
- Site 2: Carino's Building Site which also includes Council offices, a cinema and carpark at 6-12 Smith Street, Leongatha
- Site 3: Memorial Hall at 6-8 McCartin Street, Leongatha
- Site 4: VicTrack Land that abuts the railway line to the south of Roughead Street, Leongatha
- Site 5: Daker Centre at 23 Smith Street, Leongatha.

4 Likelihood of Development or Redevelopment on Identified Sites

Both Site 3 (Memorial Hall) and Site 4 (VicTrack Land) have considerable constraints that may limit the ability to develop the Municipal Precinct within one consolidated location.

Sweett advise that Site 3 (Memorial Hall) is not large enough to accommodate all of the Council and community facilities envisaged for the Municipal Precinct. Furthermore, a Heritage Overlay covers the site and this is also likely to limit the extent of redevelopment that may occur at the site. While Site 3 may not be able to accommodate all facilities and services envisaged for the Municipal Precinct, the location of this site adjacent to Site 1 may present an opportunity for the combined redevelopment of these two sites for Council services. Alternatively, Site 3 may be used for an alternative use, such as office or community uses.

Sweett have also advised that Site 2 (Carino's building) *may* also not be large enough to accommodate all of the Council and community facilities envisaged for the Municipal Precinct. As with Site 3, the proximity of Site 2 to Site 1 may provide an opportunity for a redevelopment combining both of these sites (or even potentially all of Sites, 1, 2 and 3).

Site 4 (VicTrack Land) is subject to a range of contaminants that will limit the future use of the site for commercial purposes without having a significant impact on the cost of development through necessary site decontamination. It is also understood that the difficult topography of the site may have implications on the cost of development. Furthermore, the site is not owned by Council and may also require a planning scheme amendment to rezone the site to enable the development of a Municipal Precinct.

Having regard for the above, it is unlikely that either Site 3 (by itself) or Site 4 would be suitable locations for the Municipal Precinct. Site 2 (by itself) may also not be large enough to accommodate the Municipal Precinct.

5 Opportunities for the Re-use of Sites

Much of the economic stimulus that could be derived from the development of a Municipal Precinct in Leongatha CBD will be the result of the release of those Council-owned sites not chosen as the preferred location for the Municipal Precinct for alternative uses. For example only, if Site 1 was identified as the preferred location for the Municipal Precinct, this would result in the release of Site 2, Site 3 and Site 5 for other uses that would generate employment and positive economic outcomes.

The economic benefits derived from the Municipal Precinct will be similar regardless of which site in Leongatha CBD is preferred.

Therefore, a review of the following Council-owned sites has been undertaken with a view to identifying, at a very broad level, the types of land uses that maybe suitable:

- Site 1: Current Civic Office at 9-15 Smith Street, Leongatha
- Site 2: Carino's Building Site which also includes Council offices, a cinema and carpark at 6-12 Smith Street, Leongatha
- Site 3: Memorial Hall at 6-8 McCartin Street, Leongatha
- Site 5: Daker Centre at 23 Smith Street, Leongatha.

While Site 6 is owned by Council, it is assumed for the purpose of this analysis that it will continue to operate as a Council Deport. Furthermore, Site 4 (VicTrack Land) is not owned by Council and only a portion of Site 7 (Korumburra Art Gallery) is Council-owned and therefore these sites have not been included in this part of the analysis. Note that the analysis is based on the development of each site in isolation.

Table 1 below provides a summary of the potential development and re-use outcomes for the above sites.

Note that the uses presented in the Table are 'indicative' only and are have been prepared for the purpose of assessing the potential economic outcomes that may be derived from the re-use of these sites. It is assumed that demand for such uses at the stated locations eventuates in the future.

APPENDIX 1

Table 1: Potential Re-use option for Council Owned Sites

Site	Site 1: Current Civic Offices	Site 2: Carino's Building Site	Site 3: Memorial Hall	Site 5: Daker Centre
Land Area (Land Use Zone)	2,550m^2 (C1Z)	2,040m^2 (C1Z)	1,868m^2 (PUZ4)	3,565m^2 (C1Z)
Redevelopment potential	Yes	Yes	Unlikely due to heritage constraints	Yes
Comment on Potential Uses	Location is central to the Leongatha CBD and would therefore be suitable for a range of uses including retail, commercial office or entertainment. Site 1 is unlikely to be large enough to accommodate a major supermarket or DDS; however, potential may exist to consolidate adjoining carpark site and the Woolworths site to form a major redevelopment site for the Leongatha CBD. The Woolworths store is over 30 years old and is considered a smaller store in modern supermarket terms; it may therefore be a candidate for expansion and renewal.	Located on the northern edge of the Leongatha CBD adjacent to a cinema. Potential may exist for the redevelopment of the site to accommodate a mix of speciality retail (or a mini-major retailer) along the frontage to Smith Street, with dedicated offices at rear. Potential may exist for the development of this precinct as a dining and entertainment precinct associated with the cinema.	Heritage overlay may limit redevelopment of the site; therefore, re-use of existing building is the most likely outcome. From a commercial perspective, office is considered the main opportunity.	Large consolidate parcel of land in the CBD. However, Site 5 is not in a location that currently experiences significant pedestrian activity. A Municipal Precinct on this site would encourage activity in this part of the centre and provide opportunities for surrounding businesses. Offices are located to the north-east and residential uses are located to the south (in a C1Z), west and north. Potential exists for a mix of retail and offices; however, the lack of a major tenant in this part of the CBD is likely to contribute to this site being considered a 'secondary' location for retail or office uses.
Assumed development outcome (for the purpose of this analysis)				
Total floorspace[1]	2,550m^2	2,040m^2	1,300m^2	2,140m^2
Speciality retail	2,000m^2	1,600m^2	-	1,070m^2
Office	550m^2	440m^2	1,300m^2	1,070m^2

Source: Essential Economics Pty Ltd
Note: [1] Development efficiency of 100% assumed for Sites 1 and 2; 60% assumed for Site 5 recognising the likely requirement for on-site car parking. Floorspace potential for Site 3 is based on an estimate of existing floorspace on the site.

6 Economic Implications of the Re-use of Sites

Based on the 'potential' development outcomes identified above and the application of industry benchmarks, estimates of ongoing employment, construction investment and related employment, and total output that may be derived from the re-use of Council-owned land for alternative uses have been prepared. These are described below.

Ongoing Employment

Table 2 summarises the potential direct and indirect employment associated with the re-use of each site and takes into consideration the following:

- **Retail uses**: one job (including full-time, part-time and casual positions) per 30m^2 of floorspace and an employment multiplier of 1.9 (that is, 0.9 jobs indirectly created elsewhere in the economy for every 1 retail job directly created on-site). An allowance is made to convert jobs to Full-Time Equivalent (FTE) jobs.
- **Office uses**: one job per 15m^2 of floorspace and an employment multiplier of 2.5 (that is, 1.5 jobs indirectly created elsewhere in the economy for every 1 office job directly created on-site).

Based on the analysis shown in Table 2, Site 2 is considered the preferred option for the Municipal Precinct in terms of the potential to generate ongoing employment from the re-use or redevelopment of Council's other sites (i.e. Site 1, Site 3 and Site 5). However, should Site 2 not be large enough to accommodate the Municipal Precinct, Site 1 would be the preferred option from an employment generation perspective.

Table 2: Potential Ongoing Employment Outcomes from the Re-use of Council Sites

Measure	Site 1: Current Civic Offices	Site 2: Carino's Building Site	Site 3: Memorial Hall	Site 5: Daker Centre
Employment Derived from the Re-use of Sites				
Direct Ongoing FTE Employment	85	70	85	95
Indirect FTE Employment	100	80	130	130
Total Ongoing Employment	**185**	**150**	**215**	**225**
Employment Derived from 'alternative' sites if site is considered preferred option for Municipal Precinct	**590** (i.e Site 2, 3 and 5)	**625** (i.e Site 1, 3 and 5)	**NA**	**550** (i.e Site 1, 2 and 3)

Source: Essential Economics Pty Ltd

Construction Investment and Employment

Table 3 summarises the potential construction-related investment and employment associated with the re-use of Council-owned sites and takes into consideration the following:

- Construction costs for retail ($1,200/m^2) and office ($1,300/m^2) based on information contained in Rawlinsons, *Australian Construction Handbook,* 2015
- Direct construction employment of one FTE job year per $400,000 of construction costs, based on analysis of ABS Input-Output tables undertaken by Essential Economics
- A construction-related employment multiplier of 2.6, or 1.6 FTE job created in the wider economy as a result of the generation of 1.0 construction FTE job.

While Site 2 would generate the greater level of construction-related investment from the redevelopment of Council's alternative sites, very little difference exists between all three sites in this regard.

Table 3: Estimated Construction-related Investment and Employment from the Re-use of Council Sites

Measure	Site 1: Current Civic Offices	Site 2: Carino's Building Site	Site 3: Memorial Hall[1]	Site 5: Daker Centre
Employment Derived from the Re-use of Sites				
Construction Investment	**$3.1m**	**$2.5m**	-	**$2.7m**
Direct Construction Job Years (FTE)	8	6	-	7
Indirect Construction Job Years (FTE)	12	10	-	11
Total Construction-Related Job Years (FTE)	**20**	**16**	-	**17**
Investment derived from 'alternative' sites if site is considered preferred option for Municipal Precinct	$5.2m (i.e Site 2, 3 and 5)	$5.8m (i.e Site 1, 3 and 5)	NA	$5.6m (i.e Site 1, 2 and 3)
Investment-related employment derived from 'alternative' sites if site is considered preferred option for Municipal Precinct	34 direct and indirect FTE jobs (i.e Site 2, 3 and 5)	38 direct and indirect FTE jobs (i.e Site 1, 3 and 5)	NA	36 direct and indirect FTE jobs (i.e Site 1, 2 and 3)

Source: Rawlinsons, Australian Construction Handbook, 2015; Essential Economics
Note: No redevelopment is assumed for Site 3; Figures are rounded

Total Output

Output provides an estimate of the total gross value of sales (including costs of production) generated by new businesses and activities. The total output associated with the potential re-use of Council-owned land has been estimated by taking into account the types of businesses

that may occupy each site (refer Table 1), estimated employment (refer Table 2) and benchmarks for annual output for Victoria prepared by National Institute of Economic and Industry Research (NIEIR) compiled and presented by i.d. Consulting.

These estimates are considered to be 'indicative' only and provide a representation of the potential outcomes associated with the re-use of Council-owned sites.

Based on the analysis shown in Table 4, Site 2 is considered the preferred option for the Municipal Precinct in terms of the potential to generate output from the redevelopment of Council's other sites (i.e. Site 1, Site 3 and Site 5), closely followed by Site 1 (i.e. redevelopment of Site 2, Site 3 and Site 5). Should Site 2 not be large enough to accommodate the Municipal Precinct, Site 1 would be the preferred option in this regard.

Table 4: Total Annual Output Generated from the Re-use of Council Sites ($2014)

Measure	Site 1: Current Civic Offices	Site 2: Carino's Building SIte	Site 3: Memorial Hall	Site 5: Daker Centre
Total Output (derived from the re-use of site)	$29.1m	$24.6m	$34.9m	$40.6m
Total Output (derived by the re-use of alternative sites)	$100.1m (i.e Site 2, 3 and 5)	$104.7m (i.e Site 1, 3 and 5)	NA	$88.7m (i.e Site 1, 2 and 3)

Sources: Derived from modelling prepared by National Institute of Economic and Industry Research (NIEIR) for the City of Greater Shepparton Council and Victoria, compiled and presented in economy.id by .id the population experts; Essential Economics

Based on the above economic analysis, Site 2 is the preferred site for the Municipal Precinct having regard for the potential employment, construction-related investment and economic output that could be derived from the re-development and re-use of the alternative Council-owned sites in Leongatha.

However, there is very difference between the economic outcomes for both Site 1 and Site 2. Therefore, should Site 2 not be able to accommodate the Municipal Precinct, Site 1 would be the preferred site based on the analysis presented in this Section.

Note that the analysis presented in this Section is indicative only and assumes the development outcomes are realised in the future.

7 Strategic Land Use Implications of the Re-use of Sites

Strategic land use implications should also be considered in assessing the sites for the planned Municipal Precinct.

From a strategic land use perspective, Site 1 is considered to be a strategic site that could contribute significantly to the future improvement of the operation of the Leongatha CBD and provide an improved level of service to the community.

Site 1 is centrally-located in the Leongatha CBD and adjoins a car park and the Woolworths supermarket. Although the Woolworth supermarket is considered to be small (at approximately 2,800m^2 in floorspace), it is a major activity generator that would benefit any retail or commercial uses at Site 1.

While the size of Site 1 at approximately 2,550m^2 could accommodate retail and office uses, potential exists for the site to be consolidated with the adjoining car park and the Woolworths site. This would result in a redevelopment site of approximately 1ha in size, which would be sufficient to accommodate a full-line supermarket, which Leongatha currently lacks, and associated speciality retailing. In the Leongatha CBD context, only limited opportunities exist for this form of development, and hence the value of considering Site 1 for redevelopment for such uses.

Site 2 would also be considered a key strategic site in the context of the Leongatha CBD, due to its central location and its adjoining uses, namely the cinema. The potential re-use of Site 2 may involve a mix of retail and offices uses. The location of the cinema and potentially the Municipal Precinct, should it be developed on Site 1, would create the opportunity for the establishment of a café/restaurant/dining precinct in this locality.

Site 5 is located on the fringe of the Leongatha CBD and would therefore likely attract lower order office or retail tenancies if Council where to divest this site. The development of a Municipal Precinct at Site 5 would create a focal point for this part of the CBD and potentially generate additional pedestrian traffic that would benefit surrounding businesses.

While Council do not own Site 4 (VicTrack Land), the future use of this site will largely depend on the extent of contamination and the implication this will have on the cost of development.

As indicated earlier, limited opportunity for the redevelopment of Site 3 exists.

8 Implications of the Development of Multiple Sites for the Municipal Precinct

Sweett have prepared two 'preliminary' development schemes for the proposed Municipal Precinct, which are attached as appendices to this Paper.

Scheme 1 involves the development of a three-storey building on Site 1 and the continued use of Site 3 for the Municipal Precinct. This option involves the divestment of Site 2.

Scheme 2 involves the development of a two-storey building on Site 2 and the continued use of Site 1 and Site 3 for the Municipal Precinct.

From an economics perspective, Scheme 1 will allow for employment generating uses to be attracted to Site 2 (as outlined earlier in this Paper) while still accommodating all of Council requirements on Site 1 and Site 3. Consequently, Scheme 1 is the preferred option from an economics and strategic land use perspective.

9 Summary

The key findings of the analysis presented in this Paper are as follows:

1 A location for the Municipal Precinct in the Leongatha CBD is preferred having regard for the following:

- A Municipal Precinct in the Leongatha CBD will enable more convenient access to Council and library services to residents and visitors of South Gippsland.
- The potential to generate important spin-off benefits for businesses in the CBD in the form of employee spending, spending by library patrons and a general increase in activity levels.

2 Site 4 (VicTrack Land) is subject to a range of constraints that are likely to limit the opportunity to develop the Municipal Precinct including:

- Site contamination, which will significantly impact the cost of development.
- Difficult topography, which will also have implications on the cost of development.
- The site is not owned by Council and may also require a planning scheme amendment to rezone the site to enable the development of a Municipal Precinct.

3 An assessment of the economic stimulus that could be derived from the divestment of Council owned sites (Site 1, Site 2, Site 3 and Site 5) was undertaken. The key findings of this assessment include the following:

- Developing the Municipal Precinct on Site 2 and divesting of Site 1, Site 3 and Site 5 would generate the greatest economic stimulus in terms of employment, construction-related investment and economic output.
- However, there is very little difference between the economic outcomes resulting from the development of the Municipal Precinct at Site 1 or Site 2. Having regard for the potential for Site 2 to not be of sufficient size to accommodate the Municipal Precinct, Site 1 would be the preferred site from an economic perspective.

4 Both Site 1 and Site 2 are considered strategic sites in terms of the revitalisation of the Leongatha CBD, and a development scheme that enables the divestment of one or either of these sites would generate positive economic benefits to the region.

Authorship

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Final report	Nick Brisbane	29 June 2015		

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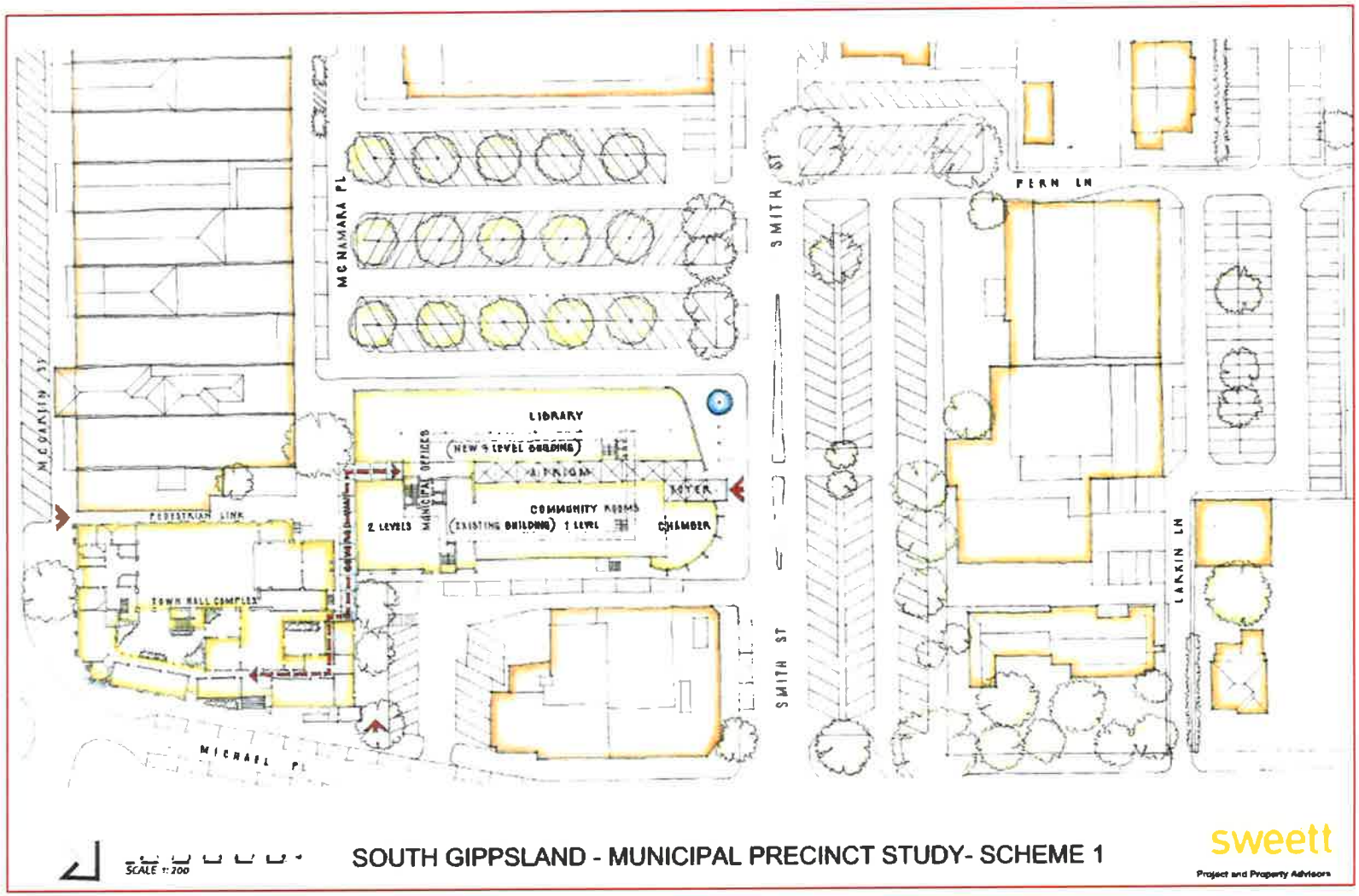
APPENDIX 1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SMITH ST
FERN LN
LIBRARY
(NEW 2 LEVEL BUILDING)
MUNICIPAL OFFICES
COMMUNITY ROOMS
(EXISTING BUILDING) 1 LEVEL
MAYOR
CHAMBER
2 LEVELS
PEDESTRIAN LINK
TOWN HALL COMPLEX
MICHAEL PL
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SOUTH GIPPSLAND - MUNICIPAL PRECINCT STUDY- SCHEME 1
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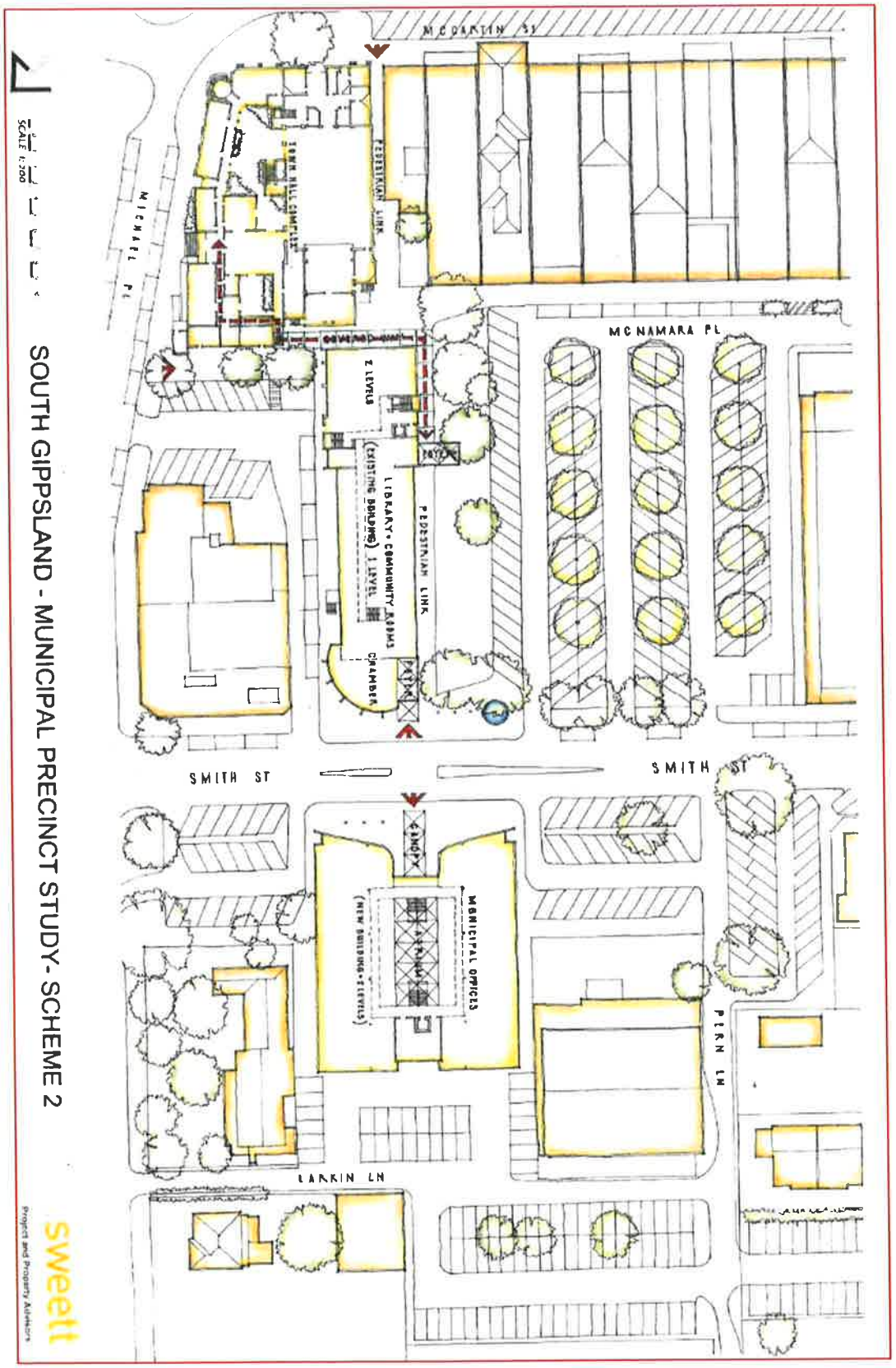
APPENDIX 1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MICHAEL PL
TOWN HALL COMPLEX
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2 LEVELS
(EXISTING BUILDING) 1 LEVEL
LIBRARY + COMMUNITY ROOMS
CHAMBER
PEDESTRIAN LINK
McNAMARA PL
SMITH ST
SMITH ST
CANOPY
MUNICIPAL OFFICES
(NEW BUILDING - 2 LEVELS)
PERN LN
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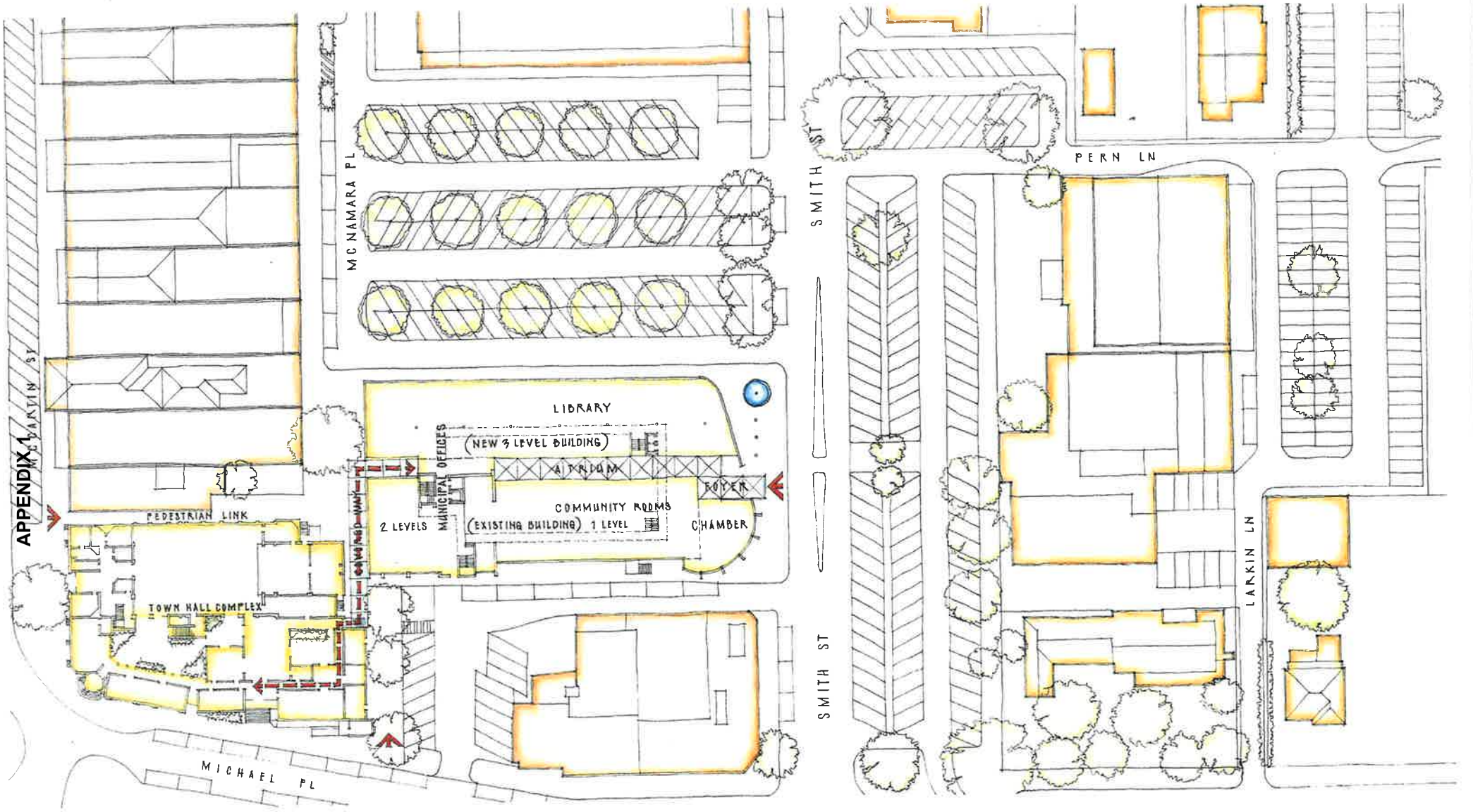
Appendix E - Perrot Lyon Mathieson Architectural Concept Plans for Schemes

APPENDIX 1



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SOUTH GIPPSLAND - MUNICIPAL PRECINCT STUDY- SCHEME 1

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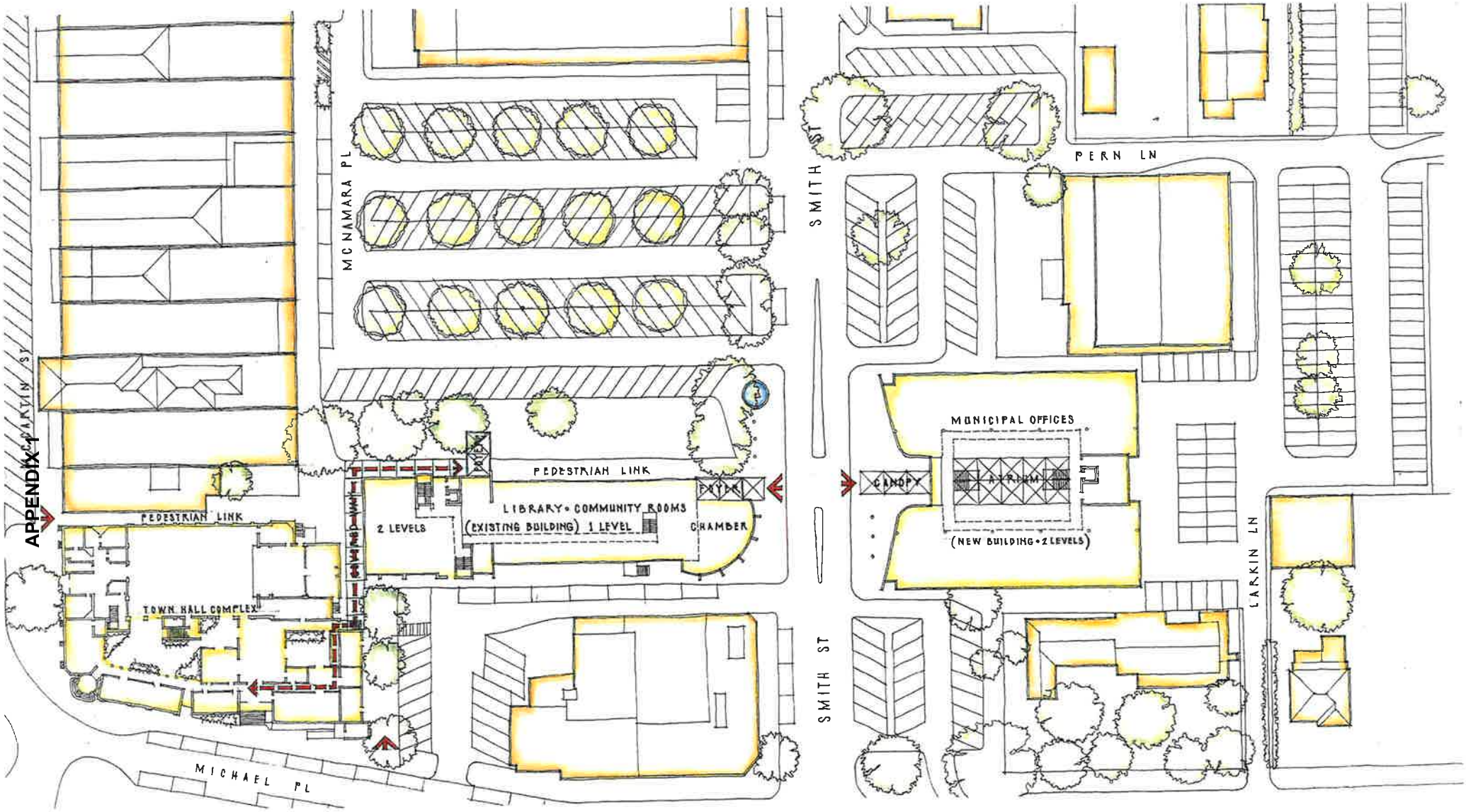

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SOUTH GIPPSLAND - MUNICIPAL PRECINCT STUDY- SCHEME 2

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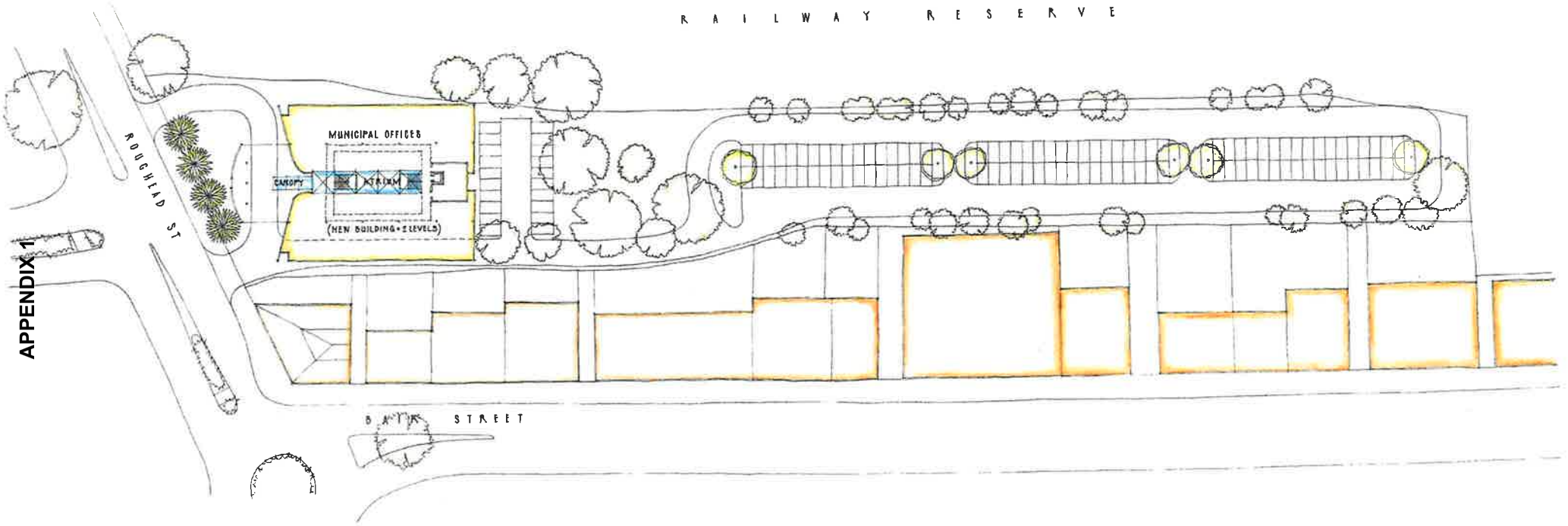
APPENDIX 1



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SOUTH GIPPSLAND - MUNICIPAL PRECINCT STUDY- SCHEME 3

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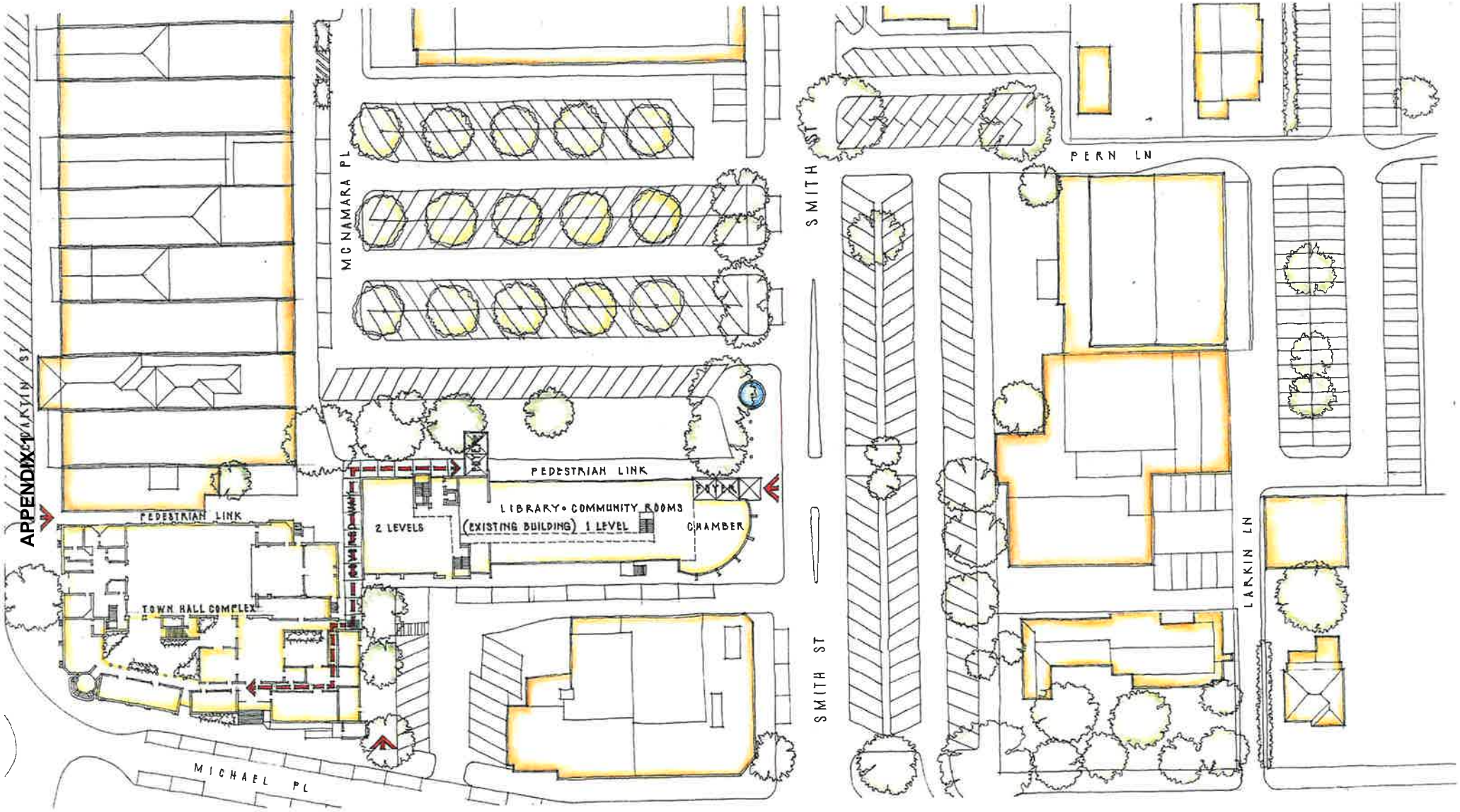
APPENDIX 1



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SOUTH GIPPSLAND - MUNICIPAL PRECINCT STUDY- SCHEME 3

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Appendix F - Preliminary Cost Plans for Architectural Concept Plans

APPENDIX 1

SOUTH GIPPSLAND SHIRE COUNCIL
MUNICIPAL PRECINCT STUDY

sweett

SCHEME 1

COST PLAN A - SUMMARY

Element Groups	BPI 210 Locality 100 Date Jun-15	GFA m2 4,993	Works Rate $/m2	Works Cost $
Building Works:				
New Building Works				
New 3 Level building for Municipal Office		2,850	3,192	9,096,000
New Atrium/Foyer		203	3,025	614,000
New Chamber		119	3,025	360,000
Refurbishment of Existing Buildings				
Refurb existing building for new Community Rooms/ Library		1,600	1,816	2,906,000
Allow for alteration works in town hall complex to create entry		221	1,575	348,000
Grand Total Building Works		4,993	2,669	13,324,000
Other Costs				
Lift, 1no - In Existing building				250,000
Lift, 2no - In New Building				400,000
Centralised Energy Systems/Services Infrastructure upgrade				666,000
Demolition Works				344,000
Site Works				453,000
External Services				517,000
Preliminaries for above costs				316,000
Nett Construction Cost			3,259	16,270,000
Special Provisions:				
ESD Allowance			2.50%	407,000
Staging/Interface Allowance				Excluded
Out of hour Works				Excluded
Design Contingency			5.00%	834,000
Construction Contingency			5.00%	876,000
Total Construction Cost			3,683	18,387,000
Other Project Costs:				
Furniture, Fittings and Equipment			6.00%	1,103,000
Information Communication & Technology			1.50%	276,000
Consultants Fees (up to Construction commencement)			7.00%	1,287,000
Authority Charges			1.00%	188,000
Offsite works - Assume services are available				Excluded
Escalation beyond June 2015 (see below)				Included
Client Management / Support				Excluded
Decanting / Temporary Accommodation				Excluded
Site Acquisitions/Land Costs				Excluded
Asbestos Removal/Site Contamination Soil/Rock Removal				Excluded
Total Project Cost - Current			4,254	21,241,000

Escalation:	%/Annum	Months	%/Month	Factor	Total %	
To Construction Commencement:						
Jun-16	2.00%	12.0	0.17%	100%	2.00%	425,000
To Construction Completion:						
May-17	2.00%	12.0	0.17%	60%	1.20%	260,000
Total Project End Cost (excluding GST)					**4,391**	**21,926,000**

APPENDIX 1

SOUTH GIPPSLAND SHIRE COUNCIL
MUNICIPAL PRECINCT STUDY

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SCHEME 2

COST PLAN A - SUMMARY

Element Groups	BPI 210 Locality 100 Date Jun-15	GFA m2 4,849	Works Rate $/m2	Works Cost $
Building Works:				
New Building Works				
New 2 Level building for Municipal Office		2,909	3,039	8,839,000
New Chamber Office		119	3,042	362,000
Refurbishment of Existing Buildings				
Refurb existing building for New Library/Community Roo		1,600	1,984	3,175,000
Allow for alteration works in town hall complex to create entry		221	1,575	348,000
Grand Total Building Works		4,849	2,624	12,724,000
Other Costs				
Lift, 1no - In Existing building				250,000
Lift, 1no - In New Building				200,000
Centralised Energy Systems/Services Infrastructure upgrade				636,000
Demolition Works				425,000
Site Works				747,000
External Services				531,000
Preliminaries for above costs				335,000
Nett Construction Cost			3,268	15,848,000
Special Provisions:				
ESD Allowance			2.50%	396,000
Staging/Interface Allowance				Excluded
Out of hour Works				Excluded
Design Contingency			5.00%	812,000
Construction Contingency			5.00%	853,000
Total Construction Cost			3,693	17,909,000
Other Project Costs:				
Furniture, Fittings and Equipment			6.00%	1,075,000
Information Communication & Technology			1.50%	269,000
Consultants Fees (up to Construction commencement)			7.00%	1,254,000
Authority Charges			1.00%	182,000
Offsite works - Assume services are available				Excluded
Escalation beyond June 2015 (see below)				Included
Client Management / Support				Excluded
Decanting / Temporary Accommodation				Excluded
Site Acquisitions/Land Costs				Excluded
Asbestos Removal/Site Contamination Soil/Rock Removal				Excluded
Total Project Cost - Current			4,267	20,689,000

Escalation:	%/Annum	Months	%/Month	Factor	Total %	
To Construction Commencement:						
Jun-16	2.00%	12.0	0.17%	100%	2.00%	414,000
To Construction Completion:						
May-17	2.00%	12.0	0.17%	60%	1.20%	253,000
Total Project End Cost (excluding GST)					**4,404**	**21,356,000**

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SOUTH GIPPSLAND SHIRE COUNCIL
MUNICIPAL PRECINCT STUDY

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SCHEME 3 (VicTrack Landholding plus adaptive reuse existing building for community facilities)

COST PLAN A - SUMMARY

Element Groups	BPI 210 Locality 100 Date Jun-15	GFA m2 4,790	Works Rate $/m2	Works Cost $
Building Works:				
New Building Works				
New 2 Level building for Municipal Office		2,850	3,136	8,939,000
New Chamber Office		119	3,134	373,000
Refurbishment Works				
Refurb existing building for New Library/Community Roo		1,600	1,984	3,175,000
Make good works in existing town hall complex		221	1,575	348,000
Grand Total Building Works		4,790	2,680	12,835,000
Other Costs				
Lift, 1no - In Existing building				250,000
Lift, 1no - In New Building				200,000
Centralised Energy Systems/Services Infrastructure upgrade				642,000
Demolition Works				377,000
Site Works				1,939,000
External Services				550,000
Preliminaries for above costs				475,000
Nett Construction Cost			3,605	17,268,000
Special Provisions:				
ESD Allowance			2.50%	432,000
Staging/Interface Allowance				Excluded
Out of hour Works				Excluded
Design Contingency			5.00%	885,000
Construction Contingency			5.00%	929,000
Total Construction Cost			4,074	19,514,000
Other Project Costs:				
Furniture, Fittings and Equipment			6.00%	1,171,000
Information Communication & Technology			1.50%	293,000
Consultants Fees (up to Construction commencement)			7.00%	1,366,000
Authority Charges			1.00%	193,000
Offsite works - Assume services are available				Excluded
Escalation beyond June 2015 (see below)				Included
Client Management / Support				Excluded
Decanting / Temporary Accommodation				Excluded
Site Acquisitions/Land Costs				Excluded
Asbestos Removal/Site Contamination Soil/Rock Removal				Excluded
Total Project Cost - Current			4,705	22,537,000

Escalation:	%/Annum	Months	%/Month	Factor	Total %	
To Construction Commencement:						
Jun-16	2.00%	12.0	0.17%	100%	2.00%	451,000
To Construction Completion:						
May-17	2.00%	12.0	0.17%	60%	1.20%	276,000
Total Project End Cost (excluding GST)					**4,857**	**23,264,000**

APPENDIX 1

SOUTH GIPPSLAND SHIRE COUNCIL
MUNICIPAL PRECINCT STUDY

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SCHEME 1 - 75% OF COUNCIL OFFICE ACCOMMODATION - SENSITIVITY SCENARIO

COST PLAN A - SUMMARY

Element Groups	BPI 210 Locality 100 Date Jun-15	GFA m2 4,281	Works Rate $/m2	Works Cost $
Building Works:				
New Building Works				
New 3 Level building for Municipal Office		2,138	3,192	6,822,000
New Atrium/Foyer		203	3,025	614,000
New Chamber		119	3,025	360,000
Refurbishment of Existing Buildings				
Refurb existing building for new Community Rooms/ Library		1,600	1,816	2,906,000
Allow for alteration works in town hall complex to create entry		221	1,575	348,000
Grand Total Building Works		4,281	2,581	11,050,000
Other Costs				
Lift, 1no - In Existing building				250,000
Lift, 2no - In New Building				400,000
Centralised Energy Systems/Services Infrastructure upgrade				553,000
Demolition Works				344,000
Site Works				453,000
External Services				517,000
Preliminaries for above costs				302,000
Nett Construction Cost			3,240	13,869,000
Special Provisions:				
ESD Allowance			2.50%	347,000
Staging/Interface Allowance				Excluded
Out of hour Works				Excluded
Design Contingency			5.00%	711,000
Construction Contingency			5.00%	746,000
Total Construction Cost			3,661	15,673,000
Other Project Costs:				
Furniture, Fittings and Equipment			6.00%	940,000
Information Communication & Technology			1.50%	235,000
Consultants Fees (up to Construction commencement)			7.00%	1,097,000
Authority Charges			1.00%	161,000
Offsite works - Assume services are available				Excluded
Escalation beyond June 2015 (see below)				Included
Client Management / Support				Excluded
Decanting / Temporary Accommodation				Excluded
Site Acquisitions/Land Costs				Excluded
Asbestos Removal/Site Contamination Soil/Rock Removal				Excluded
Total Project Cost - Current			4,230	18,106,000

Escalation:	%/Annum	Months	%/Month	Factor	Total %	
To Construction Commencement:						
Jun-16	2.00%	12.0	0.17%	100%	2.00%	362,000
To Construction Completion:						
May-17	2.00%	12.0	0.17%	60%	1.20%	222,000
Total Project End Cost (excluding GST)					**4,366**	**18,690,000**

APPENDIX 1

SOUTH GIPPSLAND SHIRE COUNCIL
MUNICIPAL PRECINCT STUDY

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SCHEME 2 - 75% OF COUNCIL OFFICE ACCOMMODATION - SENSITIVITY SCENARIO

COST PLAN A - SUMMARY

Element Groups	BPI 210 Locality 100 Date Jun-15	GFA m2 4,122	Works Rate $/m2	Works Cost $
Building Works:				
New Building Works				
New 2 Level building for Municipal Office		2,182	3,038	6,629,000
New Chamber Office		119	3,042	362,000
Refurbishment of Existing Buildings				
Refurb existing building for New Library/Community Roo		1,600	1,984	3,175,000
Allow for alteration works in town hall complex to create entry		221	1,575	348,000
Grand Total Building Works		4,122	2,551	10,514,000
Other Costs				
Lift, 1no - In Existing building				250,000
Lift, 1no - In New Building				200,000
Centralised Energy Systems/Services Infrastructure upgrade				526,000
Demolition Works				425,000
Site Works				747,000
External Services				531,000
Preliminaries for above costs				321,000
Nett Construction Cost			3,279	13,514,000
Special Provisions:				
ESD Allowance			2.50%	338,000
Staging/Interface Allowance				Excluded
Out of hour Works				Excluded
Design Contingency			5.00%	693,000
Construction Contingency			5.00%	727,000
Total Construction Cost			3,705	15,272,000
Other Project Costs:				
Furniture, Fittings and Equipment			6.00%	916,000
Information Communication & Technology			1.50%	229,000
Consultants Fees (up to Construction commencement)			7.00%	1,069,000
Authority Charges			1.00%	156,000
Offsite works - Assume services are available				Excluded
Escalation beyond June 2015 (see below)				Included
Client Management / Support				Excluded
Decanting / Temporary Accommodation				Excluded
Site Acquisitions/Land Costs				Excluded
Asbestos Removal/Site Contamination Soil/Rock Removal				Excluded
Total Project Cost - Current			4,280	17,642,000

Escalation:	%/Annum	Months	%/Month	Factor	Total %	
To Construction Commencement:						
Jun-16	2.00%	12.0	0.17%	100%	2.00%	353,000
To Construction Completion:						
May-17	2.00%	12.0	0.17%	60%	1.20%	216,000
Total Project End Cost (excluding GST)					**4,418**	**18,211,000**

South Gippsland Shire Council

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Appendix G - Financial Analysis (NPV) Cashflow for Shortlisted Schemes

APPENDIX 1

Financial Model - Option 0: Base Case - Do Nothing/ Status Quo																		
Item	Source	Annual Cost	Total 15 Year Cost	Year 0 2015/2016	Year 1 2016/2017	Year 2 2017/2018	Year 3 2018/2019	Year 4 2019/2020	Year 5 2020/2021	Year 6 2021/2022	Year 7 2022/2023	Year 8 2023/2024	Year 9 2024/2025	Year 10 2025/2026	Year 11 2026/2027	Year 12 2027/2028	Year 13 2028/2029	Year 14 2029/2030	Year 15 2030/2031
Expenditure - Owned Accommodation																			
Main Administration Building (9-15 Smith Street)																			
Operational	2013/2014 Actuals	(123,698)	(2,397,296)	(123,698)	(126,790)	(129,960)	(133,209)	(136,539)	(139,953)	(143,452)	(147,038)	(150,714)	(154,482)	(158,344)	(162,303)	(166,360)	(170,519)	(174,782)	(179,152)
Maintenance	4 year average	(69,512)	(1,347,156)	(69,512)	(71,250)	(73,031)	(74,857)	(76,728)	(78,646)	(80,613)	(82,628)	(84,694)	(86,811)	(88,981)	(91,206)	(93,486)	(95,823)	(98,219)	(100,674)
Capital Works	Estimate		(2,105,626)	0	(183,071)	(386,335)	(56,570)	(92,775)	0	0	(686,875)	0	0	(200,000)			(250,000)		(250,000)
Carino's Building (6-12 Smith Street)																			
Operational	2013/2014 Actuals	(25,151)	(487,441)	(25,151)	(25,780)	(26,425)	(27,085)	(27,762)	(28,457)	(29,168)	(29,897)	(30,645)	(31,411)	(32,196)	(33,001)	(33,826)	(34,672)	(35,538)	(36,427)
Maintenance	4 year average	(34,189)	(662,593)	(34,189)	(35,044)	(35,920)	(36,818)	(37,738)	(38,682)	(39,649)	(40,640)	(41,656)	(42,698)	(43,765)	(44,859)	(45,981)	(47,130)	(48,308)	(49,516)
Capital Works	Estimate		(756,363)	0	(64,613)	(110,381)	(90,513)	(115,969)	0	0	(124,886)	0		(50,000)			(100,000)		(100,000)
Financing Costs																			
Financing Costs (Interest on loan for Capital/ Construction Costs - $2.86M at 6%)	Estimate		(1,496,997)		(168,300)	(160,818)	(152,874)	(144,440)	(135,486)	(125,980)	(115,888)	(105,173)	(93,797)	(81,720)	(81,720)	(55,284)	(40,832)	(25,487)	(9,197)
Leongatha Library (Leased space)																			
Rental	Current Rental	(95,829)	(1,857,193)	(95,829)	(98,225)	(100,681)	(103,198)	(105,778)	(108,422)	(111,133)	(113,911)	(116,759)	(119,678)	(122,670)	(125,736)	(128,880)	(132,102)	(135,404)	(138,789)
Maintenance	4 year average	(608)	(11,780)	(608)	(623)	(639)	(655)	(671)	(688)	(705)	(723)	(741)	(759)	(778)	(798)	(817)	(838)	(859)	(880)
Outgoings (excluded - paid by Library Corporation)	0																0	0	0
Property Divestment																			
No allowance	Estimate		0		0														
TOTAL COSTS			(11,122,446)	(348,988)	(773,697)	(1,024,189)	(675,779)	(738,402)	(530,334)	(530,699)	(1,342,486)	(530,381)	(529,635)	(778,454)	(539,622)	(524,634)	(871,915)	(518,598)	(864,635)

Assumptions	Rate
Inflation	2.50%
Rental Increase Rate	2.50%
NET PRESENT VALUE discount rate	7.00%

(6,658,520)

APPENDIX

Financial Model - Option 1: 9-15 Smith Street (Main Administrative Office site)																		
Item	Source	Annual Cost	Total 15 Year Cost	Year 0 2015/2016	Year 1 2016/2017	Year 2 2017/2018	Year 3 2018/2019	Year 4 2019/2020	Year 5 2020/2021	Year 6 2021/2022	Year 7 2022/2023	Year 8 2023/2024	Year 9 2024/2025	Year 10 2025/2026	Year 11 2026/2027	Year 12 2027/2028	Year 13 2028/2029	Year 14 2029/2030	Year 15 2030/2031
Building/ Construction Works																			
Capital Construction Costs	Estimate		(21,926,000)		(3,288,900)	(10,963,000)	(7,674,100)												
Capital / Churn Works	Estimate		(1,500,000)						(300,000)					(700,000)					(500,000)
Financing Costs (Interest on loan for Capital/ Construction Costs - $21.926M at 6%)	Estimate		(11,378,329)		(1,290,261)	(1,232,899)	(1,171,998)	(1,107,342)	(1,038,698)	(965,820)	(888,447)	(806,302)	(719,091)	(626,500)	(528,199)	(423,834)	(313,033)	(195,398)	(70,507)
Maintenance & Operating Costs																			
Operational ($25/m2 - PCA benchmark rate)	Estimate	(108,750)	(1,615,623)					(117,112)	(120,040)	(123,041)	(126,117)	(129,270)	(132,501)	(135,814)	(139,209)	(142,689)	(146,257)	(149,913)	(153,661)
Maintenance ($45/m2 - PCA benchmark rate)	Estimate	(195,750)	(2,908,121)					(210,801)	(216,071)	(221,473)	(227,010)	(232,685)	(238,502)	(244,465)	(250,577)	(256,841)	(263,262)	(269,844)	(276,590)
Revenue offset for outgoings from WGRLC (Library Corporation)																			
Outgoings ($70/m2 for 1000m2 GLA)	Estimate	70,000	989,831					71,750	73,544	75,382	77,267	79,199	81,179	83,208	85,288	87,420	89,606	91,846	94,142
Property Divestment																			
Carinos Building property	Estimate		1,874,000					$ 1,874,000											
Sale of other surplus Council properties	allowance		0					0											
Less Transaction Costs	2.50%		(46,850)																
Residual Value of New & Refurbished Buildings																			13,434,274
Residual Value of Council Assets			13,434,274																
TOTAL COSTS			(23,029,967)	0	(4,579,161)	(12,195,899)	(8,846,098)	$10,495	(1,601,265)	(1,234,952)	(1,164,307)	(1,089,059)	(1,008,916)	(1,623,571)	(832,696)	(735,944)	(632,946)	(523,308)	12,527,659

Capital Cost	21,926,000
GFA (m2)	4,350

	GFA (m2)
Community Uses	1,500
Offices	2,850
	4,350

Assumptions	Rate
Inflation	2.50%
Loan Interest Rate	6.00%
Loan Term (years)	15
NPV PRESENT VALUE discount rate	7.00%

(23,108,550)

https://www.dtf.vic.gov.au/Victorias-Economy/Economic-indicators-and-statistics/Indicative-borrowing-rates

New Building Residual Value Calculations (discounted by 4% p.a. the model duration)

Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
			21,926,000	21,048,960	20,207,002	19,398,722	18,622,773	17,877,862	17,162,747	16,476,237	15,817,188	15,184,500	14,577,120	13,994,036	13,434,274
			4%	877,040	841,958	808,280	775,949	744,911	715,114	686,510	659,049	632,688	607,380	583,085	559,761

APPENDIX 1

Financial Model - Option 1: 9-15 Smith Street (Main Administrative Office site) - 75% SENSITIVITY ANALYSIS																		
Item	Source	Annual Cost	Total 15 Year Cost	Year 0 2015/2016	Year 1 2016/2017	Year 2 2017/2018	Year 3 2018/2019	Year 4 2019/2020	Year 5 2020/2021	Year 6 2021/2022	Year 7 2022/2023	Year 8 2023/2024	Year 9 2024/2025	Year 10 2025/2026	Year 11 2026/2027	Year 12 2027/2028	Year 13 2028/2029	Year 14 2029/2030	Year 15 2030/2031
Building/ Construction Works																			
Capital Construction Costs	Estimate		(18,690,000)		(2,803,500)	(9,345,000)	(6,541,500)												
Capital / Churn Works	Estimate		(1,125,000)						(225,000)					(525,000)					(375,000)
Financing Costs (Interest on loan for Capital/ Construction Costs - $18.69M at 6%)	Estimate		(10,326,233)		(1,099,834)	(1,050,938)	(999,026)	(943,913)	(885,399)	(823,277)	(757,324)	(687,302)	(687,302)	(612,962)	(534,037)	(450,243)	(361,282)	(266,833)	(166,559)
Maintenance & Operating Costs																			
Operational ($25/m2 - PCA benchmark rate)	Estimate	(90,938)	(1,350,995)					(97,930)	(100,378)	(102,887)	(105,460)	(108,096)	(110,799)	(113,568)	(116,408)	(119,318)	(122,301)	(125,358)	(128,492)
Maintenance ($45/m2 - PCA benchmark rate)	Estimate	(163,688)	(2,431,791)					(176,274)	(180,680)	(185,197)	(189,827)	(194,573)	(199,437)	(204,423)	(209,534)	(214,772)	(220,141)	(225,645)	(231,286)
Revenue offset for outgoings from WGRLC (Library Corporation)																			
Outgoings ($70/m2 for 1000m2 GLA)	Estimate	70,000	989,831					71,750	73,544	75,382	77,267	79,199	81,179	83,208	85,288	87,420	89,606	91,846	94,142
Property Divestment																			
Carinos Building property	Estimate		1,874,000					$ 1,874,000											
Sale of other surplus Council properties	allowance		0					0											
Less Transaction Costs	2.50%		(46,850)																
Residual Value of New & Refurbished Buildings																			11,451,545
Residual Value of Council Assets			11,451,545																
TOTAL COSTS			(19,608,642)	0	(3,903,334)	(10,395,938)	(7,540,526)	727,634	(1,317,914)	(1,035,980)	(975,344)	(910,773)	(916,360)	(1,372,746)	(774,690)	(696,913)	(614,118)	(525,991)	10,644,350

Capital Cost	18,690,000
GFA (m2)	3,638

	GFA (m2)
Community Uses	1,500
Offices	2,850
	4,350

75% SENSITIVITY	
Community Uses	1,500
Offices	2,138
	3,638

Assumptions	Rate
Inflation	2.50%
Loan Interest Rate	6.00%
Loan Term (years)	15
NPT PRESENT VALUE discount rate	7.00%

(19,570,427)

http://www.dtf.vic.gov.au/Victorias-Economy/Economic-indicators-and-statistics/Indicative-borrowing-rates

New Building (2,000m2) Residual Value Calculations (discounted by 4% p.a. the model duration)

Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
			18,690,000	17,942,400	17,224,704	16,535,716	15,874,287	15,239,316	14,629,743	14,044,553	13,482,771	12,943,460	12,425,722	11,928,693	11,451,545
			4%	747,600	717,696	688,988	661,429	634,971	609,573	585,190	561,782	539,311	517,738	497,029	477,148

APPENDIX 1

Financial Model - Option 2: Combined Smith Street Sites (Civic Office, Community Spaces and Library - 3 level building)																		
Item	Source	Annual Cost	Total 15 Year Cost	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
				2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
Building/ Construction Works																			
Capital Construction Costs	Estimate		(21,356,000)		(3,203,400)	(10,678,000)	(7,474,600)												(500,000)
Capital / Churn Works	Estimate		(1,500,000)						(300,000)					(700,000)					
Financing Costs (interest on loan for Capital/ Construction Costs - $21.356M at 6%)	Estimate		(11,082,532)		(1,256,718)	(1,200,847)	(1,141,531)	(1,078,555)	(1,011,696)	(940,712)	(865,351)	(785,341)	(700,397)	(610,213)	(514,467)	(412,816)	(304,895)	(190,318)	(68,674)
Maintenance & Operating Costs (PCA Benchmarking categories)																			
Operational ($25/m2 - PCA benchmark rate)	Estimate	(108,750)	(1,615,623)					(117,112)	(120,040)	(123,041)	(126,117)	(129,270)	(132,501)	(135,814)	(139,209)	(142,689)	(146,257)	(149,913)	(153,661)
Maintenance ($45/m2 - PCA benchmark rate)	Estimate	(195,750)	(2,908,121)					(210,801)	(216,071)	(221,473)	(227,010)	(232,685)	(238,502)	(244,465)	(250,577)	(256,841)	(263,262)	(269,844)	(276,590)
Revenue offset for outgoings from WGRLC (Library Corporation)																			
Outgoings ($70/m2 for 1000m2 GLA)	Estimate	70,000	989,831					71,750	73,544	75,382	77,267	79,199	81,179	83,208	85,288	87,420	89,606	91,846	94,142
Property Divestment																			
Sale of other surplus Council properties	allowance		0					0											
Less Transaction Costs	2.50%		0																
Residual Value of New & Refurbished Buildings																			13,085,030
Residual Value of Council Assets			13,085,030																
TOTAL COSTS			(24,387,415)	0	(4,460,118)	(11,878,847)	(8,616,131)	(1,334,718)	(1,574,263)	(1,209,844)	(1,141,211)	(1,068,097)	(990,222)	(1,607,284)	(818,965)	(724,926)	(624,808)	(518,228)	12,180,247

Capital Cost	21,356,000
GFA (m2)	4,350

	GFA (m2)
Community Uses	1,500
Offices	2,850
	4,350

Assumptions	Rate
Inflation	2.50%
Loan Interest Rate	6.00%
Loan Term (years)	15
NET PRESENT VALUE discount rate	7.00%

(23,968,494)

http://www.dtf.vic.gov.au/Victorias-Economy/Economic-indicators-and-statistics/Indicative-borrowing-rates

New Building Residual Value Calculations (discounted by 4% p.a. the model duration)

Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
			21,356,000	20,501,760	19,681,690	18,894,422	18,138,645	17,413,099	16,716,575	16,047,912	15,405,996	14,789,756	14,198,166	13,630,239	13,085,030
			4%	854,240	820,070	787,268	755,777	725,546	696,524	668,663	641,916	616,240	591,590	567,927	545,210

APPENDIX 1

Financial Model - Option 2: Combined Smith Street Sites (Civic Office, Community Spaces and Library - 3 level building) 75% SENSITIVITY				Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
Item	Source	Annual Cost	Total 15 Year Cost	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
				2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
Building/ Construction Works																			
Capital Construction Costs	Estimate		(18,211,000)		(2,731,650)	(9,105,500)	(6,373,850)												
Capital / Churn Works	Estimate		(1,125,000)						(225,000)					(525,000)					(375,000)
Financing Costs (interest on loan for Capital/ Construction Costs - $18.21M at 6%)	Estimate		(9,450,458)		(1,071,647)	(1,024,004)	(973,423)	(919,721)	(862,708)	(802,178)	(737,915)	(669,688)	(597,253)	(520,350)	(438,704)	(352,023)	(259,995)	(162,291)	(58,561)
Maintenance & Operating Costs (PCA Benchmarking categories)																			
Operational ($25/m2 - PCA benchmark rate)	Estimate	(90,938)	(1,350,995)					(97,930)	(100,378)	(102,887)	(105,460)	(108,096)	(110,799)	(113,568)	(116,408)	(119,318)	(122,301)	(125,358)	(128,492)
Maintenance ($45/m2 - PCA benchmark rate)	Estimate	(163,688)	(2,431,791)					(176,274)	(180,680)	(185,197)	(189,827)	(194,573)	(199,437)	(204,423)	(209,534)	(214,772)	(220,141)	(225,645)	(231,286)
Revenue offset for outgoings from WGRLC (Library Corporation)																			
Outgoings ($70/m2 for 1000m2 GLA)	Estimate	70,000	989,831					71,750	73,544	75,382	77,267	79,199	81,179	83,208	85,288	87,420	89,606	91,846	94,142
Property Divestment																			
Sale of other surplus Council properties	allowance		0					0											
Less Transaction Costs	2.50%		0																
Residual Value of New & Refurbished Buildings																			11,158,057
Residual Value of Council Assets			11,158,057																
TOTAL COSTS			(20,421,356)	0	(3,803,297)	(10,129,504)	(7,347,273)	(1,122,175)	(1,295,222)	(1,014,880)	(955,935)	(693,158)	(826,310)	(1,280,134)	(679,357)	(598,692)	(512,831)	(421,448)	10,458,861

Capital Cost	18,211,000
GFA (m2)	3,638

Assumptions	Rate
Inflation	2.50%
Loan Interest Rate	6.00%
Loan Term (years)	15
NET PRESENT VALUE discount rate	7.00%

(20,244,793)

http://www.dtf.vic.gov.au/Victorias-Economy/Economic-indicators-and-statistics/Indicative-borrowing-rates

	GFA (m2)
Community Uses	1,500
Offices	2,850
	4,350

75% SENSITIVITY	
Community Uses	1,500
Offices	2,138
	3,638

New Building Residual Value Calculations (discounted by 4% p.a. the model duration)

Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			18,211,000	17,482,560	16,783,258	16,111,927	15,467,450	14,848,752	14,254,802	13,684,610	13,137,226	12,611,737	12,107,267	11,622,976	11,158,057
			4%	728,440	699,302	671,330	644,477	618,698	593,950	570,192	547,384	525,489	504,469	484,291	464,919

APPENDIX 1

PCA Property Benchmark Costs, 2012/2013		ESCALATED COSTS (2014/2015)
Operating Expenses		
Water & Sewerage Rates	**3.75**	**5.0**
Cleaning	**13.87**	**18.4**
Insurance Premiums	**2.71**	**3.6**
Air Conditioning & Ventilation	**4.24**	**5.6**
Electricity	**10.49**	**14.0**
Fire Protection / Public Address System	**2.80**	**3.7**
Gas & Oil	**1.68**	**2.2**
Lifts & Escalators	**2.00**	**2.7**
Pest Control	**0.20**	**0.3**
Repairs & Maintenance	**5.10**	**6.8**
Emergency Generators	**0.68**	**0.9**
Energy Mgmt / Bldg Automation Systems	**0.78**	**1.0**
Security / Access Control	**2.92**	**3.9**
Miscellaneous Costs	**1.68**	**2.2**
TOTAL OPERATING EXPENSES ($/m2)	**54.03**	**70.36**

APPENDIX 1

Office Expenditure (source: South Gippsland Shire)

Past 4 Years Actuals	2013/14	2012/13	2011/12	2010/09	Totals	Average
Main Office						
Operational	$ 120,681	$ 120,435	$ 125,021	$ 111,027	**$ 477,164**	$ 119,291
Maintenance	$ 64,959	$ 48,391	$ 76,430	$ 81,486	$ 271,266	$ 67,817
Capital Works	$ 25,500	$ 31,628	$ 78,258	$ 80,236	$ 215,622	$ 53,906
Sub Total	**$ 211,140**	**$ 200,454**	**$ 279,709**	**$ 272,749**	**$ 964,052**	**$ 241,013**
Carino's						
Operational	$ 24,538	$ 24,683	$ 27,932	$ 31,973	$ 109,126	$ 27,282
Maintenance	$ 68,801	$ 8,308	$ 45,491	$ 10,821	$ 133,421	$ 33,355
Capital Works	$ 27,018	$ -	$ -	$ 1,406,846	$ 1,433,864	$ 358,466
Sub Total	**$ 120,357**	**$ 32,991**	**$ 73,423**	**$ 1,449,640**	**$ 1,676,411**	**$ 419,103**
Leongatha Library						
Rental	$ 100,139	$ 83,473	$ 92,059	$ 85,940	$ 361,611	$ 90,403
Maintenance	$ 1,761	$ 476	$ 135	$ -	$ 2,372	$ 593
Capital	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	**$ 101,900**	**$ 83,949**	**$ 92,194**	**$ 85,940**	**$ 363,983**	$ 90,996
TOTAL	**$ 433,397**	**$ 317,394**	**$ 445,326**	**$ 1,808,329**	**$ 3,004,446**	**$ 751,112**

Forecasted Next 10 Years	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Totals	Average
Main Office												
Operational (2013/2014 Actuals index	$ 120,681	$ 123,698	$ 126,790	$ 129,960	$ 133,209	$ 136,539	$ 139,953	$ 143,452	$ 147,038	$ 150,714	$ 1,352,035	$ 135,204
Maintenance (Past 4 years Average in	$ 67,817	$ 69,512	$ 71,250	$ 73,031	$ 74,857	$ 76,728	$ 78,646	$ 80,613	$ 82,628	$ 84,694	$ 759,774	$ 75,977
Capital Works* (Rough Estimates Only)			$ 183,071	$ 386,335	$ 56,570	$ 92,775			$ 686,875		$ 1,405,626	$ 140,563
Sub Totals	**$ 188,498**	**$ 193,210**	**$ 381,112**	**$ 589,326**	**$ 264,636**	**$ 306,043**	**$ 218,599**	**$ 224,064**	**$ 916,541**	**$ 235,408**	**$ 3,517,436**	**$ 351,744**
Carino's												
Operational (2013/2014 Actuals index	$ 24,538	$ 25,151	$ 25,780	$ 26,425	$ 27,085	$ 27,762	$ 28,457	$ 29,168	$ 29,897	$ 30,645	$ 274,909	$ 27,491
Maintenance (Past 4 years Average in	$ 33,355	$ 34,189	$ 35,044	$ 35,920	$ 36,818	$ 37,738	$ 38,682	$ 39,649	$ 40,640	$ 41,656	$ 373,692	$ 37,369
Capital Works* (Rough Estimates Only)			$ 64,613	$ 110,381	$ 90,513	$ 115,969			$ 124,886		$ 506,363	$ 50,636
Sub Totals	**$ 57,893**	**$ 59,341**	**$ 125,438**	**$ 172,726**	**$ 154,416**	**$ 181,470**	**$ 67,138**	**$ 68,817**	**$ 195,424**	**$ 72,301**	**$ 1,154,963**	**$ 115,496**
Leongatha Library												
Rental (Current Rental Indexed at 2.5%	$ 93,492	$ 95,829	$ 98,225	$ 100,681	$ 103,198	$ 105,778	$ 108,422	$ 111,133	$ 113,911	$ 116,759	$ 1,047,427	$ 104,743
Maintenance (Past 4 years Average in	$ 593	$ 607.83	$ 623.02	$ 638.60	$ 654.56	$ 670.93	$ 687.70	$ 704.89	$ 722.51	$ 740.58	$ 6,644	$ 664
Sub Totals	**$ 94,085**	**$ 96,437**	**$ 98,848**	**$ 101,319**	**$ 103,852**	**$ 106,449**	**$ 109,110**	**$ 111,837**	**$ 114,633**	**$ 117,499**	**$ 1,054,070**	**$ 105,407**
TOTAL	**$ 340,476**	**$ 348,988**	**$ 605,397**	**$ 863,371**	**$ 522,905**	**$ 593,962**	**$ 394,847**	**$ 404,719**	**$ 1,226,598**	**$ 425,208**	**$ 5,726,469**	**$ 572,646.93**

* Council have Capital funds in the Current LTFP for a new Municipal Precinct if this is not the way Council wish to Proceed then a portion of these funds will be required to complete at a minimum the capital

APPENDIX 1

OPTION 0 - DO NOTHING/ BASE CASE - DEBT FINANCING SCHEDULE

Date		Rate	6.00%
Item		Years	15
Price	$2,860,000.00	Pymt (monthly)	$24,134.31
Down Pymt		Total Interest	$1,484,174.95
Loan Amt	$2,860,000.00	Total Cost	$4,344,174.95

Varying Interest Rate Table*

Rate	Qtly Pymt	Total Interest	Total Cost
	$24,134.31	$1,484,174.95	$4,344,174.95
6.300%	$24,600.30	$1,568,053.83	$4,428,053.83
6.400%	$24,756.71	$1,596,208.70	$4,456,208.70
6.500%	$24,913.67	$1,624,460.72	$4,484,460.72
6.600%	$25,071.16	$1,652,809.60	$4,512,809.60
6.700%	$25,229.19	$1,681,255.06	$4,541,255.06
6.800%	$25,387.76	$1,709,796.80	$4,569,796.80
6.900%	$25,546.86	$1,738,434.53	$4,598,434.53
7.000%	$25,706.49	$1,767,167.94	$4,627,167.94
7.100%	$25,866.65	$1,795,996.74	$4,655,996.74
7.200%	$26,027.34	$1,824,920.61	$4,684,920.61
7.300%	$26,188.55	$1,853,939.26	$4,713,939.26

** Table not used for Financial Model, provided for information purposes only*

Amortization Schedule (Fixed Rate)

Yr	Beginning Balance	Ending Balance	Paid On Principal	Interest Paid		Total
1	$2,860,000.00	$2,738,688.31	$121,311.69	$168,299.98	$	289,611.66
2	$2,738,688.31	$2,609,894.39	$128,793.93	$160,817.74	$	289,611.66
3	$2,609,894.39	$2,473,156.74	$136,737.65	$152,874.01	$	289,611.66
4	$2,473,156.74	$2,327,985.40	$145,171.33	$144,440.33	$	289,611.66
5	$2,327,985.40	$2,173,860.22	$154,125.18	$135,486.48	$	289,611.66
6	$2,173,860.22	$2,010,228.93	$163,631.29	$125,980.38	$	289,611.66
7	$2,010,228.93	$1,836,505.23	$173,723.71	$115,887.96	$	289,611.66
8	$1,836,505.23	$1,652,066.62	$184,438.60	$105,173.06	$	289,611.66
9	$1,652,066.62	$1,456,252.25	$195,814.37	$93,797.29	$	289,611.66
10	$1,456,252.25	$1,248,360.47	$207,891.78	$81,719.89	$	289,611.66
11	$1,248,360.47	$1,027,646.39	$220,714.09	$68,897.58	$	289,611.66
12	$1,027,646.39	$793,319.14	$234,327.25	$55,284.42	$	289,611.66
13	$793,319.14	$544,539.10	$248,780.04	$40,831.62	$	289,611.66
14	$544,539.10	$280,414.85	$264,124.25	$25,487.42	$	289,611.66
15	$280,414.85	$0.00	$280,414.85	$9,196.81	$	289,611.66
16	$0.00	$0.00	$0.00			
17	$0.00	$0.00	$0.00			
18	$0.00	$0.00	$0.00			
19	$0.00	$0.00	$0.00			
20	$0.00	$0.00	$0.00			
21	$0.00	$0.00	$0.00			
22	$0.00	$0.00	$0.00			
23	$0.00	$0.00	$0.00			
24	$0.00	$0.00	$0.00			
25	$0.00	$0.00	$0.00			
		Subtotal	$2,860,000.00	$1,484,174.95		
		Down Pymt		0		
		Total Cost		$4,344,174.95		

APPENDIX 1

OPTION 1 - DEBT FINANCING SCHEDULE

Date		Rate	6.00%
Item		Years	15
Price	$21,926,000.00	Pymt (monthly)	$185,024.05
Down Pymt		Total Interest	$11,378,328.66
Loan Amt	$21,926,000.00	Total Cost	$33,304,328.66

Varying Interest Rate Table*

Rate	Qtly Pymt	Total Interest	Total Cost
	$185,024.05	$11,378,328.66	$33,304,328.66
6.300%	$188,596.56	$12,021,380.52	$33,947,380.52
6.400%	$189,795.71	$12,237,227.94	$34,163,227.94
6.500%	$190,999.00	$12,453,820.16	$34,379,820.16
6.600%	$192,206.42	$12,671,155.00	$34,597,155.00
6.700%	$193,417.95	$12,889,230.21	$34,815,230.21
6.800%	$194,633.58	$13,108,043.57	$35,034,043.57
6.900%	$195,853.29	$13,327,592.80	$35,253,592.80
7.000%	$197,077.09	$13,547,875.60	$35,473,875.60
7.100%	$198,304.94	$13,768,889.67	$35,694,889.67
7.200%	$199,536.85	$13,990,632.65	$35,916,632.65
7.300%	$200,772.79	$14,213,102.20	$36,139,102.20

** Table not used for Financial Model, provided for information purposes only*

Amortization Schedule (Fixed Rate)

Yr	Beginning Balance	Ending Balance	Paid On Principal	Interest Paid	Total
1	$21,926,000.00	$20,995,972.02	$930,027.98	$1,290,260.59	$ 2,220,288.58
2	$20,995,972.02	$20,008,581.94	$987,390.07	$1,232,898.50	$ 2,220,288.58
3	$20,008,581.94	$18,960,291.81	$1,048,290.13	$1,171,998.44	$ 2,220,288.58
4	$18,960,291.81	$17,847,345.43	$1,112,946.37	$1,107,342.20	$ 2,220,288.58
5	$17,847,345.43	$16,665,754.96	$1,181,590.47	$1,038,698.11	$ 2,220,288.58
6	$16,665,754.96	$15,411,286.58	$1,254,468.39	$965,820.19	$ 2,220,288.58
7	$15,411,286.58	$14,079,445.32	$1,331,841.25	$888,447.33	$ 2,220,288.58
8	$14,079,445.32	$12,665,459.02	$1,413,986.31	$806,302.27	$ 2,220,288.58
9	$12,665,459.02	$11,164,261.13	$1,501,197.89	$719,090.69	$ 2,220,288.58
10	$11,164,261.13	$9,570,472.64	$1,593,788.49	$626,500.09	$ 2,220,288.58
11	$9,570,472.64	$7,878,382.77	$1,692,089.88	$528,198.70	$ 2,220,288.58
12	$7,878,382.77	$6,081,928.49	$1,796,454.28	$423,834.30	$ 2,220,288.58
13	$6,081,928.49	$4,174,672.85	$1,907,255.64	$313,032.93	$ 2,220,288.58
14	$4,174,672.85	$2,149,781.85	$2,024,891.00	$195,397.58	$ 2,220,288.58
15	$2,149,781.85	$0.00	$2,149,781.85	$70,506.73	$ 2,220,288.58
16	$0.00	$0.00	$0.00		
17	$0.00	$0.00	$0.00		
18	$0.00	$0.00	$0.00		
19	$0.00	$0.00	$0.00		
20	$0.00	$0.00	$0.00		
21	$0.00	$0.00	$0.00		
22	$0.00	$0.00	$0.00		
23	$0.00	$0.00	$0.00		
24	$0.00	$0.00	$0.00		
25	$0.00	$0.00	$0.00		
		Subtotal	$21,926,000.00	$11,378,328.66	
		Down Pymt		0	
		Total Cost		$33,304,328.66	

APPENDIX 1

OPTION 1 (75% Sensitvity Analysis) - DEBT FINANCING SCHEDULE

Date		Rate	6.00%
Item		Years	15
Price	$18,690,000.00	Pymt (monthly)	$157,716.84
Down Pymt		Total Interest	$9,699,031.41
Loan Amt	$18,690,000.00	Total Cost	$28,389,031.41

Varying Interest Rate Table*

Rate	Qtly Pymt	Total Interest	Total Cost
	$157,716.84	$9,699,031.41	$28,389,031.41
6.300%	$160,762.09	$10,247,176.95	$28,937,176.95
6.400%	$161,784.27	$10,431,168.03	$29,121,168.03
6.500%	$162,809.97	$10,615,793.98	$29,305,793.98
6.600%	$163,839.18	$10,801,052.95	$29,491,052.95
6.700%	$164,871.91	$10,986,943.02	$29,676,943.02
6.800%	$165,908.12	$11,173,462.30	$29,863,462.30
6.900%	$166,947.83	$11,360,608.84	$30,050,608.84
7.000%	$167,991.00	$11,548,380.69	$30,238,380.69
7.100%	$169,037.64	$11,736,775.88	$30,426,775.88
7.200%	$170,087.74	$11,925,792.40	$30,615,792.40
7.300%	$171,141.27	$12,115,428.26	$30,805,428.26

**** Table not used for Financial Model, provided for information purposes only***

Amortization Schedule (Fixed Rate)

Yr	Beginning Balance	Ending Balance	Paid On Principal	Interest Paid		Total
1	$18,690,000.00	$17,897,232.37	$792,767.63	$1,099,834.47	$	1,892,602.09
2	$17,897,232.37	$17,055,568.57	$841,663.80	$1,050,938.29	$	1,892,602.09
3	$17,055,568.57	$16,161,992.79	$893,575.78	$999,026.31	$	1,892,602.09
4	$16,161,992.79	$15,213,303.21	$948,689.58	$943,912.51	$	1,892,602.09
5	$15,213,303.21	$14,206,100.53	$1,007,202.68	$885,399.42	$	1,892,602.09
6	$14,206,100.53	$13,136,775.80	$1,069,324.74	$823,277.36	$	1,892,602.09
7	$13,136,775.80	$12,001,497.45	$1,135,278.35	$757,323.75	$	1,892,602.09
8	$12,001,497.45	$10,796,197.62	$1,205,299.83	$687,302.26	$	1,892,602.09
9	$10,796,197.62	$9,516,557.54	$1,279,640.09	$612,962.01	$	1,892,602.09
10	$9,516,557.54	$8,157,992.05	$1,358,565.49	$534,036.61	$	1,892,602.09
11	$8,157,992.05	$6,715,633.22	$1,442,358.83	$450,243.26	$	1,892,602.09
12	$6,715,633.22	$5,184,312.85	$1,531,320.37	$361,281.72	$	1,892,602.09
13	$5,184,312.85	$3,558,543.99	$1,625,768.86	$266,833.23	$	1,892,602.09
14	$3,558,543.99	$1,832,501.26	$1,726,042.72	$166,559.37	$	1,892,602.09
15	$1,832,501.26	$0.00	$1,832,501.26	$60,100.83	$	1,892,602.09
16	$0.00	$0.00	$0.00			
17	$0.00	$0.00	$0.00			
18	$0.00	$0.00	$0.00			
19	$0.00	$0.00	$0.00			
20	$0.00	$0.00	$0.00			
21	$0.00	$0.00	$0.00			
22	$0.00	$0.00	$0.00			
23	$0.00	$0.00	$0.00			
24	$0.00	$0.00	$0.00			
25	$0.00	$0.00	$0.00			
		Subtotal	$18,690,000.00	$9,699,031.41		
		Down Pymt		0		
		Total Cost		$28,389,031.41		

APPENDIX 1

OPTION 2 - DEBT FINANCING SCHEDULE

Date		Rate	6.00%
Item		Years	15
Price	$21,356,000.00	Pymt (monthly)	$180,214.06
Down Pymt		Total Interest	$11,082,531.56
Loan Amt	$21,356,000.00	Total Cost	$32,438,531.56

Varying Interest Rate Table*

Rate	Qtly Pymt	Total Interest	Total Cost
	$180,214.06	$11,082,531.56	$32,438,531.56
6.300%	$183,693.70	$11,708,866.29	$33,064,866.29
6.400%	$184,861.68	$11,919,102.43	$33,275,102.43
6.500%	$186,033.69	$12,130,064.01	$33,486,064.01
6.600%	$187,209.72	$12,341,748.89	$33,697,748.89
6.700%	$188,389.75	$12,554,154.90	$33,910,154.90
6.800%	$189,573.78	$12,767,279.87	$34,123,279.87
6.900%	$190,761.79	$12,981,121.58	$34,337,121.58
7.000%	$191,953.77	$13,195,677.79	$34,551,677.79
7.100%	$193,149.70	$13,410,946.26	$34,766,946.26
7.200%	$194,349.58	$13,626,924.70	$34,982,924.70
7.300%	$195,553.39	$13,843,610.81	$35,199,610.81

Table not used for Financial Model, provided for information purposes only

Amortization Schedule (Fixed Rate)

Yr	Beginning Balance	Ending Balance	Paid On Principal	Interest Paid	Total
1	$21,356,000.00	$20,450,149.52	$905,850.48	$1,256,718.29	$ 2,162,568.77
2	$20,450,149.52	$19,488,428.17	$961,721.35	$1,200,847.42	$ 2,162,568.77
3	$19,488,428.17	$18,467,389.94	$1,021,038.22	$1,141,530.55	$ 2,162,568.77
4	$18,467,389.94	$17,383,376.32	$1,084,013.63	$1,078,555.14	$ 2,162,568.77
5	$17,383,376.32	$16,232,503.10	$1,150,873.22	$1,011,695.55	$ 2,162,568.77
6	$16,232,503.10	$15,010,646.54	$1,221,856.56	$940,712.21	$ 2,162,568.77
7	$15,010,646.54	$13,713,428.55	$1,297,218.00	$865,350.77	$ 2,162,568.77
8	$13,713,428.55	$12,336,200.98	$1,377,227.56	$785,341.21	$ 2,162,568.77
9	$12,336,200.98	$10,874,029.04	$1,462,171.95	$700,396.82	$ 2,162,568.77
10	$10,874,029.04	$9,321,673.53	$1,552,355.51	$610,213.26	$ 2,162,568.77
11	$9,321,673.53	$7,673,572.12	$1,648,101.40	$514,467.37	$ 2,162,568.77
12	$7,673,572.12	$5,923,819.43	$1,749,752.69	$412,816.08	$ 2,162,568.77
13	$5,923,819.43	$4,066,145.82	$1,857,673.61	$304,895.16	$ 2,162,568.77
14	$4,066,145.82	$2,093,894.97	$1,972,250.85	$190,317.92	$ 2,162,568.77
15	$2,093,894.97	$0.00	$2,093,894.97	$68,673.80	$ 2,162,568.77
16	$0.00	$0.00	$0.00		
17	$0.00	$0.00	$0.00		
18	$0.00	$0.00	$0.00		
19	$0.00	$0.00	$0.00		
20	$0.00	$0.00	$0.00		
21	$0.00	$0.00	$0.00		
22	$0.00	$0.00	$0.00		
23	$0.00	$0.00	$0.00		
24	$0.00	$0.00	$0.00		
25	$0.00	$0.00	$0.00		
		Subtotal	$21,356,000.00	$11,082,531.56	
		Down Pymt		0	
		Total Cost		$32,438,531.56	

APPENDIX 1

OPTION 2 (75% Sensitvity Analysis) - DEBT FINANCING SCHEDULE

Date		Rate	6.00%
Item		Years	15
Price	$18,211,000.00	Pymt (monthly)	$153,674.77
Down Pymt		Total Interest	$9,450,458.05
Loan Amt	$18,211,000.00	Total Cost	$27,661,458.05

Varying Interest Rate Table*

Rate	Qtly Pymt	Total Interest	Total Cost
	$153,674.77	$9,450,458.05	$27,661,458.05
6.300%	$156,641.97	$9,984,555.35	$28,195,555.35
6.400%	$157,637.95	$10,163,830.98	$28,374,830.98
6.500%	$158,637.36	$10,343,725.21	$28,554,725.21
6.600%	$159,640.20	$10,524,236.23	$28,735,236.23
6.700%	$160,646.46	$10,705,362.19	$28,916,362.19
6.800%	$161,656.12	$10,887,101.22	$29,098,101.22
6.900%	$162,669.17	$11,069,451.45	$29,280,451.45
7.000%	$163,685.62	$11,252,410.95	$29,463,410.95
7.100%	$164,705.43	$11,435,977.82	$29,646,977.82
7.200%	$165,728.61	$11,620,150.11	$29,831,150.11
7.300%	$166,755.14	$11,804,925.85	$30,015,925.85

**** Table not used for Financial Model, provided for information purposes only***

Amortization Schedule (Fixed Rate)

Yr	Beginning Balance	Ending Balance	Paid On Principal	Interest Paid	Total
1	$18,211,000.00	$17,438,549.96	$772,450.04	$1,071,647.16	$ 1,844,097.20
2	$17,438,549.96	$16,618,456.89	$820,093.07	$1,024,004.13	$ 1,844,097.20
3	$16,618,456.89	$15,747,782.27	$870,674.62	$973,422.59	$ 1,844,097.20
4	$15,747,782.27	$14,823,406.35	$924,375.92	$919,721.28	$ 1,844,097.20
5	$14,823,406.35	$13,842,016.95	$981,389.40	$862,707.80	$ 1,844,097.20
6	$13,842,016.95	$12,800,097.59	$1,041,919.36	$802,177.85	$ 1,844,097.20
7	$12,800,097.59	$11,693,914.93	$1,106,182.66	$737,914.54	$ 1,844,097.20
8	$11,693,914.93	$10,519,505.34	$1,174,409.59	$669,687.62	$ 1,844,097.20
9	$10,519,505.34	$9,272,660.74	$1,246,844.60	$597,252.60	$ 1,844,097.20
10	$9,272,660.74	$7,948,913.49	$1,323,747.25	$520,349.96	$ 1,844,097.20
11	$7,948,913.49	$6,543,520.41	$1,405,393.08	$438,704.12	$ 1,844,097.20
12	$6,543,520.41	$5,051,445.76	$1,492,074.65	$352,022.55	$ 1,844,097.20
13	$5,051,445.76	$3,467,343.21	$1,584,102.55	$259,994.65	$ 1,844,097.20
14	$3,467,343.21	$1,785,536.68	$1,681,806.53	$162,290.67	$ 1,844,097.20
15	$1,785,536.68	$0.00	$1,785,536.68	$58,560.53	$ 1,844,097.20
16	$0.00	$0.00	$0.00		
17	$0.00	$0.00	$0.00		
18	$0.00	$0.00	$0.00		
19	$0.00	$0.00	$0.00		
20	$0.00	$0.00	$0.00		
21	$0.00	$0.00	$0.00		
22	$0.00	$0.00	$0.00		
23	$0.00	$0.00	$0.00		
24	$0.00	$0.00	$0.00		
25	$0.00	$0.00	$0.00		
		Subtotal	$18,211,000.00	$9,450,458.05	
		Down Pymt		0	
		Total Cost		$27,661,458.05	

South Gippsland Shire Council

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Appendix H - Indicative Implementation Program

APPENDIX 1

APPENDIX H - INDICATIVE IMPLEMENTATION PROGRAM
SOUTH GIPPSLAND SHIRE COUNCIL - MUNICIPAL PRECINCT STUDY

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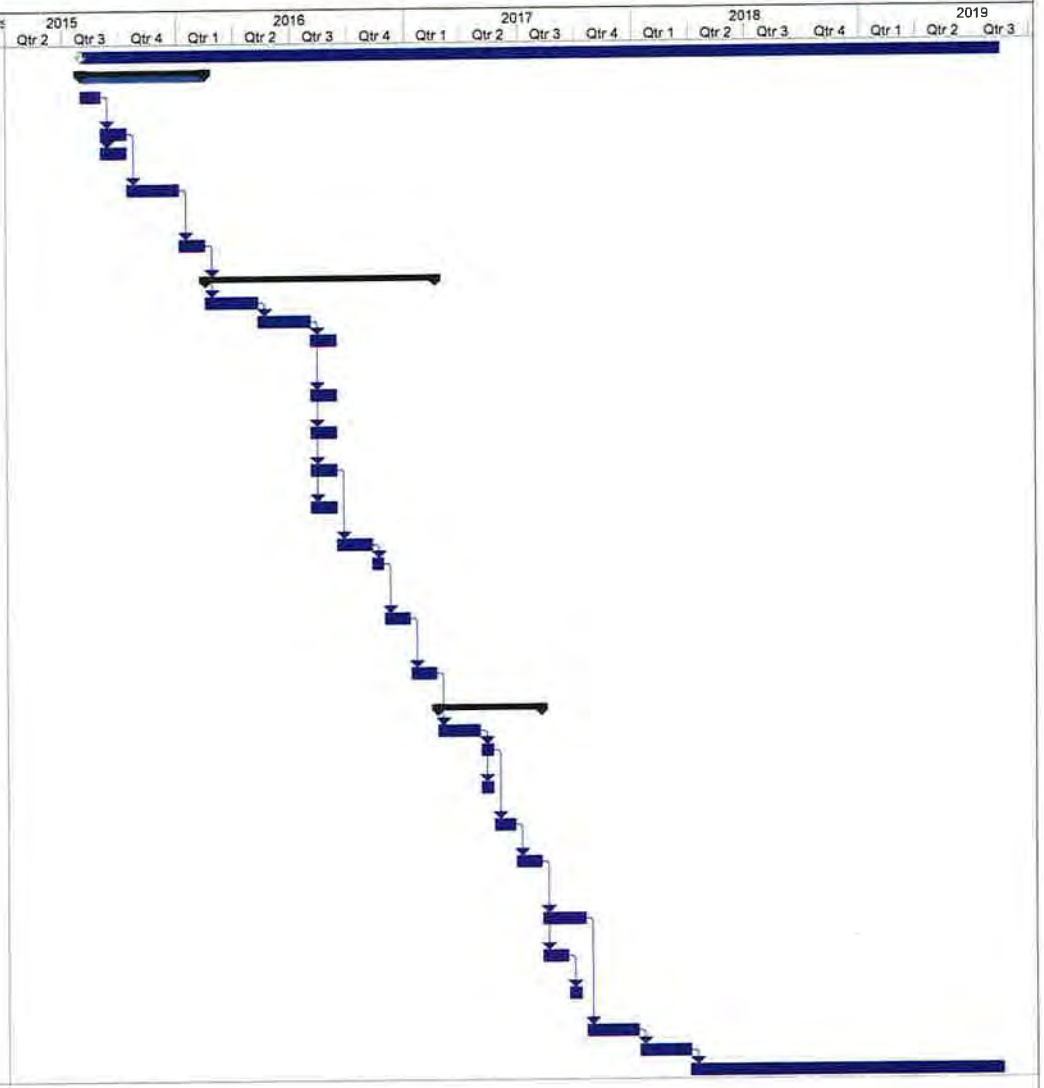
ID	Task Name	Duration	Start	Finish	Predecessors
1	**MUNICIPAL PRECINCT - INDICATIVE IMPLEMENTATION PROGRAMME**	1055 days	Fri 31/07/15	Thu 15/08/19	
2	**Phase 1: Council Endorsement, Consultation, Preliminary investigations**	**142 days**	**Fri 31/07/15**	**Mon 15/02/16**	
3	COUNCIL DECISION MAKING POINT - Obtain Council support/ endorsement for preferred Municipal Precinct option.	22 days	Fri 31/07/15	Mon 31/08/15	
4	Further stakeholder/ community consultation	30 days	Tue 1/09/15	Mon 12/10/15	3
5	Investigate/ validate Council funding options, including potential for Government grant assistance	30 days	Tue 1/09/15	Mon 12/10/15	3
6	Consider Expression of Interest/ Sales processes for divestment/sale for the Carinos building landholding to confirm market interest and likely order of returns from sale of this landholding.	60 days	Tue 13/10/15	Mon 4/01/16	4
7	COUNCIL DECISION MAKING POINT - Report to Council of Findings and recommendations to proceed to next phase	30 days	Tue 5/01/16	Mon 15/02/16	6
8	**Phase 2: Further Precinct Masterplanning and Conceptual Design**	**264 days**	**Tue 16/02/16**	**Fri 17/02/17**	7
9	Procure Project management and resource requirements	60 days	Tue 16/02/16	Mon 9/05/16	7
10	Procurement of Design and Consultant team	60 days	Tue 10/05/16	Mon 1/08/16	9
11	Level and feature surveys (highlighting existing levels, the amount of excavation required and location and details regarding potential existing ground services);	30 days	Tue 2/08/16	Mon 12/09/16	10
12	Geotechnical investigations in order to support ground condition and structural / foundation assumptions	30 days	Tue 2/08/16	Mon 12/09/16	10
13	Building compliance assessment of existing building including support upgrade requirements	30 days	Tue 2/08/16	Mon 12/09/16	10
14	Traffic management for the Municipal Precinct redevelopment to confirm and validate car parking numbers and traffic movements and volumes	30 days	Tue 2/08/16	Mon 12/09/16	10
15	Supporting investigations of options for provision of additional car parking in and around the Leongatha CBD	30 days	Tue 2/08/16	Mon 12/09/16	10
16	Masterplanning and Conceptual Design	40 days	Tue 13/09/16	Mon 7/11/16	14
17	Develop detailed cost planning taking account of all services, infrastructure and geotechnical information – confirming a Total End of Cost (TEC) for the proposed project	14 days	Tue 8/11/16	Fri 25/11/16	16
18	Subject to the outcomes of the further funding and technical investigations and the Masterplanning for precinct, consider further community engagement processes to be undertaken for the project	30 days	Mon 28/11/16	Fri 6/01/17	17
19	COUNCIL DECISION MAKING POINT- Report to Council of Findings and recommendations to proceed to next phase	30 days	Mon 9/01/17	Fri 17/02/17	18
20	**Phase 3: Schematic Design Phase**	**120 days**	**Mon 20/02/17**	**Fri 4/08/17**	
21	Schematic Design	50 days	Mon 20/02/17	Fri 28/04/17	19
22	Cost Planning to validate capital framework following completion of Schematic Design	15 days	Mon 1/05/17	Fri 19/05/17	21
23	Develop detailed implementation strategy including contractor appointment processes and procurement strategy options	15 days	Mon 1/05/17	Fri 19/05/17	21
24	Develop a comprehensive communications strategy and action plan for the project as it proceeds	25 days	Mon 22/05/17	Fri 23/06/17	22
25	COUNCIL DECISION MAKING POINT- Report to Council of Findings and recommendations to proceed to next phase	30 days	Mon 26/06/17	Fri 4/08/17	24
26	**Phase 4: Design Development**	**30 days**	**Fri 26/05/17**	**Thu 6/07/17**	
27	Further develop and document project brief, including calling for expressions of interest (EOI) for construction team proposals.	50 days	Mon 7/08/17	Fri 13/10/17	25
28	Complete associated legal documentation to support EOI and RFT processes.	30 days	Mon 7/08/17	Fri 15/09/17	25
29	Cost Planning to validate capital framework following completion of Design Development	15 days	Mon 18/09/17	Fri 6/10/17	28
30	**Phase 5: Construction Documentation/ PreTender Estimate**	60 days	Mon 16/10/17	Fri 5/01/18	27
31	**Phase 6: Tender and Construction Contract Award**	60 days	Mon 8/01/18	Fri 30/03/18	30
32	**Phase 7: Construction/ Decanting (say 18 months)**	360 days	Fri 30/03/18	Thu 15/08/19	31



Project: Municipal Precinct Study
Date: Fri 17/07/15

Task
Split
Milestone
Summary
Project Summary
External Tasks
External Milestone
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
External Tasks
External Milestone
Progress
Deadline

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