



Camden Council

Attachments

Ordinary Council Meeting
11 March 2014

Camden Civic Centre
Oxley Street
Camden



ORDINARY COUNCIL

ATTACHMENTS - ORDINARY COUNCIL

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ORDINARY COUNCIL

ORD05

SUBJECT: SECTION 96 MODIFICATION - EXPANDED FREE-RANGE POULTRY AREAS, ADDITIONAL FENCING AND LANDSCAPING AT 239 CAWDOR ROAD, CAWDOR

FROM: Director, Development & Health

TRIM #: 13/15815

APPLICATION NO: 293(2)/2009

PROPOSAL: Section 96 Modification – Expanded free-range poultry areas, additional fencing and landscaping

PROPERTY ADDRESS: 239 Cawdor Road, Cawdor

PROPERTY DESCRIPTION: Lot 4, DP 220453

ZONING: RU1 Primary Production

OWNER: Mr J Tabone

APPLICANT: Pascoe Planning Solutions

PURPOSE OF REPORT

The purpose of this report is to seek Council's determination of a Section 96 modification application to modify a previously approved development application (DA) for a free-range poultry farm at 239 Cawdor Road, Cawdor.

The application is referred to Council for determination as there remain unresolved issues received in three submissions from the public.

SUMMARY OF RECOMMENDATION

That Council determine Section 96(2) Modification Application 293(2)/2009 for expanded free-range poultry areas, additional fencing and landscaping pursuant to Section 96 of the *Environmental Planning and Assessment Act 1979* subject to the modified conditions contained in this report.

EXECUTIVE SUMMARY

Council is in receipt of a Section 96(2) Modification application for expanded free-range poultry areas, additional fencing and landscaping to a previously approved free-range poultry farm at 239 Cawdor Road, Cawdor.

The original DA was approved by Council staff under delegated authority on 29 May 2009.

The modification application has been assessed against the *Environmental Planning and Assessment Act 1979*, the Environmental Planning and Assessment Regulation 2000, relevant Environmental Planning Instruments, Development Control Plans and policies. The outcome of this assessment is detailed further in this report.

One submission was received in June 2013 (objecting to the proposed modifications). The submission was received after the poultry farm operator erected much of the proposed additional fencing prior to receiving approval from Council.

This is the report submitted to the Ordinary Council held on 10 September 2013 - Page 1

ORD01

Attachment 1



The modification application was publicly exhibited for a period of 14 days and two additional submissions were received with one being from the same property that made the first submission in June. Both of these additional submissions object to the proposed modifications.

A copy of the submissions is provided in the Business Paper supporting documents.

The issues raised in the submissions relate to dust and soil erosion, odour, noise from barking dogs and chickens, the lack of signage provided for the electrified fencing, that the fencing is not in keeping with the character of the local area and that the proposal is both Designated and Integrated Development.

Several conditions were imposed on the original DA which approved the existing poultry farm to be free-range. These included requirements to maintain a vegetative ground cover in order to mitigate dust and soil erosion impacts. The applicant has also agreed to a farm management plan to further mitigate this issue which will include maintaining grass cover in the area closest to the neighbouring dwelling and rotating the chickens so they spend less time adjacent to the dwelling than in other areas of the farm.

It is a recommended condition that the proposed 5m wide landscaped area adjacent to the neighbouring dwelling be increased to 10m wide, be extended by 5m beyond the edge of the neighbouring dwelling and swimming pool and be provided with more mature trees and shrubs. This will further mitigate dust and soil erosion impacts.

It is also recommended that landscaping be planted around the previously approved caged free-range area at the rear of the existing sheds to further mitigate dust and soil erosion impacts from that area.

The modification application was discussed with the Department of Primary Industries (DPI). DPI has advised that a 10 metre landscaped setback to the neighbouring dwelling is considered reasonable.

It is not considered that the chickens will cause significant odour given the size of the site and the dispersed nature of the birds. The original consent for the free-range poultry farm included conditions that prohibited the stockpiling of manure and dead birds and it is recommended that these conditions be maintained.

Dogs are currently kept within the poultry farm to protect the chickens from predators such as foxes and feral cats etc. It is a recommended condition that during the evenings the dogs not be kept in the yard adjacent to the dwelling (to the north).

The electrified fencing is to be provided behind the 10m landscaped area adjacent to the neighbouring dwelling. It is a recommended condition that signage be provided along the proposed fencing clearly identifying that it is electrified.

It is not considered that the proposed fencing will detract from the character of the surrounding area given its open style design, the size and topography of the site.

Rural fencing up to 1.8m in height can be erected without consent from Council. The proposed fencing is the subject of this application as it is 15cm higher at 1.95m.



As installed, the steel fencing posts extend beyond the top of the fence. To improve the appearance of the fencing from the neighbouring dwelling, it is recommended that the steel fence posts be shortened to align with the top of the electric wires.

If Council considers that the impacts of the proposed alterations or additions do not significantly increase the environmental impacts of the total development, the proposal is not classed as Designated Development. It is considered that subject to the conditions imposed on the original consent, the measures proposed by the applicant and the recommended additional conditions described throughout this report, the proposed modifications will not significantly increase the environmental impacts of the total development and therefore it is not classed as Designated Development.

The applicant has the option of nominating whether or not the modification application is Integrated Development. In this case the applicant has not nominated this application as Integrated Development and therefore no referral to NOW is required. However, should the proposed modifications require a separate approval from NOW under the *Water Management Act 2000*, the applicant is still responsible for obtaining this separate from any approval granted by Council.

The proposed modifications fully comply with all applicable planning controls.

Based on the assessment, it is recommended that the modification application be approved subject to the modified conditions contained in this report.

AERIAL PHOTO



THE SITE

This is the report submitted to the Ordinary Council held on 10 September 2013 - Page 3



The site is commonly known as 239 Cawdor Road, Cawdor and is legally described as lot 4, DP 220453.

The site has a frontage of 163m to Cawdor Road, a maximum depth of 681m and an overall area of 6.9ha. The site slopes upwards from Cawdor Road before sloping downwards towards Matahil Creek, which flows north-south through the rear of the site. The site is an operating free-range poultry farm and contains a dwelling, 3 sheds and fencing.

The subject site and adjoining land is zoned for primary production purposes and a poultry farm has been in existence and operating on the site for several decades.

Along the northern boundary of this site at 1 Burragorang Road is an existing dwelling which was approved by Council in August 2007. The surrounding area is characterised by rural properties set on large landholdings. Camden cemetery and the Camden High school are located on Cawdor Road to the north and south respectively.

The residential part of Camden lies to the east with the commercial Camden town centre to the north-east. To the north-west lies the Carrington seniors living and care complex and the rural residential suburb of Grasmere. The rural suburbs of Bickley Vale and Cawdor lie to the west and south respectively.

HISTORY

A poultry farm has been in existence and operating on the subject site for several decades. The relevant recent development history of the site is summarised in the following table:

Date	Development
25 August 1993	Approval of DA 113/1993 for an extension to an existing poultry farm for an egg shed/storage shed and feed shed
29 May 2009	Approval of DA 293/2009 for a change from a caged chicken poultry farm to a free-range chicken poultry farm and retention of a fenced outdoor area for chicken poultry

THE PROPOSAL

Section 96(2) Modification Application 293(2)/2009 seeks approval to modify a previously approved free-range poultry farm.

Specifically the proposed modifications involve:

- expanding the area of the site used for free-range poultry farming. The previous 2009 consent granted use of part of the site for free-range poultry farming. The proposed modifications will provide for poultry to be free-ranged across the majority of the site and within the proposed fenced areas as shown in yellow on the proposed plans;
- the provision of additional fencing, to a maximum height of 1.95m, within and around the perimeter of site. This fencing will be electrified in accordance with the relevant Australian Standard; and
- the provision of a 5m wide landscaped area adjacent to an existing dwelling at 1 Burragorang Road, Cawdor along the site's northern boundary. The 1.95m high

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electrified fence will be set back behind the 5m wide landscaped area (within the site). A 1.8m high, non-electrified fence will be retained on the boundary adjacent to the dwelling at 1 Burragorang Road.

- The applicant has submitted a Farm Management Plan which provides operational measures such as:
 - chickens will be rotated having regard to the nature and extent of grass cover;
 - a rotation strategy will be employed to minimise the use of the free-range area closest to the neighbouring dwelling (to the north);
 - patches to be rotated once per month to facilitate base level grass cover;
 - the free-range area adjacent to the neighbouring dwelling (to the north) will be irrigated to promote grass cover; and
 - no fertilisers or chemicals will be used on free range areas.

A copy of the proposed plans identifying the location of the proposed additional fencing in yellow is provided as attachment 1 to this report.

PROPOSED PLANS



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There will be no detrimental impacts upon the Hawkesbury-Nepean River system as a result of the proposed development. Conditions imposed on the original consent that prohibit water pollution and require a vegetative ground cover to be maintained will help ensure the protection of the river system.

Camden Local Environmental Plan 2010 (LEP)

Permissibility

The subject site is zoned RU1 Primary Production under the provisions of the LEP. The modified development is defined as "intensive livestock agriculture" by the LEP which is a permissible land use in this zone.

Zone Objectives

The objectives of the RU1 Primary Production zone are as follows:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.

Officer comment:

The proposed modifications will support the operations of the existing sustainable primary industry on the site. It is noted that a poultry farm has been operating from the site for several decades.

- To encourage diversity in primary industry enterprises and systems appropriate for the area.

Officer comment:

The proposed modifications will support the operations of the existing appropriate primary industry on the site.

- To minimise the fragmentation and alienation of resource lands.

Officer comment:

The proposed modifications will not result in the fragmentation or alienation of the land.

- To minimise conflict between land uses within this zone and land uses within adjoining zones.

Officer comment:

The subject and adjoining site is zoned for primary production purposes. Subject to the conditions contained in this report, the proposed modifications will not conflict between land uses within this or adjoining zones.

- To permit non-agricultural uses which support the primary production purposes of the zone.

Officer comment:

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The modified development will remain an agricultural use and therefore this objective is not relevant.

- To maintain the rural landscape character of the land.

Officer comment:

The proposed modifications involve the provision of additional open style fencing within and around the perimeter of the site. This type of fencing will maintain the rural landscape character of the land.

Relevant Clauses

The proposed modifications were assessed against the following relevant clauses of the LEP.

Clause	Requirement	Provided	Compliance
7.1 Flood Planning	To minimise flood risk to life and property	<p>Part of the rear of the site is within the 1:100 average recurrent interval flood event (including a 0.6m freeboard).</p> <p>However as the proposed development is only for additional open style fencing and the keeping of free-range chickens, it is considered that the proposed modifications are consistent with this clause.</p> <p>It is considered that the proposed modifications are compatible with the flood hazard of the land, will not increase risk to life from flooding and will not produce any of the negative impacts listed in this clause</p>	Yes

(a)(ii) The Provisions of any Draft Environmental Planning Instrument (that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Director-General has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved)).

There is no draft Environmental Planning Instrument applicable to the proposed modifications.

(a)(iii) The Provisions of any Development Control Plan



Camden Development Control Plan 2011 (DCP)

The following is an assessment of the modified development's compliance with the controls in the DCP.

Control	Requirement	Provided	Compliance
B1.1 Erosion and Sedimentation	Erosion and sediment control measures	Subject to the conditions imposed on the original consent, the measures proposed by the applicant and the recommended additional conditions described throughout this report, appropriate erosion and sedimentation controls will be provided	Yes
B1.7 Riparian Corridors	Ensure that development does not adversely impact upon riparian corridors	Subject to the existing and recommended conditions for this development, there will be no adverse impacts upon the watercourse at the rear of the site	Yes
B1.9.1 Waste Management Plan	Waste management plan	Appropriate waste management details have been provided with the application	Yes
B1.17 Air Quality	Preserve air quality and ensure appropriate levels of air quality	It is not considered that the chickens will cause significant odour given the size of the site and the dispersed nature of the birds. The original consent for the free-range poultry farm included conditions that prohibited the stockpiling of manure and dead birds and it is recommended that these conditions be maintained	Yes
B2 Landscape Design	Landscaping is to integrate development and enhance visual settings	A 5m wide landscaped area using tube stock is proposed adjacent to the existing dwelling along the northern boundary of the site. It is considered that in order to provide effective, low maintenance, landscape screening for this dwelling, and to further minimise dust and soil erosion, this area should be increased to 10m wide and should contain larger trees and shrubs.	Yes

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Control	Requirement	Provided	Compliance
		<p>It is also recommended that the length of this landscaped area be extended 5m beyond the neighbouring dwelling's swimming pool to the east and 5m beyond the western edge of the dwelling to ensure adequate dust and soil erosion protection.</p> <p>It is also recommended that landscaping be planted around the previously approved caged free-range area at the rear of the existing sheds to further mitigate dust and soil erosion impacts.</p> <p>These requirements are a recommended condition</p>	
D1.5.2 Rural Fences	Rural fencing will be considered on its merits	The proposed additional fencing is considered to be acceptable as it will not detract from the visual amenity of the surrounding area	Yes

(a)(iii) The Provision of any Planning Agreement that has been entered into under Section 94F, or any draft Planning Agreement that a developer has offered to enter into under Section 93F

No relevant agreement exists or has been proposed as part of this application.

(a)(iv) The Regulations

The Regulations do not prescribe any matters that are relevant to the proposed modifications.

(b) The likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality

As demonstrated by the above assessment, the proposed modifications are unlikely to have a significant impact on both the natural and built environments, and the social and economic conditions of the locality.

The following table outlines the proposed modifications to the conditions that were imposed on the original consent. Council staff assessment of the modifications is also provided.

Condition No.	Condition Requires	Proposed Change	Officer Comment
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1.0 (1) Development in Accordance with Plans	That the approved development be undertaken in accordance with the approved plans	Additional plans and documents are proposed that show the extent of the proposed fencing and landscaping. The condition must be updated to reflect these	Supported. It is recommended that this condition be modified to reflect the additional plans and documents showing the extent of the proposed fencing and landscaping. However additional conditions are recommended that require the proposed landscaped area to be increased to 10m wide, be extended by 5m beyond the edge of the neighbouring dwelling and swimming pool, that it have larger tree and shrub planting for the reasons previously described and that additional landscaping be provided around the previously approved caged-free range area at the rear of the existing sheds. It is also a recommended condition that signage warning that the proposed fencing is electrified be provided
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(c) The suitability of the site

As demonstrated by the above assessment, the site is considered to be suitable for the modified development.

(d) Any submissions made in accordance with this Act or the Regulations

One submission was received in June 2013 (objecting to the proposed modifications). The submission was received after the poultry farm operator had erected much of the proposed additional fencing prior to receiving approval from Council.

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The modification application was publicly exhibited for a period of 14 days and two additional submissions were received with one being from the same property that made the first submission in June. Both of these additional submissions object to the proposed modifications.

The following discussion addresses the issues and concerns raised in the submissions.

1. *Dust and soil erosion*

Officer comment:

Several conditions were imposed on the original DA which approved the existing poultry farm to be free-range. These included requirements to maintain a vegetative ground cover in order to mitigate dust and soil erosion impacts.

The applicant has prepared a farm management strategy. This strategy includes maintaining grass cover in the area closest to the neighbouring dwelling, restricting the chickens from this area should it become dusty and rotating the chickens so that they spend less time adjacent to the dwelling than in other areas of the farm.

In addition to the above, it is a recommended condition that the proposed 5m wide landscaped area adjacent to the neighbouring dwelling be increased to 10m wide, be extended by 5m beyond the edge of the neighbouring dwelling and swimming pool and be provided with more mature trees and shrubs. This will further mitigate dust and soil erosion impacts.

It is also recommended that landscaping be planted around the previously approved caged free-range area at the rear of the existing sheds to further mitigate dust and soil erosion impacts from that area.

The above measures have been discussed with the Department of Primary Industries who deem these measures to be adequate.

2. *Odour impacts*

Officer comment:

It is not considered that the chickens will cause significant odour given the size of the site and the dispersed nature of the birds. The original consent for the free-range poultry farm included conditions that prohibited the stockpiling of manure and dead birds and it is recommended that these conditions be maintained.

3. *Noise impacts from barking dogs and chickens*

Officer comment:

Dogs are currently kept within the chicken farm to protect the chickens from predators such as foxes and feral cats etc. It is not anticipated that either these dogs or the chickens will make sustained, loud noise that will significantly affect the amenity of the neighbouring dwelling. This amenity will be further protected by the 10m wide landscaped area and by keeping chickens less frequently in the area nearest the dwelling than in other areas of the farm.

It is a recommended condition that during the evenings the dogs not be kept in the yard adjacent to the dwelling (to the north).

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4. *No signage is provided for the electrified fencing*

Officer comment:

The electrified fencing will be installed behind the 10m landscaped area adjacent to the neighbouring dwelling. It is a recommended condition that signage be provided along the proposed fencing clearly identifying that it is electrified.

5. *The fencing is not in keeping with the character of the local area*

Officer comment:

It is not considered that the proposed fencing will detract from the character of the surrounding area given its open style design, the size and topography of the site.

It is also noted that rural fencing up to 1.8m high can be erected without consent from Council. The proposed fencing is the subject of this application as it is 15cm higher at 1.95m.

As erected, the steel fence posts extend beyond the top of electric wires. To improve the appearance of the fence, it is recommended that the top of the posts be shortened along the boundary with the adjoining dwelling (to the north).

6. *It is considered that the proposed development is Designated Development*

Officer comment:

Schedule 3 of the Environmental Planning and Assessment Regulation 2000 (the Regulation) prescribes certain development as Designated Development. Poultry farms of certain sizes and in certain locations are included in this. Designated Development requires the applicant to prepare a detailed Environmental Impact Statement for consideration as part of the application.

However Clause 35 of Schedule 1 of the Regulation provides that alterations or additions to existing development is not Designated Development if in the opinion of Council it will not significantly increase the environmental impacts of the total development.

It is considered that subject to the conditions imposed on the original consent, the measures proposed by the applicant and the recommended additional conditions described throughout this report, the proposed modifications will not significantly increase the environmental impacts of the total development and therefore it is not classed as Designated Development.

7. *As the proposed land use will extend up to the watercourse that traverses the rear of the site the proposed development is Integrated Development and requires consultation with the NSW Office of Water (NOW)*

The applicant has the option of nominating whether or not the modification application is Integrated Development. In this case the applicant has not nominated this application as Integrated Development and therefore no referral to NOW is required. However, should the proposed modifications require a separate approval from NOW under the *Water Management Act 2000*, the applicant is still responsible for obtaining this separate from any approval granted by Council.

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(e) The public interest

The public interest is served through the detailed assessment of this modification application under the *Environmental Planning and Assessment Act 1979*, the *Environmental Planning and Assessment Regulation 2000*, *Environmental Planning Instruments*, *Development Control Plans* and policies. Based on the above assessment, the modified development is consistent with the public interest.

EXTERNAL REFERRALS

Department of Primary Industries (DPI)

The modification application was discussed with DPI who provided advice. This advice is based on extensive DPI staff experience of poultry farms and the impacts they can cause such as dust, soil erosion and feather dispersal.

DPI has advised that on the basis of larger landscaping being provided, a 10m wide landscaped setback from the neighbouring dwelling (to the north) is adequate.

FINANCIAL IMPLICATIONS

This matter has no direct financial implications for Council.

CONCLUSION

The modification application has been assessed in accordance with Sections 96 and 79C(1) of the *Environmental Planning and Assessment Act 1979* and all relevant instruments, plans and policies. Accordingly, Section 96(2) Modification Application 293(2)/2009 is recommended for approval subject to the modified conditions contained in this report.

CONDITIONS

1.0 - General Requirements

The following conditions of consent are general conditions applying to the development.

(1) **Approved Plans** – The development must be carried out strictly in accordance with the following approved plans or other documentation:

- Approved drawing no. DA-01 date stamped 29 May 2009.
- Planning report prepared by Pascoe Planning Solutions dated 30 March 2013.
- Landscape concept plan LC01 dated 19 July 2013.
- Farm management plan by Pascoe Planning Solutions dated 27 July 2013.

The development must also comply with the conditions of approval imposed by Council hereunder.

Amendments or modification of the approved development requires the written prior approval of Camden Council.



(This condition was modified by Section 96 Modification 293(2)/2009 on 10 September 2013).

- (2) **Fencing** – All electrified fencing must be in accordance with AS/NZS 3014:2003: Electrical Installations – electrical fences, at all times. Signage must be provided at regular intervals long the length of the fencing that clearly indicates that the fencing is electrified.

The steel fence posts adjacent to the residential dwelling to the north shall be shortened to align with the top of the electrified wires.

(This condition was modified by Section 96 Modification 293(2)/2009 on 10 September 2013).

- (3) **Landscaped Area** – The 5m wide landscaped area shown on landscape concept plan LC01 dated 19 July 2013 must be widened to 10m. The length of the landscaped area must also be extended 5m beyond the neighbouring dwelling's swimming pool to the east and 5m beyond the western edge of the dwelling.

This landscaped area must contain *Cupaniopsis anarcardiodes* (Tuckeroo), *Melaleuca linariifolia* (Snow in Summer) and *Melaleuca decora* (White Cloud) planted at a rate of one every 1.5m and sourced in 45 litre container sizes.

Landscaping of the same species, planting rate and container size must be provided around the previously approved caged free-range area at the rear of the existing sheds.

(This condition was added by Section 96 Modification 293(2)/2009 on 10 September 2013).

2.0 - Operational Conditions

The following conditions of consent are operational conditions applying to the development.

- (1) **Environmentally Sensitive Manner** – The operation of the proposed chicken farm is to be conducted in an environmentally satisfactory manner as defined under Section 95 of the *Protection of the Environment Operations Act 1997*.
- (2) **Offensive Noise** – The use and occupation of the premises, including all plant and equipment installed thereon, must not give rise to any offensive noise within the meaning of the *Protection of the Environment Operations Act 1997*.
- (3) **POEO Act 1997** – The use of the premises must at all times be conducted without a nuisance and in particular so not as to give rise to emissions of air impurities in contravention of the *Protection of the Environment Operation Act 1997*.
- (4) **Water Pollution** – The operation of the chicken poultry farm must not cause or permit the pollution of waters as described under the *Protection of the Environment Operations Act 1997*.
- (5) **Vegetative Cover** – A vegetative ground cover shall be maintained downslope of the chicken sheds.

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- (6) **Drinkers** – Regular inspections shall be carried out of drinkers to ensure that there are no leaks that will result in the dampening of manure.
 - (7) **Manure Stockpiling** – There is to be no external stockpiling of manure on the premises.
 - (8) **Dead Birds** – There shall be no stockpiling of dead birds. The dead birds are to be placed immediately in plastic bags and then into the freezer as detailed on the Environmental Management Plan.
 - (9) **Operations** – The approved development must be operated in accordance with the statement from the applicant (Mr. J. Tabone) and the Farm Management Plan (as amended July 2013) prepared for this poultry farm, both of which were submitted in support of the proposed development.

(This condition was modified by Section 96 Modification 293(2)/2009 on 10 September 2013).

- (10) **Rotation Strategy** – A rotation strategy shall be employed and the yard adjacent to the neighbouring dwelling (to the north) shall be used less frequently than other yards.

(This condition was added by Section 96 Modification 293(2)/2009 on 10 September 2013).

- (11) **Chickens in Yard Adjacent to 1 Burragorang Road** – Chickens are not to be placed in the yard adjacent to the neighbouring dwelling (to the north) when it is dusty.

(This condition was added by Section 96 Modification 293(2)/2009 on 10 September 2013).

- (12) **Yard Adjacent to 1 Burragorang Road** – The yard adjacent to the neighbouring dwelling (to the north) shall be irrigated during the spell period to promote rapid grass growth.

(This condition was added by Section 96 Modification 293(2)/2009 on 10 September 2013).

- (13) **Yard Maintenance** – The yard adjacent to the neighbouring dwelling (to the north) shall be regularly maintained by slashing/mowing to remove long grass so as to promote vigorous grass growth and matting.

(This condition was added by Section 96 Modification 293(2)/2009 on 10 September 2013).

- (14) **Keeping of Dogs** – During evening hours, the dogs must not be kept in the yard adjacent to the residential dwelling (to the north).

(This condition was added by Section 96 Modification 293(2)/2009 on 10 September 2013).



- (15) **Grass Species** – Different grass species that have all year round growing capacity must be cultivated and include legumes (clovers or Lucerne) that grow in the colder months. Advice from an agronomist must be sought regarding this.

(This condition was added by Section 96 Modification 293(2)/2009 on 10 September 2013).

RECOMMENDED

That Council approve section 96(2) Modification Application 293(2)/2009 for the modification of a previously approved free-range poultry farm at 239 Cawdor Road, Cawdor subject to the modified conditions listed above.

ATTACHMENTS

1. Proposed Plans
2. Submissions - *Supporting Document*

Ordinary Council Resolution

MOTION

Moved Councillor Copeland, Seconded Councillor Bligh that Council defer the item until the next Council meeting.

ORD232/13 THE MOTION ON BEING PUT WAS **LOST**

(Councillor Bligh voted in favour of the Motion. Councillors Sidgreaves, Copeland, Warren, Symkowiak, Fischer, Dewbery, Campbell and Fedeli voted against the Motion.)

MOTION

Moved Councillor Sidgreaves, Seconded Councillor Warren that Council approve section 96(2) Modification Application 293(2)/2009 for the modification of a previously approved free-range poultry farm at 239 Cawdor Road, Cawdor subject to the modified conditions listed above and changes set out below:

- (i) a condition of four quarterly inspections be made to confirm there is adherence to the conditions for one year; and
- (ii) staff consult with the applicant and the neighbour to consult and negotiate the landscaping and the General Manger be given delegation to approve the DA.

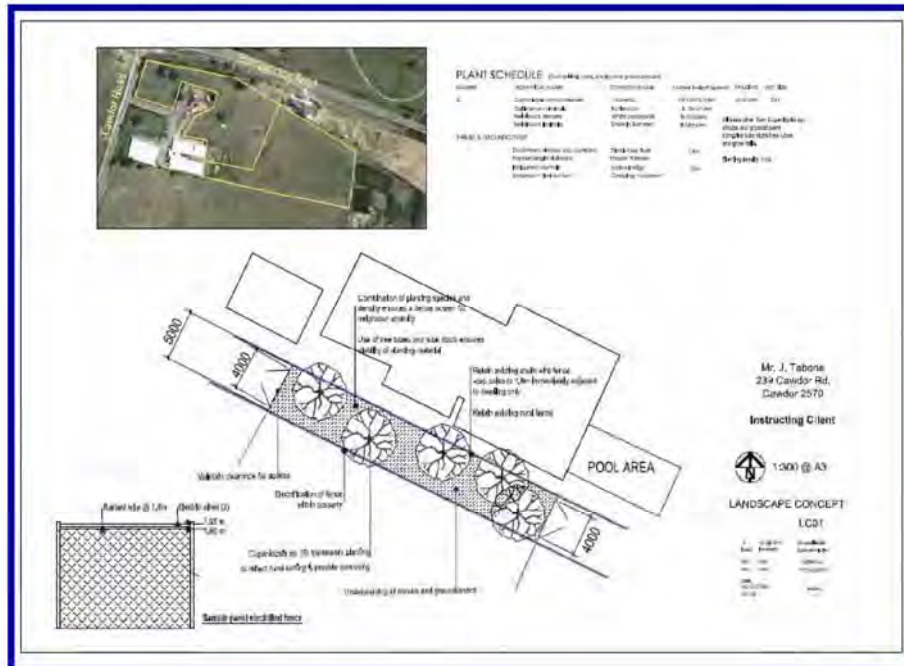
ORD233/13 THE MOTION ON BEING PUT WAS **CARRIED**

(Councillors Sidgreaves, Copeland, Warren, Symkowiak, Fischer, Dewbery, Fedeli and Bligh voted in favour of the Motion. Councillor Campbell voted against the Motion.)

ORD01

Attachment 2

Proposed Plans



Planting areas:

- Ensure that the planting areas have been cleared of all rubbish and any form of contaminant.
- Weeds are to be removed.
- Planting areas are to be tilled to a minimum depth of 60cm to allow for necessary air and water movement to occur.
- Supply and install 40cm deep and 40cm spread premium grade organic planting growing media to all areas to be planted out.
- The planting media must be the 5 star classified grade as per Australian Standards specification and grading.
- Each planting is to have a 20 cm thick x 30 cm spread layer of organic mulch around their base.
- Mulch should be organic (such as pine bark, leaf litter, eucy mulch etc) and evenly applied to a depth of 20cm. Mulch is to be at least 5cm from main stem to avoid dampening the stem.

Maintenance and Establishment Period:

- Commencing from when all planting is complete and the mulch applied, the Applicant will have the establishment and maintenance responsibility for all plantings associated with this Consent.
- The maintenance and establishment period will be for a 16 week period and include the Applicant's responsibility for the establishment, care, irrigation and repair of all plantings.
- It is the Applicant's responsibility to arrange a site inspection with the Consent Authority (ie Camden Council) upon initial completion of the planting works, to determine and agree that the landscaping installation has been completed satisfactorily and as per Condition of Consent and the 16 week maintenance and establishment period can then commence.
- At the completion of the 16 week landscaping maintenance and establishment period, all plants must be in an undamaged, safe and functional condition and all plantings have signs of healthy and vigorous growth.
- At the completion of the 16 week maintenance and establishment period, it is the Applicants responsibility to arrange a site inspection with the Consent Authority (ie Camden Council) to determine that all plants are established, healthy and undamaged. If any plants need replacement or repair, as determined by the Council Officer, then those plants must be replaced within 14 days of the inspection. When the plant replacement occurs the 16 week maintenance and establishment period will re commence for all the plantings and a further site inspection by Council will need to occur.

ORD01

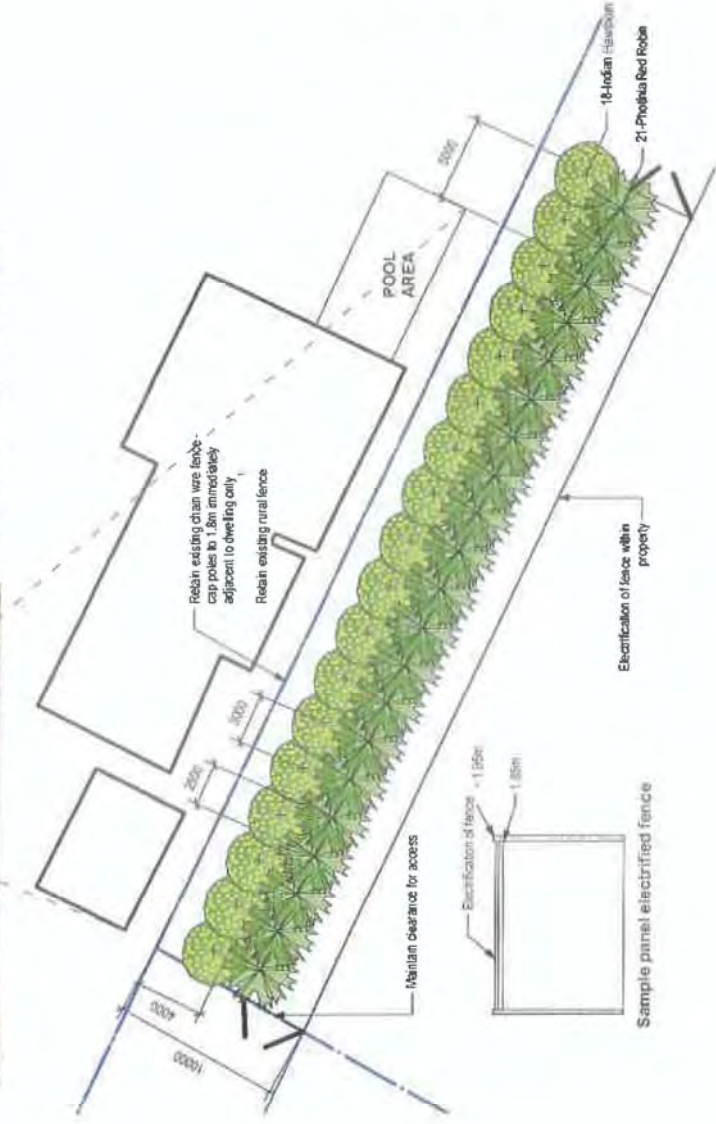
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PLANT SCHEDULE - as specified by Camden Council's horticulturalist.

No.	Name	Symbol	Common Name	Pot Size
18	Ra photolepis indica	Ri	'Indian Hawthorn'	300mm
21	Photinia: Red Robin'	Ph	'Red Robin'	25 L

Linear screen planting ('hedge-file' - 'not clipped')



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architecture

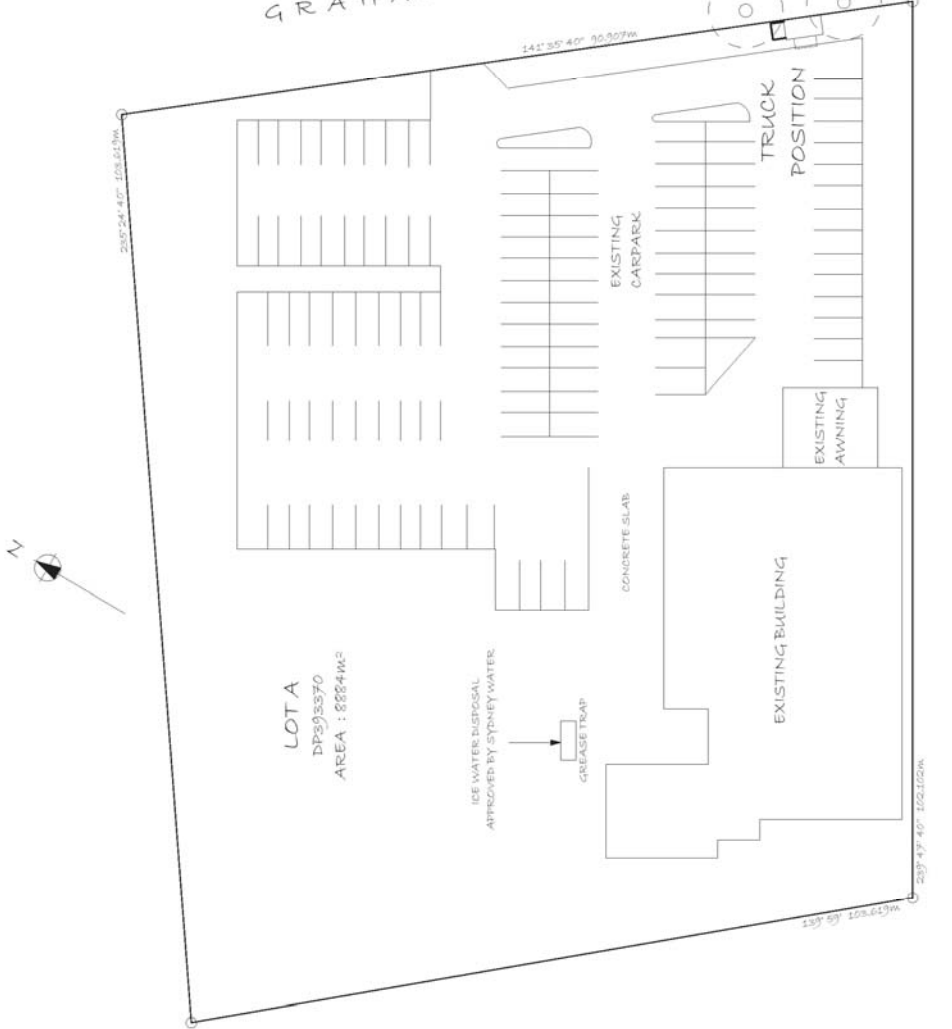
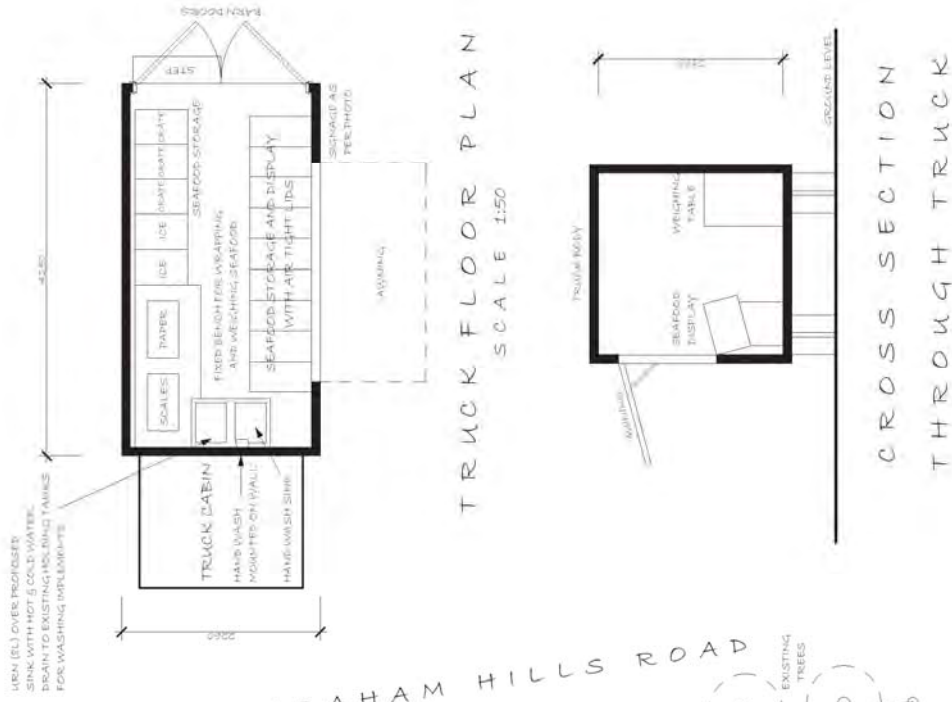
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LC01

239 Cawdor Rd., Cawdor 2570

PPS: Mr. J. Tabone

UD+LA
design
architecture
100 Gough St.
Sydney NSW 2000
Tel: 02 9550 1234
Fax: 02 9550 1235
www.ud+la.com.au



SITE PLAN CAMDEN VALLEY WAY
SCALE 1:500

abode DRAFTING

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PROJECT:		DATE:	
SHEET:		ISSUE:	

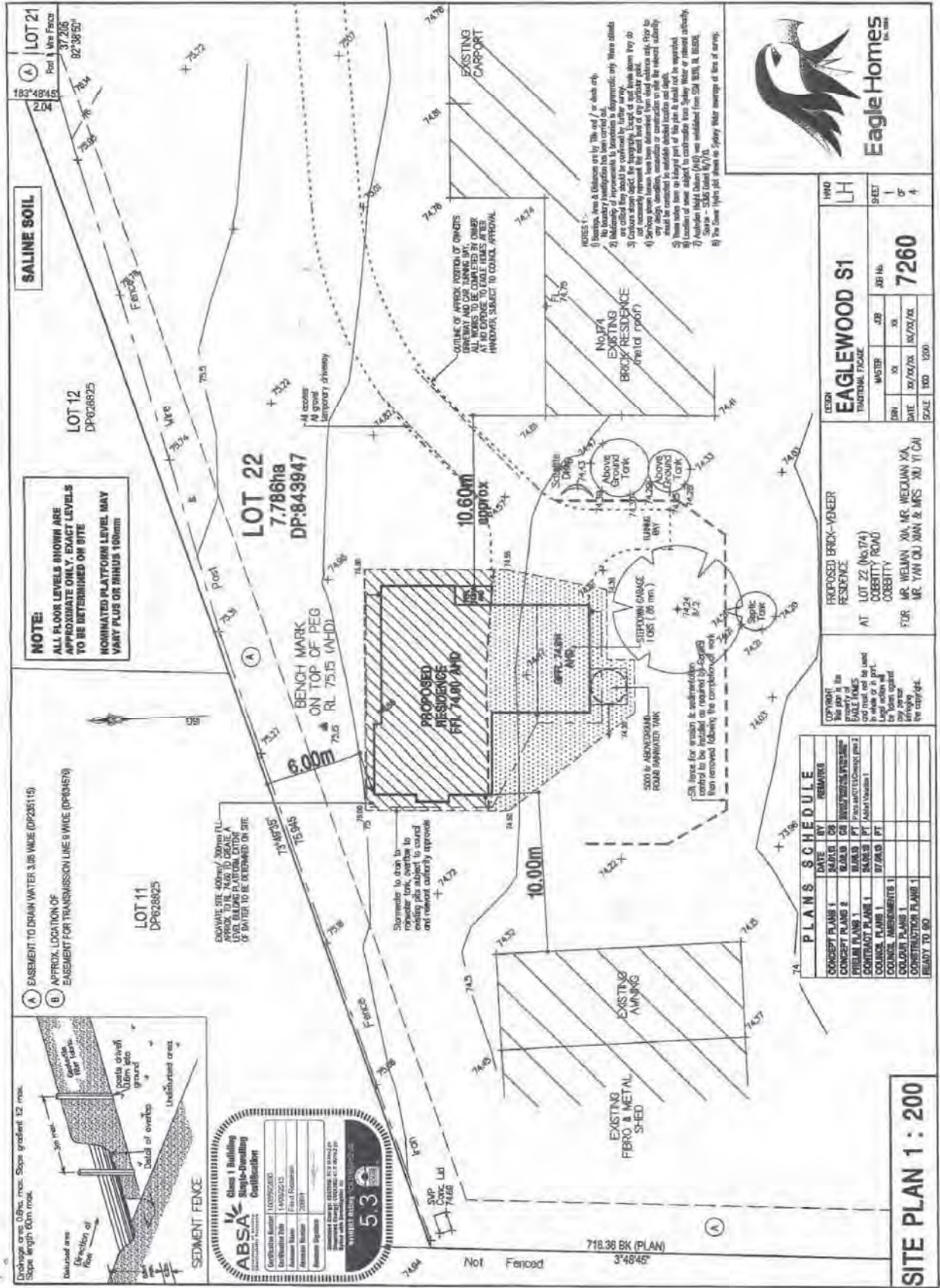
VIRTU SEAFOOD SHOP NARELLAN
 MR.T
 279 CAMDEN VALLEY WAY LOT A DP 393370
 46772489 abodedrafting@optusnet.com.au GRAHAM ISAAC 0422 130 150

ORD02

Attachment 1

ORD03

Attachment 1





Ⓐ EASEMENT TO DRAIN WATER 3.05 WIDE (DP235115)
 Ⓑ APPROX. LOCATION OF EASEMENT FOR TRANSMISSION LINE 8 WIDE (DP954579)

PLANS SCHEDULE		
DATE	BY	REMARKS
	CS	CONCEPT PLANS 1
	CS	CONCEPT PLANS 2
	PT	PRELIM PLANS
	PT	CONTRACT PLANS 1
	PT	CONTRACT PLANS 2
	PT	CONTRACT PLANS 3
	PT	CONTRACT PLANS 4
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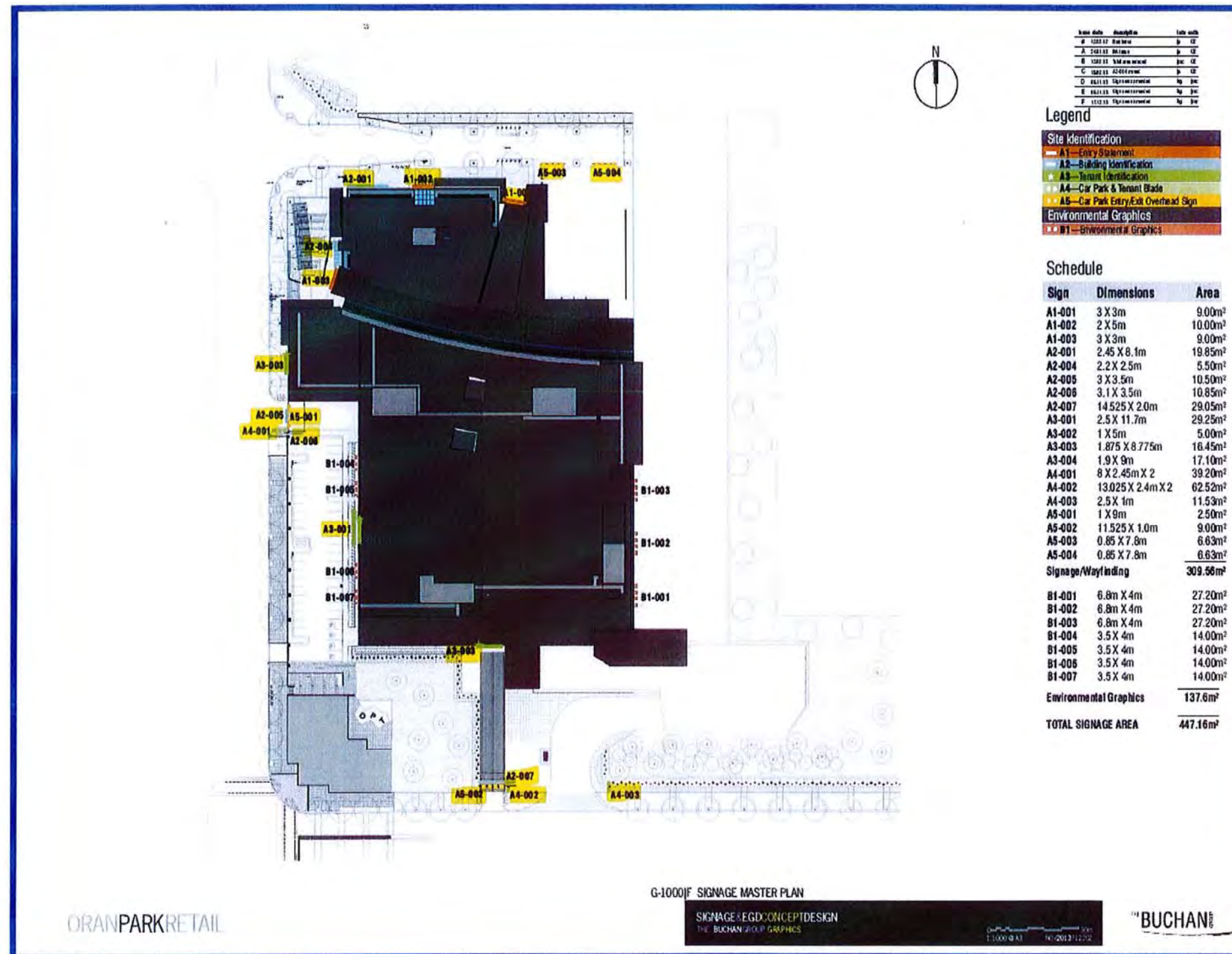


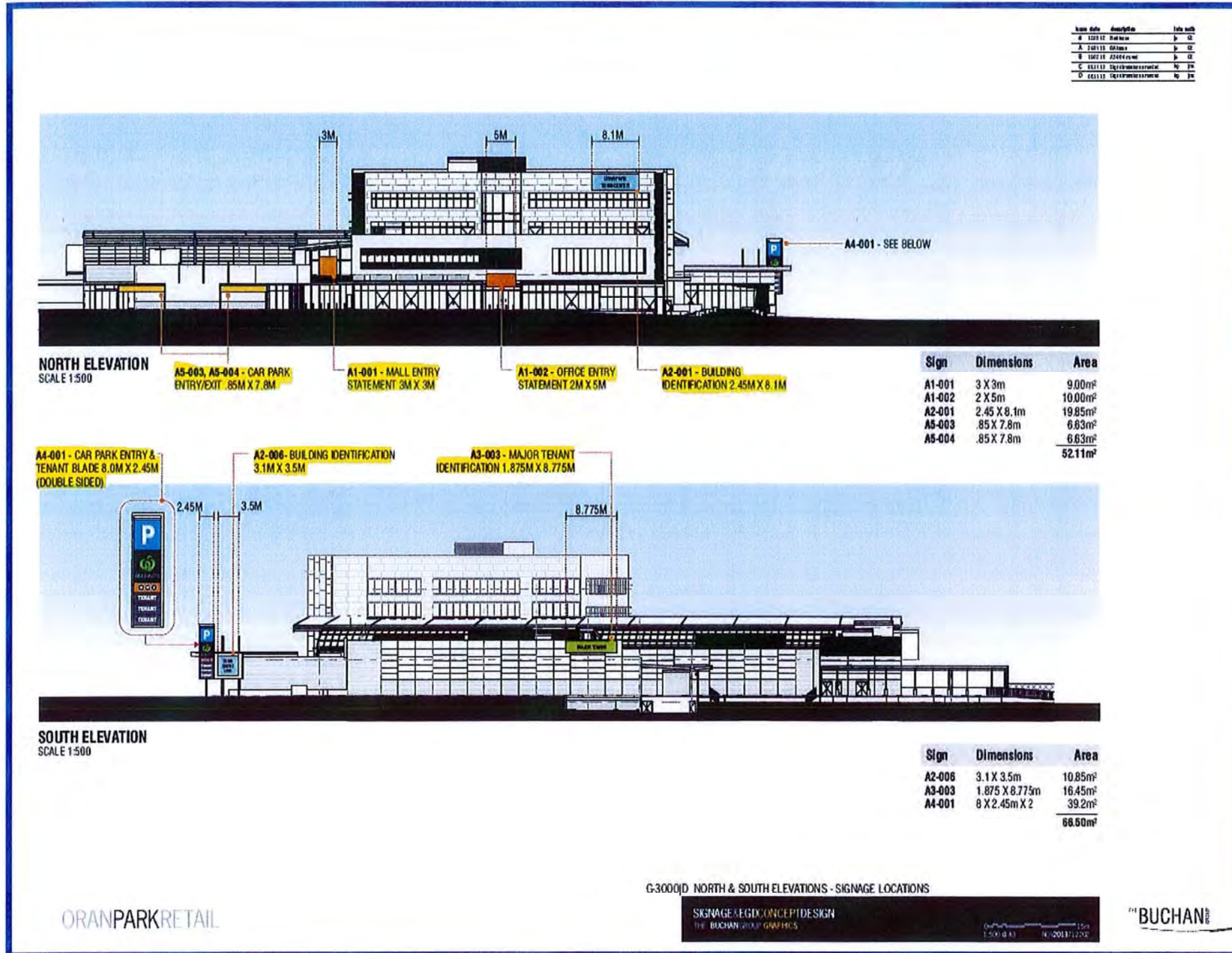
PERSON	LH
PROJECT	EAGLEWOOD S1
TRADING NAME	
JOB No.	7260
DATE	05/05/08
SCALE	NOT TO SCALE
SHEET	2
	4

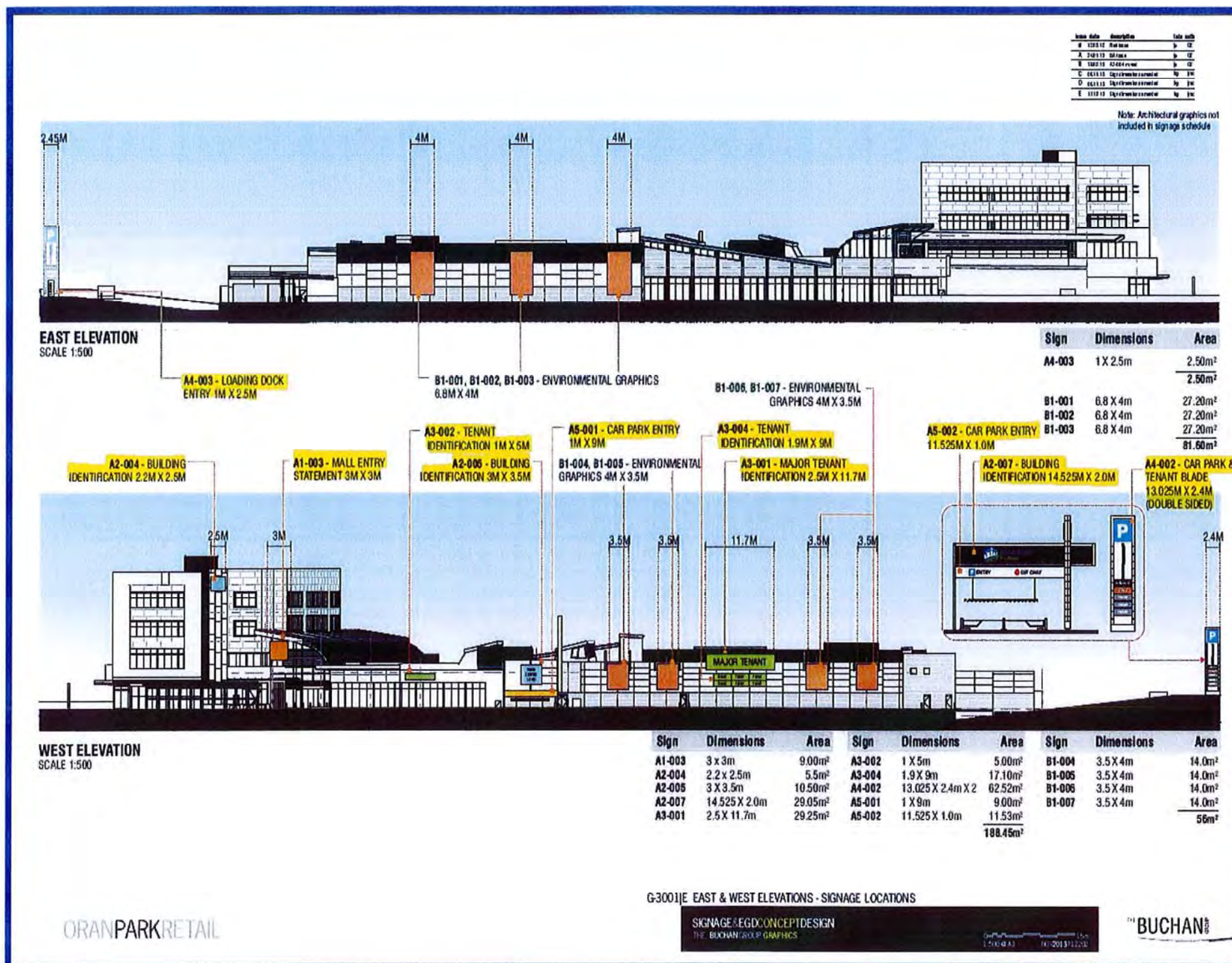
PROPOSED BRICK-VENEER RESIDENCE
 AT LOT 22 (No.174) COBBITTY ROAD COBBITTY
 FOR MR. WEIJIAN XIA, MR. WEIQIAN XIA, MR. YAN OU XUAN & MRS. XIU YI CAI

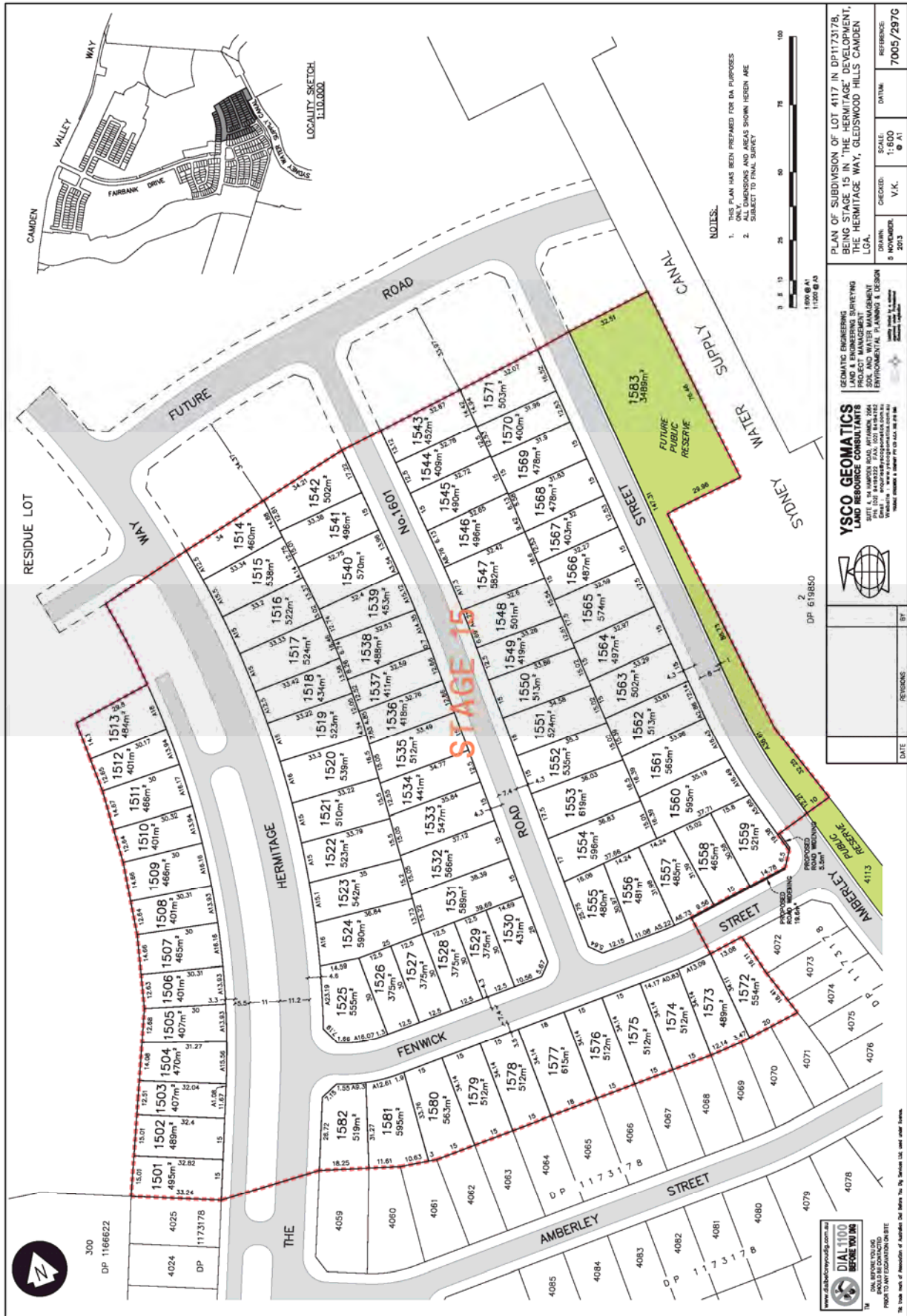


OVERALL SITE PLAN









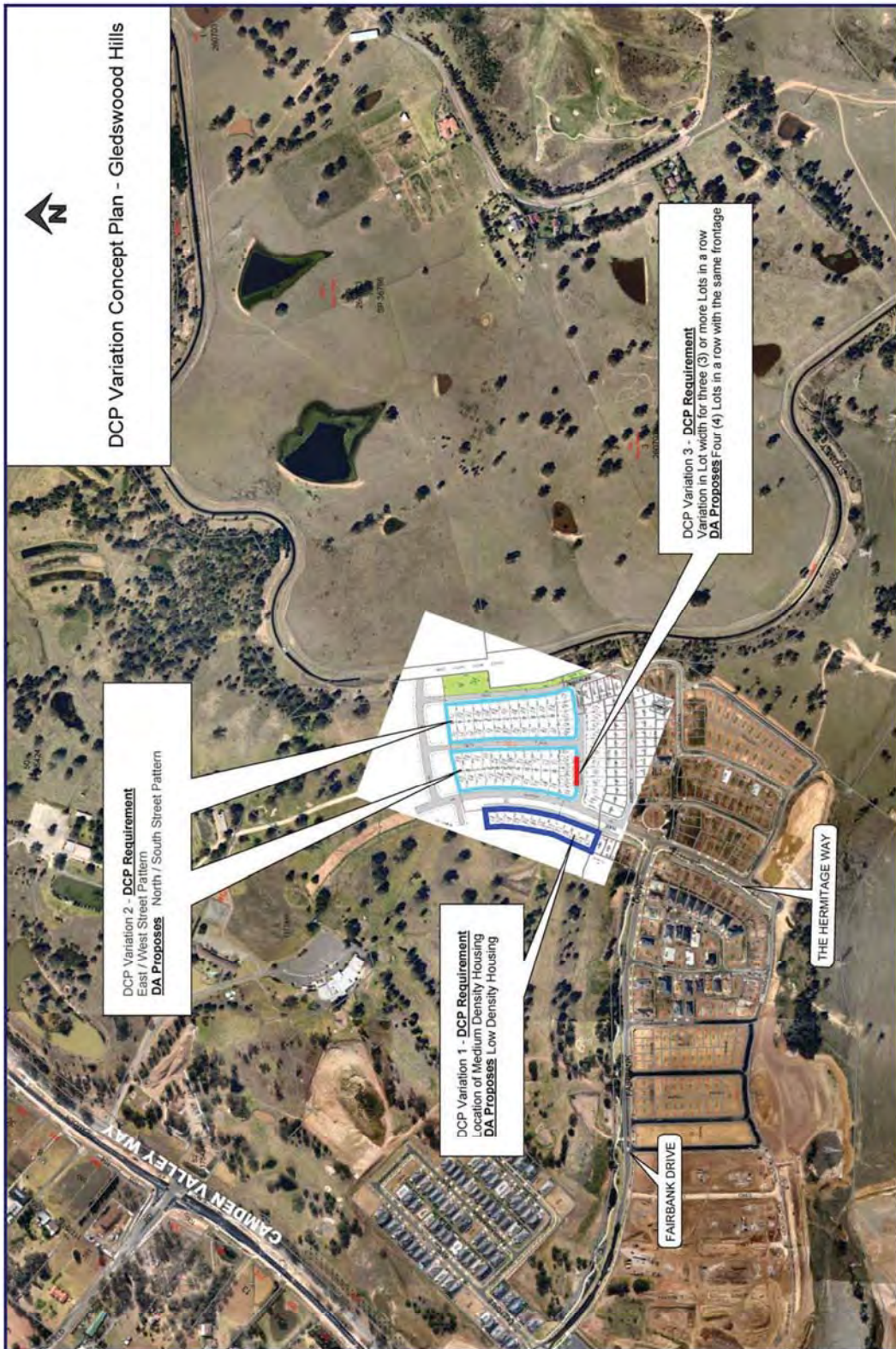
- NOTES:**
1. THE PLAN HAS BEEN PREPARED FOR DA PURPOSES ONLY.
 2. ALL DIMENSIONS AND AREAS SHOWN HEREIN ARE SUBJECT TO FINAL SURVEY.



<p>YSCO GEOMATICS LAND & ENGINEERING SURVEYING LAND RESOURCE CONSULTANTS SOIL AND WATER MANAGEMENT ENVIRONMENTAL PLANNING & DESIGN</p> <p>SITE 1, 14 AMBERLEY ROAD, AFTON, NSW PHONE: 02 9333 7333 FAX: 02 9333 7332 Email: info@yescogeomatics.com.au Website: www.yescogeomatics.com.au</p>		<p>PLAN OF SUBDIVISION OF LOT 4117 IN DP1173178, BEING STAGE 15 IN 'THE HERMITAGE' DEVELOPMENT, THE HERMITAGE WAY, GLEDSDOWN HILLS CAMDEN, LGA.</p>
<p>DATE: _____</p>	<p>REVISED: _____</p>	<p>SCALE: 1:600 @ A1 1:1200 @ A3</p>
<p>DRAWN: _____</p>	<p>CHECKED: _____</p>	<p>DATE: _____</p>
<p>NO. _____</p>	<p>V.K. _____</p>	<p>REFERENCE: 7005/297C</p>

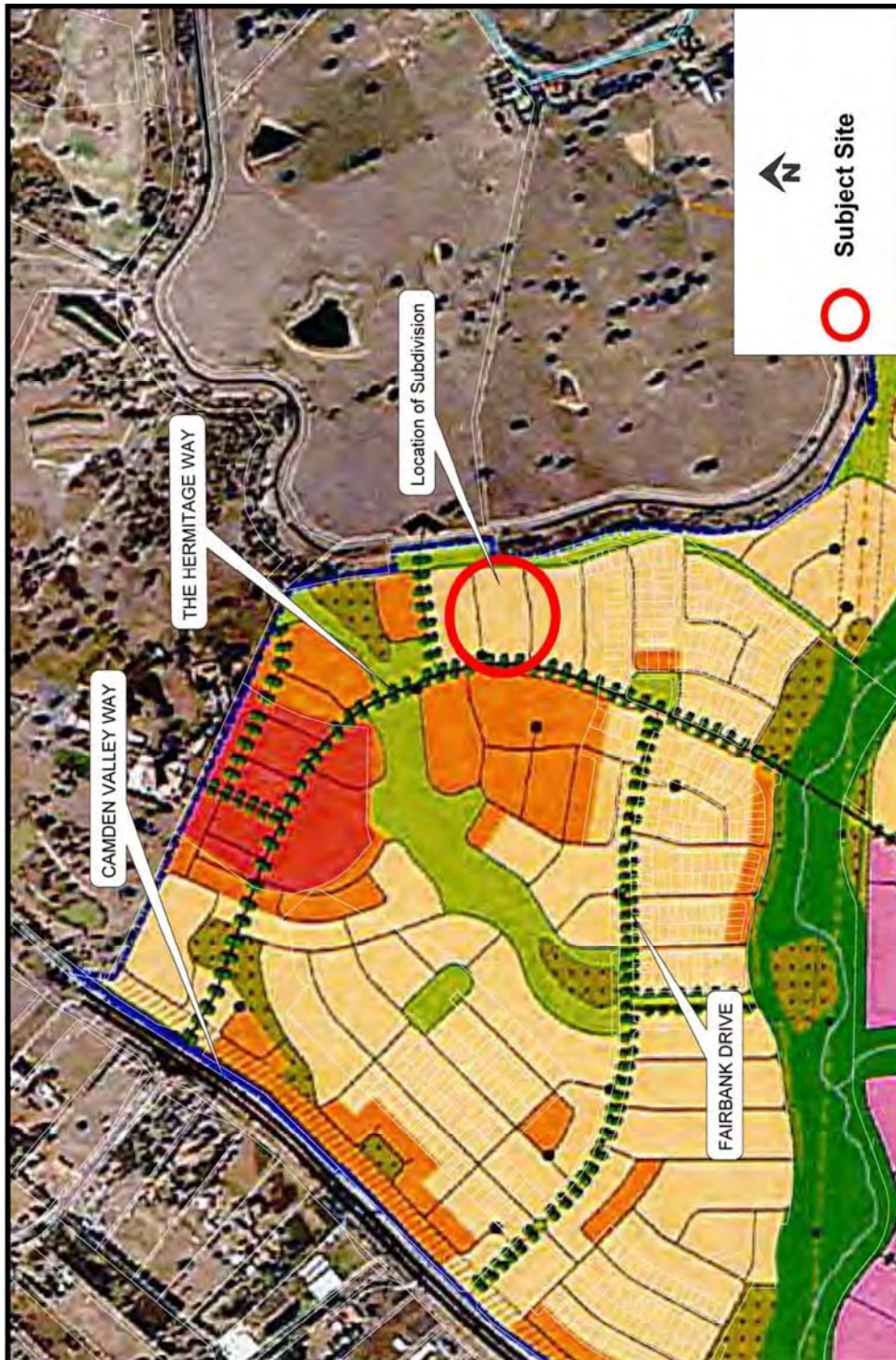
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ORD05



ORD05

Attachment 4





ASBESTOS POLICY 0.00

DRAFT

ORD06

Attachment 1

ASBESTOS POLICY

DIVISION: DEVELOPMENT & HEALTH

PILLAR: MANAGING URBAN GROWTH;

FILE / BINDER:

Council disclaimer

This Policy was formulated to be consistent with Council's legislative obligations and within the scope of Council's powers. This Policy should be read in conjunction with relevant legislation, guidelines and codes of practice. In the case of any discrepancies, the most recent legislation should prevail.

This Policy is based upon the *Model Asbestos Policy for NSW Councils* developed by the Heads of Asbestos Coordination Authorities to promote a consistent Local Government approach to asbestos management across NSW.

This Policy does not constitute legal advice. Legal advice should be sought in relation to particular circumstances and liability will not be accepted for losses incurred as a result of reliance on this Policy.

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Part 1. - Introduction

1.0 Background

Camden Council acknowledges the serious health hazard of exposure to asbestos.

In Australia, asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos.

Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place. However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions. Further information about asbestos and the health impacts of asbestos can be found in Appendix A and website links to additional information are provided in Appendix B.

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within the Local Government Area (LGA)
- workers (employees and other persons) in Council workplaces.

Council's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- as a responsible employer
- contaminated land management
- Council land, building and asset management
- emergency response
- land use planning (including development approvals and demolition)
- management of naturally occurring asbestos
- regulation of activities (non-work sites)
- waste management and regulation.

1.1 Objective

The Objectives of this Policy are to outline:

- the role of Council and other organisations in managing asbestos
- Council's relevant regulatory powers
- Council's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents
- general advice for residents on renovating homes that may contain asbestos
- Council's development approval process for developments that may involve asbestos and conditions of consent
- waste management and regulation procedures for asbestos waste in the LGA
- Council's approach to managing asbestos containing materials in Council workplaces
- sources of further information.

1.2 Scope

This Policy applies to all of the Camden LGA within Council's jurisdiction.

The Policy provides information for Council workers, the local community and wider public. Part 1 of the Policy includes the sections that are likely to be of most interest to the local community and wider public. Part 2 is information that applies to workers associated with Council including employees, contractors, consultants, and volunteers (as defined by the NSW *Work Health and Safety Regulation 2011*). Definitions for key terms used in the Policy are provided in Appendix C and acronyms are listed in Appendix D.

The Policy applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the LGA.

The Policy outlines Council's commitment and responsibilities in relation to safely managing asbestos and contains general advice. For specific advice, individuals are encouraged to contact Council or the appropriate organisation (contact details are listed in Appendix E).

The Policy does not provide detail on specific procedures. Practical guidance on how to manage risks associated with asbestos and asbestos containing material can be found in the:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by WorkCover NSW.
- *Code of practice on how to safely remove asbestos* published by WorkCover NSW (catalogue no. WC03561) published by WorkCover NSW.
- Additional guidance material listed in Appendix B.

Detailed information on Council's procedures and plans may be found in other documents, which are referenced in part 2 under section 18.1.

2. Definitions

Definitions are provided in Appendix C.

Part 2. - Policy Statement

3. Roles and responsibilities of Council

3.1 Educating residents

Council will provide assistance where possible to residents to access appropriate information and advice on the:

- prohibition on the use and re-use of asbestos containing materials
- requirements in relation to development, land management and waste management
- risks of exposure to asbestos
- safe management of asbestos containing materials
- safe removal and disposal of minor quantities of asbestos containing materials.

Educational information and website links for educational materials can be found in Appendices A and B.

3.2 Managing land

Council is responsible for managing public land. This may include land with naturally occurring asbestos as described in section 5 and land contaminated with asbestos as outlined in section 6.

3.3 Managing waste

Where Council is the appropriate regulatory authority, Council is responsible for:

- Issuing clean up notices to address illegal storage or disposal of asbestos waste or after an emergency or incident (under the *Protection of the Environment Operations Act 1997*).

- Issuing prevention or clean up notices where asbestos waste has been handled (including stored, transported or disposed of) in an unsatisfactory manner (under the *Protection of the Environment Operations Act 1997*).
- Issuing penalty infringement notices for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*).
- Applying planning controls to proposals to dispose of asbestos waste on-site, seeking advice from the Environment Protection Authority (EPA) on this matter and making notation on planning certificates (section 149 certificates) where on-site disposal is permitted.

Waste facilities that are licensed to accept asbestos waste are listed in Appendix F.

3.4 Regulatory responsibilities

Council has regulatory responsibilities under the following legislation, policies and standards in situations where Council is the appropriate regulatory authority or planning authority:

- *Australian Standard AS 2601 – 2001: The demolition of structures*
- *Contaminated Land Management Act 1997*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Local Government Act 1993*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (General) Regulation 2009*
- *Protection of the Environment Operations (Waste) Regulation 2005*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *State Environmental Planning Policy No. 55 – Remediation of Land.*

Additional legislation, policies and standards relating to the safe management of asbestos are listed in Appendix G.

The situations in which Council has a regulatory role in the safe management of asbestos are listed in Table 1.

Table 1: Situations in which Council has a regulatory role in managing asbestos

Issue	Council's role	Section of Policy
Contaminated land	<ul style="list-style-type: none"> Record known asbestos site contamination on section 149 certificates where practicable and for Council workplaces, record on Council's asbestos register. Notify stakeholders of land use planning Policy requirements relating to contamination. Manage residential asbestos contaminated land that is not declared 'significantly contaminated' under the <i>Contaminated Land Management Act 1997</i> (excluding oversight of removal or remediation work which is the role of WorkCover). 	Sections 5 and 6
Development assessment	<ul style="list-style-type: none"> Assess development applications for approval under the <i>Environmental Planning and Assessment Act 1979</i>. Set conditions of consent for renovations, alterations, additions, demolitions or other developments requiring consent and which may involve disturbance of asbestos containing materials. Ensure compliance with development conditions. Apply conditions relating to development involving friable and non-friable asbestos material under the relevant legislation and planning codes and as outlined in section 9. 	Section 9
Demolition	<ul style="list-style-type: none"> Approve demolition under the <i>Environmental Planning and Assessment Act 1979</i>. Council certifiers approve development as complying development under the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>. 	Section 9
Emergencies and incidents	<ul style="list-style-type: none"> Regulate the clean up of asbestos waste following emergencies where sites are handed over to the Council or a local resident by an emergency service organisation (excluding oversight of licensed removal or remediation work which is the role of WorkCover). Council may consider the need to issue a clean up notice, Prevention Notice or cost compliance notice under the <i>Protection of the Environment Operations Act 1997</i>. 	Section 7
Naturally occurring asbestos	<ul style="list-style-type: none"> Verify compliance with environmental planning and assessment legislation for development applications that could disturb naturally occurring asbestos. Prepare an asbestos management plan for Council workplaces or road works which occur on land containing naturally occurring asbestos. 	Section 5
Residential premises	<ul style="list-style-type: none"> Respond to any public health risks (risks to Council workers and wider public) relating to the removal of asbestos containing materials or asbestos work at residential properties that does not involve a business or undertaking. Respond to complaints about unsafe work at a residential property that is undertaken by a resident (not a worker, which is the role of WorkCover). Respond to public health risks posed by derelict properties or asbestos materials in residential settings. 	Section 9
Waste	<ul style="list-style-type: none"> Manage waste facilities in accordance with environmental protection legislation. Respond to illegal storage, illegal dumping and orphan waste. Regulate non-complying transport of asbestos containing materials. 	Section 10

3.5 Responsibilities to workers

Council is committed to fulfilling its responsibilities to workers under the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 2011* and maintaining a safe work environment through Council's:

- general responsibilities;
- education, training and information for workers;
- health monitoring for workers on a risk exposure basis; and
- procedures for identifying and managing asbestos containing materials in Council premises.

These responsibilities are outlined in part 4 of this Policy.

4. Other stakeholders involved in managing asbestos

Council will where possible work collaboratively with other government agencies and where appropriate, other stakeholders as needed to respond to asbestos issues.

Appendix E notes useful contacts and Appendix H notes agencies involved in managing asbestos. Various asbestos scenarios requiring stakeholders to work together are outlined in Appendix I.

Part 3 – Asbestos in the Local Government Area: Information for the community

5. Naturally occurring asbestos

Council is not aware of any naturally occurring asbestos in the Camden Council LGA.

Naturally occurring asbestos only poses a health risk when elevated levels of fibres are released into the air, either by human activities or by natural weathering and these fibres are breathed in by people. Information on naturally occurring asbestos, work processes that have the potential to release naturally occurring asbestos fibres into the air and known locations of naturally occurring asbestos in NSW is provided in Appendix A under section 2.1. This information is indicative, and not a complete picture of all naturally occurring asbestos in NSW.

6. Contamination of land with asbestos

Background information on contamination of land with asbestos and potential disturbance of asbestos contaminated sites can be found in Appendix A under sections 2 and 3. The nature of asbestos contamination of land can vary significantly and there can be a number of different mechanisms available to address this contamination depending upon its source and extent.

6.1 Responsibilities for contaminated land

Responsibility for cleaning up contaminated land lies with the person responsible for contaminating the land or the relevant landowner.

Council may issue a Clean Up Notice to the occupier of premises at or from which Council reasonably suspects that a pollution incident has occurred, or is occurring, requiring asbestos waste to be removed (under part 4.2 of the *Protection of the Environment Operations Act 1997*).

Council may also issue Prevention Notices (under part 4.3 of the *Protection of the Environment Operations Act 1997*) to ensure good environmental practice. If a person does not comply with a Prevention Notice given to the person, Council employees, agents or contractors may take action to cause compliance with the notice.

Any reasonable costs incurred by Council in monitoring or enforcing clean up and prevention notices may be recovered through the issuing of a compliance cost notice (under part 4.5 of the *Protection of the*

Environment Operations Act 1997). Council shall keep records of: tasks undertaken; the hours Council employees have spent undertaking those tasks; and expenses incurred.

Protection of the Environment Operations Act 1997 defines waste as follows:-

waste includes:

(a) any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, or

(b) any discarded, rejected, unwanted, surplus or abandoned substance, or

(c) any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, processing, recovery or purification by a separate operation from that which produced the substance, or

(d) any processed, recycled, re-used or recovered substance produced wholly or partly from waste that is applied to land, or used as fuel, but only in the circumstances prescribed by the regulations, or

(e) any substance prescribed by the regulations to be waste.

A substance is not precluded from being waste for the purposes of this Act merely because it is or may be processed, recycled, re-used or recovered.

During site redevelopment Council will consider contamination with asbestos containing materials in the same way as other forms of contamination as stipulated by the *Environmental Planning and Assessment Act 1979*. That is, Council will apply the general requirements of *State Environmental Planning Policy (SEPP) No. 55 – Remediation of Land* and the *Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land*.

Council provides information about land contamination on planning certificates (issued under section 149 of the *Environmental Planning and Assessment Act 1979*) as outlined in section 6.2.

For sites that are 'significantly contaminated' and require a major remediation program independent of any rezoning or development applications, the EPA and WorkCover are the lead regulatory authorities as outlined in Appendix A under section 2.4.2.

The management of Council workplaces contaminated with asbestos is outlined in section 14.4.

6.2 Finding out if land is contaminated

A person may request from Council a planning certificate containing advice on matters including whether Council has a Policy to restrict the use of land due to risks from contamination. Certificates are issued under section 149(2) of the *Environmental Planning and Assessment Act 1979*.

Factual information relating to past land use and other matters relevant to contamination may also be provided, even when land use is not restricted. When Council receives a request for a certificate under section 149(2), it may also inform applicants of any further information available under section 149(5). Council may also use section 149(5) certificates to record other information, particularly anything else of a factual nature about contamination which Council deems appropriate (such as details of land history, assessment, testing and remediation).

Council records can only indicate known contaminated sites. Any site may potentially be contaminated.

6.3 Duty to report contaminated land

A person whose activities have contaminated land or a landowner whose land has been contaminated is required to notify the EPA when they become aware of the contamination (under section 60 of the *Contaminated Land Management Act 1997*). Situations where this is required are explained in the document: *Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997*.

The EPA will inform Council of contaminated land matters relating to the LGA as required under section 59 of the *Contaminated Land Management Act 1997*.

6.4 Derelict buildings

From time to time concerns regarding potential health risks from derelict properties may be directed to Council. Derelict properties include abandoned buildings; fire damaged buildings and otherwise dilapidated buildings. Where derelict properties contain friable asbestos and asbestos is exposed, either from human activities or weathering, this may pose a potential risk to public health.

Council may respond to derelict properties that pose a demonstrable public health risk using a range of regulatory tools according to the particular circumstances.

Council may issue a Clean Up Notice or Prevention Notice and compliance cost notice as noted in section 6.1.

Council may also order a person to demolish or remove a building if the building is so dilapidated as to present harm to its occupants or to persons or property in the neighbourhood (under section 121B 2(c) of the *Environmental Planning and Assessment Act 1979*). An order may require immediate compliance with its terms in circumstances which the person who gives the order believes constitute a serious risk to health or safety or an emergency (under section 121M of the *Environmental Planning and Assessment Act 1979*). If a person fails to comply with the terms of an order, Council may act under section 121ZJ of the *Environmental Planning and Assessment Act 1979* to give effect to the terms of the order, including the carrying out of any work required by the order.

If the derelict building is on a site that is a workplace then WorkCover is the lead agency responsible for ensuring that asbestos is removed by appropriately licensed removalists.

7. Responding to emergencies and incidents

Emergencies and incidents such as major collapses, cyclones, explosions, fires, storms, or vandalism can cause damage to buildings or land that contain asbestos. This can create site contamination issues and potentially expose emergency service workers and the wider public to asbestos. Emergencies or incidents can arise from natural hazards, or from accidental or deliberate human activities including criminal activity.

7.1 Responsibilities in the clean up after an emergency or incident

Council may play a role in ensuring that asbestos containing materials are cleaned up after an emergency or incident. If the emergency or incident occurs at a workplace, WorkCover is the lead agency.

Council may issue a clean up, prevention, cost compliance or penalty infringement notice as outlined in section 3.3 and section 6.1.

Alternatively, Council may act under the *Environmental Planning and Assessment Act 1979* as outlined in section 6.4 of this Policy.

Council will determine an appropriate response depending on the nature of the situation.

This may include to:

- Require the owner of the land to seek advice from an occupational hygienist on the likely level of risk and appropriate controls required.
- Liaise with or consult the appropriate agencies.
- Inform emergency personnel of any hazards known to Council as soon as practicable.
- Follow the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by WorkCover NSW.
- Ensure that any Council workers attending the site have appropriate training and are wearing appropriate personal protective equipment.
- Require the owner of the land to fence the land to exclude the public from the site.
- Inform the public of the potential sources of exposure to asbestos, health risks and emergency management response.
- Minimise the risks posed by any remaining structures (see section 6.4).

- Require the owner of the land to address the risks posed by disturbed asbestos containing materials by engaging a licensed removalist (as outlined in section 14.6.2) or issuing a clean up or Prevention Notice (as outlined in section 6.4) to ensure asbestos containing materials are removed for disposal.
- Require the owner of the land to ensure that the site is kept damp, at all times or sprayed with PVA glue, particularly where friable asbestos is present, if considered appropriate (noting that in some instances this may not be appropriate, for example if there are live electrical conductors or if major electrical equipment could be permanently damaged or made dangerous by contact with water).
- Require the owner of the land to ensure that asbestos containing materials are disposed of at a facility licensed to accept asbestos waste and sight proof of appropriate disposal through weighbridge dockets or similar documentation.

7.2 Advice to the public regarding clean up after an emergency or incident

During a clean up after an emergency or incident, the possibility of neighbours being exposed to asbestos fibres may be very low if precautions are taken to minimise the release and inhalation of asbestos dust and fibres.

As a precautionary measure, where Council is involved in a clean up, Council may consider advising those in neighbouring properties to:

- avoid unnecessary outdoor activity and do not put any laundry outside during the clean up
- close all external doors and windows and stay indoors during the clean up
- consider avoiding using air conditioners that introduce air from outside into the home during the clean up
- dispose of any laundry that may have been contaminated with asbestos as asbestos waste after the clean up (advice on disposing of asbestos waste is provided in section 10)
- use a low pressure hose on a spray configuration to remove visible dust from pathways after the clean up
- wipe dusty surfaces with a damp cloth and bag and dispose of the cloth as asbestos waste after the clean up (advice on disposing of asbestos waste is provided in section 10)
- any other measures recommended by an occupational hygienist following assessment of the situation.

8. Council's process for changing land use

Council recognises the need to exercise care when changing zoning for land uses, approving development or excavating land due to the potential to uncover known or unknown asbestos material from previous land uses (for example, where a site has been previously been used as a landfill or for on-site burial of asbestos waste).

State Environmental Planning Policy No. 55 – Remediation of Land states that land must not be developed if it is unsuitable for a proposed use because it is contaminated. Prior to the approval of a development consent Council must satisfy itself that all efforts are undertaken by the proponent to ensure that all investigations are undertaken to the fullest extent to ensure that the subject land is free from contamination such that future occupants or land users will not be placed in a position of risk. If the land is unsuitable, remediation must take place before the land is developed.

Managing sites contaminated with asbestos material is addressed in section 6.

9. Council's process for assessing development

This section applies to development applications assessed under the *Environmental Planning and Assessment Act 1979* and complying development applications assessed under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* or Council's complying codes (see section 9.5.2). This includes alterations and additions to residential development, which may include

internal work as well as extensions to the existing main structure, or changes to outbuildings, sheds or garages.

This section also covers renovations that do not require development consent or a complying development certificate. Development consent is not required to maintain an existing structure. For example, the replacement of windows, doors and ceilings may involve the removal of asbestos but does not constitute development under the *Environmental Planning and Assessment Act 1979*. In these instances, Council can play an educative role in providing owners and occupiers with advice and information about the identification and safe management of asbestos.

9.1 Responsibilities for approving development

Council is the consent authority for the majority of development applications in the LGA. The Joint Regional Planning Panel (JRPP) is also a consent authority for certain local or regional development. Council may have representation on the JRPP and will provide advice on any risk due to contamination to the Panel prior to consideration or approval.

Where asbestos has been identified or may be reasonably assumed to be present, Council or the JRPP may impose conditions of consent and a waste management plan to the development consent to ensure the safe removal of asbestos.

Either Council or a private certifier may assess a complying development certificate. Where a private certifier is engaged to assess a complying development certificate, the private certifier is responsible for ensuring that the proposed development activities include adequate plans for the safe removal and disposal of asbestos.

This also applies to the demolition of buildings. Certifiers are able to issue a complying development certificate under the Demolition Code of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*. Further information on demolition is provided in section 9.4.

When a private certifier issues a complying development certificate and is appointed as the Principal Certifying Authority for the development it is the certifier's responsibility to follow up to ensure that works including asbestos handling, removal and disposal if present, are carried out appropriately in accordance with the *Environmental Planning and Assessment Regulation 2000* (clause 136E). Compliance is covered in section 9.7.

9.2 Providing advice to home owners, renovators and developers

Council is committed to providing information to minimise the risks from asbestos in the LGA. Information is provided below and in Appendix A. Appendix B lists additional sources of information on how to deal safely with the risks of asbestos and Appendix J lists asbestos containing products that may be found around the home.

The key points are:

- Before any renovation, maintenance or demolition work is carried out, any asbestos or asbestos containing materials should be identified (refer to section 9.3).
- Where a material cannot be identified or it is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions.
- If asbestos containing materials can be maintained in good condition it is recommended that they be safely contained, left alone and periodically checked to monitor their condition, until demolition or redevelopment. If asbestos materials cannot be safely contained, they should be removed as outlined in section 9.4.
- For demolition or redevelopment, any asbestos containing materials should be safely removed and disposed of prior to the work commencing.

Anyone who is undertaking renovations themselves without a contractor is encouraged to refer to Appendices A and B for more information and contact Council where they require further advice or clarification. Anyone engaging an asbestos removal contractor may contact WorkCover with any queries as WorkCover regulates asbestos removal by workers (as explained in section 9.4). Contact details for Council and WorkCover are provided in Appendix E.

9.3 Identifying asbestos

Information on common places where asbestos is likely to be found in residential, commercial and industrial premises with materials from prior to 2004 on the premises is provided in Appendix A.

A person may apply to Council for a planning certificate (called a section 149 certificate) for the relevant land. Council may provide information on a planning certificate including whether Council has a Policy to restrict the use of land due to risks from asbestos contamination, as outlined in section 6.2.

Council aims to ensure that records are, as far as possible, accurate. In some instances, Council may not have up-to-date information about asbestos for a property. Council may be able to provide general advice on the likelihood of asbestos being present on the land based on the age of the buildings or structures on the land. A general guide to the likelihood of asbestos presence based on building age is provided in Appendix A under section 2.2.

The most accurate way to find out if a building or structure contains asbestos is to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos, such as an occupational hygienist (a competent person is defined by the *NSW Work Health and Safety Regulation 2011*). This is highly advisable before undertaking major renovations to buildings constructed, or containing materials from prior to 2004.

Property owners and agents are encouraged to inform any tenants or occupiers of the presence of asbestos and to address any potential asbestos hazards where appropriate.

Property owners who let their properties out are required to identify any asbestos within those properties before any work is carried out (this includes residential properties).

The *Work Health and Safety Regulation 2011* states that the person conducting a business or undertaking in any building constructed before 31 December 2003 must identify if there is any asbestos in the building.

All commercial properties that contain asbestos must have and maintain a current asbestos register and asbestos management plan.

9.4 Removing asbestos, refurbishments and demolitions

9.4.1 Removing asbestos at domestic premises

If development is undertaken by contractors, as is the case with a lot of home renovations, then the work is considered to be at a workplace and is regulated by WorkCover under the *NSW Work Health and Safety Regulation 2011*. This requires that a person conducting a business or undertaking who is to carry out refurbishment or demolition of residential premises must ensure that all asbestos that is likely to be disturbed by the refurbishment or demolition is identified and, so far as reasonably practicable, is removed before the refurbishment or demolition is commenced.

Depending on the nature and quantity of asbestos to be removed, a licence may be required to remove the asbestos. The requirements for licenses are outlined below and summarised in the table in Appendix K. WorkCover is responsible for issuing asbestos licences.

Friable asbestos must only be removed by a licensed removalist with a friable (Class A) asbestos removal licence. Except in the case of the removal of:

- asbestos containing dust associated with the removal of non-friable asbestos, or
- asbestos containing dust that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination (which is when the asbestos contamination is incidental and can be cleaned up in less than one hour).

The removal of more than 10 square metres of non-friable asbestos or asbestos containing material must be carried out by a licensed non-friable (Class B) or a friable (Class A) asbestos removalist.

The removal of asbestos containing dust associated with the removal of more than 10 square metres of non-friable asbestos or asbestos containing material requires a non-friable (Class B) asbestos removal licence or a friable (Class A) asbestos removal licence.

Removal of 10 square metres or less of non-friable asbestos may be undertaken without a licence. However, given the risks involved, Council encourages residents to consider engaging a licensed

asbestos removal contractor. The cost of asbestos removal by a licensed professional is comparable in price to most licensed tradespeople including electricians, plumbers and tilers.

All asbestos removal should be undertaken in accordance with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

If a residential premise is a workplace, the licensed asbestos removalist must inform the following persons before licensed asbestos removal work is carried out:

- the person who commissioned the work
- a person conducting a business or undertaking at the workplace
- the owner and occupier of the residential premises
- anyone occupying premises in the immediate vicinity of the workplace (as described in section 467 of the *NSW Work Health and Safety Regulation 2011*).

In certain circumstances, a premise may be used for both residential and commercial purposes and is therefore classified as a workplace.

All licensed asbestos removal must be:

- supervised by a supervisor named to WorkCover
- notified to WorkCover at least five days prior to the work commencing.

Requirements for the transport and disposal of asbestos waste are covered in section 10.

9.4.2 Removing asbestos at workplaces

The *NSW Work Health and Safety Regulation 2011* specifies requirements for demolition and refurbishment at a workplace with structures or plants constructed or installed before 31 December 2003. WorkCover is the lead agency for regulating the safe management of asbestos at workplaces.

9.4.3 Obtaining approval for demolition

Demolition work must comply with *Australian Standard AS 2601 – 2001: The demolition of structures*. In most circumstances demolition of a structure requires development consent or a complying development certificate. Applicants need to enquire to Council as to whether and what type of approval is required. Where a development application is required Council's standard conditions need to be applied to ensure that asbestos is safely managed. Council's conditions for development consent are referred to in section 9.6.

A wide range of development, including residential, industrial and commercial development, can be approved for demolition as complying development under the Demolition Code of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and the *Environmental Planning and Assessment Regulation 2000* provides mandatory conditions for complying development certificate applications.

The *Code of practice for demolition work* (published by Safe Work Australia in 2012) provides practical guidance to persons conducting a business or undertaking on how to manage the health and safety risks associated with the demolition work. The *Code of practice for demolition work* applies to all types of demolition work.

9.5 Exempt or complying development

9.5.1 Exempt development

Exempt development does not require any planning or construction approval if it meets the requirements of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

This means that there is no ability for Council or a private certifier to impose safeguards for the handling of asbestos through conditions of development consent. However, Council advises that all asbestos removal work should be carried out in accordance with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

9.5.2 Complying development

The *Environmental Planning and Assessment Regulation 2000* (clause 136E) outlines conditions under which a complying development certificate can be issued for development that involves building work or demolition work and friable or non-friable asbestos.

Applications for complying development certificates must include details of the estimated area (if any) in square metres of friable and/or non-friable asbestos material that will be disturbed, repaired or removed in carrying out the development (under Schedule 1 part 2 of the *Environmental Planning and Assessment Regulation 2000*).

Where more than 10 square metres of non-friable asbestos is to be removed, a contract evidencing the engagement of a licensed asbestos removal contractor is to be provided to the principal certifying authority. The contract must specify the landfill site lawfully able to accept asbestos to which the removed asbestos will be delivered.

If the contract indicates that asbestos will be removed to a specified landfill site, the person having the benefit of the complying development certificate must give the principal certifying authority a copy of a receipt from the operator of the landfill site stating that all the asbestos material referred to in the contract has been received by the operator.

If the work involves less than 10 square metres of non-friable asbestos and is not undertaken by a licensed contractor, it should still be undertaken in a manner that minimises risks as detailed in the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561). In instances where asbestos removal is less than 10 square metres of non-friable asbestos and not from a place of work, then WorkCover would not be the agency responsible for regulating this activity. Concerns or complaints may be directed to Council as outlined in section 11.

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* outlines the requirements for the applicant to notify their neighbours that works may include asbestos removal.

Further requirements to inform other persons of licensed asbestos removal are described in section 467 of the *NSW Work Health and Safety Regulation 2011* as noted in section 9.4.1 of this Policy.

9.6 Development applications

If a proposed building does not meet the requirements of exempt or complying development then there is a final planning approval option: a development application (DA). A DA can only be approved by a local Council, the JRPP or, for very large, State-significant development proposals, the State Government. A development application needs to be prepared and it will be assessed in accordance with the development standards established by Council. Council may undertake a site inspection as part of the DA assessment.

9.6.1 Pre-development application advice regarding asbestos

Council's pre-DA service enables proponents to discuss asbestos-related issues with Council prior to lodging a DA, if the issue is raised. Council may inform applicants of this Policy, fact sheets or websites. Generally this may be most relevant to structures erected or modified before the 1980s and any other structure that could be reasonably suspected to contain asbestos including those with building materials from prior to 2004.

9.6.2 Conditions of consent

Council has prepared a set out standard conditions of development consent. These include conditions relating to work that may involve asbestos.

9.7 Compliance and enforcement

9.7.1 Responsibilities for compliance and enforcement

The controls rely on information being provided and checked by the principal certifying authority which may be either the local Council or a private certifier. A private certifier has powers under the *Environmental Planning and Assessment Act 1979* to issue construction certificates, compliance certificates, complying development certificates, occupation certificates and to carry out mandatory inspections. Councils will not always be the principal certifying authority. When a council is not nominated as the principal certifying authority for a complying development certificate or development application, the council may not have any knowledge of the asbestos matter. Accordingly, coordination of compliance and/or enforcement actions between the council and the private certifier will be required.

Where the subject site is **not a worksite (see 9.4.1)** Council may take action on any development for which Council has issued the development consent, even when not appointed as the principal certifying authority to ensure enforcement. Where Council receives a complaint about a development for which Council is not the principal certifying authority, Council should consider whether Council is the appropriate authority to resolve the matter. Complaints that warrant action by councils because of their greater enforcement powers include:

- urgent matters, for example, a danger to the public or a significant breach of the development consent or legislation
- matters that are not preconditions to the issue of the occupation/subdivision certificate.

In relation to naturally occurring asbestos, Council is to verify compliance with environmental planning and assessment legislation and together with the EPA and WorkCover is to coordinate enforcement where non-compliance is suspected.

9.7.2 Compliance strategies

Illegal works include:

- works that are undertaken without a required development consent or complying development certificate
- works that are undertaken that do not comply with the conditions of the development consent or complying development certificate.

Where Council becomes aware of illegal work involving asbestos or asbestos containing materials, Council will notify WorkCover if the site is a workplace.

The *Environmental Planning and Assessment Act 1979* empowers Council to issue orders to direct specific work be undertaken to comply with a development consent.

Council may need to issue an Order under the *Local Government Act 1993* (section 124) to direct a person to 'do or refrain from doing such things as are specified in the order to ensure that land is, or premises are, placed or kept in a safe or healthy condition.'

Council may also issue a Clean Up Notice or Prevention Notice under the *Protection of the Environment Operations Act 1997* as outlined in section 6.1 of this Policy.

Council may audit asbestos-related demolition works which Council has recently approved by using a legal notice under section 192 of the *Protection of the Environment Operations Act 1997* to require developers to provide information and records regarding disposal of their asbestos waste.

Council may, in the future develop strategies for monitoring and enforcing compliance or a compliance manual or breach Policy.

10. Managing asbestos as a waste

It is illegal to dispose of asbestos waste in domestic garbage bins or to recycle, reuse, bury or illegally dump asbestos waste. Asbestos must not be placed in general waste skip bins, yet there have been instances where asbestos has been illegally placed in skip bins by third parties. Members of the public need to be aware of this hazard and may need to secure their skip bins to prevent a third party from illegally disposing of asbestos in the skip bin.

Asbestos waste (in any form) must only be disposed of at a landfill site that may lawfully receive asbestos waste.

10.1 Responsibilities for asbestos waste management

Council's responsibilities for asbestos waste management are outlined in section 3.3.

The handling and, where appropriate, temporary storage of asbestos waste at worksites is regulated by WorkCover NSW.

The EPA regulates premises that have or require an environment protection licence in accordance with the *Protection of the Environment Operations Act 1997*. A licence is required where more than 5 tonnes of asbestos waste, brought from off-site, is stored at any time. All other sites where asbestos waste is stored, typically those that are non-work sites, are regulated by local Councils.

10.2 Handling asbestos waste for disposal

The *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) provides details on waste containment and disposal and controls applicable to all types of asbestos removal (in section 4.8 of the Code).

10.3 Transporting asbestos waste

The following requirements apply to the transport of asbestos waste and non-compliance with these requirements is an offence under the *Protection of the Environment Operations (Waste) Regulation 2005* clause 42(3):

- a. non-friable asbestos material must be securely packaged at all times
- b. friable asbestos material must be kept in a sealed container
- c. asbestos-contaminated soils must be wetted down
- d. all asbestos waste must be transported in a covered, leak-proof vehicle.

Asbestos waste that is transported interstate must be tracked in accordance with the *Protection of the Environment Operations (Waste) Regulation 2005*. Asbestos waste transported within New South Wales does not need to be tracked. The waste tracking system is administered by the EPA. An environment protection licence is required to transport asbestos waste interstate where any load contains more than 200 kilograms of asbestos waste.

It is an offence to transport waste to a place that cannot lawfully receive that waste, or cause or permit waste to be so transported (under section 143 of the *Protection of the Environment Operations Act 1997*). Penalty notices may be issued for \$1500 (to individuals) and \$5000 (to corporations).

10.4 Disposing of asbestos waste at waste facilities

Camden Council does not own or operate any waste facility and the requirements for the disposal and disposal point may change from time to time dependant on the commercial operator. The one waste facility operated in the Camden LGA is owned and operated by Sita Australia and is situated at 275 Richardson Road, Spring Farm NSW 2570.

Some SITA sites accept asbestos wastes. However, special conditions apply due to health risks associated with handling these wastes. For more information about SITA's acceptance of asbestos please call our Customer Service Centre on 13 13 35. For Sydney Metropolitan customers please call 1300 651 116.

Persons delivering waste to a landfill site must comply with the following requirements:

- a person delivering waste that contains asbestos to a landfill site must inform the landfill occupier of the presence of asbestos when delivering the waste.
- when unloading and disposing of asbestos waste at a landfill site, the waste must be unloaded and disposed of in such a manner as to prevent the generation of dust or the stirring up of dust.

Non-compliance with these requirements is an offence under the *Protection of the Environment Operations (Waste) Regulation 2005* and these offences attract strong penalties.

10.4.1 Rejection of asbestos waste from waste facilities

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Asbestos waste may be rejected from a waste facility if the waste is:

- not correctly packaged for delivery and disposal (as per sections 10.2 and 10.3)
- not disclosed by the transporter as being asbestos or asbestos containing materials, or
- taken to a waste facility that does not accept asbestos waste.

Where waste is rejected, the waste facility must inform the transporter of the waste of a waste facility to which the waste may be transported, that is, a waste facility at which the waste can be legally accepted (as required by the *Protection of the Environment Operations (Waste) Regulation 2005*).

Individuals may be fined \$1500 and corporations may be fined \$5000 under the *Protection of the Environment Operations Act 1997* and *Protection of the Environment Operations (Waste) Regulation 2005* for transporting asbestos waste to a facility that cannot lawfully receive asbestos waste.

10.5 Illegal dumping of asbestos waste

Illegal dumping is the unlawful deposit of waste onto land. That is waste materials dumped, tipped or otherwise deposited onto private or public land where no licence or approval exists to accept such waste. Illegal landfilling, which is waste used as fill material with the consent of the owner or occupier of the land but without the necessary Council or EPA approvals, is also considered to be illegal dumping and pollution of land.

Illegal dumping of asbestos waste in public places such as parks, streets or nature strips can attract regulatory action including:

- on the spot fines of up to \$5000
- prosecution for pollution of land of up to \$1 million for a corporation and \$120,000 for each day the offence continues (under section 142A of the *Protection of the Environment Operations Act 1997*), or
- up to \$1 million, or seven years imprisonment, or both for an individual (under section 119 of the *Protection of the Environment Operations Act 1997*).

The responsibility for cleaning up illegally dumped waste lies with the person or company that deposited the waste. If they cannot be identified the relevant landowner becomes the responsible party.

Local Councils are the appropriate regulatory authority for illegal dumping unless:

- the activity was part of the carrying on of an activity listed in Schedule 1 of the *Protection of the Environment Operations Act 1997*
- the activity was carried out by a public authority or the state, or
- the site is regulated by a different authority such as the Minister for Planning and Infrastructure.

A handbook to assist Aboriginal communities to prevent and arrange the clean up of illegal dumping (published by the EPA) is noted in Appendix B.

10.6 Asbestos remaining on-site

The disposal of asbestos on site is not encouraged as it requires an effective ongoing system of long term management to ensure the material does not pose unacceptable risks to future site activities and occupants. For on-site burial of asbestos waste, Council will seek advice from the EPA. Council will confirm if on-site disposal is permitted under planning controls whether or not consent is required and will require recording of on-site disposal on the zoning certificate (section 149 certificate).

11. Complaints and investigations

Complaints and enquiries may be directed to Council about incidents in public places and private properties. Complaints and enquiries regarding a workplace should be directed to WorkCover NSW. Complaints and enquiries regarding licensed premises under the *Protection of the Environment Operations Act 1997* should be directed to the EPA.

Council will respond to complaints and enquiries regarding:

- Council's requirements in relation to development, land management and waste management
- derelict properties
- general asbestos safety issues
- illegal dumping
- safe removal and disposal of minor quantities of asbestos materials
- unsafe work at a residential property conducted by a homeowner or tenant.

Complaints about Council in relation to asbestos may be directed to the NSW Ombudsman.

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Part 4 – Management of asbestos risks within Council

12. Rights and responsibilities of workers at the Council workplace

12.1 Duties of Council workers at the Council workplace

12.1.1 The General Manager

The General Manager has a duty to exercise due diligence to ensure that Council complies with the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2011*. This includes taking reasonable steps to ensure that Council has and uses appropriate resources and processes to eliminate or minimise risks associated with asbestos.

12.1.2 Workers

Workers have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Accordingly workers:

- must comply with this Policy and any reasonable instruction or procedure relating to health and safety at the workplace
- must use any personal protective equipment provided, in accordance with information, training and reasonable instruction provided so far as the worker is reasonably able
- may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose them, or other persons, to a serious health or safety risk, emanating from an immediate or imminent exposure to a hazard
- should ensure they are using the latest version of all relevant procedures, plans, guidelines and legislation (refer to Appendix G).

Managers are responsible for ensuring workers who report to them have access to this Policy and appropriate information, documentation and training.

12.1.3 Prohibited work activities

Council will not permit the use of the following on asbestos or asbestos containing material:

- high pressured water spray (unless for fire fighting or fire protection purposes), or
- compressed air.

Council will not permit the following equipment to be used on asbestos or asbestos containing material unless the use of the equipment is controlled in accordance with the NSW *Work Health and Safety Regulation 2011*:

- power tools
- brooms (note brooms are allowed for use on vinyl floor tiles), or
- any other implements that cause the release of airborne asbestos into the atmosphere.

12.2 Responsibilities of Council to Council workers

12.2.1 Council's general responsibilities

Council has general responsibilities under the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2011*. Accordingly Council will:

- not use any asbestos containing materials (unless in accordance with part 8.1 (419) of the NSW *Work Health and Safety Regulation 2011*) and will not cause or permit asbestos waste in any form to be reused or recycled
- ensure that exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable

- ensure that the exposure standard for asbestos (defined in Appendix C) is not exceeded in the workplace
- notify WorkCover immediately if persons are likely to be affected by asbestos fibres or if an air monitoring process records respirable asbestos fibre levels above 0.02 fibres/ml of air
- ensure that any contractors engaged to undertake the removal of asbestos for Council are appropriately licensed
- consult with workers as required by the *Work Health and Safety Act 2011*.

Council will not import asbestos or asbestos containing material into Australia as prohibited under the *Customs (Prohibited Imports) Regulations 1956*. If plant or other materials are imported from countries where asbestos is not yet prohibited, Council shall ensure the plant or materials do not contain asbestos prior to supply or use in the workplace.

12.2.2 Education, training and information for workers

As required by the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 2011*, Council will:

- provide any information, training, instruction or supervision that is necessary to protect all persons at the workplace from risks to their health and safety arising from work carried out as part of the conduct of Council business
- ensure workers who Council reasonably believes may be involved in asbestos removal work or the carrying out of asbestos-related work in the workplace are trained in the identification, safe handling and suitable control measures for asbestos and asbestos containing material.

Any workers who are involved in any activity listed in Appendix A under section 3 on behalf of, or for, Council shall be provided with access to a copy of this Policy and information and training suitable to their role and the activity.

Workers may be required to sign a statement to the effect that they acknowledge they have received, read and understood a copy of Council's Asbestos Policy and any relevant procedures, or alternatively workers may note this in Council's electronic record keeping system.

Council may also provide information and training to Council employees who may need to respond to asbestos issues related to renovations and developments as outlined in section 9.

Topics training may cover are outlined in the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

Education and training will only be provided by appropriately accredited individuals. Education and training may include both initial induction and ongoing reinforcement on a regular basis. Council may wish to provide examples of how education and training will be delivered and reinforced such as tool box meetings, general in-house training or on Council's intranet.

A record of asbestos training undertaken by each worker will be kept until five years after the day the worker ceases to work for Council.

12.2.3 Health monitoring for workers

Council will ensure health monitoring is provided to a worker if they are carrying out licensed asbestos removal work, other ongoing asbestos removal work or asbestos-related work at the workplace for Council and are at risk of exposure to asbestos when carrying out the work.

The health monitoring will be consistent with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) and meet the requirements of the NSW *Work Health and Safety Regulation 2011* (part 8.5 Division 1).

Health counselling may be appropriate where a heightened sense of concern exists for individuals possibly exposed to elevated levels of airborne asbestos fibres.

Employees who were exposed to asbestos in the past and if there is a risk to the health of the employee as a result of that exposure, are covered by the NSW *Work Health and Safety Regulation 2011* (clauses 435-444). Council will ensure these employees are kept on the health monitoring program.

13. Identifying and recording asbestos hazards in the Council workplace

This section outlines how Council will identify and record asbestos hazards in the workplace. This section does not cover naturally occurring asbestos which is addressed in section 5 or illegal dumping which is addressed in section 10.5.

13.1 Identifying asbestos

Council will ensure, so far as is reasonably practicable, that all asbestos or asbestos containing material at the workplace is identified by a competent person (as defined by the *NSW Work Health and Safety Regulation 2011*). If a material cannot be identified or accessed, it will be assumed to be asbestos. This does not apply if Council has reasonable grounds to believe that asbestos or asbestos containing material is not present.

13.1.1 Material sampling

Council may choose to identify asbestos or asbestos containing material by arranging for a sample to be analysed. Where Council arranges sampling of asbestos containing material, this will be undertaken by an appropriately trained and competent Council worker or a competent person will be contracted to undertake this task. Analysis of the sample must only be carried out by a National Association of Testing Authorities (NATA) accredited laboratory (refer to Appendix E) or a laboratory approved or operated by the regulator.

13.2 Indicating the presence and location of asbestos

Council will clearly indicate the *presence and location of any asbestos or asbestos containing material identified or assumed at the workplace. Where it is reasonably practicable to do so, Council will indicate the presence and location of the asbestos or asbestos containing material by a label.*

13.3 Asbestos register

Council will, in due course prepare an asbestos register and keep it at the workplace.

Council's asbestos register will be maintained to ensure the register lists all identified (or assumed) asbestos in the workplace and information in the register is up to date. The asbestos register will be accessible, reviewed, revised and otherwise managed as mandated by the *NSW Work Health and Safety Regulation 2011* (clauses 425 – 428).

Council will ensure that any worker carrying out or intending to carry out work at a Council workplace that involves a risk of exposure to airborne asbestos is given a copy of the asbestos register.

13.4 Suspected asbestos

If a worker suspects there is asbestos in a Council workplace, they should inform their manager or supervisor. A competent worker should check the asbestos register for existing asbestos locations and control measures and may need to arrange for an inspection and sampling of the material (refer to section 13.1.1). If it is likely that asbestos or suspected asbestos is present, the asbestos register will be updated and workers will be notified of any newly identified asbestos locations.

Council may need to manage the suspected asbestos as outlined in section 14. If the suspected asbestos has been disturbed and has, or could, become airborne, Council may need to respond immediately as outlined in section 15.

14. Managing asbestos-related risks in the Council workplace

14.1 Asbestos management plan

Council will, in due course prepare an asbestos management plan.

When developed the asbestos management plan will be accessible, reviewed, revised and otherwise managed as mandated by the *NSW Work Health and Safety Regulation 2011* clause 429.

14.2 Asbestos management plan for naturally occurring asbestos

Council is not aware of any naturally occurring asbestos in the workplace. If naturally occurring asbestos is discovered, Council will prepare an asbestos management plan in relation to the naturally occurring asbestos in accordance with the NSW Work Health and Safety Regulation 2011 part 8.4 (Management of naturally occurring asbestos).

14.3 Management options for asbestos-related risks in the Council workplace

It is envisaged that Council's asbestos management plan will include decisions and reasons for decisions about the management of asbestos at the workplace.

Options for managing asbestos-related risks include:

- removal of asbestos or asbestos containing materials (preferred wherever reasonably practicable)
- interim control measures: enclosure (only for non-friable asbestos), encapsulation (when the original asbestos bond is still intact) or sealing (where the sealed material is unlikely to be subject to mechanical damage) asbestos containing material, to be implemented along with regular inspections by a competent person
- leaving asbestos containing material in situ (deferring action).

Council may undertake an asbestos risk assessment, in consultation with workers and/or their representatives, in order to inform decision-making. Only competent persons will perform risk assessments or any subsequent reviews or revisions of risk assessments.

For all asbestos work or asbestos-related work, safe work practices will be in place and suitable personal protective equipment will be used.

Council is currently in the process of developing new and additional Safe Work Method Statements (SWMS) and are reviewing and refining existing SWMS. Council has developed a Work Health and Safety Policy which enshrines the procedures for risk assessments and risk management.

14.4 Sites contaminated with asbestos that are Council workplaces

Where asbestos is identified as contaminating a workplace, the site will be included in Council's asbestos register and asbestos management plan.

Council may need to ensure that an exposure assessment is undertaken and that appropriate risk management options are determined and implemented.

For asbestos in soil or aggregate, a suitably qualified occupational hygienist must carry out an assessment if the material in the soil and aggregate is unknown or classified as friable.

Council should engage specialists, who may include asbestos removalists, for all cases except in the case of minor, non-friable contaminations.

Further details on managing land contaminated with asbestos may be found in section 6.

14.5 Demolition or refurbishment of Council buildings and assets

Council will ensure that before any demolition or refurbishment of a Council structure or plant constructed or installed before 31 December 2003 is undertaken, the asbestos register is reviewed and a copy provided to the business undertaking the demolition or refurbishment. Council will ensure that any asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable removed.

14.6 Removal of asbestos in the Council workplace

Removal of asbestos or asbestos containing materials in the Council workplace will be undertaken in accordance with the:

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011.

Council may also refer to the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

For licensed asbestos removal work, a licensed asbestos removalist must meet the requirements of the NSW *Work Health and Safety Regulation 2011* including the requirements to:

- notify WorkCover at least five days prior to the asbestos removal work commencing. However, in the case of emergency work, such as burst pipes, fires and illegally dumped asbestos, Council may request to WorkCover that this five days period be waived
- prepare, supply and keep an asbestos removal control plan
- obtain a copy of the asbestos register before carrying out asbestos removal work
- inform the person with management or control of the workplace that the licensed asbestos removal work is to be carried out at the workplace
- erect signs and barricades
- limit access to the asbestos removal area
- properly dispose of asbestos waste and dispose of, or treat, contaminated personal protective equipment
- arrange a clearance inspection and clearance certificate.

Where Council is informed that asbestos removal work is to be carried out at the workplace, Council will inform workers and those in the immediate vicinity of the workplace and limit access to the asbestos removal area as per the NSW *Work Health and Safety Regulation 2011*.

14.6.1 Removal by Council employees

In the interest of the protection of Council employees all works associated with the removal of asbestos will be undertaken by suitably trained and qualified external contractors.

Council will ensure that before any contractor undertakes asbestos (or suspected asbestos) removal work they are:

- appropriately trained
- adequately supervised
- provided with appropriate personal protective equipment and clothing
- provided access to this Policy
- provided with information about the health risks and health effects associated with exposure to asbestos and the need for, and details of, health monitoring.

14.6.2 Removal by contractors

Where Council commissions the removal of asbestos at the workplace, Council will ensure asbestos removal work is carried out only by a licensed asbestos removalist who is appropriately licensed to carry

out the work, unless specified in the NSW *Work Health and Safety Regulation 2011* that a licence is not required.

Where Council requires the services of asbestos removalists, Council will require the licence details of asbestos removalists prior to engaging their services and will verify the licence details with the WorkCover Certification Unit prior to entering a contract or agreement with the licensed asbestos removalists.

Council is required to ensure that the work is carried out by a competent person who has been trained in the identification and safe handling of, and suitable control measures for, asbestos and asbestos containing material. Council will therefore require a statement in a written contract or agreement with the licensed asbestos removalist that the licensed asbestos removalist who will undertake the work has been adequately trained.

Council will provide a copy of the asbestos register to the licensed asbestos removalist.

Where Council becomes aware of any breaches by licensed asbestos removalists, Council will report this to WorkCover.

14.6.3 Clearance inspections and certificates

Where Council commissions any licensed asbestos removal work, Council will ensure that once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued by an independent licensed asbestos assessor (for Class A asbestos removal work) or an independent competent person (in any other case) before the asbestos removal area is re-occupied.

The friable asbestos clearance certificate will require visual inspection as well as air monitoring of the asbestos removal site. Air monitoring is mandatory for all friable asbestos removal. The air monitoring must be conducted before and during Class A asbestos removal work by an independent licensed asbestos assessor.

The friable asbestos clearance certificate is to state that there was no visible asbestos residue in the area or vicinity of the area where the work was carried out and that the airborne asbestos fibre level was less than 0.01 asbestos fibres/ml.

15. Accidental disturbance of asbestos by workers

In situations where asbestos is accidentally disturbed by Council work and has, or could, become airborne, Council will act to minimise exposure of workers and the wider public to airborne asbestos.

It may be appropriate that Council:

- stop works in the vicinity of the asbestos immediately
- inform the site supervisor immediately, inform necessary workers and record the incident
- evacuate the area
- provide personal protective equipment and briefing to appropriately trained workers who will respond to the incident
- restrict access to the area and ensure only appropriately trained and equipped Council workers attend the site
- exclude the public from the site and provide information to the public if in a public area
- wet surfaces to reduce the dust levels
- prevent the spread of contamination by using wash down facilities
- provide information, training and supervision to all workers potentially at risk
- contact WorkCover to report the disturbance. WorkCover must be immediately notified if persons are likely to be effected by asbestos fibres or if an air monitoring process records a level above 0.02 fibres/ml of air
- implement an air monitoring program to assess asbestos exposure levels and specific risk control measures.

- liaise with or consult the appropriate agencies
- seek advice from an occupational hygienist
- follow the Code of practice on how to safely remove asbestos (catalogue no. WC03561)
- ensure that asbestos materials are disposed of at a facility licensed to accept asbestos materials, and where contractors have been engaged to dispose of asbestos waste, sight proof of appropriate disposal through weighbridge dockets or similar documentation
- update the asbestos register and notify workers of any newly identified asbestos locations.

16. Council's role in the disposal of asbestos waste

16.1 Responding to illegal dumping

Where Council commissions the removal of illegally dumped asbestos material or suspected asbestos material, Council will ensure this is undertaken in accordance with section 14.6.2.

Where Council becomes aware of illegally dumped asbestos material outside of Council's jurisdiction, Council will promptly notify the relevant authority.

16.2 Transporting and disposing of asbestos waste

Council will transport and dispose of waste in accordance with the legislation and as outlined in section 10.

17. Advice to tenants and prospective buyers of Council owned property

Council may provide advisory notes to tenants and prospective buyers of Council owned property that is likely to contain asbestos.

Council may request that tenants in Council property:

- advise Council of any hazards relating to asbestos
- minimise damage to asbestos containing material
- co-operate with Council in facilitating any risk management work arranged by Council
- act on advice from Council to minimise risks from asbestos.

18. Implementing Council's asbestos Policy

18.1 Supporting documents

The implementation of this Policy is supported by:

- Council's conditions of consent and
- Relevant and available guidelines for disposing of asbestos waste.

Council is also in the process of developing several internal documents that support this Policy.

- *asbestos management plan which will form part of the Work Health Safety Management System (WHSMS)*
- *asbestos register a register will also be developed as part of the WHSMS*
- *complaints handling procedures*
- *employee health monitoring plans*
- *incident report form*
- *maintenance and inspection schedules for Council owned assets will form part of the WHSMS*

- *risk register (eg RiskeMAP)*
- *site maps and GPS coordinates for asbestos in landfill*
- *site specific safety management plans*
- *training registers/ records (relevant to identifying, handling and removing of asbestos materials) will form part of the WHSMS*

18.2 Communicating the Policy

This is a publicly available Policy. The Policy is to be made available via:

- Camden Council's Administration centers at 37 John Street Camden or 19 Queen Street Narellan.
- Camden Council's website:- www.camden.nsw.gov.au
- All employees shall receive information about the Policy at induction from Training and Development Officer
- Employee and Community Relations

Any workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public) who are involved in any activity or activities listed in Appendix A under section 3 on behalf of, or for, Council shall be provided with access to a copy of this Policy and relevant supporting documents. This includes any workers involved in commencing, arranging, undertaking, regulating, inspecting or supervising a potentially hazardous activity or activities. Managers are responsible for ensuring workers who report to them have access to the Policy and appropriate information, documentation and training in asbestos awareness (as per the NSW *Work Health and Safety Regulation 2011*) prior to planning the activity or activities. Further information about training is noted in section 12.2.2 of this Policy.

Council shall incorporate a statement regarding compliance with this Policy in all relevant contracts and agreements with workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public).

In the case of any substantive revisions to the Policy, the revisions will be approved by the General Manager and the General Manager will notify all persons who may have cause to undertake, arrange or supervise any activities listed in Appendix A under section 3 on behalf of, or for, Council.

18.3 Non-compliance with the Policy

Failure by workers to adhere to the Policy and failure by managers to adequately inform relevant workers of this Policy shall be considered non-compliance with this Policy.

The appropriate supervisor, manager, director, or the General Manager, shall take action in the case on non-compliance with the Policy and this may include providing education and training, issuing a verbal or written warning, altering the worker's duties, or in the case of serious breaches, terminating the worker's services in accordance with Council's disciplinary procedures. Each case shall be assessed on its merits with the aim of achieving a satisfactory outcome for all parties.

Workers should approach their supervisor or manager if they are experiencing difficulties in understanding or implementing the Policy or if they are concerned that other workers are not complying with the Policy.

19. Variations to this Policy

Council reserves the right to review, vary or revoke this Policy. The General Manager may allow variations to the Policy for minor issues in individual cases.

Appendices

Appendix A – General information and guidance

1. What is asbestos?

Asbestos is the generic term for a number of naturally occurring, fibrous silicate materials. If asbestos is disturbed it can release dangerous fine particles of dust containing asbestos fibres. Breathing in dust containing elevated levels of asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

There are two major groups of asbestos:

- the serpentine group contains chrysotile, commonly known as white asbestos
- the amphibole group contains amosite (brown asbestos) and crocidolite (blue asbestos) as well as some other less common types (such as tremolite, actinolite and anthophyllite).

Further information about the different types of asbestos can be found in enHealth, 2005, Management of asbestos in the non-occupational environment.

[http://www.health.gov.au/internet/main/publishing.nsf/content/FB262D7C35664103CA257420001F2D74/\\$File/asbestos.pdf](http://www.health.gov.au/internet/main/publishing.nsf/content/FB262D7C35664103CA257420001F2D74/$File/asbestos.pdf)

In Australia, in the past asbestos was mined and widely used in the manufacture of a variety of materials. Asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited in Australia since 31 December 2003.

Asbestos legacy materials still exist in many homes, buildings and other assets. It is estimated that 1 in 3 Australian homes contains building materials with asbestos. Where the material containing asbestos is in a non-friable form (or bonded), undisturbed, and painted or otherwise sealed, it may remain safely in place. However, where the asbestos containing material is broken, damaged or mishandled, fibres can become loose and airborne posing a risk to health. Disturbing or removing asbestos unsafely can create a health hazard.

It is often difficult to identify the presence of asbestos by sight. If you are in doubt, it is best to assume that you are dealing with asbestos and take every precaution. The most accurate way to find out whether a material contains asbestos is to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos such as an occupational hygienist. It can be unsafe for an unqualified person to take a sample of asbestos. Licensed asbestos removalists can be found by using the telephone directory. Council encourages residents to ask the contractor for a copy of their licence prior to engaging them. Residents can then check with WorkCover NSW (phone 13 10 50) to confirm the contractor has the appropriate class of licence for the asbestos removal job.

2. Where is asbestos found?

Asbestos can be found where it occurs naturally and in a variety of materials (from prior to 2004) in residential, commercial and industrial premises and on public and private land.

2.1 Naturally occurring asbestos

Naturally occurring asbestos refers to the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

Asbestos is found as a naturally occurring mineral in many areas of NSW. Asbestos may occur in veins within rock formations. The map provided in Appendix L gives an indication of areas in NSW known to have naturally occurring asbestos.

Work processes that have the potential to inadvertently release naturally occurring asbestos into the air include:

- agriculture
- forestry
- landscaping
- mining
- other excavation or construction activities
- pipe works and telecommunications works
- road construction and road works.

Further information can be found in this Policy under section 5 and in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by WorkCover, which provides a photograph of naturally occurring asbestos.

2.2 Residential premises

As a general rule, a house built:

- Before the mid 1980s – is highly likely to contain asbestos containing products.
- Between the mid 1980s and 1990 – is likely to contain asbestos containing products.
- After 1990 – is unlikely to contain asbestos containing products. However, some houses built in the 1990s and early 2000s may have still used asbestos cement materials until the total ban on any activity involving asbestos products became effective from December 2003.

Pipelines installed prior to 1992, particularly black surface coated and grey surface pipes, may contain asbestos.

It is important to note, the most accurate way to find out whether a material contains asbestos is by engaging a licensed asbestos removalist or occupational hygienist to inspect and arrange testing where necessary.

Fibre cement sheeting, commonly known as 'fibro', 'asbestos sheeting' or 'AC sheeting' (asbestos containing sheeting) is the most commonly found legacy asbestos material in residential premises. Other asbestos containing materials were used in 'fibro' houses but also found in brick and timber housing stock from that period. Asbestos materials were sold under a range of commercial names. Some asbestos containing materials found in New South Wales domestic settings are listed in Appendix J.

Common places where asbestos is likely to be found in and around homes include:

Outside

- backyard garden sheds, carports, garages and dog kennels
- electrical meter boards
- imitation brick cladding
- lining under eaves
- wall and roof materials (flat, patterned or corrugated asbestos sheeting).

Inside

- insulation materials in heaters and stoves
- interior walls and sheeting
- sheet materials in wet areas (bathroom, toilet and laundry walls, ceilings and floors)
- vinyl floor tiles, the backing to cushion vinyl flooring and underlay sheeting for ceramic tiles including kitchen splashback.

Asbestos can also be found in:

- angle mouldings (internal and external)
- board around windows and fireplaces
- brake pads and clutch pads to vehicles
- buried and dumped waste materials
- carpet underlay
- ceilings (ceiling tiles or sprayed coatings or loose in the ceiling cavity)
- cement flooring
- external toilets
- fencing
- guttering, downpipes and vent pipes
- inside appliances eg irons, whitegoods
- gable ends
- outbuildings
- ridge capping
- swimming pools – reinforcing marble swimming pools
- ventilators – internal and external.

Other places asbestos can be found are listed in Appendix J.

2.3 Commercial and industrial premises

In commercial and industrial premises, asbestos may be found in the abovementioned places and also:

- asbestos rope or fabric in expansion joints (for example exhaust flues) and insulation
- bituminous waterproof membrane on flat roofs
- brake disc pads and brake linings
- cloth, tapes, ropes and gaskets for packing
- electrical switchboards and duct heater units
- fillers and filters
- fire doors
- lagging on pipes such as heater flues
- lift motor rooms
- pipes, casing for water and electrical/ telecommunication services
- rubber, plastics, thermosetting resins, adhesives, paints, coatings, caulking compounds and sealants for thermal, electrical and insulation applications
- structural beams of buildings
- yarns and textiles eg fire blankets.

Other places asbestos can be found are listed in Appendix J.

2.4 Sites contaminated with asbestos

Contamination of soils from asbestos or asbestos containing materials can present a risk in urban and rural environments if the asbestos can give rise to elevated levels of airborne fibres that people can breathe. Whilst buried material may not give rise to airborne asbestos fibres if securely contained, inappropriate disturbance of this waste could give rise to harmful levels of asbestos fibres in air. Activities such as those listed in section 3 of this Appendix have the potential to encounter and disturb asbestos waste or contamination, particularly where the contamination is not known to be present at the site or has not been appropriately considered.

2.4.1 Situations where asbestos contamination may occur

Situations where asbestos contamination may occur include:

- industrial land, eg, asbestos-cement manufacturing facilities, former power stations, and rail and ship yards, especially workshops and depots
- waste disposal or dumping sites, including sites of illegal dumping eg, building waste
- sites with infill or burial of asbestos waste from former asbestos mining or manufacture processes
- buildings or structures damaged by fire or storm (particularly likely for those with pre-1980s building materials but also possible for those with materials from prior to 2004)
- land with fill or foundation material of unknown composition
- sites where buildings or structures have been constructed from asbestos containing material or where asbestos may have been used as insulation material, eg, asbestos roofing, sheds, garages, reservoir roofs, water tanks, boilers and demolition waste has been buried onsite
- sites where buildings or structures have been improperly demolished or renovated, or where relevant documentation is lacking (particularly likely for those with pre-1980s building materials but also those with materials from prior to 2004)
- disused services with asbestos containing piping such as water pipes (including sewage systems, water services and irrigation systems), underground electrical and telephone wires and telecommunications trenches or pits (usually within 1 metre of the surface).

2.4.2 Significantly contaminated land

For sites that are significantly contaminated, the EPA and WorkCover are the lead regulatory authorities. The *Contaminated Land Management Act 1997* applies to significantly contaminated land. In general, significant contamination is usually associated with former asbestos processing facilities or where large quantities of buried friable asbestos waste has been uncovered and is giving rise to measurable levels of asbestos fibres in air. Such sites require regulatory intervention to protect community health where the source of the contamination is not being addressed by the responsible person. The Environment Protection Authority has details of sites that have been nominated as significantly contaminated on its Public Register at: www.environment.nsw.gov.au/clm/publiclist.htm

If land is contaminated but not determined to be 'significant enough to warrant regulation' then the *Contaminated Land Management Act 1997* does not apply. In such cases the provisions within the planning legislation and/or the *Protection of the Environment Operations Act 1997* may be the appropriate mechanism for management of such contamination.

Guidance on assessing land can be found in the document: *Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997*.

3. Potentially hazardous activities

A number of activities could cause asbestos to be inadvertently disturbed and consequently create a health risk.

Before undertaking any of the activities listed below, it should be considered whether asbestos containing materials may be present. If asbestos is present, these activities may be illegal or certain precautions may be required, or an appropriately licensed person may be required to undertake the activity.

Members of the public could inadvertently disturb asbestos through activities including:

- renovations, refurbishments or repairs particularly those involving power tools, boring, breaking, cutting, drilling, grinding, sanding or smashing asbestos containing materials
- sealing, painting, brushing and cleaning asbestos cement products
- demolitions of homes or other structures (dismantling or destruction)
- relocating a house, building or structure
- using compressed air on asbestos containing materials
- water blasting asbestos containing materials
- cleaning gutters on asbestos cement roofs
- handling asbestos cement conduits or boxes
- maintenance work such as plumbing and electrical work on or adjacent to asbestos containing materials such as working on electrical mounting boards
- maintenance or servicing of materials from vehicles, plant or equipment.

Council could inadvertently disturb asbestos through activities such as:

- abovementioned activities
- asset and building maintenance
- certifying
- inspections of sites and premises
- transport and disposal of illegally dumped materials
- collection, transport and disposal of incorrectly disposed of materials.

Naturally occurring asbestos and contaminated sites could be inadvertently disturbed during:

- road building
- site and construction work
- other excavation activities
- vehicle movements.

Natural processes can create a risk of exposure to asbestos including:

- extensive fire or storm damage to asbestos cement roofs or building materials
- extensive weathering and etching of unsealed asbestos cement roofs.

In addition, work that intentionally disturbs asbestos, such as sampling or removal, should be conducted by a competent person and in accordance with the relevant codes of practice and legislation.

4. Health hazards

Asbestos fibres can pose a risk to health if airborne, as inhalation is the main way that asbestos enters the body. The World Health Organisation has stated that concentrations of asbestos in drinking water from asbestos cement pipes do not present a hazard to human health.

Breathing in asbestos fibres can cause asbestosis, lung cancer and mesothelioma. The risk of contracting these diseases increases with the number of fibres inhaled and the risk of lung cancer from inhaling asbestos fibres is greatly increased if you smoke. Small fibres are the most dangerous and they are invisible to the naked eye. People who are at most risk are those who have been exposed to high levels of asbestos for a long time. The symptoms of these diseases do not usually appear for some time (about 20 to 30 years) after the first exposure to asbestos.

Asbestosis is the irreversible scarring of lung tissue that can result from the inhalation of substantial amounts of asbestos over a period of years. It results in breathlessness that may lead to disability and, in some cases, death.

Lung cancer can be caused by asbestos. Lung cancer is related to the amount of fibre that is breathed in and the risk of lung cancer is greatly increased in those who also smoke tobacco.

Mesothelioma is a cancer of the pleura (outer lung lining) or the peritoneum (the lining of the abdominal cavity). Mesothelioma rarely occurs less than 15 years from first exposure, and most cases occur over 30 years after first exposure. Accordingly, the rates of malignant mesothelioma (an incurable cancer) are expected to rise from the year 2012 to 2020 and are expected to peak in this time.

If asbestos fibres are in a stable material, for example bonded in asbestos-cement sheeting (such as fibro), and these materials are in good condition they pose little health risk. However, where fibro or other non-friable asbestos sheeting is broken, damaged or mishandled, fibres can become loose and airborne posing a risk to health. Disturbing or removing asbestos containing materials unsafely can create a hazard.

The occupational standard for asbestos is 0.1fibre/ml of air and the environmental standard is 0.01fibre/ml in air.

When someone has potentially been exposed to asbestos, or receives or expects they may receive a diagnosis of an asbestos-related disease, they may experience psychological distress, including anxiety and may be in need of support. Their family and those around them may also be vulnerable to psychological distress.

Appendix B – Further information

Aboriginal communities

Illegal dumping prevention and clean-up. Handbook for Aboriginal communities, 2008 (EPA)
www.environment.nsw.gov.au/waste/illdumpabcommshandbook.htm

Asbestos contractors

Choosing an asbestos consultant fact sheet (catalogue no. WC04547) (WorkCover NSW)
www.workcover.nsw.gov.au/formspublications/publications/Pages/Choosinganasbestosconsultant.aspx

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the Yellow Pages www.yellowpages.com.au or by contacting the Asbestos Removal Contractors Association NSW (ARCA) www.arca.asn.au Phone: (02) 8586 3521.

An asbestos removal contractor's licence can be verified by contacting the WorkCover NSW's Certification Unit on 13 10 50.

Demolition & Contractors Association (DCA) NSW
<http://demolitioncontractorsassociation.com.au>

Asbestos waste

Crackdown on Illegal Dumping: A Handbook for Local Government, 2007 (EPA)
www.environment.nsw.gov.au/resources/warr/2008451IllegalDumping.pdf

Management of asbestos in recycled construction and demolition waste, 2010 (WorkCover NSW)
<http://www.workcover.nsw.gov.au/formspublications/publications/Pages/asbestoswaste.aspx>

Safely disposing of asbestos waste from your home, 2009 (EPA and WorkCover NSW)
www.environment.nsw.gov.au/resources/waste/asbestos/09235Asbestos.pdf

For information on illegal dumping and safely disposing of asbestos waste visit the EPA website:
www.environment.nsw.gov.au

Contaminated land

Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997, 2009 (EPA).
www.environment.nsw.gov.au/resources/clm/09438gldutycontclma.pdf

Managing land contamination: Planning guidelines SEPP 55 – Remediation of land, 1998 (Department of Planning and Infrastructure and EPA)
www.planning.nsw.gov.au/assessingdev/pdf/gu_contam.pdf

Environmental risk assessment

Environmental health risk assessment: Guidelines for assessing human health risks from environmental hazards, 2002 (Commonwealth of Australia)
<http://www.nphp.gov.au/enhealth/Council/pubs/pdf/envhazards.pdf>

Health

Asbestos and health risks fact sheet, 2007 (Ministry of Health)
http://www.health.nsw.gov.au/factsheets/environmental/asbestos_fs.html

Further advice concerning the health risks of asbestos can be obtained from your local public health unit. Contact details for public health units may be found at:
www.health.nsw.gov.au/publichealth/infectious/phus.asp

Renovation and development

Asbestos: A guide for householders and the general public, 2012 (Commonwealth of Australia)
[http://www.health.gov.au/internet/main/publishing.nsf/Content/7383C46948F649B7CA2579FA001AA20E/\\$File/asbestos-02-web-\(8may12\).pdf](http://www.health.gov.au/internet/main/publishing.nsf/Content/7383C46948F649B7CA2579FA001AA20E/$File/asbestos-02-web-(8may12).pdf)

Choosing and working with a principal certifying authority: A guide for anyone planning to build or subdivide, 2011 (Building Professionals Board)
<http://www.bpb.nsw.gov.au/resources/683/final%20PCA%20brochure.pdf>

Think asbestos website, 2011 (Asbestos Education Committee) (and Printable Website Handbook)
<http://www.asbestosawareness.com.au>

Working with asbestos guide, 2008 (WorkCover NSW)
<http://www.workcover.nsw.gov.au/formspublications/publications/Pages/Workingwithasbestosguide.aspx>

Practical guidance

Code of practice on how to manage and control asbestos in the workplace (catalogue no. WC03560) published by WorkCover NSW
<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/how-to-manage-control-asbestos-workplace-code-of-practice-3560.pdf>

Code of practice on how to safely remove asbestos (catalogue no. WC03561) published by WorkCover NSW
<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/how-to-safely-remove-asbestos-code-of-practice-3561.pdf>

Tenants

Tenants rights Fact sheet 26 Asbestos and lead, 2010 (Tenants NSW)
<http://www.tenants.org.au/publish/factsheet-26-asbestos-lead/index.php>

Tenants – Housing NSW tenants

Asbestos fact sheet, 2010 (Housing NSW)
<http://www.housing.nsw.gov.au/NR/rdonlyres/F4E1131F-2764-4CB1-BC07-98EB6C594085/0/Asbestos.pdf>

Appendix C – Definitions

The terms used in the Policy are defined as below, consistent with the definitions in the:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by WorkCover NSW
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by WorkCover NSW
- *Contaminated Land Management Act 1997*
- *Environmental Planning and Assessment Act 1979*
- *Emergency Pollution and Orphan Waste Clean-Up Program Guidelines 2008*
- *Protection of the Environment Operations Act 1997*
- *Waste classification guidelines part 1 classifying waste 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2011.*

accredited certifier in relation to matters of a particular kind, means the holder of a certificate of accreditation as an accredited certifier under the *Building Professionals Act 2005* in relation to those matters.

airborne asbestos means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:

- a. actinolite asbestos
- b. grunerite (or amosite) asbestos (brown)
- c. anthophyllite asbestos
- d. chrysotile asbestos (white)
- e. crocidolite asbestos (blue)
- f. tremolite asbestos
- g. a mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f).

asbestos containing material (ACM) means any material or thing that, as part of its design, contains asbestos.

asbestos-contaminated dust or debris (ACD) means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

asbestos-related work means work involving asbestos that is permitted under the *Work Health and Safety Regulation 2011*, other than asbestos removal work.

asbestos removal licence means a Class A asbestos removal licence or a Class B asbestos removal licence.

asbestos removal work means:

- a. work involving the removal of asbestos or asbestos containing material, or
- b. Class A asbestos removal work or Class B asbestos removal work.

asbestos removalist means a person conducting a business or undertaking who carries out asbestos removal work.

asbestos waste means any waste that contains asbestos. This includes asbestos or asbestos containing material removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools.

certifying authority means a person who is authorised by or under section 85A of the *Environmental Planning and Assessment Act 1979* to issue complying development certificates, or is authorised by or under section 109D of the *Environmental Planning and Assessment Act 1979* to issue part 4A certificates.

Class A asbestos removal licence means a licence that authorises the carrying out of Class A asbestos removal work and Class B asbestos removal work by or on behalf of the licence holder.

Class A asbestos removal work means the removal of friable asbestos which must be licensed under clause 485 of the *Work Health and Safety Regulation 2011*. This does not include: the removal of ACD that is associated with the removal of non-friable asbestos, or ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

Class B asbestos removal licence means a licence that authorises the carrying out of Class B asbestos removal work by or on behalf of the licence holder.

Class B asbestos removal work means the removal of more than 10 square metres of non-friable asbestos or asbestos containing material work that is required to be licensed under clause 487, but does not include Class A asbestos removal work.

competent person means: a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds:

- a. a certification in relation to the specified VET course for asbestos assessor work, or
- b. a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.

complying development is a fast track, 10 day approval process where a building meets all of the predetermined standards established in either a state or local Council planning document. A complying development certificate can be issued by either a local Council or an accredited certifier.

complying development certificate

contaminant means any substance that may be harmful to health or safety.

contamination of land means the presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment

control measure, in relation to a risk to health and safety, means a measure to eliminate or minimise the risk.

demolition work means work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure, but does not include:

- a. the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work, or
- b. the removal of power, light or telecommunication poles.

development means:

- a. the use of land
- b. the subdivision of land
- c. the erection of a building
- d. the carrying out of a work
- e. the demolition of a building or work
- f. any other act, matter or thing referred to in section 26 of the *Environmental Planning and Assessment Act 1979* that is controlled by an environmental planning instrument.

development application means an application for consent under part 4 of the *Environmental Planning and Assessment Act 1979* to carry out development but does not include an application for a complying development certificate.

emergency service organisation includes any of the following:

- a. the Ambulance Service of NSW
- b. Fire and Rescue NSW
- c. the NSW Rural Fire Service
- d. the NSW Police Force
- e. the State Emergency Service
- f. the NSW Volunteer Rescue Association Inc
- g. the NSW Mines Rescue Brigade established under the *Coal Industry Act 2001*
- h. an accredited rescue unit within the meaning of the *State Emergency and Rescue Management Act 1989*.

exempt development means minor development that does not require any planning or construction approval because it is exempt from planning approval.

exposure standard for asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with the Membrane Filter Method or a method determined by the relevant regulator.

friable asbestos means material that:

- a. is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry
- b. contains asbestos.

health means physical and psychological health.

health monitoring, of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.

independent, in relation to clearance inspections and air monitoring means:

- a. not involved in the removal of the asbestos
- b. not involved in a business or undertaking involved in the removal of the asbestos, in relation to which the inspection or monitoring is conducted.

in situ asbestos means asbestos or asbestos containing material fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.

licence holder means: in the case of an asbestos assessor licence – the person who is licensed:

- a. to carry out air monitoring during Class A asbestos removal work
- b. to carry out clearance inspections of Class A asbestos removal work
- c. to issue clearance certificates in relation to Class A asbestos removal work, or
 - in the case of an asbestos removal licence – the person conducting the business or undertaking to whom the licence is granted, or
 - in the case of a major hazard facility licence – the operator of the major hazard facility to whom the licence is granted or transferred.

licensed asbestos assessor means a person who holds an asbestos assessor licence.

licensed asbestos removalist means a person conducting a business or undertaking who is licensed under the *Work Health and Safety Regulation 2011* to carry out Class A asbestos removal work or Class B asbestos removal work.

licensed asbestos removal work means asbestos removal work for which a Class A asbestos removal licence or Class B asbestos removal licence is required.

NATA means the National Association of Testing Authorities, Australia.

NATA-accredited laboratory means a testing laboratory accredited by NATA, or recognised by NATA either solely or with someone else.

naturally occurring asbestos means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

non-friable asbestos means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

Note. Non-friable asbestos may become friable asbestos through deterioration (see definition of friable asbestos).

occupational hygienist means a person with relevant qualifications and experience in asbestos management who is a full member of the Australian Institute of Occupational Hygienists (AIOH).

occupier includes a tenant or other lawful occupant of premises, not being the owner.

officer means an officer as defined in the *NSW Work Health and Safety Act 2011*

orphan waste means materials that have been placed or disposed of on a premises unlawfully that may have the potential to pose a risk to the environment or public health.

person conducting a business or undertaking a 'person' is defined in laws dealing with interpretation of legislation to include a body corporate (company), unincorporated body or association and a partnership.

personal protective equipment means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

respirable asbestos fibre means an asbestos fibre that:

- a. is less than three micrometres wide
- b. more than five micrometres long
- c. has a length to width ratio of more than 3:1.

specified VET course means:

- a. in relation to Class A asbestos removal work – the following VET courses:
 - remove non-friable asbestos
 - remove friable asbestos, or
- b. in relation to Class B asbestos removal work – the VET course Remove non-friable asbestos, or
- c. in relation to the supervision of asbestos removal work – the VET course Supervise asbestos removal, or
- d. in relation to asbestos assessor work – the VET course Conduct asbestos assessment associated with removal.

structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- a. buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels)
- b. any component of a structure
- c. part of a structure
- d. volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

waste includes:

- any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, or
- any discarded, rejected, unwanted, surplus or abandoned substance, or
- any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, processing, recovery or purification by a separate operation from that which produced the substance, or
- any process, recycled, re-used or recovered substance produced wholly or partly from waste that is applied to land, or used as fuel, but only in the circumstances prescribed by the regulations, or
- any substance prescribed by the regulations made under the *Protection of the Environment Operations Act 1997* to be waste.

waste facility means any premises used for the storage, treatment, processing, sorting or disposal of waste (except as provided by the regulations).

worker a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. an employee, or
- b. a contractor or subcontractor, or
- c. an employee of a contractor or subcontractor, or
- d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- e. an outworker, or
- f. an apprentice or trainee, or
- g. a student gaining work experience, or
- h. a volunteer, or
- i. a person of a prescribed class.

workplace a workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Place includes: a vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters.

Appendix D – Acronyms

ACD	Asbestos Containing Dust (an acronym used in the legislation)
ACM	Asbestos Containing Material (an acronym used in the legislation)
ARA	Appropriate Regulatory Authority (an acronym used in the legislation)
DA	Development Application
EPA	Environment Protection Authority
JRPP	Joint Regional Planning Panel
LGA	Local Government Area
NATA	National Association of Testing Authorities
NSW	New South Wales
SEPP	State Environmental Planning Policy
VET	Vocational Education and Training

DRAFT

Appendix E – Relevant contacts

For further information regarding dealing with asbestos persons may contact Council at:-

Camden Council Administration Offices:-

37 John Street Camden or

19 Queens Street Narellan

Telephone: 02 4655 7777

Email:- mail@camden.nsw.gov.au

Web:- www.camden.nsw.gov.au

Asbestos-related disease organisations (non-exhaustive)

Asbestos Diseases Foundation Australia Inc

Phone: (02) 9637 8759

Helpline: 1800 006 196

Email: info@adfa.org.au

Website: www.adfa.org.au

Asbestos Diseases Research Institute

Phone: (02) 9767 9800

Email: info@adri.org.au

Website: www.adri.org.au

Australian Institute of Occupational Hygienists Inc.

Phone: (03) 9336 2290

Email: admin@aioh.org.au

Website: www.aioh.org.au

Dust Diseases Board

Phone: (02) 8223 6600

Toll Free: 1800 550 027

Email: enquiries@ddb.nsw.gov.au

Website: www.ddb.nsw.gov.au

Environment Protection Authority (EPA)

Phone: (02) 9995 5000

Environment line: 13 15 55

Email: info@environment.nsw.gov.au

Website: www.environment.nsw.gov.au/epa

Licensed Asbestos Contractors

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the Yellow Pages website: www.yellowpages.com.au or contact:

Asbestos Removal Contractors Association NSW (ARCA)

Phone: (02) 9642 0011

Email: info@arca.net.au

Website: www.arca.asn.au

Verification of an asbestos removal contractor's licence can be checked by contacting WorkCover NSW's Certification Unit Phone: 13 10 50

Civil Contractors Federation (CCF)

Phone: (02) 9009 4000
Email: mtearle@civilcontractors.com
Website: www.civilcontractors.com

Demolition & Contractors Association (DCA) NSW

Phone: (02) 8586 3555
Email: demolitionassn@bigpond.com
Website: http://demolitioncontractorsassociation.com.au

Local Government and Shires Associations of NSW (LGSA)

Phone: (02) 9242 4000
Email: lgsa@lgsa.org.au
Website: www.lgsa.org.au

NSW Ombudsman

Phone: (02) 9286 1000
Toll free (outside Sydney metro): 1800 451 524
Email: nswombo@ombo.nsw.gov.au
Website: www.ombo.nsw.gov.au

Training providers (non-exhaustive)**TAFE NSW**

Phone: 1300 131 499
Website: www.tafensw.edu.au

Housing Industry Association (HIA)

Phone: (02) 9978 3333
Website: http://hia.com.au/

Local Government Training Institute

Phone: (02) 4922 2333
Website: www.lgti.com.au

Comet Training

Phone: (02) 9649 5000
Website: www.comet-training.com.au/site

Masters Builders Association (MBA)

Phone: (02) 8586 3521
Website: www.masterbuilders.com.au

Asbestos Removal Contractors Association NSW (ARCA)

Phone: (02) 9642 0011
Website: www.arca.asn.au

WorkCover NSW

WorkCover Information Centre Phone: 13 10 50
WorkCover NSW – Asbestos/Demolition Hotline Phone: (02) 8260 5885
Website: www.workcover.nsw.gov.au

Appendix F – Waste management facilities that accept asbestos wastes

Waste management facilities that can accept asbestos waste may be operated by Council, the State Government or private enterprise. The fees charged by the facility operators for waste received are determined by the facility.

Not all waste management centres accept asbestos waste from the public. Management of asbestos waste requires special precautions such as a separate disposal location away from other general waste and controls to prevent the liberation of asbestos fibres, such as the immediate covering of such waste.

Asbestos waste must be taken to a licenced waste management facility. There is no facility within the Camden Local Government Area that accepts asbestos waste at this time and people are directed to the Sita Australia facilities at:-

1. Kemps Creek Advanced Resource Recovery Park

Address:

1725 Elizabeth Drive, Kemps Creek NSW 2178

Phone:

13 13 35

2. Eastern Creek Resource Recovery Park

Address:

Wallgrove Road, Eastern Creek NSW 2766

Phone:

1300 651 116

3. Wetherill Park Resource Recovery Facility

Address:

20 Davis Road, Wetherill Park NSW 2164

Phone:

13 13 35

4. Lucas Heights Resource Recovery Park

Address:

New Illawarra Road, Lucas Heights NSW 2234

Phone:

1300 651 116

For more information about SITA's acceptance of asbestos please call our Customer Service Centre on 13 13 35. For Sydney Metropolitan customers please call 1300 651 116.

Disposal Guidelines

Please follow these guidelines for safe disposal of your asbestos wastes;

1) Stabilised Asbestos

Small quantities (i.e. hand-unloaded material):

- Thoroughly wet each sheet of asbestos with water
- Wrap asbestos waste in heavy-duty builders plastic (the grade of plastic must be at least 200 microns thick)
- Completely seal the package, using builders tape or duct tape. Packages must be wrapped in manageable sizes for unloading

- Waste must be carefully unloaded to prevent the release of dust. You will be directed to the appropriate disposal area and asked to hand unload the material.

Large quantities (i.e. in tipping vehicles):

- Line the vehicle or container with heavy-duty builders plastic sheeting
- Thoroughly wet each sheet of the waste
- Load the material into the container or vehicle
- Fold the plastic sheeting over the waste and secure it with builders tape or strong duct tape
- Unloading must be carried out in a manner that minimises the release of dust.

2) Asbestos fibre and dust waste

In accordance to Protection of the Environment Operations (Waste) Regulation 2005 – Clause 42, asbestos waste that is in the form of asbestos fibre and dust waste must be covered in such a manner as to prevent the emission of any dust. It must not be collected and stored except in accordance with the following procedures;

- Each bag must be made of heavy duty low density polyethylene of at least 0.2mm thickness, and have dimensions of no more than 1.2m in height and 0.9m in width;
- Each bag must be sealed by a wire tie, and contain no more than 25kg of waste;

Each bag must be marked with the words "CAUTION ASBESTOS" in letters of not less than 40mm and which comply with Australian Standard AS 1319 – Safety Signs for the Occupational Environment.

Waste management facilities in other areas that accept asbestos wastes

A list of licensed landfills that may accept asbestos waste from the public is available on the EPA website at: <http://www.environment.nsw.gov.au/waste/asbestos/index.htm>

Some of the landfills may accept non-friable asbestos waste but not friable asbestos waste. Some landfills may not accept large quantities of asbestos waste.

Always contact the landfill before taking asbestos waste to a landfill to find out whether asbestos is accepted and any requirements for delivering asbestos to the landfill. EPA does not endorse any of the landfills listed on the website or guarantee that they will accept asbestos under all circumstances.

Appendix G – Asbestos-related legislation, policies and standards

- *Australian Standard AS 2601 – 2001: The demolition of structures*
- *Contaminated Land Management Act 1997*
- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by WorkCover NSW
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by WorkCover NSW
- *Code of practice for demolition work* published by Safe Work Australia, 2012
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Protection of the Environment Operations (General) Regulation 2009*
- *Protection of the Environment Operations (Waste) Regulation 2005*
- *Protection of the Environment Operations Act 1997*
- *State Environmental Planning Policy No. 55 – Remediation of Land*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2011*
- *Workers' Compensation (Dust Diseases) Act 1942.*

Appendix H – Agencies roles and responsibilities

NSW organisations

Department of Planning and Infrastructure (DP&I) and the Building Professionals Board (BPB)

DP&I's primary role in the management of asbestos relates to administration of State Environmental Planning Policies, and the *Environmental Planning and Assessment Act 1979* (and associated Regulation).

Whilst DP&I does not have an operational role in the management of asbestos, it has a regulatory function and provides Policy support relating to asbestos and development. In assessing proposals for development under the *Environmental Planning and Assessment Act 1979*, consent authorities are required to consider the suitability of the subject land for the proposed development. This includes consideration of the presence of asbestos and its environmental impact.

Where asbestos represents contamination of the land (ie it is present in excess of naturally occurring levels), *State Environmental Planning Policy No. 55 – Remediation of Land* imposes obligations on developers and consent authorities in relation to remediation of the land and the assessment and monitoring of its effectiveness.

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* enables exempt and complying development across the state. While this includes demolition and the removal of asbestos, the *Environmental Planning and Assessment Regulation 2000* specifies particular conditions that must be contained in a complying development certificate in relation to the handling and lawful disposal of both friable and non-friable asbestos material under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

The Building Professionals Board (BPB) which reports to the Minister for Planning and Infrastructure, also has a role in the management of asbestos. The BPB's role involves providing practice advice and educational programs to assist certifying authorities (private and Council) in carrying out their role and this includes education in relation to managing asbestos. The BPB certifies and audits both private and Council certifiers. Further information about the BPB may be found at: www.bpb.nsw.gov.au

Dust Diseases Board (DDB)

The DDB provides a system of no fault compensation to people who have developed a dust disease from occupational exposure to dust as a worker in New South Wales and to their dependants. The DDB's statutory function is to administer the *Workers' Compensation (Dust Diseases) Act 1942*. Services include:

- payment of compensation benefits to eligible workers and dependants
- co-ordination and payment of medical and related health care expenses of affected
- medical examination of workers exposed to dust in the workplace
- information and education.

Environment Protection Authority (EPA)

EPA's role is to regulate the classification, storage, transport and disposal of waste in NSW, including asbestos waste. The waste regulatory framework includes the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (Waste) Regulation 2005*. Clause 42 of the *Protection of the Environment Operations (Waste) Regulation 2005* sets out the special requirements relating to the transportation and disposal of asbestos waste.

EPA is the appropriate regulatory authority for activities that require an environment protection licence or are carried out by public authorities such as local Councils, the Roads and Traffic Authority and Sydney Water. Local Councils are the appropriate regulatory authority for activities that are not regulated by the EPA, which typically include building demolition, construction sites, residential properties, commercial sites and small to medium sized industrial facilities.

EPA is responsible for assisting Councils in fulfilling their regulatory responsibilities. EPA has developed resources to assist Local Government to regulate asbestos waste incidents and prevent illegal dumping. Website links to these resources are provided in Appendix B.

The EPA maintains the regulatory framework for the remediation of contaminated land (the *Contaminated Land Management Act 1997*) and actively regulates land that is declared to be 'significantly contaminated' under the *Contaminated Land Management Act 1997*.

Heads of Asbestos Coordination Authorities (HACA)

The HACA is chaired by the Chief Executive Officer of WorkCover NSW with senior officials from:

- Department of Planning and Infrastructure
- Department of Trade and Investment, Regional Infrastructure and Services
- Division of Local Government
- Dust Diseases Board
- Environment Protection Authority
- Local Government and Shires Association of NSW
- Ministry for Police and Emergency Services
- Ministry of Health.

The HACA group will improve the management, monitoring and response to asbestos issues in NSW by developing coordinated prevention programs. These programs include a comprehensive public awareness campaign to promote the safe handling of asbestos and help prevent the risk of exposure to asbestos-related diseases in the NSW community. Further information about the HACA can be found on the WorkCover website: www.workcover.nsw.gov.au.

Local Government and Shires Associations of NSW (LGSA)

The Local Government Association of NSW and the Shires Association of NSW represent 152 general purpose Councils, 12 special purpose Councils and the NSW Aboriginal Land Council.

The Associations represent the views of these Councils by:

- presenting Councils views to governments
- promoting Local Government to the community
- providing specialist advice and services.

The Associations hold annual conferences where members are able to vote on issues affecting Local Government. The Annual Conferences are the supreme Policy making events.

In 2012, the Associations commenced a project funded by WorkCover NSW to assist Councils to adopt and implement a model asbestos Policy. The project is outlined at: www.lgsa.org.au/key-initiatives/asbestos

NSW Ministry of Health

The NSW Ministry of Health does not have express statutory responsibilities for managing asbestos-related risks and incidents in NSW. The Ministry provides an expert advisory service to other governmental agencies on public health issues. This service may include technical information or assistance to prepare public health information bulletins.

NSW Ombudsman

The NSW Ombudsman is an independent and impartial watchdog body. The NSW Ombudsman is responsible for ensuring that public and private sector agencies and employees within its jurisdiction fulfil their functions appropriately. The NSW Ombudsman assists those agencies and their employees to be aware of their responsibilities to the public, to act reasonably and to comply with the law and best administrative practice.

WorkCover NSW

WorkCover is responsible for the issuing and control of licences that are issued to all asbestos removal and demolition contractors. WorkCover works with the employers, workers and community of NSW to achieve safer and more productive workplaces, and effective recovery, return to work and security for injured workers.

WorkCover administers work health and safety, injury management, return to work and workers compensation laws, and manage the workers compensation system. WorkCover's activities include: health and safety, injuries and claims, licensing for some types of plant operators, registration of some types of plant and factories, training and assessment, medical and healthcare, law and Policy.

The WorkCover website provides a wide range of asbestos resources, support networks and links at: www.workcover.nsw.gov.au/newlegislation2012/health-and-safety-topics/asbestos/Pages/default.aspx

National organisations**National Association of Testing Authorities (NATA)**

This body has the role of providing accreditation to firms licensed to remove asbestos.

NSW (Head Office) and ACT
Phone: (02) 9736 8222
National Toll Free: 1800 621 666
Website: www.nata.asn.au

Environmental Health Committee (enHealth)

The Environmental Health Committee (enHealth) is a subcommittee of the Australian Health Protection Committee (AHPC). enHealth provides health Policy advice, implementation of the National Environmental Health Strategy 2007-2012, consultation with key players, and the development and coordination of research, information and practical resources on environmental health matters at a national level.

Website: www.health.gov.au/internet/main/publishing.nsf/content/ohp-environ-enhealth-committee.htm

Safe Work Australia

Safe Work Australia is an Australian Government statutory agency established in 2009, with the primary responsibility of improving work health and safety and workers' compensation arrangements across Australia.

Phone: (02) 6121 5317.

Email: Info@safeworkaustralia.gov.au

Website: www.safeworkaustralia.gov.au

Appendix I – Scenarios illustrating which agencies lead a response in NSW

The tables show which agencies are responsible for regulating the following scenarios in NSW:

- emergency management
- naturally occurring asbestos
- residential settings
- site contamination
- waste
- workplaces.

Further details are provided in the *Asbestos Blueprint: A guide to roles and responsibilities for operational staff of state and local government*, 2011 (NSW Government).

Emergency management

Scenario	Lead organisation	Other regulators
Emergency response	Emergency services	Fire and Rescue (Hazmat) WorkCover NSW
Handover to Local Council, owner of property or NSW Police – crime scene following a minor incident	Local NSW Police Council	
Handover to State Emergency Recovery Controller	State Emergency Recovery Controller	Recovery Local EPA WorkCover NSW Committee Council
Handover to Recovery Committee following a significant incident	Recovery Committee (formed by State Emergency Recovery Controller)	Local EPA WorkCover NSW Council
Remediation not requiring a licensed removalist	Local Council	Principal Certifying Authority WorkCover NSW (workers)
Remediation requiring licensed removal work	WorkCover NSW	Local Principal Certifying Authority Council
Clearance Certificate issued by an Asbestos Assessor	WorkCover NSW	Principal Certifying Authority

Naturally occurring asbestos

Scenario	Lead organisation	Other regulators
Naturally occurring but will be disturbed due to a work process including remediation work	WorkCover NSW	Local Council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)
Naturally occurring asbestos part of a mineral extraction process	Department of Trade and Investment, Regional Infrastructure and Services WorkCover NSW	Local Council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)
Naturally occurring but will remain undisturbed by any work practice	Local Council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities) WorkCover NSW (workers)
Soil contaminated with asbestos waste and going to be disturbed by a work practice	WorkCover NSW	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites)
Soil contaminated with asbestos waste but will remain undisturbed by any work practice	Local Council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites) WorkCover NSW (workers on site)
Potential for exposure on public land	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local Council WorkCover NSW (workers on site)
Soil contaminated with asbestos waste but at a mine site	Department of Trade and Investment, Regional Infrastructure and Services EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local Council

Residential settings

Scenario	Lead organisation	Other regulators
Safe Management of asbestos including: <ul style="list-style-type: none"> • identification • in situ management • removal requirements • disposal requirements. 	Local Council Private Certifiers	WorkCover EPA NSW
Site contaminated due to past uses	Local Council	WorkCover EPA NSW
Licensed removal work required	WorkCover NSW	Local Council Private Certifiers
Removal does not require a licensed removalist	Local Council Private Certifiers	WorkCover NSW (workers)
Transport or waste disposal issues	Local Council	EPA
Derelict property with fibro debris	Local Council or Multi- agency	Multi- agency

Site contamination

Scenario	Lead organisation	Other regulators
Asbestos illegally dumped	Local Council	EPA WorkCover NSW
Site contamination at commercial premises	See Workplaces	
Site contamination at residential premises	See Residential settings	

Waste

Scenario	Lead organisation	Other regulators
Waste temporarily stored on-site	WorkCover (worksites) EPA and Local Council (non-worksites)	
Waste transported by vehicle	EPA	WorkCover
Waste disposed of onsite	Council or EPA as illegal dumping or pollution of land if no valid Council development consent	Local Council (consent required to dispose onsite) (section 149 property certificate and development assessment process)
Waste going to landfill site	EPA (advice)	Local Council (if managing licensed landfill)
Waste to be transported interstate	EPA	
Waste for export	Australian Customs and Border Protection Service	WorkCover NSW Department of Education, Employment and Workplace Relations

Workplaces

Scenario	Lead organisation	Other regulators
Asbestos installed/supplied after 2003 (illegally)	WorkCover NSW	Australian Customs and Border Protection Service Australian Competition and Consumer Commission (Imported Goods)
Risks to the health of workers	WorkCover NSW	
Asbestos management and asbestos going to be removed	WorkCover NSW Department of Trade and Investment, Regional Infrastructure and Services (mine sites)	
Risks to the health of the public from worksites	WorkCover NSW (Risks to workers) Local Council (Risks to the wider public) Department of Planning and Infrastructure (part 3A approvals) EPA (<i>Protection of the Environment Operations Act 1997</i> licensed sites)	
Waste stored temporarily on-site at worksites	WorkCover NSW	
Transport or waste disposal issues	EPA	WorkCover NSW Local Council
Asbestos contaminated clothing going to a laundry	WorkCover NSW	EPA Local Council
Contaminated land not declared under the <i>Contaminated Land Management Act 1997</i>	Local Council	EPA
'Significantly contaminated' land declared under the <i>Contaminated Land Management Act 1997</i>	EPA	Local Council

Appendix J – Asbestos containing materials

Some asbestos containing materials found in New South Wales domestic settings (non-exhaustive list)

Asbestos containing materials	Approximate supply dates
Cement sheets	Imported goods supplied from 1903 locally made 'fribrolite' from
Cement roofing / lining slates	Imported goods supplied from 1903 locally made 'fribrolite' from
Mouldings and cover strips	Available by 1920s and 1930s
Super-six (corrugated) roofing	Available by 1920s and 1930s – 1985
'Tilex' decorative wall panels	Available by 1920s and 1930s
Pipes and conduit piping	Available by 1920s and 1930s
Motor vehicle brake linings	Available by 1920s and 1930s
Striated sheeting	Available from 1957
'Asbestolux' insulation boards	Available from 1957
'Shadowline' asbestos sheeting for external walls, gable ends and fences	Available from 1958 – 1985
Vinyl floor tiles impregnated with asbestos	Available up until 1960s
Asbestos containing paper backing for linoleum	Available up until 1960s
'Durasbestos' asbestos cement products	Available up until 1960s
'Tilex' marblitone decorative wall panels	Available from early 1960s
'Tilex' weave pattern decorative wall panels	Available from early 1960s
'Hardiflex' sheeting	Available from 1960s – 1981
'Versilux' building board	Available from 1960s – 1982
'Hardiplank' and 'Hardigrain' woodgrain sheeting	Available from mid 1970s – 1981
Loose-fill, fluffy asbestos ceiling insulation	Supplied from 1968 – 1978 by a Canberra contractor and believed to be generally restricted to houses in the Australian Capital Territory with some materials supplied to the Queanbeyan area and some south coast towns
Asbestos rope gaskets for wood heaters. Heater and stove insulation	Dates of supply availability unknown but prior to 31 December 2003
Compressed fibro-cement sheets	Available from 1960s – 1984
Villaboard	Available until 1981
Harditherm	Available until 1984
Highline	Available until 1985
Coverline	Available until 1985
Roofing accessories	Available until 1985
Pressure pipe	Available until 1987

Source: NSW Government, 2011, *Asbestos Blueprint: A guide to roles and responsibilities for operational staff of state and local government*.

Asbestos containing materials that may be found in various settings (non-exhaustive list)

A

Air conditioning duct, in the exterior or interior acoustic and thermal insulation
Arc shields in lift motor rooms or large electrical cabinets
Asbestos-based plastics products as electrical insulates and acid resistant compositions or aircraft seats
Asbestos ceiling tiles
Asbestos cement conduit
Asbestos cement electrical fuse boards
Asbestos cement external roofs and walls
Asbestos cement in the use of form work for pouring concrete
Asbestos cement internal flues and downpipes
Asbestos cement moulded products such as gutters, ridge capping, gas meter covers, cable troughs and covers
Asbestos cement pieces for packing spaces between floor joists and piers
Asbestos cement (underground) pit as used for traffic control wiring, telecommunications cabling etc
Asbestos cement render, plaster, mortar and coursework
Asbestos cement sheet
Asbestos cement sheet behind ceramic tiles
Asbestos cement sheet over exhaust canopies such as ovens and fume cupboards
Asbestos cement sheet internal walls and ceilings
Asbestos cement sheet underlay for vinyl
Asbestos cement storm drain pipes
Asbestos cement water pipes (usually underground)
Asbestos containing laminates, (such as Formica) used where heat resistance is required
Asbestos containing pegboard
Asbestos felts
Asbestos marine board, eg marinate
Asbestos mattresses used for covering hot equipment in power stations
Asbestos paper used variously for insulation, filtering and production of fire resistant laminates
Asbestos roof tiles
Asbestos textiles
Asbestos textile gussets in air conditioning ducting systems
Asbestos yarn
Autoclave/steriliser insulation

B

Bitumen-based water proofing such as malthoid (roofs and floors, also in brickwork)
 Bituminous adhesives and sealants
 Boiler gaskets
 Boiler insulation, slabs and wet mix
 Brake disc pads
 Brake linings

C

Cable penetration insulation bags (typically Telecom)
 Calorifier insulation
 Car body filters (uncommon)
 Caulking compounds, sealant and adhesives
 Cement render
 Chrysotile wicks in kerosene heaters
 Clutch faces
 Compressed asbestos cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings
 Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

D

Door seals on ovens

E

Electric heat banks – block insulation
 Electric hot water services (normally no asbestos, but some millboard could be present)
 Electric light fittings, high wattage, insulation around fitting (and bituminised)
 Electrical switchboards see Pitch-based
 Exhausts on vehicles

F

Filler in acetylene gas cylinders
 Filters: beverage wine filtration
 Fire blankets
 Fire curtains
 Fire door insulation
 Fire-rated wall rendering containing asbestos with mortar
 Fire-resistant plaster board, typically on ships
 Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry
 Flexible hoses

Floor vinyl sheets
Floor vinyl tiles
Fuse blankets and ceramic fuses in switchboards

G

Galbestos™ roofing materials (decorative coating on metal roof for sound proofing)
Gaskets: chemicals, refineries
Gaskets: general
Gauze mats in laboratories/chemical refineries
Gloves: asbestos

H

Hairdryers: insulation around heating elements
Header (manifold) insulation

I

Insulation blocks
Insulation in electric reheat units for air conditioner systems

L

Laboratory bench tops
Laboratory fume cupboard panels
Laboratory ovens: wall insulation
Lagged exhaust pipes on emergency power generators
Lagging in penetrations in fireproof walls
Lift shafts: asbestos cement panels lining the shaft at the opening of each floor and asbestos packing around penetrations
Limpet asbestos spray insulation
Locomotives: steam, lagging on boilers, steam lines, steam dome and gaskets

M

Mastik
Millboard between heating unit and wall
Millboard lining of switchboxes
Mortar

P

Packing materials for gauges, valves, etc can be square packing, rope or loose fibre
Packing material on window anchorage points in high-rise buildings
Paint, typically industrial epoxy paints

Penetrations through concrete slabs in high rise buildings
 Pipe insulation including moulded sections, water-mix type, rope braid and sheet
 Plaster and plaster cornice adhesives
 Pipe insulation: moulded sections, water-mix type, rope braid and sheet
 Pitch-based (zelemite, asbestos, lebah) electrical switchboard

R

Refractory linings
 Refractory tiles
 Rubber articles: extent of usage unknown

S

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts
 Sealant or mastik on windows
 Sealants and mastik in air conditioning ducting joints
 Spackle or plasterboard wall jointing compounds
 Sprayed insulation: acoustic wall and ceiling
 Sprayed insulation: beams and ceiling slabs
 Sprayed insulation: fire retardant sprayed on nut internally, for bolts holding external building wall panels
 Stoves: old domestic type, wall insulation

T

Tape and rope: lagging and jointing
 Tapered ends of pipe lagging, where lagging is not necessarily asbestos
 Tilux sheeting in place of ceramic tiles in bathrooms
 Trailing cable under lift cabins
 Trains: country – guards vans – millboard between heater and wall
 Trains – Harris cars – sprayed asbestos between steel shell and laminex

V

Valve and pump insulation

W

Welding rods
 Woven asbestos cable sheath

Source: *Environmental health notes number 2 guidelines for local government on asbestos*, 2005 (Victorian Department of Human Services).

http://www.health.vic.gov.au/environment/downloads/hs523_notes2_web.pdf

Appendix K – Asbestos licences

Type of licence	What asbestos can be removed?
Class A	<p>Can remove any amount or quantity of asbestos or asbestos containing material, including:</p> <ul style="list-style-type: none"> any amount of friable asbestos or asbestos containing material any amount of asbestos containing dust any amount of non-friable asbestos or asbestos containing material.
Class B	<p>Can remove:</p> <ul style="list-style-type: none"> any amount of non-friable asbestos or asbestos containing material <p>Note: A Class B licence is required for removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove up to 10 m² of non-friable asbestos or asbestos containing material.</p> <ul style="list-style-type: none"> asbestos containing dust associated with the removal of non-friable asbestos or asbestos containing material. <p>Note: A Class B licence is required for removal of asbestos containing dust associated with the removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove asbestos containing dust associated with removal of up to 10m² of non-friable asbestos or asbestos containing material.</p>
No licence required	<p>Can remove:</p> <ul style="list-style-type: none"> up to 10 m² of non-friable asbestos or asbestos containing material asbestos containing dust that is: <ul style="list-style-type: none"> associated with the removal of less than 10 m² of non-friable asbestos or asbestos containing material not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

An asbestos removal contractor's licence can be verified by contacting WorkCover NSW's Certification Unit on 13 10 50.

ORD06

Appendix L – Map of known deposits Naturally Occurring Asbestos

Following page.

Attachment 1

DRAFT

Part 5 – Document Control

RELEVANT LEGISLATION: BUILDING CODE OF AUSTRALIA
ENVIRONMENTAL PLANNING AND ASSESSMENT ACT
CONTAMINATED LANDS MANAGEMENT ACT
WORK HEALTH AND SAFETY ACT

RELATED POLICIES AND PROCEDURES:

RESPONSIBLE OFFICER: ALL OFFICERS OF COUNCIL

RESPONSIBILITIES: Y / N

APPROVALS: COUNCIL

NEXT REVIEW DATE:

RECORD KEEPING NOTES:

HISTORY:
Previous Policy: None

STAFF TRAINING REQUIRED? Y / N

Administrative information

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Created by	Anne Guzman
Approved by (It may be appropriate to remove this once Policy has been adopted by Council)	Geoffg
Date Policy first adopted by Council	Insert date
Effective date	Insert date
Review period	This Policy will be reviewed at the time of any relevant legislative changes, or may be reviewed at a minimum, every three years.
Review date	Insert date
Responsibility for review	
Date presented to the Work Health and Safety Committee	Insert date
Document distribution	Internal
Document owner	
Contact person for further information	

DRAFT

END OF DOCUMENT

ORD07

Attachment 1





ORD03

ORDINARY COUNCIL

ORD03

SUBJECT: DRAFT PLAN OF MANAGEMENT - WAYNE GARDNER RESERVE,
ORAN PARK
FROM: Director Works & Services
BINDER: Land Use and Planning

PURPOSE OF REPORT

To seek Council's approval to adopt the Draft Plan of Management for Wayne Gardner Reserve, Oran Park, with a view to placing the document on public exhibition in accordance with the *Local Government Act 1993*.

Following a request from the developer and the School operator, Council is also required to consider the request for proposed hours of exclusive use by the School.

BACKGROUND

The Oran Park Precinct was rezoned by the State Government in 2008. Council was involved in the planning process with the Department of Planning and Infrastructure. Landcom and Greenfields Development Company (GDC) have begun developing the land east of The Northern Road. A Voluntary Planning Agreement (VPA) has been adopted which will deliver over \$130m of public infrastructure (including the dedication of land and carrying out of works). The VPA includes provision of a range of public open spaces and recreation facilities which will be embellished and dedicated to Council, consistent with Council's Section 94 Plan for Oran Park.

In accepting the facility, Council is required under the *Local Government Act 1993* (Section 25) to classify the land and determine an appropriate categorisation, being either 'community' or 'operational' land. Given the community use of the land, it is considered appropriate to categorise this reserve as 'community land'. All community land is required to have a Plan of Management to guide the future management, operation and embellishment of the land.

MAIN REPORT

Wayne Gardner Reserve is located on the southern side of the Oran Park town centre, midway between the proposed retirement village on the southern end and proposed school to the north of the reserve as shown in the Location Plan below. The reserve and associated pathway system provide a link from the residential area to the commercial town centre and associated community facilities.

When the Oran Park Precinct was being planned, Council was under increasing pressure from the State Government to reduce contribution rates. To respond to these pressures, consideration was given to the co-use of recreation facilities by schools and the general public. Demand for public playing fields is met by Council owned facilities. Landcom and GDC have offered to construct and dedicate Wayne Gardner Reserve to Council free of cost as part of their VPA.

The school site has been acquired by the Oran Park Anglican College and construction of a school, to commence operating in 2012, is underway.

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Attachment 1

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Attachment 1



Location Plan



ORD03

The reserve has a number of elements within it including playground equipment, fitness station, riparian bush area, path around the perimeter of the reserve, sportsground with irrigation and floodlights, amenities building and tiered grassed mounds. The reserve was designed by the developer, with some input from Council staff, based on a joint school and community use principle due to the location adjoining the then planned school site. The developer has considered an arrangement which would benefit the school and make available the facility for wider community use. Such a proposal means that the sports field and change rooms in the amenities building would be available for exclusive use by the school during school days and open for public use outside the defined hours. The other areas of the reserve are to remain available to the public at all times.

This arrangement has led to the development of a proposal to share the maintenance costs with the Oran Park Anglican College. The details of this proposed arrangement would be the subject of a lease agreement and the draft POM being adopted by Council. The proposed lease arrangements are the subject of a separate report to Council.

As part of the strategic planning for Wayne Gardner Reserve, the developers commissioned consultants to develop an appropriate Plan of Management (the Draft POM) in consultation with relevant Council staff and The Sydney Anglican Schools Corporation, who are developing the adjoining school.

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The Draft POM includes:

- an outline of the planning context of the reserve;
- a description of Wayne Gardner Reserve;
- an outline of the basis for management;
- management strategies;
- action plan; and
- implementation strategy.

A copy of the recommended draft POM is Attachment 1 to this report.

A key feature of the Draft POM is to recognise the unique status of the reserve and the relationship with the School, with a view to exclusive use of the sportsground and change rooms in the amenities by the School on school days only. The school has requested a lease for the proposed period between 7.00 am and 5.00 pm on school days, during school term. The remainder of the reserve including the playground, exercise stations, walking paths and bushland area, are open to the public at all times.

The vision for the reserve has been identified as *"....a visually attractive and well managed sports field, park and natural area providing habitat opportunities with accessible facilities for a range of formal and informal recreational activities for all age groups in a safe and secure environment"*.

The Management Objectives identified include accessibility, safety and security of users, a wide range of informal recreational activities and settings, and a visually attractive, clean, tidy and useable open space.

The Draft POM identifies the performance targets, means of achieving targets, priority of actions and also a means of assessing performance.

Under the *Local Government Act* (Section 38), the Draft POM is to be exhibited for a minimum of 28 days, and allow a minimum period of 42 days for submissions. Given the Christmas and New Year period, it is proposed to extend this exhibition period until mid February 2012 and allow an additional 12 days for submissions. The exhibition would be at Camden and Narellan Customer Service and Libraries and via Council's website, and advertised in the local newspaper.

CONCLUSION

The Draft POM and associated Landscape Masterplan provide a comprehensive management tool for Council to guide the future management and development of Wayne Gardner Reserve.

In recognition that the residential area surrounding the reserve has not yet been fully established and settled, the Plan is limited in terms of community input to date.

The Draft POM identifies the need to review the document over time as the community establishes in the area and changes. An annual review of the Action Plan in accordance with Council's budgets and changing priorities is also identified.

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Attachment 1

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Attachment 1



RECOMMENDED**That Council:**

- i. **classify Wayne Gardner Reserve, once acquired by Council, as Community Land;**
- ii. **adopt the Draft Plan of Management Wayne Gardner Reserve in principle, with the hours of use by the school to be defined from 7.00 am to 5.00 pm on school days, during school term, and place the document on Public Exhibition in accordance with the *Local Government Act 1993*; and**
- iii. **a further report be presented to Council on the outcome of the public exhibition and submissions.**

ATTACHMENTS

1. Draft Plan of Management - Wayne Gardner Reserve

ORD03



ORDINARY COUNCIL

ORD04

ORD04

SUBJECT: PROPOSED LEASE OF SPORTING FACILITY - WAYNE GARDNER RESERVE, ORAN PARK
FROM: Director Works & Services
BINDER: Land Use and Planning

PURPOSE OF REPORT

To seek Council's in principle approval to grant a 20 year lease to the Sydney Anglican Schools Corporation, of a portion of Wayne Gardner Reserve, Oran Park in accordance with Section 47 of the *Local Government Act*. The proposed lease would be applicable to defined times on school days only.

BACKGROUND

Council has been provided with a separate report on the Draft Plan of Management (POM) for Wayne Gardner Reserve for consideration. The Draft POM was developed to guide the future management and development of the reserve, which included the intention to permit the sporting facility and amenities within the reserve to be provided on an exclusive use basis to the school adjoining the reserve, within defined periods.

The reserve has a number of elements within it including playground equipment, fitness station, riparian bush area, path around the perimeter of the reserve, sportsground with irrigation and floodlights, amenities building, and tiered grassed mounds. The reserve was designed based on a joint school and community use principle for the sportsground and change rooms of the amenities building with all other areas of the reserve to remain available to the public at all times.

The area proposed for lease is outlined in Figure 1 below.

Figure 1



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Attachment 2

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Attachment 2



ORD04

MAIN REPORT

The Draft POM for the reserve recognises the potentially unique relationship between the reserve and the School with respect to the sharing of resources and use of the sportsground and amenities by the school during defined hours. It is also noted that the remainder of the reserve including the playground, exercise stations, walking paths and bushland area are available to the public at all times.

The vision for the reserve has been identified as “a visually attractive and well managed sports field, park and natural area, providing habitat opportunities with accessible facilities for a range of formal and informal recreational activities for all age groups in a safe and secure environment”. To support this, the reserve area will not have any fencing around it, or any part of it, as the site has been designed and built to maximise passive surveillance while landscaped elements provide buffers to adjacent roads.

The provision of Wayne Gardner Reserve as a facility offered to Council, which is additional to the provision rate adopted by the State Government for the area, and on the basis of being shared use with the adjoining school, is considered a resource sharing project which will benefit not only the residents that attend the school, but the wider community in general.

The proposal for “co-use” of the facility has benefits for both the School and for Council. Neither organisation is required to bear the full cost of ownership nor operation of the sports field as would be the case if the sports field was on school grounds or a “normal” Council sports field. The arrangement would be for a 50:50 split of maintenance costs between Council and the School.

In addition, the arrangement avoids having the sports field underutilised outside of school hours as could be the case if the sports field was enclosed within a secure school property.

One of the perceived disadvantages is the need to manage competing demands for access, whereby members outside the school community wish to use the sports field during the defined ‘exclusive use’ hours. Under Council’s current approach for sports fields, whereby schools are given preference, this in theory can be an issue at any sports field. To date, Council has not had any requests for exclusive use of sports grounds during school hours, with the exception of Onslow Park which hosts the annual Show and various exhibitions and agricultural activities. Currently 9 out of 15 existing Council sports field sites are used by schools on a “part time” basis. There are five which are used on a regular weekly basis including Onslow, Nott, Fairfax, Kirkham and Belgenny. None of the schools which use these fields make any contributions to maintenance costs for those fields.

In the case of Wayne Gardner Reserve, the formalised arrangement with the Oran Park School will be indicated on signs appropriately placed at access points around the reserve.

The School is also very much aware of its responsibilities and duty of care toward its students, visitors and staff and will be implementing strategies to ensure such duty is exercised appropriately.

In order to formalise the relationship between the School and Council as reserve owner and manager, it is appropriate that a formal agreement be considered which outlines the intended use arrangements, each organisation’s responsibilities and cost

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disbursements, in conjunction with the various Council standard lease terms such as insurance etc. for sporting facilities.

A summary of proposed lease terms has been drafted specifically applicable to the Wayne Gardner Reserve. These are in addition to 'standard terms' and are **contained in Attachment A** to this report. The terms of the lease have been discussed with the Anglican Schools Corporation and are acceptable to it. Given the length of the proposed lease, it is recommended that the 20 year term be divided into four x 5 year options. This will enable a review of the terms and opportunity to make any required updates.

The *Local Government Act S47* outlines the process for granting leases over community land for periods exceeding five years which include:

- a) give Public Notice of the proposal and invite submissions;
- b) exhibit notice of the proposal on the land to which the proposal relates;
- c) give notice of the proposal to such persons as appear to own or occupy the land adjoining the community land;
- d) notify persons living in the vicinity of the land if Council believes that the land "is the primary focus on the person's enjoyment of community land";
- e) consider submissions made about the proposal; and
- f) refer the proposal to the Minister of Local Government if Council receives any objection to the proposal.

CONCLUSION

The intended resource sharing arrangement in the design and construction of Wayne Gardner Reserve is recognised in the Draft POM for the Reserve and may be formalised through a lease agreement with the Anglican Schools Corporation.

It is proposed that Public Notice be made regarding the intention to lease the sports field and change rooms in the amenities building for exclusive use by the school during school days and defined hours, and relevant stakeholders be advised accordingly. The notice will invite submissions and a further report be presented to Council on the outcome of the public exhibition. This public exhibition will be in conjunction with the Draft Plan of Management.

RECOMMENDED

That Council:

- i. **Council give approval in principle to the proposal to lease the sports field and change rooms in the amenities building to the Anglican Schools Corporation for a period of 20 years subject to the draft terms of lease;**
- ii. **the proposed lease be the subject of public exhibition with notice inviting submissions, being advertised in the local press and the proposal be displayed at Council's Offices and libraries at both Camden and Narellan, in conjunction with the Draft Plan of Management for Wayne Gardner Reserve; and**
- iii. **a further report be presented to Council on the outcome of the public exhibition.**

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Attachment 2

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ATTACHMENTS

1. Lease Terms - Wayne Gardner Reserve

Attachment 2

Wayne Gardner Reserve**Proposed Lease Terms to Sydney Anglican Schools Corporation (school)**

Draft site specific recommended terms of lease, (in addition to standard lease clauses); proposed to be entered into between Camden Council and the Sydney Anglican Schools Corporation (to be referred to as the "school" in this document).

1. **Area of reserve subject of proposed lease** – Attachment "A". The portion of the reserve which includes the sporting field and immediate surrounds, (as defined by shaded area) and toilet and change rooms of the amenities building (to be referred as the "amenities" in this document).
2. **Term of lease** – In accordance with the Local Government Act, section 47 and 47A, it is proposed to enter into a 20 year lease comprised of 4 terms of 5 years (5x 5x 5x 5 years) with a review of the terms and conditions to be undertaken at the end of each 5 year period.
3. **Purpose of lease** – the purpose of the lease is to formalise a co-use agreement relating to the use, maintenance and responsibilities for costs associated with defined facilities within Wayne Gardner Reserve
4. **Types of use** – The school will have exclusive use of the defined facilities for the following activities: sports carnivals, sporting fixtures, sports training, PDHPE lessons and other learning activities
5. **Hours of use** - The school will have exclusive use of the sport field and amenities between the hours of 7am and 5pm on school days, during school term only. Any requirements for use beyond these defined times will be subject to Council sports field booking process and applicable fees and charges. The exclusive use does not exclude Council staff or contractors who may need to access the facilities for maintenance or improvement works.
6. Camden Council will erect signs at key entrance points to the reserve notifying the public of the co-use arrangement with the school and the periods of exclusive use.
7. The school will have the **responsibility to manage use** of the sports field and amenities during their exclusive use period. However any subletting of the facilities for commercial purposes during period of exclusive use will require Council consent.
8. The school will be required to **provide access to the exclusive use area and time period to Council staff** and or nominated contractors. Council will endeavour to undertake maintenance works within the nominated exclusive use areas between the hours of 7.00am and 9.00am where feasible, however, Council reserves the right to exclude areas for maintenance if and when necessary.
9. **Cleaning of facilities used** – the school will be responsible for the cleaning of amenities and sport field after school use to ensure usability by public beyond lease timeframes. Council will be responsible for cleaning of facilities following public use in accordance with adopted standards for similar facilities.
10. **Sports field maintenance - Camden Council will maintain** Wayne Gardner Reserve including mowing, maintenance of irrigation systems and regular cleaning of facilities related to non school use periods in accordance with adopted Council standards. Where additional frequency of service is required by the school, the school will be required to pay cost of requested services.
11. **Annual renovations** – Camden Council generally conducts renovations of its sporting ovals on an annual basis. During these times access to portions of the sports field may be limited

ORD04

Attachment 1

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Attachment 2

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Attachment 2

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Attachment 1

Attachment 1

Lease Terms - Wayne Gardner Reserve

12. **Operational costs** -The school will share in the maintenance, waste removal, water and sports field renovation costs on a 50% basis. School to provide their own consumables such as toilet paper. Options of school and Council sharing the cost of contracted cleaning services based on the proportion of use. Council to meet with the school twice per year to review maintenance regimes, practices, programmes and costs. An annual review of the co-use agreement including cost sharing arrangements be undertaken.
13. **Damage to the reserve and amenities** caused by the school use shall be repaired at the school's cost by Camden Council. Damage to the facility caused by the public use will be repaired by and at Council's expense. The Council will endeavour to carry out repairs to all damaged facilities as quickly as possible.
14. **Wear and Tear** –reasonable wear and tear will be managed through the maintenance program and generally annual renovation works. Cost to be shared between Council and school.
15. **Camden Council has the right to close the sports field and amenities** building for whatever reason whether it be due to wet weather, repairs, weed spraying, painting etc. During periods when the sports field and facilities are closed the affected areas will be closed to all park users, including the school.
16. **Ground and facility upgrades or improvements** – any proposed new facilities or upgrades required by the school must be approved by Council, and available to the public in non exclusive periods.
17. **Termination of Lease** – Maintaining positive relationships and good will is important for the success of this scheme. If the agreement were to fail, ownership of the reserve remains with Council and Council has the right to terminate the lease, which is an undesirable outcome. It is in both parties' interest to work positively with each other to overcome any issues that may arise.
18. **Insurance** – Both Council and the school are required to keep and maintain public liability insurance associated with the use of the reserve. Council will also cover the building and infrastructure insurance costs.

JMD design



May 2011

Wayne Gardner Reserve

Plan of Management



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JMD design

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1 Introduction

1.1 Background

Under the *Local Government Act, 1993*, Camden Council is required to prepare Plans of Management for its community land, including its parks and open spaces. This Plan of Management for Wayne Gardner Reserve in Oran Park Town has been prepared by James Mather Delaney Design Pty Ltd Landscape Architects on behalf of Landcom and Greenfields Development Corporation for Camden Council. The key objective of the Plan of Management is to provide a framework for long-term and day-to-day decision-making, regarding the improvements to and management of Wayne Gardner Reserve.

1.2 Land to which this Plan of Management applies

This plan applies to all the land within Wayne Gardner Reserve, to be held in title by Camden Council as Public Reserve to be known as Wayne Gardner Reserve in Lot 17 of Tranche 1 Stage 4 DA No. 900/2009 at 400H The Northern Road Oran Park Lot 101Pt DP:1133602.



Figure 1.1 Wayne Gardner Reserve Location Map

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1.3 Objectives of the Plan of Management and Landscape Master Plan

The objectives of preparing the Plan of Management and Landscape Master Plan for Wayne Gardner Reserve are to:

- Prepare a Plan of Management in accordance with the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979;
- Develop objectives, management goals and action strategies which will satisfy the ongoing recreational needs of the community, regardless of age, sex, culture or level of ability;
- Prepare a Master Plan for Wayne Gardner Reserve which acknowledges the role of Wayne Gardner Reserve in the greater context of Oran Park Town and the open space network and to explore opportunities for linkages within the public domain – Refer to Figure 2.1: Indicative Layout Plan for Oran Park for its context within Oran Park Town;
- Prepare a Master Plan which achieves an integration of uses within a coherent and functional design;
- Increase the public’s awareness and enjoyment of the park, through provision of sporting and social opportunities;
- Ensure the successful co-use of Wayne Gardner Reserve Sportsfield with Oran Park Anglican School during set times;
- Ensure that the park is generally accessible to all users equally and that the sportsfield is accessible to all outside the times when the sportsfield is being used by Oran Park Anglican School or any other organisation that may have booked the facility;
- Provide environmentally sustainable, durable and safe facilities, features and surface treatments in the detailed design.



FIGURE 1.2 ORAN PARK LOCATION MAP

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1.4 Process of preparing this Plan of Management

The process for preparing this plan of management has included:

- Literature review of approvals;
- Camden Council Conditions of Consent DA No: 900 / 2009;
- Review of design documents;
 - Engineering Plans for Oran Park Tranche 1 Stage 4 prepared by Brown Consulting Pty Ltd;
- Landscape Plans for Wayne Gardner Reserve prepared by JMDdesign Landscape Architects
- Plans for Wayne Gardner Reserve Amenities Building prepared by DKO Architects;
- Review of relevant environmental reports;
 - Oran Park and Turner Road Waterfront Land Strategy 2009;
- Review of relevant Plans of Management prepared by or for Camden Council;
 - *Camden Riparian Areas Plan of Management (2002).*;
 - *Lake Annan Specific Area Plan of Management (2002)*;
 - *Camden Bicentennial Equestrian Park and Onslow Park Specific Area Plan of Management*;
- Consultation with Camden Council and Oran Park Anglican School.

1.5 What is included in this Plan of Management?

This Plan of Management is divided into the following sections, as outlined in **Table 1.1**.

Table 1.1: Structure of this Plan of Management

Section	For whom?	Time-frame	What does it include?
1 Introduction	All readers	up to 5 years	Background
2 Planning context	All readers	up to 5 years	State government planning legislation, local planning context
3 Description of Wayne Gardner Reserve	All readers	up to 5 years	History, uses, physical description
4 Basis for Management	Park Operational Managers	10 years	Goals for managing parks in Camden, Values of the community, Vision, Management objectives
5 Management strategies	Managers	5-10 years	Roles of the parks. Management issues and strategies
6 Action Plan	Managers, on-site staff, user groups and Schools	5-10 years	Actions required to implement management strategies. Landscape Master Plan.
7 Implementation and Review	Managers, on-site staff & user groups	5-10 years	Reviews of management and leasing arrangements

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2 PLANNING CONTEXT

2.1 State government planning legislation

2.1.1 Local Government Act

Wayne Gardner Reserve is classified as “community land” under the *Local Government Act, 1993*. This Plan of Management has been prepared according to the requirements of the Act. The Act provides Councils with a specific approach to the management of community land. Specific requirements of the *Local Government Act* for community land are that:

- it must be kept for the use of the general community, and must not be sold.
- its use and management is regulated by a plan of management. Until a plan of management is adopted, the nature and use of the land must not change.

This Plan of Management has been prepared in accordance with the requirements of the *Local Government Act* for the contents of plans of management for community land, as shown below in **Table 2.1**.

Table 2.1: Requirements for plans of management under the Local Government Act

A plan of management needs to identify:	How this Plan of Management satisfies the Act:
The category of the land.	Section 3.4, Figure 3.2
Objectives for categories of land.	Table 4.1
Condition of the land and existing facilities.	Section 3.6.7
The objectives and performance targets of the land.	Desired outcomes (Section 4.3) Management objectives (Section 4.5) Performance Targets (Table 6.1)
The means by which Council proposes to achieve the plan’s objectives and performance targets.	Management strategies (Section 5). Action Plan (Section 6)
The manner in which Council proposes to assess its performance.	Methods of performance measurement in Action Plan (Section 6).
Permitted future uses of the land.	Section 7.1
Leases, licences and other estates that can be granted.	Section 7.2

Where exclusive control of all or part of an area or facility is proposed or desirable, a lease is appropriate. There are also other factors which may influence the granting of a lease, including the level or scale of investment in facilities, the necessity for security measures, and the relationship between the activity on the land and the activity of the controller of the land.

The activities undertaken by a leaseholder should be compatible with any zoning or Council requirements and provide benefits and services or facilities for the users of the land. Terms and conditions of a lease should reflect the interest of the Council, protect the public, and ensure proper management and maintenance.

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Where short term, intermittent or non-exclusive occupation or control of all or part of an area or facility is proposed, a licence may be used. Providing there are no conflicts of interest, several licences may apply concurrently.

Further considerations that may affect leases and licenses are:

- Fees can be charged as part of a lease or license and can be commercially based.
- The lessee or licensee should take out public risk insurance and produce notices of policy as required on renewal.
- Use of the premises by the lessee or licensee is restricted to only those activities authorised in the lease or licence.
- Any alteration, transfer or sub-letting, etc should not be permitted without Council's consent.
- Ownership of improvements should be dealt within the lease or licence.
- A lease / licence can be terminated by either party.

In considering whether to grant any lease or licence Council should take into account the consistency of the proposal with the values and management strategies of this Plan of Management, particularly with regard to the following:

- The Lessee/Licensee is responsible for ensuring the area is maintained to a standard which is acceptable to Council.
- There is a need to define the times the land or facility will be available for use by the Lessee/Licensee.
- Any fixed or temporary outdoor lighting of areas to be allowed only between the hours identified in the lease/licence.
- The impact of the lease/licence on the public space use of the park.
- Impact on maintaining the park as one cohesive open space.

The leases and licences which are expressly authorised by this Plan of Management are contained in **Section 7**.

2.2 Management Authority and Ownership

The manager of the land covered by this plan is Camden Council. The land is to be held in title by Camden Council and hence the provisions of the Local Government Act 1993 apply to the preparation of this plan of management.

2.3 Relationship to Other Plans of Management

A number of Plans of Management have been previously adopted by Camden Council, including:

- Specific Plan of Management for Camden Bicentennial Equestrian Park and Onslow Park;
- Specific Plan of Management for Gundungurra Reserve;
- Specific Plan of Management for Lake Annan;
- Generic Plan of Management for Camden Riparian Areas;
- Generic Plan of Management for Camden Parks;
- Generic Plan of Management for Camden Sports Grounds;
- Generic Plan of management for Camden Community Use Areas;
- Generic Plan of Management for Camden Council Natural Areas.

The Generic Plans of Management for Camden Riparian Areas, Parks and Sportsgrounds are relevant to Wayne Gardner Reserve, at this time. These Plans are general documents providing direction for the management of the respective areas within Wayne Gardner Reserve and are to be referenced in the Management of the relevant areas of Wayne Gardner Reserve. The Nominated Generic Plans are to be supported by this specific plan of management for Wayne Gardner Reserve.

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2.4 Council Plans and Strategies

Camden Council has developed a Strategic Plan for the period to 2040. The Plan was adopted by Camden Council on December 2010.

Council's Vision for the LGA, in the year 2025 includes that,

Camden has retained many of the traditional qualities of a rural lifestyle and environment and is characterised by historic towns, country villages and new suburban areas achieved whilst accommodating the fastest urban growth in the Sydney Region.

..... it is not a mere extension of the suburban sprawl of Sydney. Camden's unique rural landscapes and vistas have been retained and improved.

Development has been managed so that each community has a range of facilities to meet local needs and interests. Wayne Gardner Reserve Oran Park Town has been designed and completed in the context of Camden Council's vision.

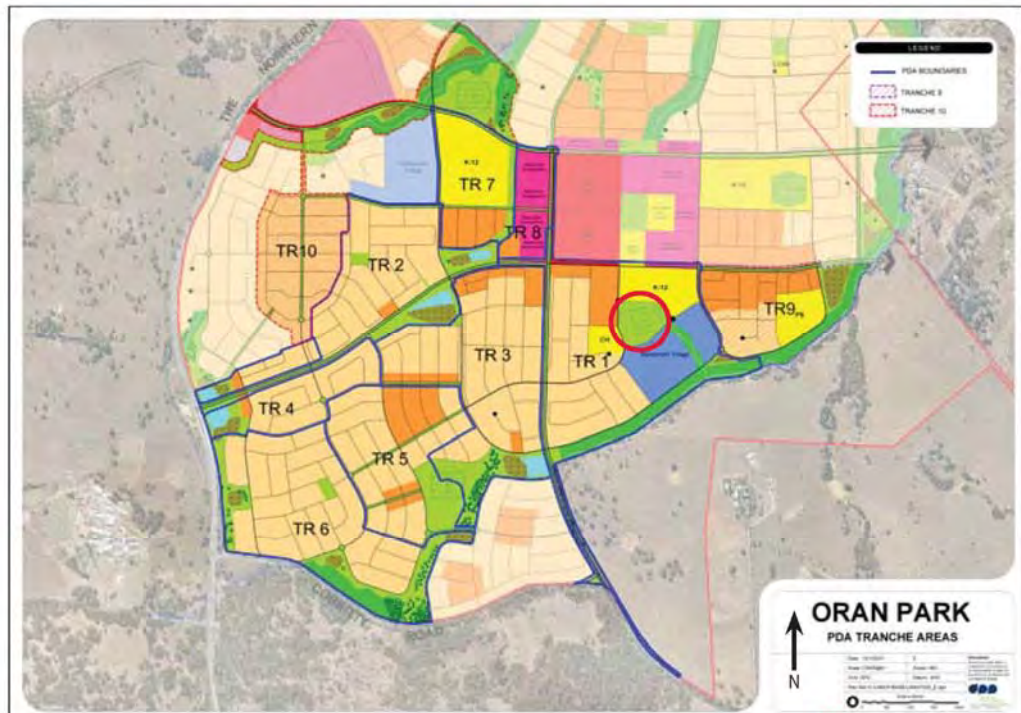


FIGURE 2.1: INDICATIVE LAYOUT PLAN FOR ORAN PARK

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3 Description of Wayne Gardner Reserve

3.1 History and Cultural significance

The following excerpts have been taken from "Assessment of Indigenous Heritage in the Oran Park North Stage 1 DA: Oran Park Precinct" November 2007 prepared by Jo McDonald Cultural Heritage Management Pty Ltd (JMCHM).

"There is considerable debate over which language groups occupied the Camden area prior to European contact and the extent and nature of territorial boundaries in the Sydney basin. This is due in part to the absence of ethnographic and linguistic study at the time of European contact and the scarcity of adequate historical documentation and anthropological interest until well after settlement of the region."

"At European contact, this area was close to the boundary between the Darug, Dharawal and Gandangara language groups. The Narellan Valley area may also have been part of a 'travel corridor' linking the northern Cumberland Plain, the Cowpastures/Camden area and the Illawarra region (Haglund 1989)."

Survey work by JMCHM has identified 44 sites and four areas of good potential archaeological deposit (PAD). None of the sites are located within Wayne Gardner Reserve.

The first land grant of 5,000 acres in the Cowpastures area was made in 1805. Much of the early land-use history comes from records related to the Macarthur property (now Camden Park). In 1815, Harrington Park (the original grant in which Oran Park is located) was granted to William Campbell. Clearing and burning of the Cowpastures land grants was undertaken immediately and the area was utilised for diverse farming, including grain, meat, fruit and dairy produce. The area was subject to fires and severe drought from the late 1820s, and then throughout the nineteenth and twentieth centuries.

By 1841 Camden Village had been established. By the late nineteenth century, dairying had become the most profitable industry for the area. Further clearing, burning and ring-barking was undertaken at this stage to allow for an expansion in grazing and fodder crops. Severe drought in the early twentieth century provided the impetus for the construction of many more silos and dams throughout the area.

Industrialisation of rural industries took off in the 1950s, and new technology was brought to the area in relation to the dairies, orchards and irrigation systems that included the construction of large new dams. Construction of the Oran Park Raceway took place in 1962.

From "Assessment of Indigenous Heritage in the Oran Park North Stage 1 DA: Oran Park Precinct" November 2007 prepared by Jo McDonald Cultural Heritage Management Pty Ltd

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3.2 Local Context

Oran Park Town is a new town being developed in the south west growth sector of Greater Sydney. Oran Park is within the Local Government Area of Camden. Wayne Gardner Reserve is 2.78ha in size and is located centrally within Tranche 1 of the Oran Park Residential Development which lies just south of Oran Park Town Centre. The Reserve is roughly trapezoidal in form and is bounded by Central Avenue to the west, Shannon Way to the north east and Redman Grange along its southern boundary.

The Reserve comprises active and passive recreation facilities and a Category 3 Riparian Corridor along the eastern edge.

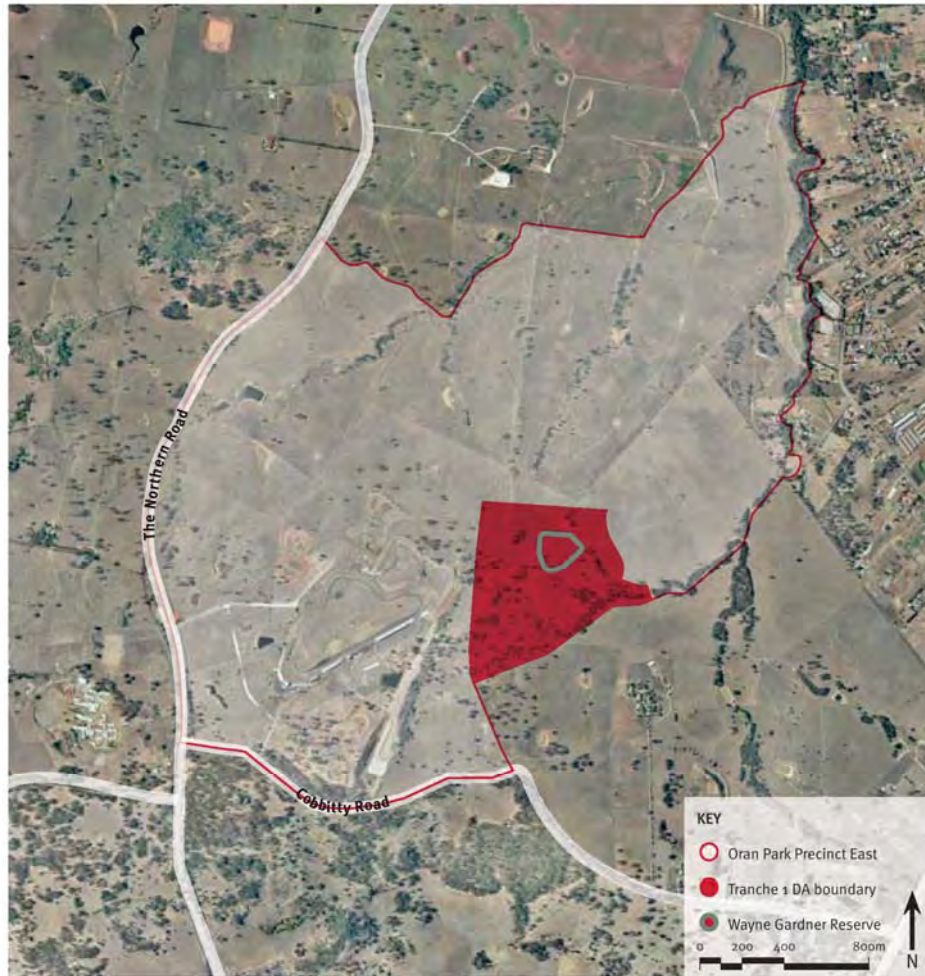


FIGURE 3.1 WAYNE GARDNER RESERVE LOCATION.

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Oran Park Anglican School is proposed to be located north of the Reserve catering to Kindergarten to Year 12 with a strong shareway connection via a learning common through to the town Centre to the north. It is proposed that the school enter into a co-use agreement with Camden Council for exclusive use of the sportsfield area and amenities building between restricted hours on week days during school terms.

To the south of the Reserve an Anglican Retirement Village is proposed. A mixture of low and medium residential developments is proposed for the western edge of the Reserve.

Planning of the Oran Park Town Development was undertaken through the Growth Centres Commission. Detail design of roads, drainage and earthworks around Wayne Gardner Reserve was carried out by Brown Consulting Pty Ltd to Camden Council specifications.

The recreational facilities and landscaping of the area were designed by JMDdesign Pty Ltd Landscape Architects, in consultation with Council and DNR.

3.3 Zoning and planning controls

Wayne Gardner Reserve is zoned R1 General Residential, R3 Medium Density and E2 Environmental Conservation under State Environmental Planning Policy (Sydney Region Growth Centres) 2006.

Recreation Areas are identified as permissible development within both the R1 General Residential, R3 Medium Density and E2 Environmental Conservation zoning tables.

Part 2 of the State Environmental Planning Policy (Sydney Region Growth Centres) Appendix 1 Oran Park and Turner Road Precinct Plan contains detailed zoning tables which list permissible and prohibited land uses within each of the zones discussed above.

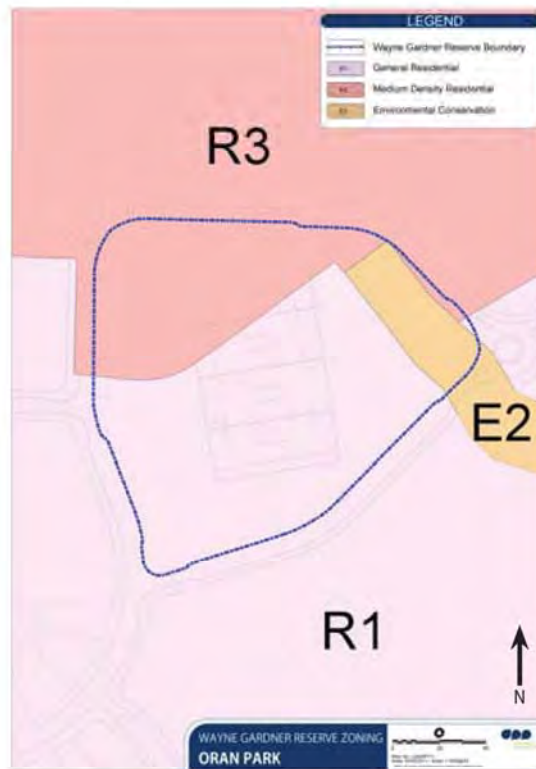


FIGURE 3.2 WAYNE GARDNER ZONING PLAN.

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3.4 Classification and categories

Wayne Gardner Reserve is a multi-functional recreational venue serving a wide variety of recreational, community and formal sporting interests. Wayne Gardner Reserve consists of:

- a formal sports field for football codes and soccer with night lighting for practice purposes;
- informal recreation facilities including a children's playground and picnic areas;
- informal exercise areas;
- a portion of a Category 3 riparian corridor which will be revegetated with locally indigenous plant species;
- an amenities building with toilets, change rooms, storage facility, kiosk and utilities room;
- carparking for over 90 cars to reserve surrounds.

The Local Government Act requires that all community land is categorised. The purpose of classifying the land 'community land' and then proceeding to categorise the land is to assign core objectives to provide clear direction for the management of various types of landscapes and uses in the park. The various landscapes of the park should be managed differently to sustain and complement the purpose, function, quality and different types of land resources to preserve its character and amenity. Because there are a number of land attributes that comprise the park, there is a need, for the purpose of introducing best land management, to delineate these into their appropriate categories.

The categories assigned to the land are based on the land's principal attributes, and its current and preferred future uses. The categories proposed to apply to community land in Wayne Gardner Reserve are:

- Sportsground
- Park;
- Natural Area – Bushland;

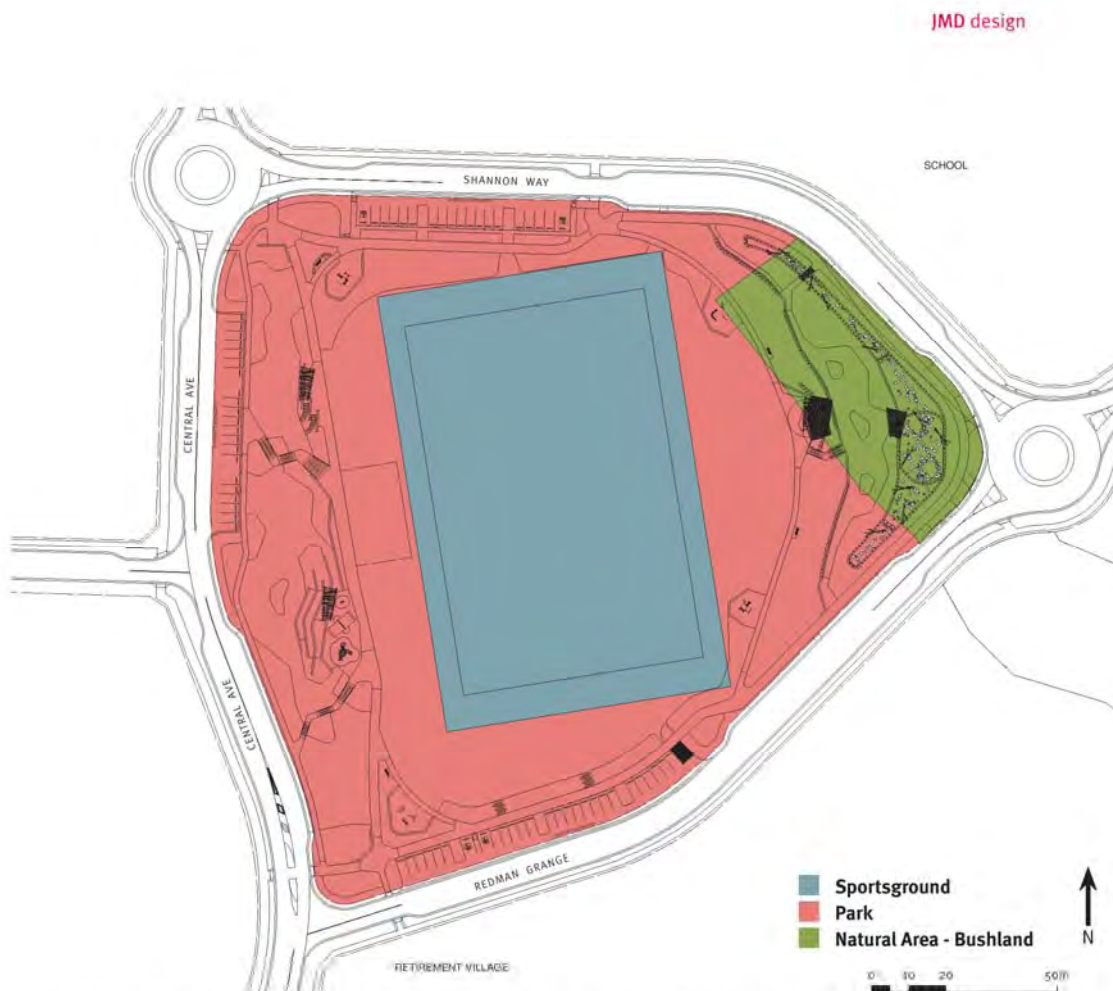





Figure 3.3 Identifies the extent of the various categories of community land within Wayne Gardner Reserve.

Table 3.1: Land Category Assessment

Category	Assessment
 Sportsground	The category 'Sportsground' applies to that area of parkland in Council's ownership that is marked 'Sportsground' on Figure 3.3 and generally includes the sports field and warm up area central to the Reserve.
 Park	The category 'Park' applies to that area of parkland in Council's ownership that is marked 'Park' on Figure 3.3 and generally includes the paths and shareways, children's play area, exercise areas, seating areas, miscellaneous grass and mass planting areas around the sports field and the amenities building and the right angle carparking areas off Redman Grange, Central Avenue and Shannon Way.
 Natural Area - Bushland	The category 'Natural Area – Bushland' applies to that area of parkland marked 'Natural Area – Bushland' on Figure 3.3 and generally includes the Category 3 riparian corridor on the eastern boundary of Wayne Gardner Reserve.

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3.5 Current leases and licences

There are no current leases and / or licences for Wayne Gardner Reserve. It is proposed that Oran Park Anglican College enter into a Co-Use arrangement of Wayne Gardner Reserve with Camden Council where the college has exclusive use of the sportsfield and the change rooms of the amenities building between the hours of 7.00am and 5.00pm school days during school term.

It is also envisaged that the sports field will be allocated on a licence or seasonal basis to local sporting clubs.

3.6 Physical Description and Site Appreciation

3.6.1 Climate

Wayne Gardner Reserve is located within 4 kilometres north of Camden Airport. Climatic data recorded over a 39 year period at Camden Airport (Climatic Averages Australia, Bureau of Meteorology, Dec 2009) indicates:

- The total rainfall is 763mm;
- The lowest mean maximum of 17.2C and minimum of 2.9C temperatures occur in July while the highest mean maximum of 29.4C and minimum of 16.7C temperatures occur in January.
- Winds throughout the year are predominantly stronger in the afternoon. The winds from November to April are predominantly from the north, east and south providing generally a cooling effect to the area. During the cooler months from May to August, wind conditions are variable with the most common wind direction being westerly.

3.6.2 Natural Light

The site has a southerly aspect and is very open due to the lack of any tree canopy. Protection from solar radiation will need to be provided.

3.6.3 Geology and Soils

Reference to the 1:100 000 Wollongong – Port Hacking Geological Series Sheet (Ref 1) indicates that the site is underlain by Bringelly Shale of the Wianamatta Group of Triassic age, which in the vicinity of the site includes an unnamed, fine to medium grained quartz-lithic sandstone member. The Bringelly Shale typically comprises shale, siltstone, claystone and laminite with coal bands, all of which weather to form clays of high plasticity. The results of the investigation were consistent with the geological mapping with siltstone encountered in the pit (Pit 3) that intersected rock.

Site topsoils on Wayne Gardner Reserve are found to be satisfactory for reuse in mass planting and more importantly as turf rootzone material when mixed thoroughly with compost material at a rate of 3 parts compost to 7 parts site topsoil.

3.6.4 Landform and Drainage

The natural landform and drainage regime of the land have been completely altered by the previous land uses. The site has been substantially modified to accommodate the sports field. The reserve falls at a grade of 1V:5H from Central Avenue on the western edge of the park to a bench which accommodates the play area, amenities building pad and shareway through the park. The reserve continues to grade at a rate of 1V:5H down to the sports field level. The sports field has a 1V:70H fall from west to east across the playing surface then batters at a grade of 1V:3H to the riparian corridor along the eastern edge of the reserve.

The riparian corridor shall be reshaped to form a swale along the eastern edge of the park and will take surface flows and excess subsoil drainage from the sport field.

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3.6.5 Flora and Fauna

The original vegetation of the Oran Park Area was Cumberland Plain Woodland. The area has been significantly cleared for farming purposes leaving scattered trees across the paddocks. Common species were *Eucalyptus tereticornis* (Forest Red Gum), *Eucalyptus moluccana* (Grey Box), *Corymbia maculata* (Spotted Gum), with *Angophora subvelutina* (Argyle Apple) and *Casuarina glauca* (Swamp Oak) along drainage lines.

Due to the earthworks required to establish the sport field the entire site has been cleared. It is proposed to revegetate the riparian corridor with locally indigenous plant material.

The remainder of the site will be planted with a range of locally native species and ground covers and exotic deciduous trees around the perimeter of the park.

The sports field will be turfed with Kikuyu.



Eucalyptus tereticornis

Eucalyptus moluccana

Corymbia maculata

Angophora subvelutina

3.6.6 Access, Circulation and Parking

Wayne Gardner Reserve is bounded by roads on all sides (For the purposes of this Plan of Management road names used are those currently submitted to Camden Council for approval. Road names may be subject to change). Shannon Way borders the reserve along the northern edge it consists of angled parking (17 spaces plus two disabled spaces) and parallel parking (14 spaces). Redman Grange borders the park on the southern edge and consists of angled parking (25 spaces plus two disabled spaces) and parallel parking (10 spaces). Central Avenue borders the reserve along the western edge it consists of angled parking (21 spaces) and parallel parking (10 spaces).

Wayne Gardner Reserve is well connected to the pedestrian and cycleway networks of Oran Park Town with entries to the Reserve from all directions.

The reserve is bordered by shareways. Shareway paths provide universal access at a grade of less than 1V:20H along the northern and eastern edge of the reserve link the town centre down to the district cycleway along Kolombo Reserve.

The cycleway through the western edge of the reserve provides universal access to the amenities building and facilities within Wayne Gardener Reserve.

A well graded internal circuit path provides a loop track to Wayne Gardner Reserve and also connects the four exercise stations providing a good workout track for local residence. Refer Figure 3.2 for Wayne Gardner Access, Circulation and Parking.

Access for service vehicles to Wayne Gardner Reserve is gained from the southern end of the field off Central Avenue.

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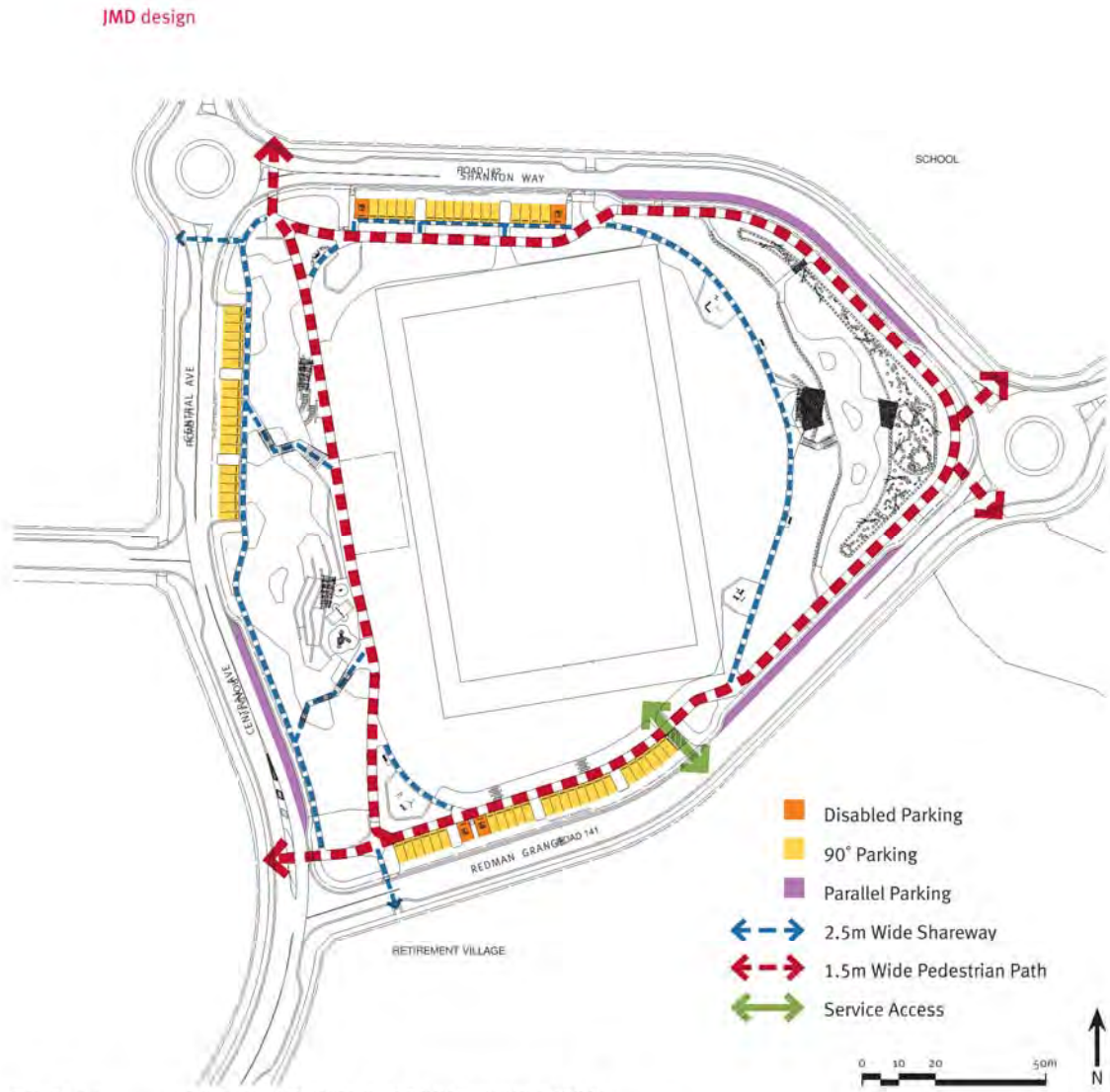


FIGURE 3.4 WAYNE GARDNER ACCESS, CIRCULATION AND PARKING .

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3.6.7 Existing buildings and other structures

Section 36(3A) of the *Local Government Act, 1993* requires that a Plan of Management that applies to just one area of community land must describe the condition and use of the land, and of any buildings or other improvements on the land, as at the date of adoption of the Plan of Management. Wayne Gardner Reserve will be a new purpose built sports field, play ground and natural area. All facilities will be new.

The following table lists the facilities, their construction

Table 3.2: Condition and use of built elements within Wayne Gardner Reserve

Item	Description	Condition of Item
Sports field – turf	Kikuyu	Newly laid turf
Irrigation System	Fully automated pop-up irrigation system	Newly installed
Irrigation tank – 200KL	Heavy duty reinforced concrete tank	Newly installed
Sportsfield Subsoil Drainage System	Mixture of perforated poly pipe, sand slit drainage and poly pipe mainlines that return to the irrigation tank	Newly installed
Surface Drainage System	Concrete pit and pipe system that feeds the riparian corridor	Newly installed
Roof Drainage	Roof drains via poly pipe ad concrete pit to irrigation tank	To be constructed with amenities building
Amenities Building	Split faced coloured concrete block, glazed brickwork, powdercoated metal grill and colourbond roofing	To be constructed
Viewing platform over irrigation tank	Marine grade concrete piers, galvanised steel structure and hardwood decking with galvanised steel balustrade	Newly installed
Pergolas	Galvanised steel posts and frame with hardwood timber battens	Newly installed
Terrace Seating Walls	Marine grade coloured concrete with a shot blast finish	Newly installed
Shareway	2.5m wide asphaltic concrete pavement with concrete edging against grass	Newly installed
Pavements	Mixture of plain concrete and lightly washed coloured concrete	Newly installed
Play Equipment	Powder coated steel frames	Newly installed
Exercise Equipment	Galvanised steel frames with hardwood battens	Newly installed
Lighting	Steel columns with light standards. Sportsfield lighting to AS 2560.2.3 - 2007 for training purposes only	Newly installed
Riparian Corridor Planting	Locally indigenous plant material – refer Appendix A – Wayne Gardner Reserve Planting Schedule	Newly installed
Landscape Planting	A mix of native and exotic planting – refer Appendix B – Wayne Gardner Reserve Planting Schedule	Newly installed

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VIEWING PLATFORM

Attachment 3



CONCRETE PATH



PLAY EQUIPMENT



EXERCISE EQUIPMENT



RIPARIAN CORRIDOR PLANTING

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3.6.8 Services and Infrastructure

The park will have established infrastructure including electricity, sewer, telephone and stormwater as shown in **Figure 3.5**. The sewer and telephone relate directly to the amenities building. The amenities building has toilet facilities, showers and change rooms and a kiosk area. Electricity is provided to the amenities building and the irrigation tank. Lighting in the park consists of area lighting to the shareway through the park adjacent to the amenities building and sports field lighting.

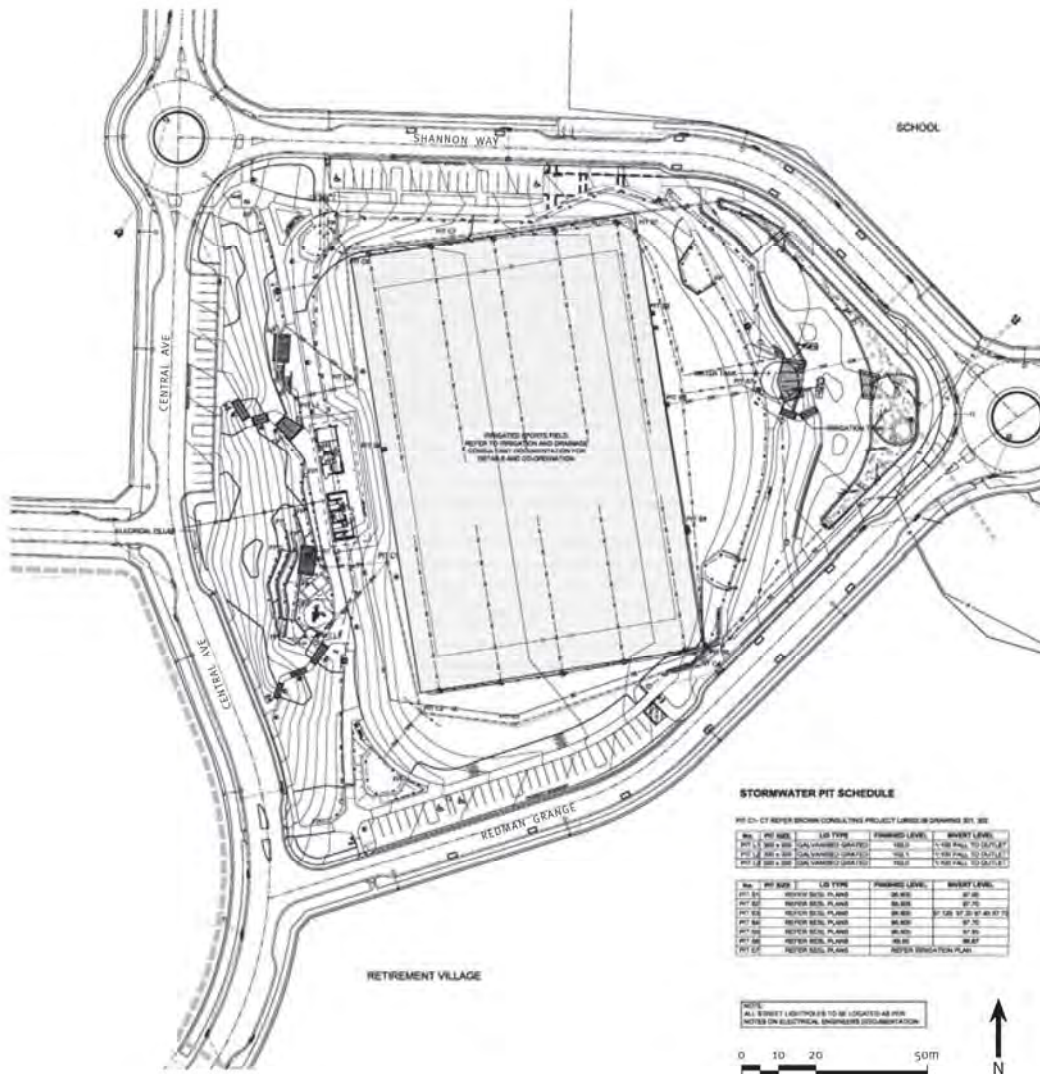


FIGURE 3.5 WAYNE GARDNER RESERVE SERVICES.

LEGEND

	WALLS. REFER WALL DETAIL PLANS FOR DETAILS		STORMWATER PIPE AS SPECIFIED		IRRIGATION PUMP REFER TO IRRIGATION PLAN
	EXISTING STREET LIGHTING. REFER ELECTRICAL ENGINEERS DOCUMENTATION FOR DETAILS. BY OTHERS		EXISTING SEWER LINE		IRRIGATION FILTER REFER TO IRRIGATION PLAN
	SPORTS FIELD LIGHTING (LPI) AS SPECIFIED. REFER LIGHTING CONSULTANT'S DOCUMENTATION FOR DETAILS		PROPOSED GAS LINE AS SPECIFIED		IRRIGATION FLOW METER REFER TO IRRIGATION PLAN
	EXISTING PATHWAY POLE TOP LIGHTING. REFER ELECTRICAL ENGINEERS DOCUMENTATION FOR DETAILS		EXISTING STORMWATER PITS & STORMWATER LINES. REFER HYDRAULIC ENGINEERS DOCUMENTATION FOR DETAILS		IRRIGATION ISOLATION VALVE REFER TO IRRIGATION PLAN
	DRINKING FOUNTAIN AS SPECIFIED		RECYCLED WATER BENCH & METER BOX AS SPECIFIED		150mm ISA SEWER LINE FOR FUTURE CONNECTION TO ADJACENT BLOCK
	HORSEHOOK AS SPECIFIED		WATER BENCH & METER BOX AS SPECIFIED		
	STORMWATER PITS AS SPECIFIED. REFER FINISHERS DOCUMENTATION FOR DETAILS		SOLENOID VALVE REFER TO IRRIGATION PLAN		
	FLUSH POINT & SUBSOIL DRAINAGE AS SPECIFIED		IRRIGATION LINE REFER TO IRRIGATION PLAN		

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3.7 Maintenance

Maintenance of the Park will be carried out for the first three years following completion of the park in accordance with the Council Conditions of Consent by Landcom. Following handover of the park to Council maintenance will be carried out by Camden Council's maintenance crews subject to terms and conditions of lease/licence agreement with school and other formal users.

Attachment 3

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4 Basis for Management

4.1 Objectives for managing open space in Camden

4.1.1 State government objectives for managing community land
Sections 36F, 6 and I of the *Local Government Act, 1993* sets out core objectives for various categories of community land. The core objectives for management of community land categorised as a Sportsground, Park and Natural Area Bushland for general community use are outlined below in **Table 4.1**.

Category	Core objectives
Sportsground	<ul style="list-style-type: none"> to encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games, and to ensure that such activities are managed having regard to any adverse impact on nearby residences.
Park	<ul style="list-style-type: none"> to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, and to provide for passive recreational activities or pastimes and for the casual playing of games, and to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.
Natural Area	<ul style="list-style-type: none"> to conserve biodiversity and maintain ecosystem function in respect of the land, or the feature or habitat in respect of which the land is categorised as a natural area, and to maintain the land, or that feature or habitat, in its natural state and setting, and to provide for the restoration and regeneration of the land, and to provide for community use of and access to the land in such a manner as will minimise and mitigate any disturbance caused by human intrusion, and to assist in and facilitate the implementation of any provisions restricting the use and management of the land that are set out in a recovery plan or threat abatement plan prepared under the Threatened Species Conservation Act 1995 or the Fisheries Management Act 1994.
Bushland	<ul style="list-style-type: none"> to ensure the ongoing ecological viability of the land by protecting the ecological biodiversity and habitat values of the land, the flora and fauna (including invertebrates, fungi and micro-organisms) of the land and other ecological values of the land, and to protect the aesthetic, heritage, recreational, educational and scientific values of the land, and to promote the management of the land in a manner that protects and enhances the values and quality of the land and facilitates public enjoyment of the land, and to implement measures directed to minimising or mitigating any disturbance caused by human intrusion, and to restore degraded bushland, and to protect existing landforms such as natural drainage lines, watercourses and foreshores, and to protect existing landforms such as natural drainage lines, watercourses and foreshores, and to retain bushland in parcels of a size and configuration that will enable the existing plant and animal communities to survive in the long term, and to protect bushland as a natural stabiliser of the soil surface

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4.1.2 Council's Strategy for recreation, open space and community land management
Council's Strategy endeavours to realise the outcome, from Camden 2040 which is:

'A Camden community that has access to and participates in a range of quality recreation and leisure experiences, realising a sense of well-being, inclusiveness and identity.'

4.2 Community Values

4.2.1 Values of Wayne Gardner Reserve

Values are attributes which are highly regarded or important to people. This section outlines the values relating specifically to Wayne Gardner Reserve as a basis for management of the reserve. The values attributed to Wayne Gardner Reserve are:

Table 4.2: Values of Wayne Gardner Reserve

Broad Values	Significance	Explanation
ACCESSIBILITY	Local	The community will appreciate being able to easily access a local park close to where they live, and that is available to be used by everyone. In addition, the park is strategically located close to Oran Park Town, schools and aged care facilities and retirement villages.
SAFETY & SECURITY	Local	Feeling safe and secure while visiting the park is vitally important to park users. The community wishes to feel safe in the park particularly regarding use of the park at night, traffic on surrounding streets, vandalism, sporting and children's play facilities and areas.
VARIETY OF RECREATION OPPORTUNITIES	Local	The community appreciates being able to visit a park that contains a range of settings and facilities that cater for the formal and informal recreation needs of many local people, particularly sporting groups, families with young children, teenagers and dog owners. Dogs will not be allowed on the sports field and must be kept on a leash at all times.
OPEN GREEN SPACE	Local	Wayne Gardner Reserve is valued as a contrast to surrounding residential development. It is important to the community that buildings and structures in the park are minimised, trees are planted to provide visual relief and shade, that the park is well maintained and kept clean and tidy.

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4.3 Desired outcomes of the community

Anticipated objectives and desired outcomes for Wayne Gardner Reserve are:

- The reserve serves the recreation needs of the local community;
- The reserve is successfully co-used with Oran Park Anglican School;
- A welcoming and visually attractive reserve;
- Provision of recreation facilities particularly for families, children, youth, schools, community and social groups, and commuters;
- Use of the reserve for dog exercising on leash, but with restrictions. Dogs will not be permitted on the sports field;
- A safe and secure environment for children;
- No undesirable and anti-social behaviour in the park;
- Accessibility to the reserve and facilities within the reserve for everyone in the community;
- Planting of native and seasonal exotic trees and shrubs in the reserve for shade and to screen undesirable views;
- Provision of quiet and peaceful areas for relaxation and appreciation of nature;
- Provision of open grass areas for informal games;
- Minimal buildings and structures in the reserve;
- Incorporation of community art in the park.

4.4 Vision for managing Wayne Gardner Reserve

Consideration of Council's corporate goals, community values, and the desired outcomes of the community for the reserve outlined above have culminated in a vision for Wayne Gardner Reserve and specific management objectives for implementation. The vision is:

Wayne Gardner Reserve will be a visually attractive and well managed sports field, park and natural area providing habitat opportunities with accessible facilities for a range of formal and informal recreational activities for all age groups in a safe and secure environment.

4.5 Management objectives for Wayne Gardner Reserve

Following on from the vision for managing Wayne Gardner Reserve, the management objectives for the park are to:

- preserve the open space grassed area of Wayne Gardner Reserve exclusively for recreational use;
- preserve the riparian corridor area of Wayne Gardner Reserve exclusively for the rehabilitation of Cumberland Plain Woodland and the corresponding habitat opportunities;
- maintain the quality of structured and unstructured recreation facilities at Wayne Gardner Reserve;
- maintain the quality of the sporting field to enable year round use of the facility by Oran Park Anglican School in a co-use arrangement and local sporting clubs;
- provide a variety of informal recreation opportunities for families and the local community;
- maintain the visual quality of the park;
- preserve the community values of the park;
- maintain the safety and security of the park;
- ensure access to and within the park for everybody in the community;
- maintain flexible and multi-use facilities for a multi-cultural and changing community;
- create a sense of place for the park.

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5 Management Strategies

5.1 Future roles

5.1.1 Roles of Wayne Gardner Reserve

Based on the anticipated community values and desired outcomes for the park, and the vision and management objectives for the park, the future specific roles defined for Wayne Gardner Reserve are:

- Venue for organised community activities such as sporting events;
- Co-use arrangement of the sporting field and relevant parts of the amenity building as per the lease/licence agreement between Camden Council and Sydney Anglican School Corporation;
- Recreation and exercise area for adjacent retirement village and residents;
- Outdoor class areas for school groups undertaking environmental studies;
- Family recreation area;
- Pedestrian and cycle link as part of an open space and pedestrian/cycleway network;
- Local open space for the Oran Park community;
- Preservation of rehabilitated Cumberland Plain Woodland;
- Vegetated habitat corridor linking to Kolombo Creek and South Creek.

5.2 Management issues and strategies

The management issues applying to Wayne Gardner Reserve, and strategies to address these issues, were identified through the design process.

Issues, and strategies to address each issue, are outlined below in Table 5.1 according to the anticipated community value to which they relate.

The means by which Council will implement actions to achieve these strategies are outlined in the Action Plan in Section 6.

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Table 5.1: Management issues and strategies

Values	Issues	Strategies
Accessibility	The park is difficult to find within the surrounding street network.	Improve views into the park.
		Improve signposting of the park from surrounding streets.
		Improve community awareness of the location of and recreational opportunities in the park.
	Pedestrian and cycle access and linkages to and from other parks, the public domain and surrounding roads.	Encourage walking and cycling as the primary means of travelling to the park.
		Provide safe pedestrian access through the park
	Access for people with disabilities to and within the park.	Ensure access for people with disabilities to all facilities and areas within the park.
Safety and security	Pedestrian and cycle access within and through the park.	Ensure walking and cycle tracks within the park are designed to accommodate a range of activities.
	Provision for off-street vehicle parking	Ensure sufficient off-street vehicle parking within the park to meet the needs of sporting groups and park users and minimise impacts on local residents.
	Lighting within the park.	Maintain existing lighting in the park. Ensure lighting safely illuminates path through park and egress and access stairs in park.
		Ensure there is no overspill of lighting of sports field and that lights of sport fields are turned off at a reasonable hour
	Amenities buildings and structures are subject to vandalism and graffiti.	Reduce the impacts of vandalism and graffiti on the recreational experiences of park users. Carry out repairs to vandalism and graffiti as soon as reasonable after event.
Anti-social behaviour within the park.	Minimise opportunities for anti-social behaviour within the park through maximising passive surveillance of park and surrounds.	
Dogs off their lead frighten some park users.	Dogs should be kept on their lead at all times. Provide signage that informs dog owners of their responsibility as a dog owner and direct dog owners to the nearest off-leash dog park.	

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Values	Issues	Strategies
Variety of recreational opportunities	Relative under-provision of sports fields in Oran Park.	Provide sports fields for active recreation and organised sports in Oran Park.
	Incidence and disposal of dog faeces.	Minimise impacts of the use of the park by dogs on other park users. Designate the park as an on-leash park. Inform dog owners that dogs are not permitted on the sports field.
	Provision of toilets and change rooms.	Encourage longer visits in the park, especially by families and sporting groups.
	Lack of seating within the park.	Ensure adequate opportunities for sitting and resting in the park especially for older park users.
	Opportunities for community events.	Provide a flexible space within the park suitable for community events, such as markets and large school outdoor events.
	Opportunities for community art.	Incorporate community art within designated areas in the park.
Open green space	Appropriate placement of shade trees.	Develop a planting scheme to enhance the visual qualities of the park, and the safety and comfort of park users.
	Maintain the riparian corridor in a clean weed free state	Organise a local bush care group with members from the local school and /or retirement village
	Provision of habitat in riparian corridor	Organise school groups to install and monitor nesting boxes in mature trees in the riparian corridor
	Riparian corridor is a fire risk	Organise a local bush care group in liaison with local rural fire service to monitor and manage fuel loads in the riparian corridor
	Community desire to keep the sports field and lawns neatly mowed, edged and weed free.	Ensure the sports field and park is regularly maintained to an acceptable level and that irrigation system to the sports field is well maintained and monitored.
	Litter.	Minimise littering within the park.

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6 Action Plan

6.1 Landscape Master Plan

The Landscape Master Plan for Wayne Gardner Reserve is presented in Figure 6.1. The Landscape Master Plan illustrates the proposed landscape treatment to the area to achieve the objectives and desired outcomes for the park.

6.2 Action Plan

The management strategies and actions for Wayne Gardner Reserve to resolve management issues (consistent with the community's values for the park) and to implement the Landscape Master Plan are presented in the following tables.

Table headings are explained as follows:

- **Values** – community values of the park, as described in **Section 4.2**.
- **Objective** – related to Council and community objectives for the park (**Section 4**).
- **Performance Targets** – a strategy to achieve the objective.
- **Means to achieve** – specific action required to achieve the performance target.
- **Priority** – importance or urgency of the action as High, Medium or Low priority.
- **Assessment of performance** – how Council intends to measure its performance in achieving the action.

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Attachment 3

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FIGURE 6.1 – LANDSCAPE MASTER PLAN
26 Wayne Gardner Reserve Draft Plan of Management



LEGEND

+ 96.00	SPOT LEVEL
99.0	EXISTING CONTOUR
96.0	PROPOSED CONTOUR
	RIP RAP RETAINING WALL, MAX WALL HEIGHT 900mm
	DRAINAGE PIT
D	DISABLED CAR PARKING SPACE

RECOMMENDED SPECIES LIST

Botanical Name	Common Name	Mature Heights
TREES		
<i>Angophora subvelutina</i>	Broad-leaved Apple	20m
<i>Corymbia maculata</i>	Spotted Gum	30m
<i>Eucalyptus moluccana</i>	Grey Box	25m
<i>Eucalyptus tereticornis</i>	Forest Red Gum	30m
<i>Melaleuca stypheloides</i>	Prickly Paperbark	5-7m
SHRUBS & GRASSES		
<i>Bursaria spinulosa</i>	Blackthorn	2m
<i>Carex appressa</i>	Tall Sedge	0.8m
<i>Dianella sp.</i>	Flax Lily	0.5-1.0m
<i>Grevillea "Bronze Rambler"</i>	Prostrate Grevillea	0.3m
<i>Imperata cylindrica</i>	Bladey Grass	1.0m
<i>Isotepis nodosa</i>	Knobby Club Rush	0.7m
<i>Lomandra sp.</i>	Spiny-Headed Matt Rush	1m
<i>Pennisetum alopecuroides</i>	Fountain Grass	1m
<i>Poa labillardieri</i>	Tussock Grass	0.8-1.2m
<i>Themeda australis</i>	Kangaroo Grass	1m
<i>Melaleuca decora</i>	White Cloud Tree	5-7m
SPORTSFIELD TURF		
<i>Kikuyu</i>	Kikuyu Grass	

KEY

- Proposed sportsfield** - 100 x 65m with 6.0m overruns to sides and 9.0m overruns to ends of field, to include automatic irrigation and drainage.
- Proposed amenities building** location and building design to future detail.
- Proposed exercise station** - exercise equipment set in softfall mulch.
- Proposed shareway** - 2.5m wide concrete/ asphalt shareways to park perimeter
- Proposed Circuit Path** - 1.5m wide circuit path to sportsfield linking proposed exercise stations.
- Proposed toddlers play area** - toddlers play equipment set in softfall mulch.
- Proposed dry creek bed**
- Proposed viewing deck** - viewing deck and seating area overlooking riparian corridor and proposed bioretention area.
- Proposed park entries.**
- Proposed sportsfield carparking** - carparking for over 90 cars with 4 disabled carpark spaces.
- Proposed sportsfield service entry.**
- Proposed grassed batter** - elevated spectator bank at 1:1.5h grade.
- Proposed sportsfield lighting** - lighting to meet training standards
- Proposed concrete retaining wall** - max 900mm height
- Proposed concrete entry /junction nodes**
- Proposed footbridge**



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Attachment 3

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ACTION PLAN

Table 6.1 Action Plan

OBJECTIVE			
Accessibility - Ensure convenient access to and within the park for all sections of the community			
PERFORMANCE TARGETS	MEANS TO ACHIEVE	PRIORITY	ASSESSMENT OF PERFORMANCE
Ensure views into the park.	Remove inappropriately located trees and shrubs.	High	Inappropriately located trees and shrubs are removed
Improve signposting of the park from surrounding streets.	Liaise with Council to install signage to the park on Oran Park Drive and Peter Brock Drive.	Medium	Directional signage installed on Oran Park Drive and Peter Brock Drive.
	Install signage at entry points to the park.	Medium	Signage is installed
Improve community awareness of the location of and recreational opportunities in the park.	Promote community events in the park	Medium	Increased frequency of and attendance at community events in the park
	Include the recreational opportunities of the park in all council promotional literature.	Medium	Increased visitation of the park
Provide attractive and welcoming entrances into Wayne Gardner Reserve.	Define major entry areas into Wayne Gardner Reserve with appropriate planting, signage and landscape treatments.	High	Entry areas are defined
	Provide a wide, open, sealed pathway to link entry points into Wayne Gardner Reserve	High	Entry pathways are constructed

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Table 6.1: Action Plan (Cont'd)

OBJECTIVE			
Accessibility - Ensure convenient access to and within the park for all sections of the community			
PERFORMANCE TARGETS	MEANS TO ACHIEVE	PRIORITY	ASSESSMENT OF PERFORMANCE
Encourage walking and cycling as the primary means of travelling to the park.	Ensure Wayne Gardner Reserve is featured on Council's promotional maps and publications.	Medium	Wayne Gardner Reserve is included on Council's promotional maps and publications.
	Ensure there are adequate bicycle storage facilities at Wayne Gardner Reserve.	High	Bikes are stored at bicycle holding rails not against park furniture.
Enhance pedestrian access through the park	Provide pathways through the park along major pedestrian links to schools, town centre and retirement village.	High	Increased use of park as a pedestrian thoroughfare to and from Oran Park Town.
Ensure access for people with disabilities to all facilities and areas within the park.	Ensure the requirements of the Disability Discrimination Act are met in the detailed design of the park.	Medium	The requirements of the Disability Discrimination Act are met
	Designate parking spaces for people with disabilities in the carpark.	Medium	Parking spaces for people with disabilities are designated
	Design paths according to Australian Standards and Building Code of Australia Standards	High	Pathways are designed according to relevant Standards
Ensure walking and cycle tracks within the park are designed to accommodate a range of activities.	Ensure dual purpose paths within the park meet Austroads Guidelines design requirements.	High	Paths meet Austroads Guidelines requirements
Ensure sufficient off-street vehicle parking within the park to meet the needs of park users and minimise impacts on local residents.	Provide regulated angled and parallel parking spaces for over 90 cars plus four disabled spaces in streets adjacent Wayne Gardner Reserve.	High	Parking spaces constructed

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Table 6.1: Action Plan (Cont'd)

OBJECTIVE			
Improve the safety and security of all users of the park.			
PERFORMANCE TARGETS	MEANS TO ACHIEVE	PRIORITY	ASSESSMENT OF PERFORMANCE
Improve lighting in the park.	Provide lighting to the sports field, parking areas and access paths.	High	Lighting is installed and security is good Community feedback on effectiveness of lighting
	Reduce the impacts of vandalism and graffiti on the recreational experiences of park users.	Paint buildings with graffiti-proof coating or use anti-graffiti materials.	Medium
Minimise opportunities for anti-social behaviour within the park.	Install vandal-resistant park furniture.	Medium	Vandal resistant park furniture is installed Reduced incidence of vandalism of park furniture.
	Maintain clear lines of vision through the park and to all areas within the park in the detailed park design.	High	Clear lines of vision are maintained through park
	Ensure no dense shrub planting within the park, and no shrub planting adjacent to paths.	High	No shrubs are planted adjacent to paths or in dense groupings
	Enlist the support of Camden Police regarding regular police patrols around the park.	High	Increased frequency of police patrols Reduction in incidence of anti-social behaviour Reduction in complaints to police
	Ensure Council rangers include Wayne Gardner Reserve on the roster for patrol of parks and regularly patrol the park.	High	Community feedback to Council

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Table 6.1: Action Plan (Cont'd)

OBJECTIVE			
Improve the safety and security of all users of the park.			
PERFORMANCE TARGETS	MEANS TO ACHIEVE	PRIORITY	ASSESSMENT OF PERFORMANCE
Provide a safe play environment for children within the park.	Ensure the children's play area meets Australian safety standards.	High	Regular inspections of play area and equipment.
Ensure security of buildings that does not require fencing.	Ensure all buildings have adequate security mechanisms that do not involve fencing.	Medium	All buildings are secure. No reports of break-ins.
Provide for a designated dog exercise area while not threatening the security or comfort of other park users.	Install signage at park entries to advise dog owners that dogs are to be kept on leash at all times and of dog owners responsibility to clean up after their dogs.	Medium	Signs installed at park entry points.
	Ensure the provisions of the Companion Animals Act 1998 regarding control of dogs are adhered to in permitting dogs in the park.	Medium	No complaints to Council about conflicts between dogs and other park users.
	Install signage advising dog owners of the nearest dog off-leash park within the area.	Medium	Signs installed at park entry points.

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Table 6.1: Action Plan (Cont'd)

OBJECTIVE:			
Provide recreation facilities and settings for a wide range of informal recreational activities			
PERFORMANCE TARGETS	MEANS TO ACHIEVE	PRIORITY	ASSESSMENT OF PERFORMANCE
Provide multi-purpose facilities for passive recreation in Wayne Gardner Reserve.	Provide a circuit path around field for exercise and as an informal children's bicycle track.	Medium	Circuit path around field constructed.
	Install play equipment for children.	High	Children's play equipment installed. Increase in number of children using play equipment. Landscaped areas provided.
	Provide a landscaped area for informal activities.	High	Picnic areas constructed.
	Provide a picnic area.	High	Increase in number of people using picnic facilities.
	Designate a grassed area for informal games.	High	Grassed area for ball games designated.
	Provide quiet seating areas for people to sit in peace	High	People sitting quietly in seating areas provided.
	Provide group seating areas for schools and community groups to use	High	School and community groups use seating areas for outdoor classes etc
Minimise impacts of the use of the park by dogs on other park users.	Enforce the provisions of the Companion Animals Act.	High	Reduction in complaints to Council about dog waste
	Undertake an educational programme to promote responsible pet ownership	Medium	Reduction in complaints to Council about pets in the park

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Table 6.1: Action Plan (Cont'd)

OBJECTIVE:			
Provide recreation facilities and settings for a wide range of informal recreational activities			
PERFORMANCE TARGETS	MEANS TO ACHIEVE	PRIORITY	ASSESSMENT OF PERFORMANCE
Encourage increased use of the children's playground.	Involve local school children and the community in the design of the playground and equipment.	High	School children and the community involved in design of the playground and equipment.
	Install play equipment catering for all ages of children.	High	Play equipment for all ages is installed.
	Provide seating, shade and water within view of the playground for people supervising children.	High	Seating, shade and water is provided near the children's playground. Positive comments from parents and child supervisors.
Encourage increased use of the sports field.	Formalise Co-Use agreement with Oran Park Anglican School as a priority	High	Oran Park Anglican School using the sportsfield on school days during school term only
	Advertise sports field availability and its features.	High	Sports field regularly booked for use
	Calculate carrying capacity of sports field	High	No or minimal worn area
	Manage use of sports field bookings to minimize conflict	High	No double booking
	Ensure high quality of sports field surface is maintained	High	Field is always in satisfactory state of play Positive comments about quality of sports field received
	Provide amenities building, viewing areas, seating, shade and water within close proximity of the sports field.	High	Amenities building, seating, shade and water is provided near the sports field. Positive comments from school groups, sporting groups, parents supervisors.

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Table 6.1: Action Plan (Cont'd)

OBJECTIVE:			
Provide recreation facilities and settings for a wide range of informal recreational activities			
PERFORMANCE TARGETS	MEANS TO ACHIEVE	PRIORITY	ASSESSMENT OF PERFORMANCE
Encourage longer visits in the park, especially by families and social groups.	Provide secure, vandal-resistant, and accessible toilets.	High	Toilets provided.
Ensure access to potable water by park users.	Provide vandal-resistant bubblers and taps in appropriate locations around the park, especially near sports field, exercise areas, picnic areas and playgrounds.	Medium	Bubblers and taps provided.
Ensure adequate opportunities for sitting and resting in the park.	Install bench seats and bubblers along the pathway.	Medium	Bench seats and bubblers installed along pathway.

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Table 6.1: Action Plan (Cont'd)

OBJECTIVE			
Ensure Wayne Gardner Reserve is a visually attractive, clean, tidy and useable open space area			
PERFORMANCE TARGETS	MEANS TO ACHIEVE	PRIORITY	ASSESSMENT OF PERFORMANCE
Develop a planting scheme to enhance the visual qualities of the reserve and riparian corridor, and ensure the safety and comfort of park users.	Provide planting that allows views into Wayne Gardner Reserve	High	Clear visibility throughout the park. Feedback from park users.
	Plant trees for seasonal colour and variation	Medium	Feedback from park users.
	Plant trees to provide shade and habitat for native wildlife	High	Increased presence of native birds and wildlife in the area especially in the riparian corridor Favourable comments from residents and park users.
	Develop a consistent and coherent planting scheme.	High	Favourable comments from residents and park users.
	Plant locally indigenous trees and vegetation in riparian corridor to provide shaded picnic and play areas.	High	Feedback from park users. Increased use of eating and play areas.
	Ensure planting is appropriate to soil and other site conditions.	High	Plantings are vigorous and healthy
Ensure Wayne Gardner Reserve is regularly maintained to an accepted level.	Closely monitor the park's appearance, and revise maintenance schedules as required.	High	Positive feedback from users and residents.
	Implement a level of maintenance appropriate to the provision of additional facilities.	High	Positive feedback from users and residents.
Minimise littering and the presence of litter within Wayne Gardner Reserve.	Provide waste management units, including recycling bins, in appropriate locations, particularly in the picnic and covered seating areas.	High	Recycling bins installed in picnic and covered seating areas.
	Regularly clean reserve and pick up litter	High	Positive feedback from users and residents.

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7 Implementation and Review

7.1 Future uses and development permitted in Wayne Gardner Reserve

Section 36 (3A) (b) of the *Local Government Act, 1993* requires that a Plan of Management that applies to just one area of community land must specify:

- the purposes for which the land, and any such buildings or improvements, will be permitted to be used.
- the purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise.
- the scale and intensity of any such permitted use or development.

Future developments permitted within Wayne Gardner Reserve are shown in the Landscape Master Plan in **Figure 6.1**, and outlined in The Action Plan in Table 6.1: Action Plan.

Purposes for which the land, and any such buildings or improvements, will be permitted to be used (whether under lease or licence or otherwise), must be consistent with the core objectives for managing community land categorised as “park” or “sportsground” or “natural area” or “bushland” (refer to **Table 4.1**).

The scale and intensity of any such permitted use will be specified by Council in lease or licence agreements. The scale and intensity of any such permitted development will be limited to that shown on the Landscape Master Plan (Figure 6.1). The height of buildings within Wayne Gardner Reserve will be limited to two storey.

7.2 Authorisation of leases and licences

7.2.1 What are leases, licences and other estates?

The *Local Government Act* allows Council to grant leases, licences and other estates over all or part of community land. Leases and licences are a method of formalising the use of land and facilities. Leases or licences can be held by groups such as sporting groups, community groups and schools, and by commercial organisations or individuals providing facilities and/or services.

A lease will be typically required where exclusive use or control of all or part of Wayne Gardner Reserve is desirable for effective management. A lease may also be required due to the scale of investment in facilities, the necessity for security measures, or where the relationship between a major user and facilities in the park justifies such security of tenure.

Licences allow multiple and non-exclusive use of an area. A licence may be required where intermittent or short-term use or control of all or part of the park is proposed. A number of licences for different users can apply to the same area at the same time, provided there is no conflict of interest.

The definition of “estate”, under Section 21 of the *Interpretation Act, 1987*, includes other rights over land, such as easements, including “interest, charge, right, title, claim, demand, lien and encumbrance, whether at law or in equity”.

7.2.2 Existing leases, licences and other estates

There are currently no leases, licences or other estates over Wayne Gardner Reserve. However, it is proposed that the Oran Park Anglican School will enter into a Co-Use arrangement of Wayne Gardner Reserve with Camden Council where the school has exclusive use of the sportsfield and the change rooms of the amenities building between the hours of 7.00am and 5.00pm school days during school term only.

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7.2.3 Authorisation of future leases and licences

To comply with the Local Government Act, this Plan of Management must clearly specify what leases, licences and other estates are authorised within Wayne Gardner Reserve.

Occupation of community land

Occupation of community land by leases, licences and other estate that apply to Wayne Gardner Reserve are set out in Sections 46, 46A, 47, 47A, 47B, 47C and 47D of the Local Government Act, 1993. In respect of community land in general, a lease, licence or other estate may only be granted within Wayne Gardner Reserve for:

- a purpose expressly authorised in this Plan of Management, for purposes including:
 - the provision of goods, services and facilities, and the carrying out of activities, appropriate to the current and future needs of the local community and of the wider public in relation to public recreation; the physical, cultural, social and intellectual welfare of development of persons.
 - purposes which are consistent with the core objectives for the categories of “park” or “sportsground” or “natural area – bushland”, in relation to:
 - recreational, cultural, social and educational pastimes and activities;
 - organised and informal sporting activities and games;
 - passive recreational activities or pastimes, and casual playing of games;
 - activities relating to public recreation, and the physical, cultural, social and intellectual welfare of development of individual members of the public;
 - or short-term casual purposes, including markets, the playing of a musical instrument or singing for a fee or reward, delivering a public address, commercial photographic sessions, picnics and private celebrations such as weddings and family gatherings, and filming for cinema or television. However, the use or occupation of community land for these short-term casual purposes is permitted only if the activity does not involve erecting a permanent building or structure;
 - restoration and regeneration of the land;
 - conservation of biodiversity and maintenance of ecosystem function in respect of the land;
 - for the purpose of providing underground pipes, conduits or other connections to connect premises adjoining the community land to a Council facility or other public utility provider located on the land.
 - provision of public utilities and works associated with or ancillary to public utilities.

The Act specifies that Council must not grant a lease or licence for a period exceeding 21 years, including any period for which the lease or licence could be renewed by the exercise of an option.

Under Section 47, Council may grant a lease, licence or other estate exceeding 5 years if it gives public notice of proposal to the land owner, the public and all stakeholders, and invites and considers public submissions. If an objection to the proposal is made, Council may not grant a lease, licence or other estate without consent of the Minister for Local Government.

For proposed leases, licences and other estates of 5 years or less, Council must publicly advertise the proposal in the same way as for leases, licences and other estates over 5 years. Final approval of the lease rests with Council, but the Minister for Local Government has the discretion to call in a proposed lease and determine the matter in place of Council. However, some short-term and other types of leases, licences and other estates, such as providing underground pipes and connections, are exempt from the need to advertise.

Granting of leases, licences and other estates by tender

Section 46A of the Act requires that Plans of Management must specify purposes for which a lease, licence or other estate may be granted only by tender. A lease or licence for a term exceeding 5 years may be granted only by tender, unless it is granted to a non-profit organisation. However, Council may apply a tender process in respect to granting any particular lease, licence or estate.

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Leases and licences applying to Wayne Gardner Reserve for which tenders must be called for:

- purposes for which a lease or licence for a term exceeding 5 years is desired (excluding non-profit organisations).
- Any commercial activity.

Occupation of Wayne Gardner Reserve other than by lease or licence

The exclusive occupation or use of Wayne Gardner Reserve is only permitted for the purposes of:

- a lease, licence or other estate to which Sections 47 and 47A of the Act applies.

Terms and Conditions of leases and licences

Terms and conditions of a lease or licence should reflect the interest of the Council, protect the public, and ensure proper management and maintenance. In considering whether to grant any lease or licence Council should take into account the consistency of the proposal with the values and management strategies of this Plan of Management, particularly regarding:

- whether the use/activity is in the public interest.
- whether the use/activity would not cause any significant detrimental impact on the park or on the local community.
- the impact of the lease/licence on the public space use of the park.
- the impact on maintaining the park as one cohesive open space.
- compatibility with zoning or other Council requirements.
- provision of benefits and services or facilities for the users of the land.
- responsibility of the lessee/licensee for ensuring the area is maintained to a standard which is acceptable to Council.
- the need to define the times the land or facility will be available for use by the lessee/licensee.
- any fixed or temporary outdoor lighting of areas to be allowed only between the hours identified in the lease/licence.

7.3 Implementation

All proposed development and building works consistent with the values, desired outcomes, strategies and actions in this Plan of Management would be subject to normal development and building applications.

This Plan of Management and Landscape Master Plan would form an important part of the required Development and Building Applications for the proposed works.

7.4 Review of this Plan of Management

Table 1.1 showed indicative time-frames for each section of this Plan of Management. This Plan of Management and Action Tables should be reviewed and updated as necessary according to changing circumstances and to reflect changing community and Council priorities and issues.

The Action Plan tables have a shorter life and therefore require more frequent reviews and updating. The Action Plan tables should be reviewed and revised every year in accordance with Council's budgets and changing priorities.

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References

- Bureau of Meteorology, Dec 2009 Camden Airport (Climatic Averages Australia,)
- Camden Council (2000). *Bicentennial Park Plan Of Management*
- Camden Council (1999). *Camden 2025: A Strategic Plan For Camden*
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- Camden Council (2002). *Lake Annan Specific Area Plan of Management*
- Department of Land and Water Conservation and Manidis Roberts Consultants (1996) *Succeeding With Plans of Management.*
- Hazelton, P.A. & Tille, P.J. (1990). *Soil Landscapes of Wollongong – Port Hacking 1:100,000 sheet. Soil Conservation Service of NSW, Sydney.*
- Jo McDonald Cultural Heritage Management Pty Ltd (2007). *“Assessment of Indigenous Heritage in the Oran Park North Stage 1 DA: Oran Park Precinct”*
- NSW Department of Planning (2007). *Oran Park Development Control Plan (2007).*

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Appendix A

Wayne Gardner Reserve Planting Schedule

RIPARIAN CORRIDOR PLANTING		
Botanic Name	Common Name	Mat Hgt x Spd (m)
TREES		
Angophora subvelutina	Broad-leaved Apple	20 x 10
Eucalyptus crebra	Narrow Leaved Ironbark	25 x 10
Eucalyptus moluccana	Grey Box	25 x 10
Eucalyptus tereticornis	Forest Red Gum	20 x 10
Melaleuca styphelioides	Prickly Paperbark	4.0-8.0 x 2.0-5.0
SHRUBS		
Bursaria spinosa	Blackthorn	2.0-5.0 x 1.0-2.5
Daviesia ulicifolia	Gorse bitter pea	2.0 x 0.5
Dillwynia juniperina	Prickly Parrot- Pea	1.0 x 1.0
Indigofera australis	Australian Indigo	2.0-2.5 x 1.0-2.0
GRASSES & GROUNDCOVERS		
Austrodanthonia sp.	Wallaby Grass	0.8 x 0.5
Carex appressa	Tall Sedge	0.8 x 0.8
Carex inversa	Knob Sedge	0.5 x 0.5
Chloris truncata	Windmill Grass	0.5 x 0.3
Dianella caerulea 'Breeze'	Flax Lily	0.6 x 0.6
Dianella caerulea	Blue Flax Lily	0.4 x 0.4
Dichelachne sp.	Plumegrass	0.6-1.0 x 0.6-1.0
Dichondra repens	Kidney Weed	.02-.05 x .15-.02
Hardenbergia violacea	Purple Coral Pea	1.0 x 1.5
Imperata cylindrica	Japanese Blood Grass	0.4 x 0.4
Lomandra filiformis	Wattle Mat-Rush	0.5 x 0.2
Lomandra longifolia	Mat-Rush	0.7 x 0.7
Microlaena stipoides	Weeping Grass	0.7 x 0.5
Poa sieberana	Grey Tussock Grass	0.8 x 0.4

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Appendix B

Wayne Gardner Reserve Planting Schedule

SPORTS FIELD PLANTING		
Botanic Name	Common Name	Mat Hgt x Spd (M)
TREES		
Calodendron capense	Cape Chestnut	10 x 4.0
Corymbia maculata	Spotted Gum	10 x 8.0
Eucalyptus crebra	Narrow Leafed Red Ironbark	20 x 10
Eucalyptus tereticornis	Forest Red Gum	40 x 10
Ficus macrophylla	Moreton Bay Fig	30-40 x 25-35
Liriodendron tulipifera	Tulip Tree	20 x 8.0
Angophora subvelutina	Broad-leaved Apple	20 x 10
Nyssa sylvatica	Blackgum	11 x 6.0
SHRUBS		
Callistemon 'Endeavour'	Red Bottlebrush	3.0 x 3.0
Melaleuca linariifolia 'Snow Storm'		
Bursaria spinosa	Blackthorn	2.0-5.0 x 1.0-2.5
Daviesia ulicifolia	Gorse bitter pea	2.0 x 0.5
Dillwynia juniperina	Prickly Parrot- Pea	1.0 x 1.0
Indigofera australis	Australian Indigo	2.0-2.5 x 1.0-2.0
Westringia fruticosa	Coastal Rosemary	1.0 x 1.0
GRASSES & GROUNDCOVERS		
Austrodanthonia sp.	Wallaby Grass	0.8 x 0.5
Carex appressa	Tall Sedge	0.8 x 0.8
Carex inversa	Knob Sedge	0.5 x 0.5
Chloris truncata	Windmill Grass	0.5 x 0.3
Dianella caerulea 'Breeze'	Flax Lily	0.6 x 0.6
Dianella caerulea	Blue Flax Lily	0.4 x 0.4
Dichelachne sp	Plumegrass	0.6-1.0 x 0.6-1.0
Dichondra repens	Kidney Weed	.02-.05 x .15-.02
Hardenbergia violacea	Purple Coral Pea	1.0 x 1.5

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Wayne Gardner Reserve Planting Schedule (Cont'd)

SPORTS FIELD PLANTING		
Botanic Name	Botanic Name	Botanic Name
GRASSES & GROUNDCOVERS		
<i>Imperata cylindrica</i>	Japanese Blood Grass	0.4 x 0.4
<i>Liriope spicata</i>	Creeping Liriope	0.3 x 0.5
<i>Lomandra longifolia</i>	Mat-Rush	0.7 x 0.7
<i>Lomandra 'Tanika'</i>	Tanika	0.6 x 0.6
<i>Lomandra filliformis</i>	Wattle Mat-Rush	0.5 x 0.2
<i>Microlaena stiptoides</i>	Weeping Grass	0.7 x 0.5
<i>Poa labillardieri</i>	Common Tussock Grass	1.0 x 0.5
<i>Poa sieberana</i>	Grey Tussock Grass	0.8 x 0.4
<i>Themada australia</i>	Kangaroo Grass	0.8 x 0.5
<i>Trachelospermum 'Tricolor'</i>	Star Jasmine	6.0 x 6.0



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4 November 2013

The Resident,

In July 2012, Council notified residents of a community consultation regarding Rosevale Reserve, which sought comments and views on the use of the reserve.

Council was appreciative of the comments and suggestions which assisted with the assessment of the site opportunities and constraints.

In summary, there was general agreement that the park could be used more but the level of vandalism and inappropriate behavior in the park were a deterrent. A number of suggestions were made on preferred improvements that would make the site more useable.

Following an assessment of the issues in the park, the history of the site and the site conditions, an overall site plan has been developed which aims to take into account improvements to the site drainage and accommodate a variety of uses on an ongoing basis.

The key features proposed (as per the attached indicative plan) include:

- Addressing the poor drainage of the site to reduce the wet site conditions after rainfall. This is not a natural wetland but an incomplete drainage system which is not connected to the main drain system on the perimeter of the park, located parallel with the Camden By-pass.
- Retain the existing concrete hitting/kicking wall for ball practice.
- Installation of additional seats.
- Establishment of a fenced dog off leash area with some equipment for dog exercise/training including drinking tap.
- Formalise paths to access the park from Clinton Drive and Rosevale Place.
- The development of a Scout Hall facility to relocate the Narellan Scout Group from the existing site in Narellan. This will be under a formal lease arrangement with Council. This proposal is being considered as a way to provide an ongoing presence in the reserve and may encourage participation in activities and deter vandalism.
- Formalise access and parking to proposed scout hall.
- Installation of outdoor exercise equipment circuit.
- On the reserve boundary parallel with the Camden By-pass, an earth mound to provide some visual and sound relief.
- Retain existing trees and provide additional planting subject to final layout details.

Once again your comments and suggestions are sought on the above proposal in order to obtain formal approvals, consider the allocation of resources, and subsequently make the most of any opportunities for grant submissions. As a masterplan it is envisaged that the proposed improvements can be undertaken over time as resources become available. There are some funds currently available to undertake some improvements in the next 6 months.

Your comments and suggestions would be appreciated by Friday 6th December, 2013

www.camden.nsw.gov.au

ORD09

Attachment 2

All comments can be forwarded to:

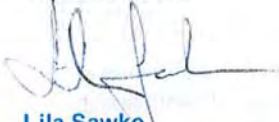
Lila.sawko@camden.nsw.gov.au

Or by mail addressed to:

Recreation and Facilities Planner
Camden Council
PO Box 183
CAMDEN NSW 2570

If you would like to discuss the site plan or have anything you would like clarified, I can be contacted during business hours on 02 4645 5086 or mobile 0428 447593

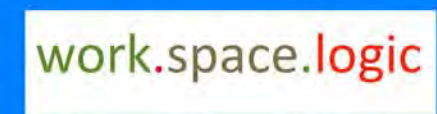
Yours Sincerely



Lila Sawko
Recreation and Facilities Planner



oran park administration centre aspirational brief







Record of Issue

- Draft Issue V1, 27 September 2013
- Draft Issue V2, 10 October 2013
- Draft Issue V3, 27 October 2013
- Final Issue V4, 19 December 2013
- Final Issue V5, 08 January 2014
- Issue V6 Executive Summary, 23 January 2014
- Issue V7, 04 February 2014
- Issue V8, 10 February 2014

Acknowledgements

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Sources

- Future Leaders workshop, 28 August 2013
- Visioning workshop, 28 August 2013
- Library and Community Resource Centre workshop, 30 August 2013
- ICT workshop, 12 September 2013
- Camden Council masterplan presentation, 17 September 2013
- Review workshop, 27 September 2013
- Councillors workshop 15 October 2013

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2	introduction
3	context
4	current workplace trends
5	design principles
6	the civic facilities strategy

appendix A: future leaders workshop

appendix B: vision workshop

appendix C: councillors workshop 15 October 2013

1 executive summary

"a new environment for a new organisation"

Camden Council is an organisation that is entering a period of sustained transition as the population of the Local Government Area it serves is anticipated to grow five fold over the next thirty years.

Accordingly, Council intends the construction of a new Administration Centre at Oran Park to accommodate its expanding operations. This initiative will also enable deficiencies in Council's current administrative accommodation to be addressed.

Council has engaged Brewster Hjorth Architects, with its specialist sub-consultants Work Space Logic and Square Link, to prepare an Aspirational Brief and Functional Design Brief for the new Administrative Centre and to define the brief for the library / community resource centre.

This document outlines the Aspirational Brief for Camden Council's new Administration Centre. The purpose of this is to define what the project needs to achieve including:

- the project scope and intent
- identify key objectives, priorities and stakeholder issues
- develop strategies for core components
- provide a framework for making decisions

1.1 the process

The Aspirational Brief has looked at four areas of focus:

- administration centre - staff offices
- administration centre- civic facilities
- administration centre – workspace
- library and community resource hub

The library and community resource hub Aspirational Brief is outlined in a separate document.

The following meetings, workshops and surveys were carried out to define the Aspirational brief:

- meeting with Council Executives,
- visioning workshops with SMT and "future leaders",
- ICT workshops,
- library and resource centre workshops,
- staff survey,
- councillors' survey,
- review workshop, 27 September 2013,
- councillors workshop 15 October 2013.

1.2 the context

Camden Council is made up of approximately 60,000 ratepayers in 2013. By 2040 Camden Council is expected to be made up of approximately 250,000 ratepayers.

Camden Council is faced with:

- needing to plan for growth - "we think like a small player when we need to be focusing on being a large one",
- coming off a low base - current facilities are fragmented, dysfunctional and tired,
- evolving, diverse customer base requires constant review and updating of services,
- Local Government regulatory environment is also evolving,
- Oran Park presenting a significant opportunity but needs to be careful not to leave current Camden and Narallan townships behind,
- a positive, committed culture that provides a solid foundation for innovation.

The Oran Park Precinct will be home to over 25,000 residents living in approximately 8,000 homes surrounding a modern Town Centre with 25,000-35,000 square metres of retail floor space. Oran Park is centrally located in the LGA and presents the ideal location for the new Administration Centre. The new building will be centrally located for Camden's growing population and will house the administrative functions of Council.

Councillors were presented with the current context at the workshop of the 15 October 2013. At this workshop they confirmed agreement with the context outlined above.

1.3 the challenges + opportunities

The Aspirational Brief process has identified a series of key opportunities and challenges which were presented to Councillors at the workshop of the 15 October 2013.

Opportunities

The opportunities presented:

- a "blank sheet of paper" from which to grow and mould Council for the future,

- a new environment for a new organisation with everyone under one roof,
- welcoming and state-of-the-art customer service facilities and a hub for the community within a new civic precinct,
- a 21st century environment that is a great place to work, demonstrating sustainability and leadership,
- a place for innovations and leading edge design.

Councillors were generally in agreement with the opportunities presented. They would like to see some innovations/leading edge aspects to the design, but not too far. These are seen to potentially cost too much. Councillors would like to see that any innovations/leading edge design be affordable within Council's resources.

Challenges

The challenges presented:

- managing growth,
- financial constraints and ratepayer expectations,
- maintaining customer service quality and relationships,
- adopting "next generation" thinking.

Councillors noted general agreement with the challenges facing Council. Councillors noted being aware of the challenge of growth, and that they will need to respond to this growth as it presents itself.

Staging of the Facilities

At the workshop of the 15 October Councillors noted that it would be necessary to stage the project, considering growth. Councillors were concerned that if the Administration Centre is built all at once, and not fully occupied, it would be difficult to lease out to other users in Oran Park.

Other challenges facing Council if the project is built all at once:

- Ability to fund the full cost of the whole centre.
- There is a risk that when the organization moves into the fully completed project, it is likely to occupy larger areas (than needed) for the size and staff numbers it has at the time of moving in. As the organization grows to the larger projected numbers the larger areas that may have been occupied may be difficult to be reduced back to those needed when staff and sections need to be expanded. The organization will need to occupy areas to the sizes needed, without occupying larger areas first up.

1.4 the vision

Camden Council aims to deliver a central Administration facility that reflects design excellence and achievable sustainability principles while embodying the spirit and aspirations of the community.

In line with Council's aims, the Aspirational Brief has outlined Council's aspirations for a Centre that:

- **is inviting both internally and externally**
- **is a place that inspires creativity and is technology enabled**
- **creates belonging and ownership for the community and Council staff**
- **is welcoming, open and inclusive**
- **is visually connected with and open to the surrounding town context**
- **is accessible to the whole community**
- **is safe for visitors, staff and users**
- **is designed for longevity and ease of maintenance**
- **is designed as a gateway to the Oran Park Civic Precinct**
- **enables collaboration and agility to change**
- **enables innovations and sustainability**
- **enables a high performing workplace and customer-centricity, focused on customer needs and services**
- **enables engagement of public and staff**
- **actively contributes to the amenity and vitality of the precinct in which they are located, acting as a destination, a generator of activity and a focus for the community**
- **is designed to be flexible and adaptable over time to meet the changes and growing needs of the LGA**
- **promotes Council's leadership role in the community**
- **creates a community hub - "a place for the Community"**
- **is a lively and engaging town centre**
- **demonstrates excellence in all aspects of design, planning, development, management and construction**

1.5 what Council surveys have revealed

As part of the consultation process, Camden Council Staff were invited to participate in a workplace performance survey. The survey was hosted on line by Space Logic and staff participated through a web link.

The key findings of this survey were as follows:

- Nearly all respondents drive to work and proximity to parking is seen as a very important issue.
- Respondents consider that they spend most of their time working at their desks, which is where most collaboration takes place (i.e. with those in the immediate vicinity). This is no doubt a key reason for the identification of the ability to undertake concentrated work as one of the most important workplace issues. This suggests that the provision of quiet rooms that people can access would be beneficial. There is also a demonstrated need for breakout spaces, small meeting rooms and places for collaboration.
- Spaces for collaboration, social interaction and access to gymnasium and child care facilities were identified as an area of need.
- ICT and environmental conditions are considered very important and there was dissatisfaction expressed with current air quality, thermal comfort and technology that enables mobility. Concern was also raised over energy and water conservation within the current workplace.
- Respondents consider that the key measures of productivity at Council are timely task completion and quality customer outcomes. They consider that the most important contributors to achieving this productivity are good ICT, functional workspace, the ability to concentrate and collaboration.
- Most respondents considered that the current workspace was sub-optimal in terms of supporting personal and team productivity and were dissatisfied with it.

A Councillors survey was also conducted and the key responses supported in this survey were as follows:

- Co-located administration is important - all in one place
- Administration location is not important
- Council offices should be focused on saving money
- Council offices should demonstrate leadership in sustainability
- Council offices should be a source of civic pride
- Council centres should be a "living room" for the community
- Customer service centre should be integrated with the library

From these surveys and the Councillors Workshop held on the 15 October 2013 the following were noted to be required for the Council Chambers and Civic Facilities:

- The Council Chamber need to be multi-purpose, allowing for Council meeting as well as other community uses. The Chambers need to be multi configurable, with mobile furniture and equipment that can be moved and stored away when not needed.
- Council chambers to be relaxed and more flexible
- Chamber that could also function as art gallery or exhibition space
- Civic facilities not to be too iconic
- Chamber preferred to be located with administration office, but close to and linked to library and community resource centre.
- Councillors did not see need to have separate workspace for their use, but there is need to have mayors office and meeting rooms that can be accessed for their use.
- Councillors did not want library and community resource to be too close to the administration centre. They prefer to maintain separate identities, but provide links between them.
- Councillor did not see the administration centre to be a major place for other industry partners use or business technology hub, but should have technology facilities that allow conferencing, workshops, industry partners + communications /meetings.
- Committee / meetings rooms are required, and these should be provided within the public access areas of the buildings, and should be able to be used by staff and public.
- A Councillors lounge was noted as not required
- A Civic Reception / Function space needs to be considered, but that this should be part of the multi-purpose chambers use, and to accommodate up to 100 people seated.
- Space for exhibitions to be accommodated in foyers and public spaces
- Community meeting rooms / spaces to be provided as part of a suite of public access meeting rooms, that can be used by staff and public. Community Resource Centre is to be located with these community meeting rooms.

"social,
collaborative,
informal"

"be seen to be thinking about the community – create a "community lounge room"

1.6 workplace strategy

The workspace vision was formulated around Councils' Aspiration that:

We need to create a new environment for a new organization that reflects our positioning as a "growth council" and has the resources, focus and mindsets required to create the new Camden. We need to create "Council 2.0" – an exemplar for the "next generation" council.

In the SMT Workshops and Visioning Workshops it was established that Council's approach to its new workplace should:

- be open-minded and willing to think innovatively;
- challenge traditional models of space configuration and allocation and to focus on collective rather than personal needs;
- seek to achieve greater cross-functionality;
- embrace technology-driven change; and
- achieve a contemporary, flexible, cost effective working environment.

Based on the outcomes of the consultation process, a series of Workplace Objectives were outline for Camden Council to achieve their aspirations for improved productivity, collaboration and cross-functionality, and above all the ability for flexibility and adaptability.

The workplace strategy was confirmed with Councillors at the workshop held with them on the 15 October 2013. The following aspirations were agreed for the organisation:

AGILE	flexible in use and adaptable to changing organisational and customer needs
COLLABORATIVE	creating a culture of teamwork and "joined up thinking"
INNOVATIVE	visionary in its use of space and technology with a sense of positive energy
SUSTAINABLE	both environmentally and socially
FUNCTIONAL	cost-effective and supportive of the organisation and its people
CUSTOMER-CENTRIC	open, inviting, inclusive and transparent; expressive of Council's role in the community and manifesting its purpose
ENGAGING	a workplace with "soul" that provides a sense of belonging and pride for the community, for councillors and for staff

To achieve the desired flexibility and adaptability, which will be necessary for the growth of the Council Organisation as the LGA grows over the next 30 years, the Aspirational Brief has set a Workplace strategy which is one of *multiple worksettings*, where all staff members have access to a range of worksettings, not just their allocated desk. There are four types of worksettings that make up the workplace:

- ▶ Individual workpoints;
- ▶ Shared team worksettings and facilities;
- ▶ Specialised worksettings and facilities; and
- ▶ Central facilities.

This strategy puts forward a set of standard kit of parts for workpoints, that can be set up in an open plan layout. Each kit of part (work desk, IT mobility, storage modules) work to create the zones and hubs for the individual teams. Each of these elements can be easily moved to create new zones, teams and hubs as the organisation grows and needs to change to meet the services needs of the LGA.

The strategy is predicated on having no closed offices for the whole organisation, and for setting up workpoints that fit and suit the activity of the staff. The strategy requires good ITC support that can easily assist in the mobility of the staff.

Currently Camden Council has adopted the planning of the Administration Centre to have individual workpoints for each staff member. However the workplace strategy outlined in the Brief allows the ability for an activity based workplace to be setup where not all staff are allocated individual workpoints. This should be explored further with Council Stakeholders during the design phase.



1.7 change management

The Workplace Strategy represents some significant shifts in the allocation and use of workspace:

- smaller, more egalitarian personal workpoints;
- shared support worksettings, such as quiet rooms and break out spaces;
- migration of paper-based information to digital format;
- migration of storage from personal / at desk to team-based / centralised;
- greater transparency and openness;
- workplace mobility providing greater choice for staff in how and where they work; and
- greater workplace flexibility, requiring new attitudes to space "ownership" and tenure.

At the workshop of the 15 October Councillors were asked:

"Does council want to create an organization and grow into the organization/structure or does council want to create an administration centre that it grows into?"

Councillors were not certain how the growth or organization change would occur or be managed. There was general agreement that the organisational change and structure may grow into the Administration Centre. This will require the design of the facilities to be in line with the workplace strategy and recommended conceptual design.

1.8 conceptual design

The approach recommended for planning work floors to achieve the workplace strategy is one of "hubs and spokes".

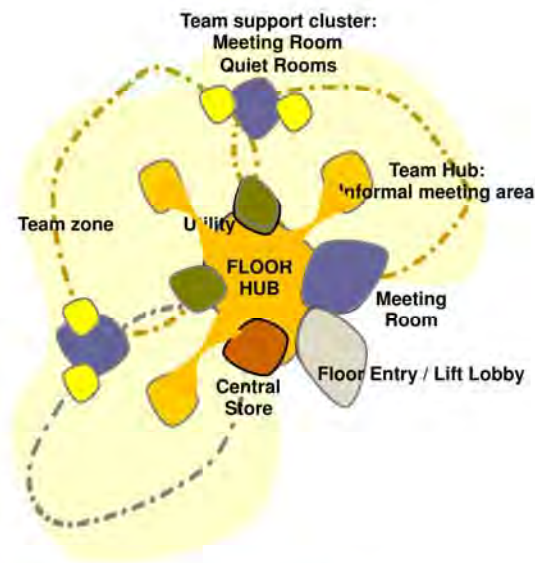
At the entry point to the floor is the floor hub which acts as the "town square" with major circulation routes radiating out to team "neighbourhoods". Its location is important in ensuring that it acts as a "bump" space.

Each team area has its own hub, which could be an open meeting space or "totem" to provide identity and wayfinding. Local support – quiet rooms, 4 person meeting rooms, team storage – are located within the team zone or on the boundaries between zones.

Centralised / common facilities – utility, central store, 8 person meeting rooms - are located at or near the floor hub to encourage interaction (and also provide an acoustic buffer to work areas).

It is important to note that the floor hub is an active work area, not just a lunch room. It provides a venue for informal discussions away from individual workpoints and informal meetings and get-togethers.





1.9 design principles

The Key Design Principles developed for the Administration Centre are outlined as follows:

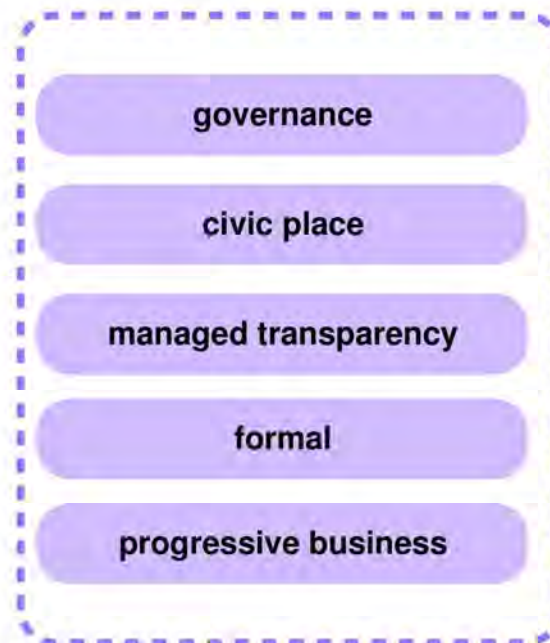
- be a gateway, icon and address with architectural consistency
- create civic presence - place that has "Soul"
- be transparent and legible
- be part of the community hub and a place for the Community
- be inviting internally and externally
- provide public open spaces and Landscape that establish a memorable and activated town centre
- build on Council's sustainable aspirations to integrate appropriate sustainability principles to be developed and tested in the design process
- provide flexible and adaptable work place environment
- be a modern quality brand for the town centre
- have an eco-friendly design with open spaces, links and shared use pathways

- be designed to have services and facilities (buildings and open spaces) that are accessible, inclusive and welcoming to all
- be designed with the ability to change and grow; be technologically advanced, adaptable and flexible to meet future needs.

The Council Administration Centre needs to present a more formal and business appearance to the community, whilst maintaining the feel of an open community hub.

It needs to represent governance and civic place, represent managed transparency, and provide a formal progressive business face as part of the community leadership.

At the workshop of the 15 October Councillors agreed that they would like the centre to be not too iconic, as they are concerned it needs to be affordable. They also agreed that clear identities for Administration Centre and Library/Resource Hub needed to be established, and that the two should be linked but not too closely located.



1.10 carparking

The masterplan concept allows for adequate capacity for vehicle parking on site within the Civic Precinct. This approach acknowledges that the Oran Park Community will rely on private vehicles for transport in most cases until a mature public transport system develops.

Car parking for Administration staff was assessed in response to staff surveys. It was determined to provide carparking for staff on-site at levels above the minimum parking code requirements. 250 car spaces will be provided in Stage 1 with a further 100 spaces in Stage 2 for staff and visitor parking to the Administration Centre.

1.11 desired appearance

The appearance of the buildings needs to reflect their civic nature and provide a sense of pride forming a homogenous precinct with the other planned community facilities: library, community resource hub & leisure centre.

- The exterior of the building needs to provide a modern expression and reflect the Civic and Cultural precinct.
- A strong and welcoming entry needs to be created, that is light filled, transparent and fully accessible.
- The centre needs to encourage active community access and provide links to the Library and Community Resource Hub.
- The centre should be open with atriums and voids connections.
- The building should have large areas of clear glazing which encourages views to external public areas, roads and parks and allows interactions between users and the community visiting and accessing the civic precinct.
- The building should encourage activation of the public domain.
- The design should provide a strong roof form, and articulated facade to create a distinctive and memorable image the Administration Centre.
- New construction needs to consider showcasing technology, as well as environmental initiatives that are able to be integrated in the design.
- The Civic Site needs to be provided with technology that allows for interactive displays for local events, environmental performance, or just educational material.
- Consideration needs to be given for the buildings and the public domain to integrate public art.
- Entries, forecourt, community garden, and market opportunity need to create an active frontage to the streets, park, and public plaza

"inviting internally and externally"

"affordable + sustainable"



open, welcoming and transparent

1.11 sustainability

At the workshop of the 15 October Councillors were presented with an overview of sustainability approach that could be considered for the project.

The previous sustainability consideration were confirmed to be the standard minimum practice which entails the following:

- The project sustainability needs to achieve at least the current Section J requirements of the BCA for energy efficiency measures.

This is standard practice required for all new buildings, and is what the current project budget is based on.

As part of the workshop Councillors were presented with the question:

"What is important to Council?"

To arrive at sustainability brief it is critical to establish what is important for Camden Council and the new growth community.

A series of Key Sustainable Objectives were presented which included:

- Identify good practice ESD initiatives for the development.
- Potential to explore shared-energy opportunities for the precinct.
- Consider potential for a staged development of service infrastructure requirements and integration with other facilities being provided at Oran Park (Leisure Centre).
- Minimizing ecological impact.
- Maximize occupant amenity.
- Minimize operational costs through energy.
- Water, waste and maintenance minimization.
- Maximize integration with the greater precinct.
- Reduce life cycle carbon emission, including embodied carbon.
- Design for a changing climate.

Councillors direction on the project sustainability was confirmed as follows:

- The project is to look at what is possible in sustainable targets, within what is affordable by Council.
- Councillors do not want to target specific rating or targets such as Green Star Rating.
- The project is to consider good sustainable practice in design, with a set of modest benchmarks that can be delivered within Council available project resources.
- The project to follow aspirational key sustainable objectives within what is affordable.

An Holistic Approach

There is much more to ESD than achieving Greenstars. On the basis of Council aspirations to look at what is possible within what is affordable, it is suggested that an holistic approach is looked at which combines the important aspects of achieving actual ESD goals (eg. reducing energy usage) with an analysis of what initiatives are available in achieving Greenstar goals beyond energy savings, that could be incorporated in the project.

Designing for Oran Park Environment

Understanding the local environment at Oran Park will form an important aspect in arriving at a range of alternative systems which are best suit the local conditions.

There is a great potential for the incorporation of ESD principles in the design of the new building. This entails actively pursuing the application of passive energy systems to work with the buildings Climate Control/AC systems such as:

- naturally induced ventilation systems (thermal ducts, chimneys etc);
- pre-cooled air supply using labyrinths;
- night purging systems;
- increased use of daylighting to light user spaces;
- integration of improved efficient energy performance building envelopes and structure; and
- displacement mixed mode air delivery systems.

Reducing Energy usage

A Key design objective will be to reduce energy use of the completed building. This will be achieved through both reviewing alternative methods of managing conditioned air and designing the building fabric to make use of thermal mass and insulation to manage the peaks and troughs in outside air temperature.

Water Conservation

Water conservation will be an important component of the building's sustainability. The design needs to actively pursue the incorporation of ESD hydraulic systems including grey water recycling, and rain water collection for recycling.

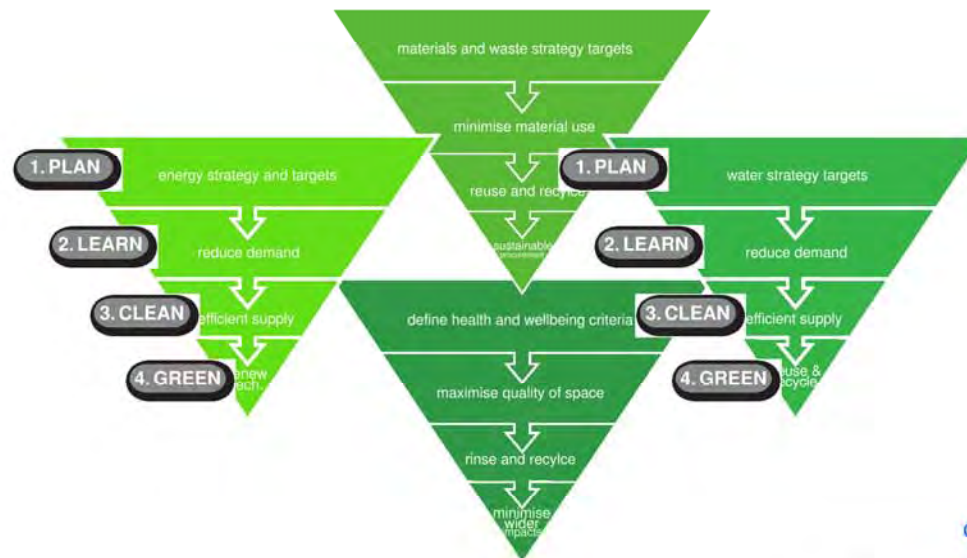
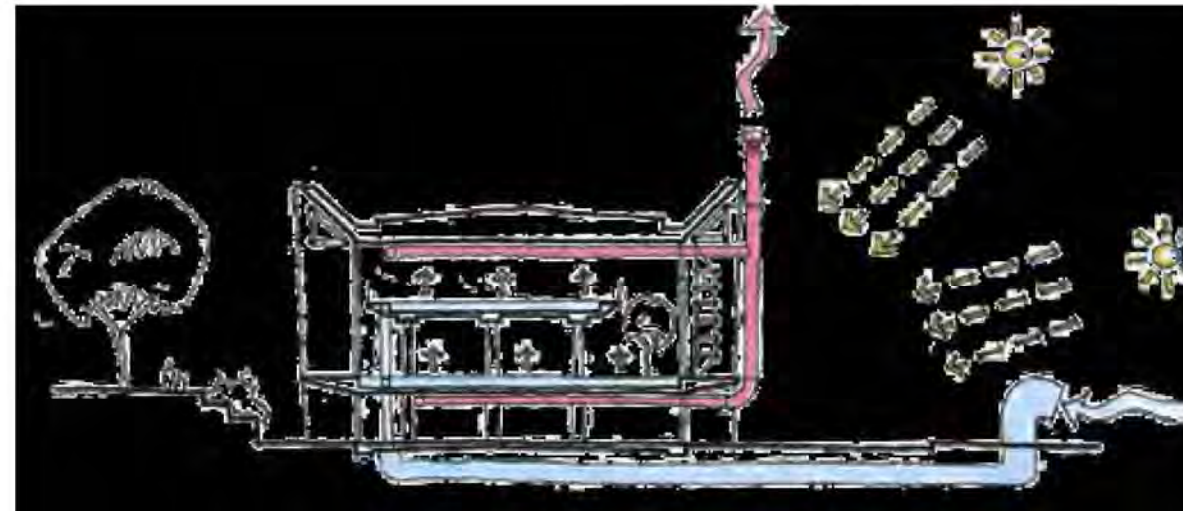
Other Objectives

Other project objectives will include:

- Reliance on natural day lighting wherever possible, together with energy efficient artificial lighting and lighting controls.
- Avoidance of the use of non-renewable resources such as rainforest timber.
- High efficiency plant components
- Recycling and use of low embodied energy materials where possible.

The project brief will require a range of options to be explored to allow appropriate sustainability measures to be incorporated in the design. ESD design should follow the inverted pyramid model illustrated by the diagram below.

Plan, Lean, Clean, Green: It is better to save energy and preserve resources in the Plan Phase, then in the GREEN Phase.



concord library centre:

top: diagrammatic representation of the Concord Library Centre's naturally driven ventilation and cooling system;
right: view of northern facade showing the thermal chimneys which drive the building's ventilation system





2 introduction

2.1 overview

Camden Council is an organisation that is entering a period of sustained transition as the population of the Local Government Area it serves is anticipated to grow five fold over the next thirty years. Accordingly, Council intends the construction of a new Administration Centre at Oran Park to accommodate its expanding operations. This initiative will also enable deficiencies in Council's current administrative accommodation to be addressed.

Council has engaged Brewster Hjorth Architects, with its specialist sub-consultants Space Logic and Square Link, to prepare an Aspirational Brief and Functional Design Brief for the new Administrative Centre.

This is the first of those two documents, and establishes the overarching project scope, intent and objectives and forms the basis for the Functional Brief, which in turn will be used as the basis for the subsequent design of the project.

2.2 scope

The Administrative Centre Aspirational Brief has two components: the Workplace Strategy and the Civic Facilities Strategy.

The Workplace Strategy outlines:

- ▶ Workplace Objectives;
- ▶ Metrics – the quantum of space to be provided based on work functions and head count;
- ▶ Space allocation criteria – individual, team, departmental and public space;
- ▶ Workplace design principles and concepts;
- ▶ Alignment of workplace technology and work processes;
- ▶ Governance – implementing and updating the Strategy over time.

The Civic Facilities Strategy addressed the quantum and nature of accommodation required for Elected Representatives and Council's Civic functions, including the Council Chamber and public facilities. In addition, the Consultant Team is producing separate Aspirational and Functional Briefs for a new Council Library at Oran Park.

2.3 intent

The Workplace Strategy has been tailored to the Oran Park project, but has the potential to apply more broadly to Council workplaces generally and is designed to provide an inherent flexibility that will enable the workplace to evolve over time in response to growth in Council staffing and services, and to new technologies and work processes.

An important aspect of the Strategy is the opportunity for Council staff to have direct input to the design phases of the project wherever possible. For this reason, the Aspirational Brief focusses on intent and workplace performance requirements and its prescriptive elements are limited to those that directly impact the Strategy's financial imperatives, which are typically issues of cost, equality and space utilisation efficiency.

The Civic Facilities Strategy has been developed as a series of options to be considered during Functional Briefing and Design phases of the project, with the options addressing different degrees of civic amenity, public access, operational flexibility and cost.

2.4 derivation

The Administration Centre Aspirational Brief has been developed through a process of consultation with Council personnel:

- Meetings with the Council Executive;
- Meetings with Councillors;
- Two "visioning" workshops – one with the Senior Management Team and one with "future leader" staff representatives;
- A workplace performance survey, to which all Council staff were invited to respond (in progress at the time of writing this draft); and
- A separate survey of Councillors on their aspirations for the project (in progress at the time of writing this draft).
- Subsequent workshops with Council Executives/Managers and Councillors.

In addition the Consultant Team has applied its specialist expertise to the Brief based on its experience in current best practice and emerging trends:

Brewster Hjorth – council, civic and library facilities
 Space Logic – workplace and workplace technology
 Square Link – local government



canada bay city council
 customer service point
 interior shot

3 context

"We think like a small player when we need to be focussing on being a large one."

3.1 introduction

In the visioning workshops, participants discussed the opportunities and challenges they considered Council to be facing. The following is a synopsis of those discussions.

3.2 council's current accomodation

The split nature of the current workplace (Camden and Narellan) is considered to be a significant problem in terms of both organisational cohesion and operational efficiency. A particular problem is the formality of internal collaboration, which typically occurs through structured meetings. It was considered that collocation of staff would enable considerably more informal interaction. It was also noted that the culture of each location was different.

3.3 resources

Council has a number of challenges in terms of its resources. It was noted that it currently has the lowest FTE employee to ratepayer ratio in the state. There is difficulty in attracting and retaining quality, experienced staff and also in retaining talented younger employees who seem to be much less focussed on job security than other generations. These considerations in combination are significant given the need for Council to expand its resource base in the future.

3.4 mindsets

It was acknowledged that there are mindset issues that need to be addressed.

- We think like a small player when we need to be focussing on being a large one.
- We need to have a two-way conversation with our customers on the connection between services and costs.
- We need to focus on creating a cohesive vision, not just dealing with day-to-day imperatives.

But it was also considered that Councils' staff have an awareness of the challenges, that there is a positive, committed culture and there is a willingness to commit to work to address them. The leadership group acknowledges its need to encourage staff to think strategically in this regard.

3.5 customer demographics

Local government typically spans a broad range of operations and services and at Camden this is particularly so, with customer cohorts ranging from established older communities to new younger ones. These communities require different services and as the LGA evolves and grows, so will the demand for Council's services. This will require Council to maintain close contact with the customer base, to research both customer demand and potential solutions, to plan ahead as new communities are created and to be able to adapt to changing customer needs over time. There is also the opportunity to create new strategic partnerships with both government and private enterprise. This will require considerable organisational foresight and flexibility.

3.6 customer services

It was agreed that current front line interaction with customers could be better, and that the project should be used as a catalyst for addressing this. Getting the balance right between physical and digital interfaces will be important in this regard. Also important will be the need to provide both leadership and inspiration to the community by creating high value customer relationships. The nature of "customer services" needs to be broadened in this regard to place emphasis on "place making" and fostering both new and existing communities.

It was also noted that financing Council's growth will be a challenge and that the planning and execution of customer services and creating an appropriate quality of infrastructure will be need to be timely.

3.7 council structure

Council's staffing levels will increase to match the growing needs of the population. The recent Local Government and State Planning reforms will also change the way councils operate and respond to external stakeholders. The construction of the new administration building provides Council an opportunity to refocus its structure to match the shift towards strategic planning across all areas of Council, including planning, finance, workforce management, corporate planning, asset management and maintenance.

In addition to structural changes, the continuing restrictions on councils to collect funds and development contributions have placed extreme pressure on councils such as Camden to implement large land releases. This requires Council to find further efficiencies in infrastructure design, timing of infrastructure provision and its ongoing maintenance, while having secure income collection mechanisms to recoup the costs. The ability for Council to provide flexible and functional workplaces to allow internal teams to work closely across the directorates on specific strategic projects is essential.

3.8 council interface

As the population of Camden continues to grow rapidly, there will be an increasing need for Council to strengthen its interface with the community, while enhancing its business interface with external stakeholders. This will become increasingly important as Council tries to secure high end employment generating businesses to create a diverse workforce and strengthen the Camden Local Government Area as a major centre for South West Sydney.

Council's interface with the community and business will cover media and physical spaces. Council needs to ensure its corporate values are captured in each interface to reflect its professionalism and community focus. In regard to the physical interface areas, there is an opportunity to consider how these two interfaces (community and business) will look and function.

3.9 the relocation to Oran Park

Oran Park provides a "green field" opportunity to create an entirely new, contemporary administrative centre that addresses many of the current problems by co-locating staff in a purpose-built environment and which rationalises assets, services and resources (the "right people in the right positions"). It will also allow Council to "remake" its relationship with ratepayers and the public and to prepare for the projected growth of the LGA. These are seen as powerful and important opportunities.

Our commitment to the community needs to be tangible with this project. We need to create a "community lounge room".

The relocation also poses challenges. The creation of the new administration centre has the potential to impact both the Camden and Narellan Town Centres (particularly Camden) and it will be important that Council's presence in both places is preserved to the greatest extent possible. Careful consideration of the distribution of and access to customer services will be required in this regard, notwithstanding the co-location of administrative functions. For some staff the new location will also pose challenges in terms of travel to and from work.

3.10 the opportunity of a new workplace

The current Council workplaces are considered to be dysfunctional, outdated, inflexible and suboptimal in terms of environmental comfort. In many areas there is a significant lack of space and/or the space that is provided is inappropriate for the uses to which it is being put.

It was considered in the workshops that the new workplace should:

- help improve productivity through having departments collocated in one place;
- catalyse improvements in work flows, systems and processes through a rolling program of improvement;
- foster improved communication and relationships, both internally and externally;
- foster "good outcomes on lean resources"; and
- incorporate improved technology to support streamlined work processes and customer services (e.g. call centre).

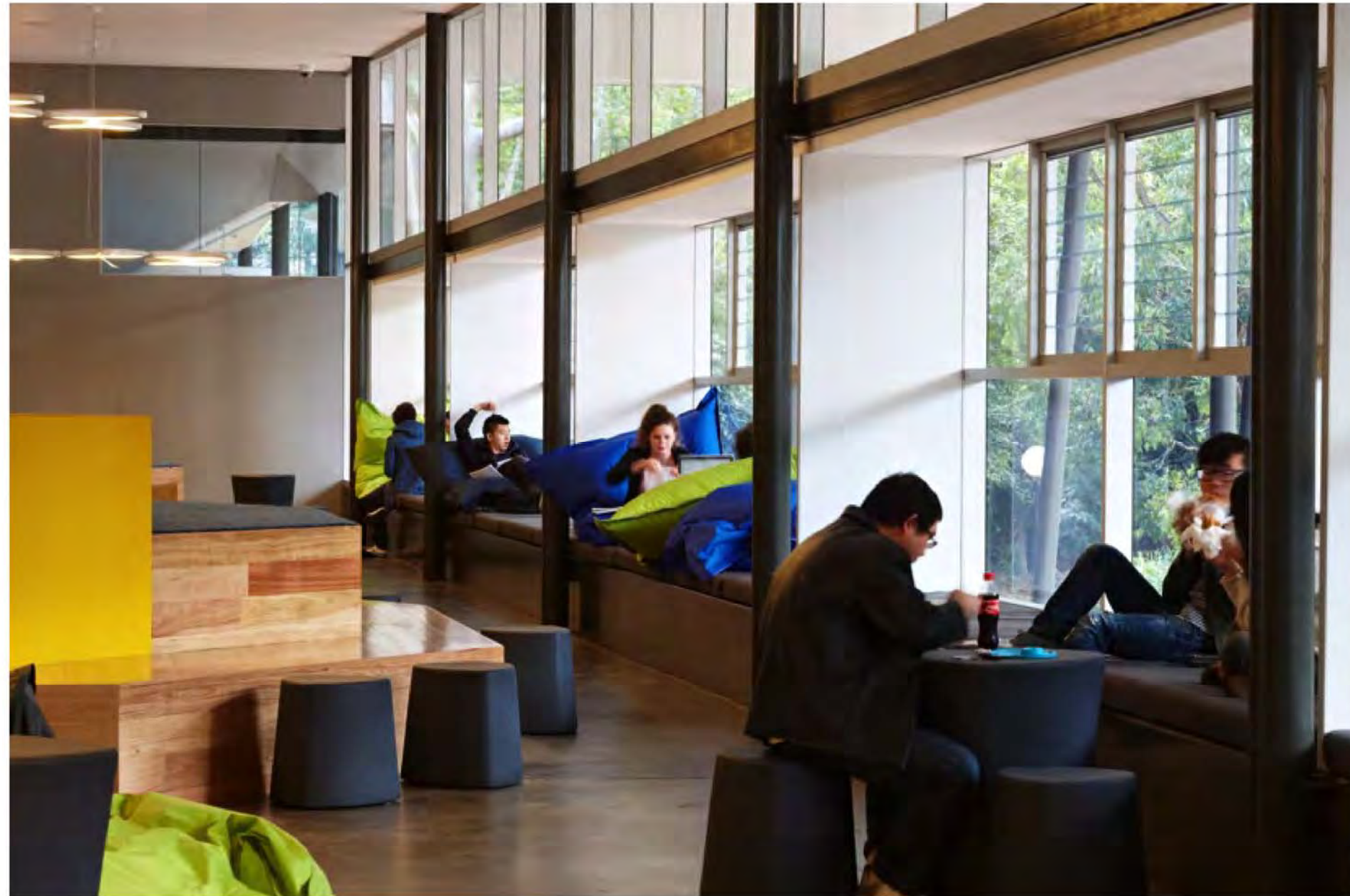
3.11 planning for the future

There is a strong sense that in planning the new workplace, Council needs to focus on what it aspires to be rather than what it currently is. The following comments made in the workshops are indicative of this thinking.

We need to create a new environment for a new organisation that reflects our positioning as a "growth council" and has the resources, focus and mindset to create a new Camden. We need to create "Council 2.0" – an exemplar for the "next generation" council.



"We need to create
'Council 2.0'
– an exemplar for the
'next generation'
council."



4 current workplace trends

4.1 overview

There are a number of important shifts that are happening in workplace as a result of new technologies, the need to attract and retain "next generation" staff, and continuing pressures to deliver quality customer services whilst reducing workplace and other overhead costs.

Organisational culture, expression and brand have become important tools in attracting and retaining the right staff.

Environmental sustainability is now seen as a universal responsibility. The ability of the workplace to support **organisational agility** – the ability to respond quickly and effortlessly to change- is becoming a business imperative. And the continuing focus on **occupancy and operational cost reduction** is now joined by the desire for a **"productivity dividend"** from workplace investment.

These drivers have generated some key themes in contemporary workplace design:

- Zero-cost churn, the ability to quickly reconfigure the workplace to respond to organisational restructure at little or no cost
- Technology-enabled mobility, enabling staff to work anywhere, anytime
- Location-independent knowledge management, where staff are able to access the information they require regardless of where they are located; and
- The shift from individual work settings to multi-settings to provide flexibility, adaptability and choice in how they work and to provide purpose-designed environments for every work task.

4.2 workplace flexibility and churn cost

The pace of change in contemporary society is accelerating, driven by advances in technology, generational change and globalisation, and this is directly impacting local government's responsiveness to community needs and expectations. A key tool in addressing this is the ability for council's workplace to be highly flexible and adaptable, capable of responding quickly to changes in the structure of the organisation and the work of its departments. Council's workplace must be an enabler of change, not an impediment.

It is important therefore that the workplace be capable of easy reconfiguration and re-assignment. People must be able to move quickly and easily and the aspiration of this Strategy is that such "workplace churn" takes place at minimal cost to the organisation.

4.3 the new mobility

Mobile working has been possible for many years, but it is only recently that wireless data transmission has achieved the security, speed and affordability necessary to enable widespread applications. Hence, staff no longer need to be anchored to their desk by power and data cables and are now able to roam freely through the workplace whilst maintaining continuous connectivity. A co-related development has been the advent of "thin client" and "cloud" computing which centralise data storage and processing and further facilitate remote access.

4.4 information and knowledge management

This new mobility is generating a demand for "location-independent" knowledge management. Mobility is only of value if staff are able to access the information they need for their work. This intensifies the need for online data and the migration of existing records to digital format.

4.5 the shift to multiple worksettings

The new workplace mobility has also facilitated a shift from single to multiple worksettings. Whereas once "the desk" was the only place that staff could work apart from the use of meeting rooms, now it is possible for staff to access a broad range of worksettings that are purpose-designed to suit different types of work activity – quiet rooms for concentrative work or confidential phone calls and discussions, special-purpose project rooms, brainstorming rooms, and the like. Hence "the desk" becomes one of a broad range of spaces at which staff can choose to work to suit the tasks they are undertaking or the people they are working with.

4.6 mindsets

These new workplace trends require a different attitude to space allocation and ownership. The traditional approach to workplace is for space allocation to reflect hierarchy. This is a significant impediment to being able to move people easily and quickly within the workplace. If true flexibility is to be achieved, then space must be allocated to reflect work functions, not work status.

4.7 new benchmarks

Whilst there are no specific workplace guidelines for local government in Australia, there is an increasing recognition at State and Federal levels of the importance of both workplace efficiency and flexibility. New standards are emerging with workplace densities of 12 - 14 sq.m. / person on a whole-of-workplace basis, together with the elimination of private offices and trialling of new "flexible working" practices with a high degree of workplace mobility.

4.8 the current camden council workplace

The current Council workplaces at Camden and Narellan are typical of traditional government workplace, with a strong emphasis on individual workpoints and very limited facilities for collaborative and project-based working. Space allocations are generous relative to the new density benchmarks and there is a heavy reliance on paper-based information management, which in turn has led to a significant amount of current floor and desk space being given over to hard copy file management and storage. In addition, the buildings in which the workplaces are located are sub-optimal in terms of both environmental comfort and support for the contemporary needs of the organisation and their configurations result in inefficient and fragmented workspaces. They provide neither a satisfactory work environment for the current Council nor an appropriate foundation for future growth.

5 design principles

5.1 architectural expression -

“BRANDING & DESIGN PRINCIPLES”

The Oran Park site for the New Camden Administrative Centre has been identified as a key element in the creation of a “Town Centre Precinct” at Oran Park fitting into and with the new Commercial and recreational precinct developed for Oran Park.

The current AJC Masterplan for the site has located the three principal Civic and Community Buildings on a visual axis with a new community park. The Administrative Centre and Library feature prominently to create a Civic Precinct together with a future Leisure Centre also located on the site. The site has great potential to become the Civic “Heart” of Oran Park.

Civic precincts are characterized by a balance of public building and open space allowing civic, community and cultural activity to occur both indoors and out. The focus of these areas is usually a building of particular community significance and representative of its locality, frequently either a government building or library.

As part of the Oran Park Civic Precinct the new Administrative Centre needs to address the Civic place. In the process of developing the Aspirational Brief a set of guiding Design Principles have been established and distilled out of the workshops and consultation process with Council stakeholders.

The key guiding Principles that have been distilled for the Aspirational Brief include:

- Gateway, Icon and Address
- Civic Presence - Place that has “Soul”
- Transparency and Legibility
- Community Hub - Creates a Place for the Community
- Inviting internally and externally
- Public Open Space and Landscape
- Environmental Health and Sustainability
- Flexible and adaptable
- Modern Quality Brand

iconic gateway address



civic presence, transparency and legibility



5.2 gateway, icon and address

The New Camden Administrative Centre is to express its nature as an important community facility. It needs to create a prominent "Gateway" Street address, that can be easily identifiable by the community and the people of Oran Park.

As well as creating a welcoming and active frontage to the town centre, the architectural expression of the building needs to reflect its purpose as a place of governance for council organization.

An "Iconic" presence is to be developed that is reflective of Oran Park and the Camden Community, and that is seen to be all inclusive, welcoming and inviting.

The expression of the new centre needs to be "Visionary" where people can be creative and inspired.

5.3 civic presence - place that has 'soul'

The New Camden Administrative Centre is to create a Civic Presence and a place that has a "Soul". The "Soul" has been expressed as a real sense of purpose, expressing the building as an important place of government for the community.

At the same time the New Administrative Centre needs to provide a professional face for business with the commercial and government entities which will be prominent in the growth of Oran Park.

5.4 transparency and legibility

The current Masterplan concept adapted by Council is for the Council Administration Centre and the New Library/Resource Hub to be developed as separate, but adjacent facilities. The workshops endorsed a development that maximises transparency and legibility for the community.

Transparency is seen as open and inviting, creating places that are accessible to all community, promoting equality and creating a "good feel" for the whole community. There are no barriers and council reached out to the community. The functions and purpose are clearly expressed to the community.

Libraries benefit greatly from visibility and transparency to a main street and can benefit from primary transparent frontages to main roads, parks and civic public spaces. They should have a casual relaxed feel for the community, whilst Council offices frequently present a more formal image to their communities. The two typologies are quite different and, for legibility's sake should be expressed as such.

The Administrative Centre needs to reflect a place of governance, with formal and managed transparency, whilst the Library and Community Resource Centre will reflect a more casual informal community lounge, as the "third place" for the community.

5.5 community hub - creating a place for the community

A Community Hub creates a sense of community ownership. It is a place which exists between work and community activities and home; where people feel a sense of belonging.

To create a Community Hub the New Administrative Centre must adapt to a range of uses and functions, and to a range of tastes and personalities. It should be flexible in arrangement and in its hours of operation.

This is where the Administrative Centre will work well with the Community Resource Centre and Library and the provision of a range of activities which can result in a critical mass of activity and energy, bringing a community to life. Partnerships within the community are promoted.

The council will have the opportunity to link its meeting spaces with other community areas to offer larger conferences and workshops. Communities which are provided aspirational and high quality services, value and appreciate their buildings and thrive accordingly.

5.6 inviting internally and externally

The new Administrative Centre needs to be inviting internally and externally.

The architectural expression needs to reflect on Council as an organisation that is open and approachable. It expresses a

community friendly feel, that translates the design of its spaces, the materials used and the connectivity to the rest of the Civic precinct, including the Library, Community Resource Centre and Leisure Centre. Views, outlook and connectivity internally and externally become an imperative in the expression.

5.7 public open space + landscape

The Aspirational Brief acknowledges the importance of public space in the creation of high quality Civic and Community Precincts and reinforces the complementary functions of public building and public realm.

Public spaces need to be created to activate the urban context.

Public spaces allow a range of activities to take place ranging from large gatherings to small more contemplative space.

These are important in setting the sense of place for the community and providing important connections to other community facilities.

5.8 environmental health + sustainability

In the Aspirational Briefings it has been considered important that Camden Council demonstrate leadership to the community in Environmental Sustainability.

To demonstrate leadership to the community in environmental sustainability, the new Administrative Centre presents opportunities for Council to showcase environmental sustainability through the building fabric and design, as well as through education and information to the community it serves.

Opportunities of sustainability initiatives are outlined in Section 1.11 of this document.

5.9 flexible and adaptable

The new Administrative Centre needs to be flexible and adaptable to accommodate the growth and changes that will occur as the population of Oran Park and Camden LGA grows to 250,000 by 2040.

5.10 modern quality brand

The new Administrative Centre should reflect a modern quality brand (relative to cost) that can accommodate the objectives that have been expressed in the workshops.

community hub and a place with 'soul'



6 the civic facility strategy

6.1 Overview

The Civic Facilities comprise the spaces that support Council's interface with the community and the general public :

- Customer Service Centre
- Council Chamber
- Council Chamber Support
- Mayor's Office
- Committee / Meeting Room
- Exhibition, display and function facilities

6.2 Objectives

The Civic Facilities at Oran Park should:

- Be open, accessible and welcoming ('a community hub and living room');
- Be as flexible and adaptable as possible, capable of accommodating multiple uses and with the ability to easily evolve in response to changing community needs;
- Have appropriate "presence", but not be lavish or ostentatious; and
- Contribute to the amenity and vitality of the Oran Park Town Centre.

6.3 Customer Service Centre

The Customer Service Centre at Oran Park will form a part of a network of customer service access points across the Camden LGA. It should focus on being approachable and welcoming with intuitive wayfinding and ease of access. High visibility and proximity to parking are essential. It should incorporate a reception / concierge function, spaces for discussion with council officers, meeting rooms that are discreet and acoustically isolated, display facilities and informal discussion /breakout space. Proximity to or integration with other community functions and café facilities is highly desirable.

6.4 Council Chamber

The Council Chamber should be provided within a multipurpose space that is capable of also being used for functions and events. Unlike the current Council Chamber at Camden, It should have a sense of civic purpose and be configured in such a way as to facilitate setting up Council meetings. This should not, however, preclude other uses, although it is important that when it is in Chamber mode these other uses are not evident. The Chamber will initially be required to accommodate nine councillors, but this should be capable of expansion. Public presentation and audience functions need to be accommodated on the same level as the Councillors. The space should be acoustically appropriate to Council Chamber meetings and preferably externally visible.

6.5 Council Chamber Support

The Council Chamber needs to be supported with the following facilities:

- Public foyer / waiting space
- Public toilets
- Kitchen servery
- Meeting room that can also function as a Councillor break-out space / ante room
- Furniture store

6.6 Mayor's Office

An office for the Mayor is required in close proximity to the Chamber to fulfill the following functions:

- Ante room to the Chamber;
- Receptions and "official" meetings;
- Display of gifts and other memorabilia; and
- Ceremonies and small functions.

The office is not intended as a workspace, although it should be fitted with an office desk, desk chair and visitor chairs.

6.7 Committee / Meeting Room

Meeting space for committees and public meetings needs to be provided. This could be combined with the Chamber function, but it is important that in this mode the space not be configured as if for a Council Meeting. A nominal meeting table capacity for up to 24 is required, with additional perimeter seating.

6.8 Exhibition, display + function facilities

The ability to stage exhibitions, displays and hold functions must be provided. This space can be co-located with the Council Chamber public seating area. It is important that any environmental or security requirements associated with the exhibitions or displays does not impair the Chamber functionality. The space should have a standing capacity (cocktail mode) of 200.



multipurpose rooms



A appendix: future leaders workshop

Summary of Future Leaders workshop outcomes held on the 28 August 2013

Challenges Listed by Group

- Multiple locations
- Meetings are very formal
- Lack of cohesion (15yrs ago everyone was at Camden)
- Culture – split according to location (Narellan = formal / Camden = informal)
- Strong direction?
- FTE per capita the lowest in the state.... too lean and mean?
- Difficulty attracting quality staff
- Different communities – Camden vs Narellan – different demographics
- Leaving Camden?
- Existing workplace (especially Camden)
- Moving to Oran Park (for some people)

Opportunities Listed by Group

- Informal interactions
- customer service distribution
- one location = productivity
- work flows /efficiency
- Communication and relationships
- address lack of space
- good outcomes on minimal resources
- improved technology – process, call centre
- visioning for a new city – create a vision and work towards it (need to get staff in the right places)
- Camden a "growth" council
- building communities generates employment opportunities
- Oran Park = more space + geographic location + blank canvas
- a new environment for a new organisation

Objectives Listed by Group

- flexibility
- changing nature of customer services
- evolving organisation – mortgage belt to integrated community + number of staff + functions
- need change readiness = mindsets = things can start now
- adaptability
- relates to technology
- sustainability - environmental
- place + process
- demonstrate leadership
- need for travel plan (e.g. address parking = status)
- sustainability – social (= enjoyable)
- employer of choice
- physical environment (e.g. natural light / air)
- amenities and services (e.g. childcare, showers)
- collaborative culture (e.g. management / leadership)
- customer engaging
- what council does
- role of council in the community
- "soul"
- sense of purpose = council organisation + civic icon (but also existing facilities) + council chamber
- community hub
- part of the community
- functional
- support work functions
- integrated processes
- parking
- break-out space
- connectivity (multiple locations)
- progressive (innovation) + measurable
- staff progression

the workplace model

- open with multiple worksettings

B appendix: visioning workshop

Summary of Vision workshop outcomes held on the 28 August 2013

Challenges Listed by Group

- who are the customers - not here yet? + demographics (cultural) + ageing /generational + attachment to place
- front line customer interaction could be better
- not embracing opportunities (e.g. heavy rail / badgery's creek) – resources + focus + mindsets
- small player needing to focus on large (size)
- financing growth – timely provision of services and standards of infrastructure
- risk of becoming a dormitory market
- lack of cohesion – vision + buildings
- attracting young people
- getting experienced staff – competitive salaries
- having 2-way conversation with customers on services vs costs
- maintaining relationship with council in a virtual world
- diversity of customer base – balance of old and new – need to handle “whatever” = has to be simple

Opportunities Listed by Group

- creating place and communities
- good relationship with the community but need to provide leadership / inspiration + create higher value relationships
- (staff) awareness of the challenges and willingness to participate
- commitment of staff to council and LGA
- opportunities in “growth council”
- leadership group to encourage staff to strategise
- rationalise assets, services and resources – right people, right positions
- positive, committed culture
- potential partnerships
- create council 2.0 (e.g. technology)
- demand for land (growth)
- forecast plan for changes in customer base (need to grow research)
- rolling program of systems improvement
- be seen to be thinking about the community – create a “community lounge room”

Objectives Listed by Group

- embrace the opportunity
- inviting (internal and external)
- belonging and ownership (collaboration +part of the process)
- visionary – space + technology + place to be (creative / inspired)
- “good feel” – inviting environment
- not intruders in the “white house” – all inclusive
- mobile (in a horizontal environment)
- positive energy
- quality / brand (relative to cost)
- healthy / well being
- green
- promotes equality- staff and customers (welcoming / inviting / informal / open & transparent)
- creates a culture of teamwork
- social / collaborative / informal
- affordable + sustainable
- flexible / adaptable
- effective – easy to use
- convenient

C appendix: councillors workshop

Overview

Presentation workshop Oran Park Aspirational Brief was held at Camden Council, attended by Councillors and Council Executives, on the 15 October 2013. The workshop presentation provided Council with an overview of:

- progress to date
- discuss outcomes of councillors' survey and civic facilities
- proposed workplace strategy
- proposed library strategy
- design principles
- sustainability

The purpose of the workshop was to confirm Council's Aspiration for the project.

Summary of key points raised

The following is a summary of the key points raised and agreed with Councillors during the workshop.

Challenges and opportunities

Of the challenges and opportunities listed and discussed in the workshop there was general agreement on the following points raised:

Context

- *planning for growth - "we think like a small player when we need to be focusing on being a large one"*
Agreed by Council
- *coming off a low base - current facilities are fragmented, dysfunctional and tired*
Agreed by Council
- *evolving, diverse customer base requires constant review and updating of services*
Agreed by Council
- *Local Government regulatory environment is also evolving*
Agreed by Council - There is the need to meet and respond to changes

- *Oran Park a significant opportunity but need to be careful not to leave Camden behind*
Agreed by Council

- *a positive, committed culture provides a solid foundation for innovation*
Agreed by Council

Opportunities

- *a "blank sheet of paper"*
Agreed by Council

- *a new environment for a new organization with everyone under one roof*
Agreed by Council

- *welcoming and state-of-the-art customer service facilities and a hub for the community within a new civic precinct*
Agreed by Council

- *a 21st century environment that is a great place to work, demonstrating sustainability and leadership*
Generally agreed by Council, but the councillors noted that they would like to see some innovations/leading edge, but not too far.

Challenges

- *managing growth*
Council noted being aware of the challenge of growth, and that they will need to respond to this growth.
- *financial constraints and ratepayer expectations*
Agreed by Council
- *maintaining customer service quality and relationships*
Agreed by Council
- *adopting "next generation" thinking*
Agreed by Council

What Councillors Survey have told us

Summary of Councillor Survey results:

- *Co-located administration is important*
5 responses agreed to be important, 1 non response
- *Administration location not important*
5 responses agreed to be important, 1 non response
- *Council offices should be focused on saving money*
3 responses agreed to be important, 2 response not confirmed, 1 non response
- *Council offices should demonstrate leadership in sustainability*
4 responses agreed to be important, 2 response not confirmed,
- *Council offices should be a source of civic pride*
5 responses agreed to be important, 1 non response
- *Council offices should be a "living room" for the community*
3 responses agreed to be important, 3 responses not confirmed
- *Customer service centre should be integrated with the library*
3 responses agreed to be important, 1 response not confirmed, 2 non responses

Other questions raised

- *How well positioned is Council to accommodate growth in the LGA?*
Council is aware of the challenge of growth. Council however was not clear how this growth would be managed in terms of growing Council organization or designing a Council organization that would meet the growth challenges. Restructuring consideration may be required.
- *Should Council offices be innovative and leading edge?*
This aspect was discussed. Councillors noted that they would like to see innovations/leading edge design, but not too far, as there is concerns it would be too costly. Any innovations/ leading edge design needs to be affordable within Council's resources.
- *Staging?*
Council noted that it would be necessary to stage the project, considering growth. Council were concerned if administration centre built all at once, and not fully occupied, that it would be difficult to lease out to other users in Oran Park. On the other hand Council saw an advantage in getting rent/revenue for space that would not be occupied initially.

- Does council want to create an organization and grow into the organization/structure or does council want to create an administration centre that it grows into?
Council were not certain how the growth or organisation change would occur or be managed? There was general agreement that it may grow into an administration centre facility.

Council chambers and civic facilities

From your survey we understand we need to provide an allowance for...

- a multi-purpose Council Chamber
- committee / meetings rooms required
- Councillors' lounge/workspace: 2 x yes, 2 x maybe, 2 x no (resolution?)
- Civic Reception / Function space
- Space for exhibitions
- Community meeting rooms / spaces
- No co-location of other non-Council functions

Questions...

- Visitor centre?
- Business/technology hub?
- Other?

Summary of response from Council on council chambers and civic facilities

- would like to see council chambers that can be designed for formal council business as well as meeting and community use.
- council chambers to be relaxed and more flexible
- chamber that could also function as art gallery to exhibition space
- civic facilities not to be too iconic
- chamber preferably located with administration office, but close to library and community resource centre.
- councillors did not see need to have separate workspace for their use, but there is need to have mayors office and meeting rooms that can be accessed for their use.
- councillors did not want library and community resource to be too co-located with administration centre, prefer to maintain separate identities, but provide links between them.

- councillors did not see the administration centre to be a major place for other industry partners use or business technology hub, but should have technology facilities that allow conferencing, workshops, industry partners + communications /meetings.

Administration Centre

Design principles were presented and discussed:

- gateway, icon and address
Council see to be not too iconic., needs to be affordable
- contemporary, affordable, expressive of Council's brand
Agreed by Council
- civic presence – a place that has “soul”
Agreed by Council
- transparency and legibility
Agreed by Council
- community hub - creates a place for the community
Agreed by Council, but clear identities between administration centre and library resource centre, linked but not too co-located
- inviting internally and externally
Agreed by Council
- public open space and landscape
Agreed by Council
- environmental health and sustainability
General agreement, but concerned about extent of affordable sustainability
- flexible / adaptable / multi-purpose
Agreed by Council

Workspace strategy

The workspace vision:

We need to create a new environment for a new organization that reflects our positioning as a “growth council” and has the resources, focus and mindsets required to create the new Camden. We need to create “Council 2.0” – an exemplar for the “next generation” council.

There was general agreement from councillors on workplace objectives presented:

AGILE	flexible in use and adaptable to changing organizational and customer needs
COLLABORATIVE	creating a culture of teamwork and “joined up thinking”
INNOVATIVE	visionary in its use of space and technology with a sense of positive energy
SUSTAINABLE	both environmentally and socially
HIGH PERFORMING	functional, cost effective and supportive of the Project Vision
CUSTOMER-CENTRIC	open, inviting, inclusive and transparent; expressive of Council's role in the community and manifesting its purpose
ENGAGING	a workplace with “soul” that engenders a sense of belonging and pride for the community, for councillors and for staff and which engages and contributes to the Oran Park town centre and wider community

The workspace strategy presented a series of worksettings, for open flexible workspace planning. These will be used to develop the specific workspace settings and details as part of the Strategic Brief Phase.

Councillors were in general agreement with the workspace strategy presented.

Councillors noted that open plan environment needs space for quiet, and private work, as well as project work for such sections as development and planning.

Sustainability - what's important to Council

Summary of key points raised

- the project is to look at what is possible in sustainable targets, within what is affordable by Council
- councillors do not want to target specific rating such as Green Star Rating
- the project is to consider good sustainable practice in design, with a set of modest benchmarks that can be delivered within Council available project resources
- the project to follow aspirational key sustainable objectives within what is affordable

oran park administration centre for camden council

strategic functional brief



Record of Issue

- Draft Issue V1 - 15 November 2013
- Draft Issue V2 - 5 December 2013
- Draft Issue V3 - 17 December 2013
- Issue V4 - 31 January 2014
- Issue V5 - 10 February 2014
- Issue V6 - 03 March 2014
- Issue V7 - 06 March 2014

Acknowledgements

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Sources

- Future Leaders workshop, 28 August 2013
- Visioning workshop, 28 August 2013
- Library and Community Resource Centre workshop, 30 August 2013
- ICT workshop, 12 September 2013
- Camden Council masterplan presentation, 17 September 2013
- Review workshop, 27 September 2013
- Councillors workshop, 15 October 2013
- Community Services Workshop Briefings, 29 October 2013
- Meeting with library and community services to review functional areas, 12 December 2013
- Meeting with IT team to review services and IT requirements, 12 December 2013
- Stakeholders reviews and feed back, 13-16 December 2013



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- 1.6 technology, systems and process
- 1.7 design principles
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- 3.1 masterplan concept
- 3.2 block and stacking concept
- 3.3 project staging

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Attachment 2



a executive summary

1. The Vision

Camden Council is an organisation that is entering a period of sustained transition as the population of the Local Government Area it serves is anticipated to grow five fold over the next thirty years. Accordingly, Council intends to construct a new Administration Centre at Oran Park to accommodate its expanding operations. This initiative will also enable deficiencies in Council's current administrative accommodation to be addressed.

This document outlines the Strategic Functional Design Brief (Brief) for Camden Council's new Administration Centre to be located at Oran Park (the Project).

The Brief also includes important design requirements for the Administration Centre to link to the other future community facilities planned within the Civic Precinct.

The site for the Administration Centre is located within the 3.08 hectare Civic Precinct at Oran Park. The Civic Precinct Site will have the following land areas allocations:

- Council Administration Building site : 10,000m²
- Library and Community Resource Hub site: 6,805m²
- Leisure Centre site: 11,000m²
- Youth and Recreation Centre: approx. 2,195m²

The new Administration Centre will be a catalyst for residential and commercial development at Oran Park, and will establish the character for the town centre.

It will be the focus of the Civic Precinct and it will need to link to the other community facilities with inviting and activated external spaces, including places for community to hold public events and markets, for the community and staff to enjoy the sun and outdoor environment, for cafes and outdoor eating, shade and rest, places that are active and can be enjoyed all year round.

Camden Council aims to deliver a Central Administration facility that reflects design excellence while embodying the spirit and aspirations of the community.

In line with Council's aims, the Administration Centre design needs to fulfill Council's aspirations for a Centre that:

- is inviting both internally and externally
- is a place that inspires creativity and is technology enabled
- creates belonging and ownership for the community and Council staff
- is welcoming, open and inclusive
- is visually connected with and open to the surrounding town context
- is accessible for the whole community
- is safe for visitors, staff and users
- is designed for longevity and ease of maintenance
- is designed as a gateway to Oran Park Civic Precinct
- enables collaboration and agility to change
- innovations and sustainability
- enables a high performing workplace and customer-centricity, focused on customer needs and services
- enables engagement of public and staff
- actively contributes to the amenity and vitality of the precinct in which they are located, acting as a destination, a generator of activity and a focus for the community
- is designed to be flexible and adaptable over time to meet the changes and growing needs of the LGA
- promotes Council's leadership role in the community
- creates a community hub - "a place for the Community"
- enhances a lively and engaging town centre
- demonstrates excellence of design, planning, development, management and construction

2. The Opportunity

This document develops the concepts and strategies outlined in the 'Oran Park Administration Centre - Aspirational Brief and in the current Masterplan Concept developed by Allan Jack + Cottier Architects.

The development of the new Administration Centre project represents an opportunity for Council to:

1. Create a new work environment for Camden Council Administration staff that will serve the projected growth of 250,000 residents in the Camden LGA by 2040.
2. Create a unified work place for Council administration staff, who are currently split in two separate locations; one at Camden and one at Narallen.
3. Provide a "green field" site to create an entirely new, contemporary administrative centre that addresses many of the current problems by collocating staff in a purpose-built environment.
4. Create a new workplace for Council administration staff that is designed to provide inherent flexibility which will enable the workplace to evolve over time in response to growth in Council staffing and services, and to new technologies and work processes. It will also provide opportunities for Council to "remake" its relationship with ratepayers and the public and to prepare for the projected growth of the LGA.
5. As the population of Camden continues to grow rapidly, there will be an increasing need for Council to strengthen its interface with the community, while enhancing its business interface with external stakeholders. This will become increasingly important as Council tries to secure higher end employment generating businesses to create a diverse workforce and strengthen the Camden Local Government Area as a major centre for South West Sydney.
6. Council's interface with the community and business will cover a multiple of media and also physical spaces. The design of the new centre needs to ensure Council's corporate values are captured in each interface to reflect its professionalism and community focus.
7. In regard to the physical interface areas, to consider how these two interfaces (community and business) will look and function. The new Centre needs to provide clear and activated links and connecting elements to the future facilities planned for the Civic Precinct: Library & Community Resource Hub, Leisure Centre and Youth & recreation Centre.
8. Create a civic and cultural heart with buildings and facilities that reflect the community's identity and a Council commitment to delivering quality services together with a commitment to sustainability and the environment.
9. Create a civic centre for community development and information, education, passive recreation and Council business; a heart that compliments the retail and commercial development of the Oran Park Town Centre.

The brief reviews the current masterplan concept, where co-location of other community facilities onto one site presents clear benefits for Council and the community.

It also presents an opportunity to establish a new workplace that:

1. Helps improve productivity through having departments co-located in one place;
2. Catalyses improvements in work flows, systems and processes through a rolling program of improvement;
3. Foster improved communication and relationships, both internally and externally;
4. Foster "good outcomes on lean resources"; and
5. Incorporates improved technology to support streamlined work processes and customer services (e.g. call centre).

3. Council's Objectives

Council's objectives for the project are to:

- Comply with the Department of Local Government procurement guidelines, from initiation through to completion of the project.
- Deliver the Project(s) within allocated budgets.
- Deliver the project(s) so that the operating costs of the facilities are efficient and sustainable.

Upon completion, provide the following facilities as identified in this functional brief:

1. A new Council Administration Centre.
2. New Council Chambers and Civic support facilities.
3. Achieve sustainable design objectives that can be identified in the design process and supported by the Project.
4. Design flexible and adaptable office space (and ancillary/support areas) capable of accommodating Council staff numbers at projected levels for 2031 and to levels projected through to 2040.
5. Design a new workplace which provides mobility and facilitates a shift from single to multiple worksettings. Staff can access a broad range of worksettings that are purpose designed to suit different types of work activity: quiet rooms for concentrative work or confidential phone calls and discussions, meeting and project rooms for group discussions. Hence "the desk" becomes one of a broad range of spaces at which staff can choose to work to suit the tasks they are undertaking or the people they are working with. This is outlined in the "Workplace Strategy" detailed in section 1.4 of this document "**worksetting and storage**".
6. Design civic facilities, which are flexible multipurpose spaces, and that can be utilised for a variety of functions suitable for community meetings and cultural activities, ceremonies, small conferences.
7. Buildings and facilities designed with consideration of possible future links and sharing of services with the new Library & Community Resource Hub, the new Leisure Centre and Youth Recreation Centre.
8. The design of the Administration Centre is to enable construction into two separate Stages. Stage 1 is to provide the Administration facilities for the Council growth size projected for 2031. Stage 2 is to provide the final completion of the Administration Centre to the projected size for 2040.

4. Key Components of the Project

Council Administration Offices

Council are seeking to provide a modern office facility that will allow it to serve the community efficiently, in a high quality office environment that is responsive to the functional requirements of the organisation. The Centre will be planned as "Open Plan", applying workspace settings outlined in this brief:

- Open Plan individual worksettings as outlined in section 1.4 of this document "**worksettings**".
- Shared worksettings spaces that support individual worksettings including: team spaces, quiet rooms, small meeting rooms for 4, medium meeting rooms for 8, team storage
- Central facilities including central storage, utility areas and central hubs.

The Opportunity of a New Workplace

The current Council workplaces are considered to be outdated, inflexible and suboptimal in terms of environmental comfort. In many areas there is a significant lack of space inappropriate for the uses of Council.

A new workplace strategy has been developed that:

- helps improve productivity through having departments co-located in one place;
- catalyses improvements in work flows, systems and processes through a rolling program of improvement;
- fosters improved communication and relationships, both internally and externally;
- fosters "good outcomes on lean resources"; and
- incorporates improved technology to support streamlined work processes and customer services (e.g. call centre).

The workplace strategy forms the basis for all decision making on workplace issues. Staff members have access to a range of worksettings, not just their allocated desk. There are four types of worksettings that make up the workplace:

1. individual workpoints
2. shared team worksettings and facilities
3. specialised worksettings and facilities
4. central facilities.

The individual workpoints and shared worksettings will be supplemented by central and whole-of-workplace facilities including:

1. Public facilities
 - Reception, customer service
 - Exhibition / display space
 - Interview rooms
2. Conference / Training Centre
 - Conference / Training rooms
 - Break-out Spaces
3. Workplace support
 - Meeting / project rooms
 - Mail room
 - Central stores
4. Staff amenities
 - Staff hub
 - Showers and lockers
 - Toilet facilities

The Administration Centre will provide adequate parking for staff and visitors that exceed code minimums:

- 250 car spaces for Stage 1;
- a potential further 100 car spaces for Stage 2; and
- loading dock and delivery facilities.

The design of the car parking is likely to be a combination of on grade and multi-deck parking. The parking structures need to be designed with a sensitive response to the site and context, including consideration of future facilities connections.

The carpark design needs to be designed with appropriate landscaping and screening to ensure that it reflect the excellence of design of the Administration Centre and the Civic Precinct.

Council Chambers + Civic Facilities

The new Council Chambers are to be flexible and for multipurpose use, and to allow for Council's business with a public audience of 100 seated in a public gallery as well as other community or Council staff meeting needs.

The Civic Facilities comprise the spaces that support Council's interface with the community and the general public including:

1. Council Chamber
2. Councillor facilities
3. Public reception / waiting space
4. Council Chamber Support
5. Mayor's Office
6. Committee / Meeting Room
7. Business Hub

8

The Civic Facilities at Oran Park should:

- Be open, accessible and welcoming ("a community hub and living room")
- Be as flexible and adaptable as possible, capable of accommodating multiple uses and with the ability to easily evolve in response to changing community needs
- Have appropriate "presence", but not be lavish or ostentatious
- Contribute to the amenity and vitality of the Oran Park Town Centre

The Council Chamber needs to be supported with the following facilities:

1. Public foyer / waiting space
2. Public toilets
3. Kitchen servery
4. Meeting room that can also function as a Councillor break-out space / ante room
5. Furniture store

Council Chamber

The Council Chamber should be provided within a multipurpose space that is capable of also being used for functions and events. It should have a sense of civic purpose and be configured in such a way as to facilitate setting up Council meetings. This should not, however, preclude other uses, although it is important that when it is in Chamber mode these other uses are not evident. The Chamber will initially be required to accommodate nine councillors, but this should be capable of expansion. Public presentation and audience functions need to be accommodated on the same level as the Councillors. The space should be acoustically appropriate to Council Chamber meetings and preferably externally visible.

Mayor's Office

An office for the Mayor is required in close proximity to the General Manager and fulfill the following functions:

- Ante room to the Chamber;
- Receptions and "official" meetings;
- Display of gifts and other memorabilia; and
- Ceremonies and small functions.

Committee / Meeting Room

Meeting space for committees and public meetings and for use by Councillors needs to be provided. A nominal meeting table capacity for up to 24 is required, with additional perimeter seating.

Exhibition, display and function facilities

The ability to stage exhibitions, displays and hold functions it to be provided. The space is to have a seated capacity of 100, and standing capacity (cocktail mode) of 200 pax.

This space is seen as an extension of the Council Chambers, to be used for both gallery seating for council meetings and for public functions.

Co-location

The Masterplan sets out the strategy for co-location of Administration, Council Chambers, Civic Facilities, Library and Community Resource Hub on the Civic Centre Site. This Design brief for the Administration Centre, Council Chambers and Civic Facilities should consider its relationship to the future Library building and Community Resource Hub to create a shared focus and civic address.

5. Project Quality

The external design of the buildings must be of a high architectural quality, having an attractive, enduring aesthetic appeal and displaying attention to detail.

The project needs to consider a modern contemporary expression, with selection of robust material that are suitable for their intended use and location.

The design of the Centre needs to consider durable, high quality and low maintenance finishes throughout externally and internally. The finishes selected should be easily cleanable, and of a selection that can discourage graffiti and scratching.

Floor finishes are to be selected with consideration where hard wearing areas will occur in the Centre, such as entrances, service points, and where high traffic public areas occur.

Consideration needs to be given in the design for appropriate access to external facades, walls and finishes for cleaning and maintenance where required.

6. Fitout Requirements

The public spaces shall demonstrate a high quality of design, be welcoming and attractive. All finishes shall be durable and low maintenance.

The Design Team shall prepare an itemized list of all furniture, fittings and equipment (FF&E) for each functional area specific to its function and usage.

The interior design must:

1. Provide for a pleasant and comfortable customer environment that encourages maximum public usage.
2. Provide a pleasant work environment that enables and encourages staff interaction on a professional and personal level.
3. Allow for maximum flexibility and multi-use of internal floor spaces.
4. Allow for security and after hours zoning of component facilities and sub-parts.
5. Maximise the use of natural light and minimise direct sunlight and glare into the internal work environment
6. Maximise access to external views.
7. Incorporate building modules to achieve optimum floor plate sizes.
8. Minimise the vertical and horizontal path of travel between various parts of the building.
9. Maximise the use of passive energy saving techniques.
10. Minimise energy consumption and optimise running costs.
11. Incorporate new technologies during the life of the building.

7. Desired Appearance

The appearance for the Administration Centre needs to reflect the design principle and aspirations set by Council as identified in the Brief.

The exterior of the building needs to provide a modern expression and reflect the Civic and Cultural precinct.

A strong and welcoming entry needs to be created, that is light filled, transparent and fully accessible.

The design needs to encourage active community access and provide links to the Library and Community Resource Hub.

There is a strong desire for the facilities to have atriums and voids connections, that provide vertical connection to the various levels of Council administration. A light filled and naturally ventilated atrium foyer is an ideal expression of Council aspiration of a modern organisation, open welcoming, transparent, and focused on serving the community.

The building design needs to have large areas of clear glazing which encourages views to external public areas, roads and parks and allows interactions between users and the community visiting and accessing the civic precinct.

It is important to locate and site the building to encourage activation of the public domain, by way of opening on to external courtyards and the civic plaza. Opportunities to activate the public domain include seating, shade structures and external settings to have outdoor cinema, markets or music.

A Cafe is planned to be incorporated in the new Library and Community Resource Hub which is to be located immediately adjacent to the Administration Centre, with close links between the two buildings.

The design needs to provide a strong form, with an articulated facade to create a distinctive and memorable image of the Administration Centre.

New construction needs to consider environmental initiatives that are able to be integrated in the design.

Design of the Civic site needs consider technology that allows for interactive displays for local events, environmental performance, or educational material.

Consideration needs to be given for the buildings and the public domain to integrate public art.

8. Current and Future Integration Opportunities

The project has opportunities to be linked with the adjacent Library and Community Resource Hub. It also has potential in the future for integration of services with the Leisure Centre.

The Design Team is to explore these opportunities as part of the design process, and outline potential strategies to for integration in the design of future stages.

The opportunities to be explored include:

- Integration of covered links
- Integration of shared plant and services
- Ability to set up overall site infrastructure sustainable initiatives.
- Ability to create a homogeneous design for the identity of the whole Civic Precinct.
- Opportunities to explore operational cost savings and efficiencies from an operational perspective.

9. Civic Precinct Sustainability

The design will aim to create a sustainable environment, not only in terms of resource efficiency, safety, cost and flexibility; but more importantly in terms of human experience and well-being.

The key aspirations for the project include creating an iconic building to occupants and the community.

The project is to consider good sustainable practice in design that can be delivered within Council available project resources. The Administration Centre aims to implement sustainability where proven to be cost effective and reduce the long term cost of operating and maintaining the building.

Consideration needs to be given to:

- Energy efficiency initiatives driving the design towards lower consumption for the Administration Centre.
- Water efficiency initiatives that will minimise the requirement for potable water.
- Reducing the carbon footprint of the development through use of materials that have low embodied energy.
- Reducing ongoing maintenance and operational costs for the project.

In addition, the development will create a space that attract the general public and provide a superior workplace environment for staff by creating,

- A high level of thermal comfort
- Maximising daylight ingress creating a naturally lit space

10. Design Principles

The Key Design Principles for the Administration Centre are outlined to:

- be a gateway and address with architectural consistency
- create civic presence - place that has "Soul"
- be transparent and legible
- be part of the community hub and a place for the Community
- be inviting internally and externally
- provide public open spaces and Landscape that establish a memorable and activated town centre
- build on Council's sustainable aspirations to integrate appropriate sustainability principles to be developed and tested in the design process
- provide flexible and adaptable work place environment
- be a modern quality brand for the town centre
- have an eco-friendly design with open spaces, links and shared use pathways
- be designed to have services and facilities (buildings and open spaces) that are accessible, inclusive and welcoming to all
- be designed with the ability to change and grow; be technologically advanced, adaptable and flexible to meet future needs
- Be designed to comply with the Building Code of Australia (BCA) and all relevant codes and standards
- to be strictly in accordance with the current BCA and AS 1428 Design for access and mobility and the Disability Discrimination Act (DDA).

11. Benchmark Facilities

The following benchmark facilities have been listed as examples of contemporary and sustainable Administration Office Facilities, which include some of the latest thinking on workplace design for the project to explore.

The projects to consider in the Design Process are:

1. NSW Department of Finance Location: McKell Building
2-24 Rawson Place Sydney NSW 2000
2. Jones Lang LaSalle Offices Location: 25/420 George St
3. The GPT Group Location: Level 51, MLC Centre, 19
Martin Place Sydney
4. Bond Store 1 Location: 26 Hickson Road, Sydney.
5. APP Location: Level 7/116 Miller St North Sydney
6. Aecom Australia Offices Location: Level 21/420
George St, Sydney
7. Darling Quarter Location: Darling Quarter, by Lend
Lease Development Pty Limited

12. Current Masterplan

The Site Plan on page 15 indicates the full extent of the Civic Core of the Oran Park Town Centre.

The Civic core consists of 2 parcels of land bound by roadways, one on either side of the North South Street.

The Town Park will be located on the western side of the road with the built civic facilities located on the eastern side.

The built civic facilities will include the Administrative and Civic Centre, a new Library, Community Resource Hub and a Leisure Centre. The co-location of all of these Civic Facilities will provide efficiencies and tangible benefits to the Community.

A concept site plan has been prepared to illustrate the current masterplan integration that is located in section 3.1 of this document.

This Concept Site Plan will be further developed during the Concept Design Phase. Significant features of importance to this Concept Masterplan include:

1. The Civic Buildings face the main street and the Civic Park to the west.
2. The Civic buildings address a public plaza facing the street frontages. Building entrance will address this public plaza.
3. The multi-level carparks will take up the eastern portion of the site. Opportunities for through site pedestrian connections should be explored.
4. The entry journey from the car park should arrive at the civic plaza, prior to entering the building.

The development briefed here is limited to the Administrative and Civic Facilities along with the Civic Plaza and carparking servicing of these facilities.

Traffic and Parking Design

Pedestrian routes should be designed for pedestrian safety and consideration given to pedestrian links through the site and connecting to the Parkland to the west.

The design and size of the carpark have been determined in the Masterplan phase.

The stage 1 parking requirement is for 250 vehicles. Stage 2 parking requirement is an additional 100 vehicles. Service vehicle routes and drop offs will require development in the concept phase.



b introduction

1. Background

The State government in 2005 launched the Metropolitan Strategy for Sydney, which identified the provision of nearly 400,000 new dwellings and over 200,000 jobs in Western Sydney by 2031. Camden is expected to receive over 50,000 new dwelling, representing an increase of over 149,000 residents.

In June 2006 the NSW government announced the first Precincts to be released for urban development in the North West and South West Growth Centres. Two precincts were announced within the Camden local government area, being the Oran Park and Turner Road Precincts..

The Oran Park Precinct will be home to over 25,000 residents living in approximately 8,000 homes surrounding a modern Town Centre with 25,000-35,000 square metres of retail floor space. The centre will have the following amenities:

- Schools:
 - Oran Park Anglican College (K-12) has opened its doors, currently Prep to year 5 and growing to year 12
 - A second public school (K-12) is expected to open in 2014
 - Further provision has been made for another K-12 private / independent school as well as a K-6 public school
- Shopping centre, including supermarkets, specialty shops, food outlets, cafes and
- Health Facilities
- Extensive Shopping (opening 2014)
- Leisure centre
- Eat Streets' with cafes and restaurants
- Parks
- Office spaces

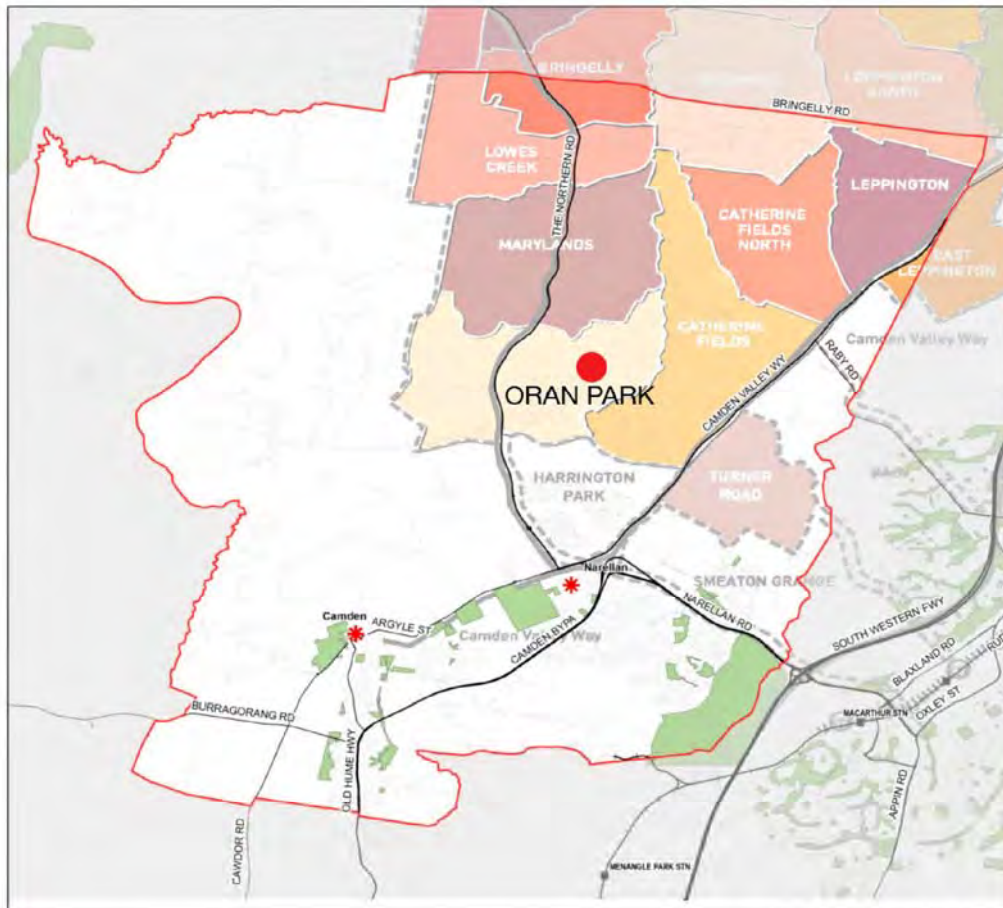


Figure 1: Location Plan (Map of South West Growth Centre)

● Nominated Site - - - - SW Growth Area

2. Town Centre Location

The Oran Park Town Centre will also be the location for the new Camden Council Administration Building and District Library. The new administration building will be centrally located for Camden's growing population and will house the administrative and civic functions of Council.

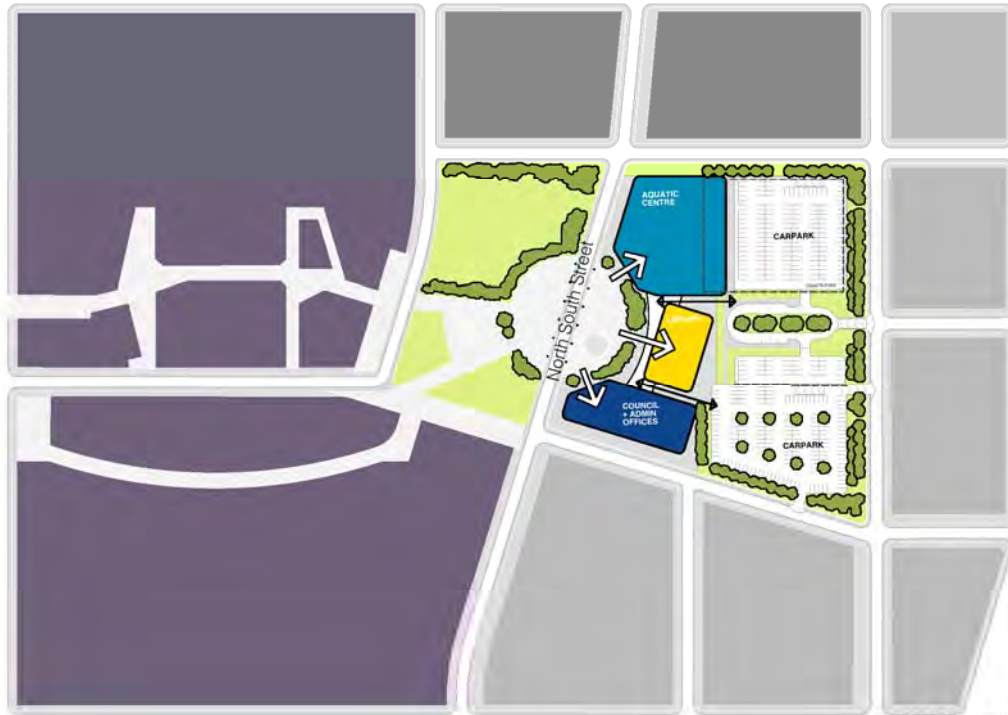


Figure 2: Site Plan

3. The Site

Located within the Oran Park Town, the new Administration Building site is surrounded by The Town Park, Residential Areas and will have direct access to the commercial / retail centre and the community facilities on the site. As illustrated in the figure above, the site is located within the eastern portion of the Town Centre with street frontage to North South Street.

4. Council Organisational Structure Existing Structure

The current Council organisational structure has been developed to meet the needs of the organisation and to deliver the required services and facilities to its semi-rural community.

The State government announcement that established the South West and North West Growth Centres provided a framework for the rapid delivery of zoned land for urban development to housing Sydney's growing population.

This rapid population growth in population and the creation of new town centres require a major revision to Council Administration staffing and structures.

Functionally, Council needs to ensure that the flow of information, and the staff skills set are aligned to deliver efficient service while minimising future financial liabilities. In addition, release area councils are generally exposed to high asset infrastructure maintenance and replacement costs if these are not planned and constructed adequately during the preliminary stages of urban development.

Future Structure

Organisational structure needs to be supported by:

- Sound management and corporate values,
- Open lines of effective communication, and
- An appropriate work place environment.

It is fundamental that during the process of design that the functional relationship between the departments is recognised, and that appropriate working environments are created to meet the needs of the new work systems and setting.

The five main functional areas or streams are:

1. Civic – the elected representatives
2. Corporate – the Councils core executive team and support
3. Direction – the planning and future direction of Camden and the organisation
4. Services – the delivery of services and the provision of facilities to the community
5. Support – the internal support for the organisation in delivering its services and functions

Within each of these streams lie additional specific functions who's interaction is critical to the successful delivery of Council's core responsibilities. Although these functions may not fall within the same directorate, their physical positioning within the new building plays an important part of their efficient productivity.

By way of example, consider the important working relation between:

- Strategic Planning, Assets/Design and Finance – in the efficient delivery of infrastructure and reducing Councils exposure to the long term maintenance costs,
- Statutory Planning, Building and Customer Service – in the reduction in time for consent for development and building approvals, and
- Corporate Planning, Community Planning and Strategic Planning – in the delivery of community supported planning policies to meet the new planning reforms.

Workplace Trends and Objectives

The workplace environment is to be designed in response to current workplace trends for more flexible accommodation requirements that support different work modalities and collaborative work practices.

The Workplace Objectives and Work Setting Classifications are developed in this document and form the basis of the Space Allocation and Concept Design Approach.

The organisational structure is dependent on modernised work systems with a strong movement to paperless work flows. This must be supported by an integrated approach to technology and centralised data and information storage and access. These concepts are developed further in this briefing document.



part one

design of the workplace

ORD13

Attachment 2

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Attachment 2

1.1 workplace objectives and strategies

This workplace study addresses the spacial and functional requirements of the Council Administration Centre.

1.1.1 Workplace Approach

At the commencement of the SMT Visioning Workshop, General Manager, Ron Moore shared his belief that Council's approach to its new workplace should:

- be open-minded and willing to think innovatively;
- challenge traditional models of space configuration and allocation and to focus on collective rather than personal needs;
- seek to achieve greater cross-functionality;
- embrace technology-driven change; and
- achieve a contemporary, flexible, cost effective working environment.

1.1.2 Workplace Objectives

The Workplace Objectives form the basis for all decision-making on workplace issues. Based on the outcomes of the consultation process, the Workplace Objectives proposed for Camden Council are:

AGILE	flexible in use and adaptable to changing organisational and customer needs
COLLABORATIVE	creating a culture of teamwork and "joined up thinking"
INNOVATIVE	visionary in its use of space and technology with a sense of positive energy
SUSTAINABLE	both environmentally and socially
FUNCTIONAL	cost-effective and supportive of the organisation and its people
CUSTOMER-CENTRIC	open, inviting, inclusive and transparent; expressive of Council's role in the community and manifesting its purpose
ENGAGING	a workplace with "soul" that provides a sense of belonging and pride for the community, for councillors and for staff

1.1.3 Enablers

For each objective there are enablers that form the core of the Workplace Strategy, as follows.

Enabling Agility

Agility is the ability of the organisation to be able to respond quickly and cost effectively to changing circumstances. It is achieved through effortless space reconfiguration or reallocation to support business change. Such re-configuration or reallocation requires:

1. Individual workpoints that are re-arrangeable using a "kit of parts" approach;
2. A range of shared worksettings and supporting spaces to give staff choice in where and how they work;
3. Migration of records and information to digital format over time;
4. Migration of paper storage away from the desk to team-based and centralised systems;
5. Effective space and room management;
6. Mobility-enabling technology with "sit anywhere" capability; and
7. Change management including staff engagement, pilots and prototyping to assist staff in adjusting to the new ways of working.

The measure of success will be the ability for teams to move or form with a minimum of preparation, effort and down time; minimum fit-out and technology cost and requiring only the relocation of personal effects.

Enabling Collaboration

Collaboration is a fundamental component of contemporary working. It is essential for "joined up thinking" that harnesses the skills and abilities of the organisation. It facilitates decision-making, avoids duplication of effort, assists on-the-job training and knowledge transfer and builds a strong sense of teamwork and collective endeavor. Collaboration is primarily a cultural issue, but the workplace can help support it through:

1. spaces that facilitate collaboration on both a formal and informal basis, located to act as destinations and connected by circulation systems that are designed to encourage interaction and "bump factor" (the unplanned and informal interactions that can occur as people move through the workplace);

2. workplace configurations designed to bring people together rather than keep them apart;
3. openness and transparency in the workplace, with visual connections between floors in multi-floor buildings to assist in the creation of a strong sense of common purpose;
4. display and video-conferencing facilities throughout the workplace; and
5. effective telecommunications capability within and external to the workplace.

Enabling Innovation

In essence, innovation is the result of a state of mind; the desire to find better ways of doing something. Workplace cannot "make" innovation happen, but it can create an environment that is conducive to it. Key workplace enablers in this regard are:

1. A design process that engages end-users, challenges traditional ways of thinking and actively explores opportunities to re-think and improve traditional workplace models, systems and business processes;
2. A stimulating environment where there is a palpable sense of activity and achievement;
3. A workplace that is itself forward-thinking and innovative, manifestly focussed on collaboration, learning and outreach, including non-resident staff and external partners, customers and, where appropriate, the public;
4. Readily accessible spaces and technologies that facilitate both individual focus and reflection and collaborative brainstorming;
5. An inherent responsiveness to change in both terms of both physical environment and mindsets; and
6. Facilities that assist in the communication of progress and the celebration of success.

Enabling Sustainability

It is considered important that Council demonstrate leadership to the community in environmental sustainability. The workplace should:

1. optimise space utilisation;
2. minimise energy and resource consumption;
3. promote pro-active recycling and waste minimisation;
4. maximise natural light and ventilation; and
5. other initiatives consistent with Council's policies and good practice.

In terms of social sustainability and, in particular, to attract and retain staff, the workplace should:

1. provide amenities and facilities to promote health and well-being – showers, change lockers, bicycle storage, first aid room;
2. provide support for families – breastfeeding and baby-change facilities;
3. include spaces for social interaction and gatherings; and
4. incorporate an interior design that is stimulating and reflective of Council's aspiration to be an employer of choice.

Enabling the High Performing Workplace

Functionality is the ability of the organisation at team and individual levels to work effectively in the development and delivery of Council's services in a time and cost-effective way. Optimising functionality requires the achievement of a number of imperatives:

1. A safe, healthy and enjoyable work environment;
2. Primary workpoints for individual work that are designed to be adaptable to different work functions using common elements that are user re-arrangeable and adjustable, providing a degree of choice in how they are configured and the ability for them to be easily rearranged over time.
3. Shared worksettings that complement individual workpoints and are designed to support the range of work functions that take place within the department including concentrative work, informal interaction, confidential discussion, project work and "brainstorming". Hence for every work task, staff should be able to access space designed specifically to support it.
4. Technology that is appropriate to these enablers and that makes work "effortless"; and
5. An inherent ability to adapt to changing technologies, workflows and processes that will undoubtedly occur over time as the Council and the context within which it operates evolves.



Enabling Customer-Centricity

As with other objectives, ensuring that Council is focussed on customer needs and services is primarily a matter of mindsets, culture and organisational imperatives. But the workplace can play an important role in supporting this, through:

1. openness and transparency;
2. welcoming and friendly spaces for customer interfaces;
3. facilities that encourage customer engagement and showcase Council's role in the community, providing a "community living room"; and
4. demonstrating a responsible use of ratepayer funds through a "value for money" approach to workplace.

Enabling Engagement

Creating a workplace with "soul" is an important opportunity, that is developed through :

1. facilities that both staff and the community are proud of;
2. expressing the vision for Camden and Council's role in achieving it;
3. encouraging staff ownership of the project through participation in the design process and through a comprehensive change leadership program;
4. communicating the project intent and aspirations to the community; and
5. engaging the public in the design of public spaces and community facilities.

Also important is the need for Council's workplace to actively contribute to the amenity and vitality of the precincts in which they are located, acting as a destination, a generator of activity and a focus for the community.

the workplace strategy



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Attachment 2

1.2 worksetting concept

The worksetting concepts define the spatial parameters of the Administration Centre staff work environments.

1.2.1 Overview

The concept for Council's workplace is one of *multiple worksettings*, where all staff members have access to a range of worksettings, not just their allocated desk. There are four types of worksettings that make up the workplace:

- Individual workpoints;
- Shared team worksettings and facilities;
- Specialised worksettings and facilities; and
- Central facilities.

Each have specific requirements in terms of space, technology, access and security.

1.2.2 Individual Workpoints

If the workplace is to be truly responsive to the needs of the organisation and the staff within it, the design and allocation of individual workpoints should be based on the activity patterns that take place with the workplace and the nature of the tasks being undertaken. The former are defined as workstyles and the latter as work functions. The following workstyles and work functions are typical.

1.2.3 Workstyles

Workstyles are defined by mobility, the time spent at the individual work-point.

Workstyles

Anchors	rarely leave their desks, except for work breaks or the occasional (infrequent) meeting. Other people often rely on them being there.
Residents	sometimes work elsewhere in the building (usually at meetings) but work mostly at their desk.
Networkers	spend as much time away from the desk as they do at it. When they're away, they are either elsewhere in the building (e.g. at meetings) or out of the building altogether.
Roamers	are more often away from the desk than at it. They either spend a lot of time in meetings, doing specialist tasks or are outside the building altogether.
Fieldworkers	are rarely at their desk, if they have one at all, because they spend most of their time away from the workplace.

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1.2.4 Work Functions

The individual worksettings provided to accommodate work functions are listed below. The space requirements for each are developed in section 1.4 worksetting.

Work Functions:

General	A broad range of typical activities – computer work, telephone, reading
Storage +	As for General but requires additional at-desk layout space or storage <i>Whilst most organisations intend to migrate to online / digital storage, there are still individual teams that have heavy paper use.</i>
Layout +	Similar to General in terms of tasks but needs additional space for large format documents (maps and plans). <i>The additional worksurface may be located at the workpoint or close by.</i>
Quiet +	Spends much time focussed on work that requires a high degree of concentration or involves confidential discussions, either face-to-face or on the phone. <i>These people need access to acoustically isolated space.</i>
Leader	Applies to work functions that involve leadership of teams that require space at their workpoint for one-to-one discussions
Executive	Is similar to Leader but has an added requirement for confidentiality
Call Centre	Applies to desk-based people answering phone calls.
Touchdown	Is also known as "hot desk" and is for itinerant people who need somewhere to collect emails and make phone calls.

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1.2.5 Shared Team Worksettings and Facilities

In addition to individual workpoints, shared worksettings are designed to support the range of work functions that take place within the organisation – concentrative work, informal interaction, confidential discussion, project work and "brainstorming". Hence for every work task, staff should be able to access space designed specifically to support it. These worksettings are allocated on a basis of headcount and the workstyles and work functions that occur within each directorate.

1.2.6 Specialised Team Worksettings and Facilities

Some teams undertake specialised work that require purpose-built facilities. These are generally allocated to and managed by the teams for whom they have been provided. However where such facilities have multiple users, they are classified and managed as "central" facilities.

1.2.7 Central Facilities

These are spaces that are used by multiple teams or on a whole-of-organisation basis. They may be allocated according to the number of workpoints they serve (e.g. large meeting rooms) or may be bespoke in nature (e.g. Training Centre, Customer Service Centre).

These worksetting concepts are developed in the next section 'Space Allocation'.

1.3 space allocation

1.3.1 Occupational Density

It is recommended that the workplace occupational density should be 12 - 14m². per person on a Nett Internal Area (NIA)* basis, excluding specialist facilities, on the basis that this range is consistent with current state and federal government benchmarks in Australia.

The space allocation for the Administration Centre is derived from the work setting concepts and the briefed requirements. The Nett Area for the facility is then benchmarked against State and Federal Government benchmarks.

The occupational density described by this brief is in the recommended range.

1.3.2 Workplace Space Forecast

The total space required for Council's workplace is calculated by totalling the number of workpoints required and then adding the shared worksettings and the area required for specialist facilities. Individual workpoints in each designated workstyle are described in Section 1.4.2 – Individual Workpoints. The number of workpoints generate the shared team worksettings and central facilities to be provided on a workforce, as these are generated through ratios of workpoints (see Section 1.4.3 – Shared Worksettings). The workplace space requirements are listed in 2.2 Schedule of Areas.

1.3.3 Shared Team Work Settings

A key variant in the occupational density will be the number of meeting rooms provided, which in turn will depend on the nature of the work being undertaken. For locations where there is a high degree of mobility the need for meeting rooms will be greater than those where there are a greater number of anchor and resident workstyles.

Workplace meeting room capacity is quantified as a ratio of meeting "seats" to workpoints. For instance a workplace with 100 workpoints and 2 x 10 person meeting rooms would have a meeting seat ratio of 1:5, being 1 meeting seat per 5 workpoints.

For this measure, meeting seats are determined by the total seating capacity of all client meeting rooms, central

meeting / project rooms, on floor small and medium meeting rooms and quiet rooms.

The provision of meeting rooms for Council is recommended to be based on a meeting seat to workpoint ratio of 1:2.5, i.e. 1 meeting seat per 2.5 workpoints. The shared Team Work spaces have been calculated on the basis of the total administration staff. However, they will be located within each Directorate Area in accordance with the meeting requirements of each Directorate. The spaces for Shared Team Worksettings are shown in section 2.2 Tables 8.1-8.3.

These are allocated to each Directorate as shown in the Summary of Functional Areas on pages 73-75.

1.3.4 Specialist Facilities

Specialist Facilities are in addition to the regular space allocations described in the workplace settings. They include specific organisational facilities including the Customer Service Centre and Public Foyer. It also includes additional storage space in workspaces including locker space for rangers and outdoor staff.

1.3.5 Central Facilities

Facilities that are provided on a whole-or-workplace basis, including central meeting rooms and Staff Hubs. These are included in the occupational density. However specialised site-specific central facilities are excluded. Examples of the exclusions include Customer Service facilities, the Training Centre and special equipment rooms and stores.

*see glossary for definition of this term

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Attachment 2

1.4 worksettings

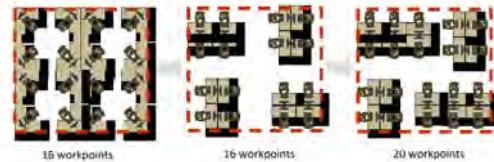
1.4.1 Scope

The following worksettings are proposed for Councils' workplace.

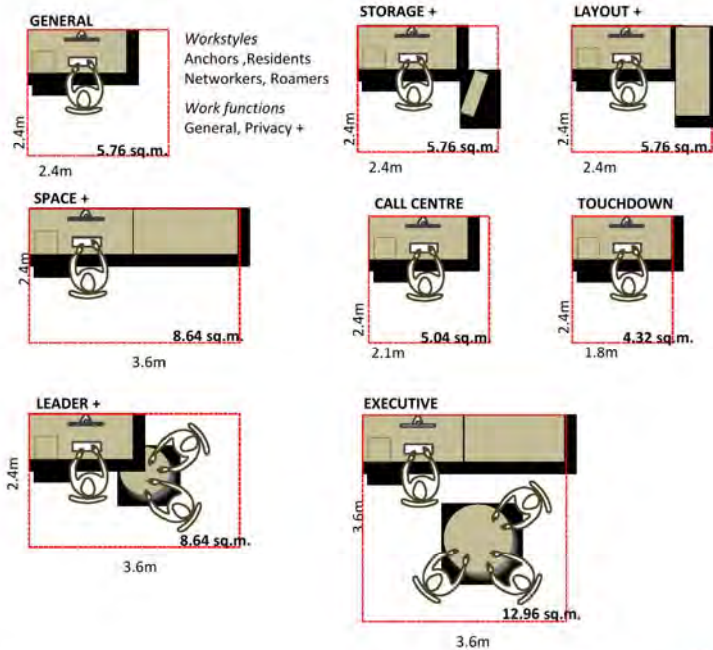
1.4.2 Individual Workpoints

Traditionally, individual workstations have been provided on a "one size fits all" basis with the size and configuration being determined by the need to accommodate a CRT computer monitor. As these computers were too deep to sit on a traditional desk, the "L-shape" workstation was created. These workstations are still in common use, even though the CRT monitor has been replaced by a flat panel LCD screen. In many applications these workstations are not efficient in terms of the space they occupy or the flexibility with which they are used. Accordingly, it is proposed that the approach to be taken be based on a "kit of parts" approach, where individual worksettings are created using a number of re-arrangeable, freestanding elements, as is illustrated below.

The advantage of this approach is that whilst the desk area of the "traditional" L-workstation can be provided, it is also possible to use the same elements in a much more space-efficient way. This approach enables components to be added or deleted at will, the latter being significant as information is migrated from hard copy to digital format, on-floor storage elements can be removed and work surfaces re-arranged to achieve more efficient space utilisation, as is illustrated below.



Under this approach, individual workpoints are prescribed by the area they occupy ("footprint") and the components located within that footprint. For Council, it is recommended that individual workpoints comprise a primary 1.8m x 0.8m desk and mobile pedestal personal storage unit with supplementary freestanding furniture elements added to suit the work functions being undertaken.



1.4.3 Shared Team Worksettings

In addition to individual workpoints, staff will have access to a range of shared worksettings designed to support specific work functions., located on each work floor.

TEAM SPACE



Informal open meeting space will be provided within team areas. This may be distributed through the work area or aggregated in a central location.

Allocation: 9m² per 25 workpoints

QUIET ROOMS



Acoustically isolated rooms for concentrated work or confidential discussions. non-bookable to enable ad hoc access.

Allocation: 5.75m² (2.4m x 2.4m) @ 1 per 25 workpoints

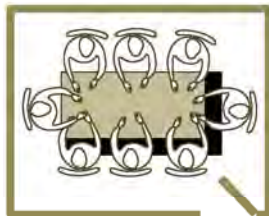
SMALL MEETING ROOMS



4 person enclosed rooms, located within team areas, for local access. Some to be on the central booking system whilst others should be non-bookable for ad hoc access.

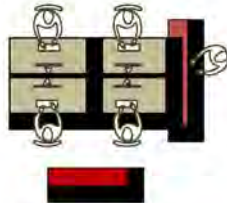
Allocation: 12.96m² (3.6 x 4.8m) @ 1 per 60 workpoints

MEDIUM MEETING ROOMS



8 person enclosed rooms, located on team work floors, accessed through the central booking system.

Allocation: 17.28m² (3.6 x 4.8m) @ 1 per 60 workpoints

TEAM STORAGE

Local storage in bench height units (1500mm high maximum), distributed through the team work area. This replaces local storage currently held at individual workpoints and is to be located close to the work station clusters.

Allocation: 2m² per 10 workpoints

CENTRAL STORAGE

High density (Compactus) storage, centrally located in the floor and shared between teams. Note: these are to be phased out over time and replaced with additional informal team space.

Allocation: 9m² per 120 workpoints

1.4.4 Specialist Facilities

In addition to the generic shared worksettings available to teams, there will be specialist facilities required, as follows:

- Customer Service Counter and Foyer
- Secure Central storage
- Records / Archives
- Equipment /Field work stores
- Promotional material stores

The specialist areas are tabulated in 2.2.3 Nett Functional Areas - Detailed Breakdown.

1.4.5 Central Facilities

The individual workpoints and shared worksettings will be supplemented by central and whole-of-workplace facilities. These include:

1. Public facilities
 - Meeting Rooms
 - Interview rooms
2. Conference / Training Centre
 - Conference / Training rooms
 - Break-out Spaces
3. Workplace support
 - Utility Areas
 - Meeting / project rooms
 - Central stores
4. Staff Hub and amenities
 - Neighbourhood hub
 - Showers and lockers
 - Toilets

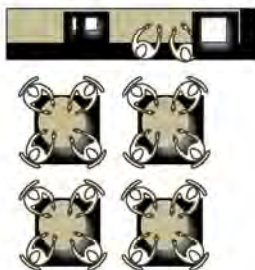
UTILITY AREA



Photocopying and printing facility, with storage for consumables, binding and layout space and waste / recycling bins. May be co-located with Central Storage.

Allocation: 18m² per 120 workpoints

NEIGHBOURHOOD HUB



Informal collaboration and breakout space, including tea, coffee and self cater kitchen facilities. Provides a variety of settings: cafe tables, lounges, standing height benches. Centrally located as a node on main floor circulation routes, acoustically buffered from work areas but with a high degree of visibility.

Allocation: 50m² per 120 workpoints



These facilities are to be defined during the functional briefing.

1.4.6 Storage

A key inhibitor to the "agile" workplace is information that exists in hard copy (paper) format, as this renders work location-dependent. Furthermore, hard copy storage occupies physical space, which impacts space use efficiency.

The alternative is to migrate business-critical information to digital format. However there are challenges to achieving this :

1. The quantum of legacy information in hard copy format that needs to be scanned;
2. The cost and resources required to convert existing hard copy records;
3. The need for an effective digital knowledge and information management platform to hold the information; and
4. The need for employees to be trained in how to use the digital storage platform.

The preference of many employees to work in hard copy format, even when information exists in digital format, and printing it out as a result.

For these reasons, the shift to "location independent" information at the council will need to be a progressive

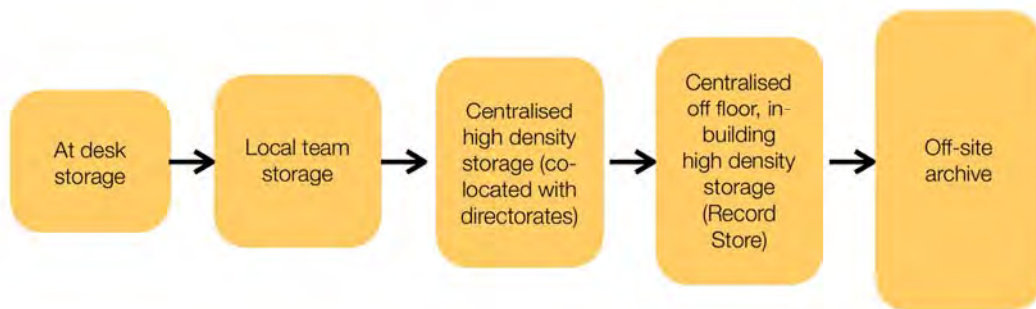
journey. This initiative is to start migrating hard copy material to more centralised locations, starting with moving files off people's desk and into shared team storage, moving the material that is currently in shared team storage to centralised (on-floor) storage, and so on, as illustrated in the diagram below.

1.4.7 Civic Facilities

The Civic Facilities are co-located with the Administration Centre. The space allocations for the Civic Facilities include:

- Council Chamber
- Chamber Support
- Councillor Committee Rooms
- Public Reception / Waiting Space
- Mayors Office and Support

These areas are additional to the Administration Worksetting calculations.



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Attachment 2

1.5 worksetting concept

design approach

1.5.1 Conceptual Design

The approach recommended for planning workfloors to achieve the workplace strategy is one of "hubs and spokes".

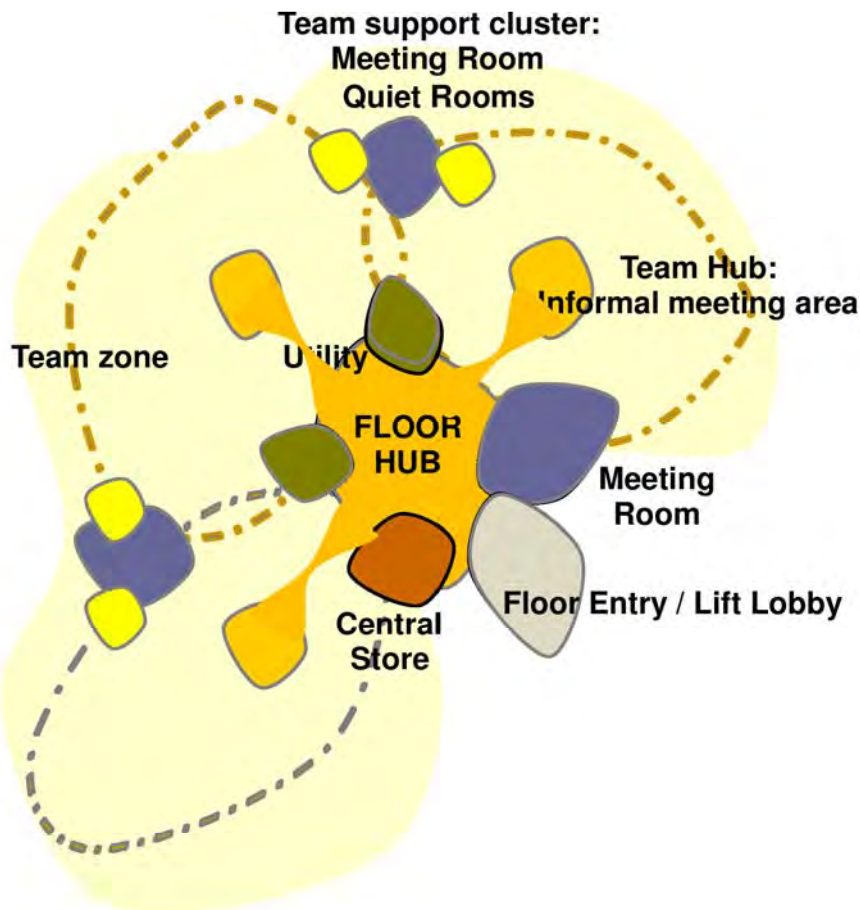
At the entry point to the floor is the floor hub which acts as the "town square" with major circulation routes radiating out to team "neighbourhoods". Its location is important in ensuring that it acts as a "bump" space.

Each team area has its own team hub, which could be an open meeting space or "totem" to provide identity and wayfinding. Local support: quiet rooms; 4 person meeting rooms; team storage; are located within the team zone or on the boundaries between zones.

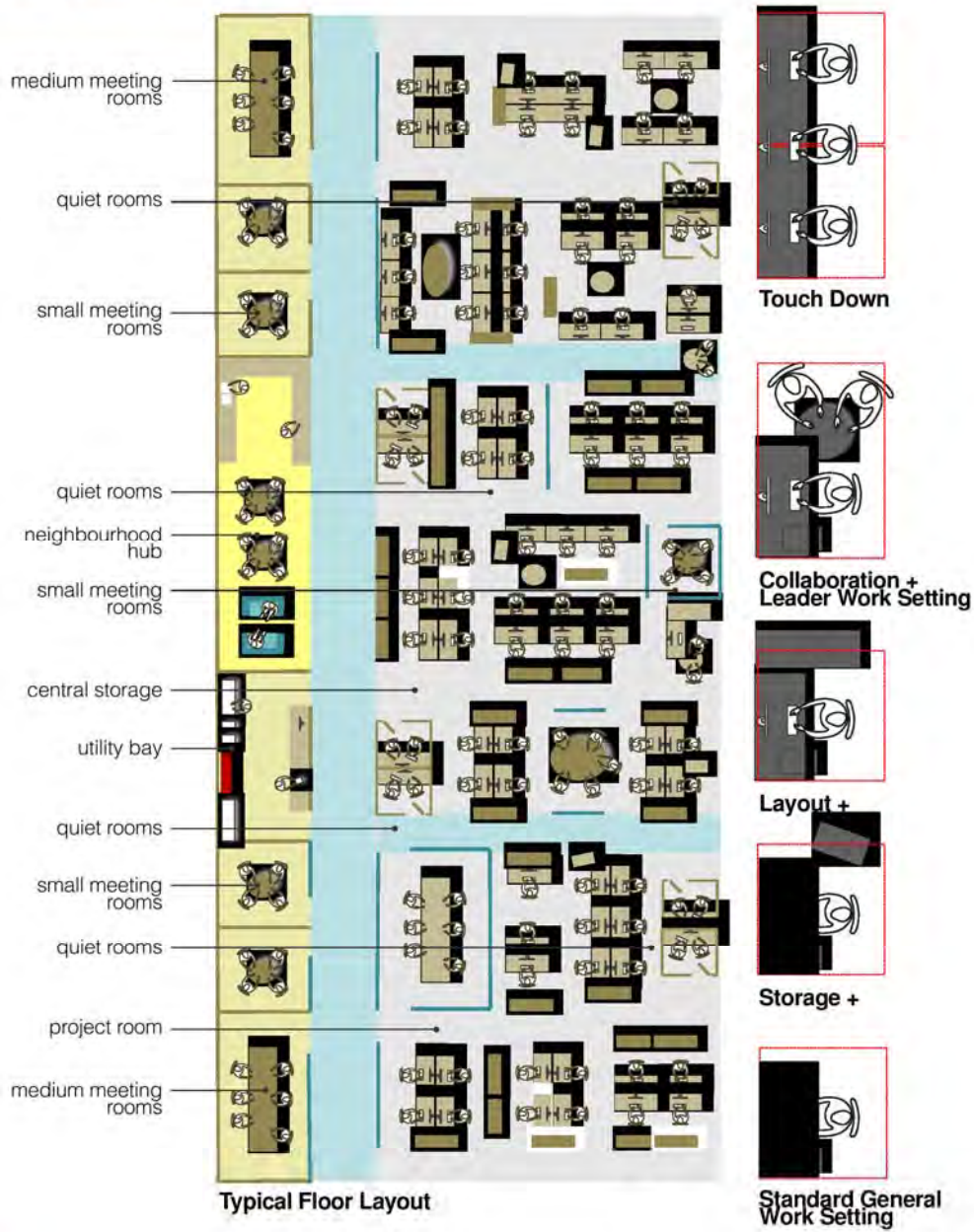
Centralised / common facilities: utility; central store; 8p meeting rooms; are located at or near the floor hub to encourage interaction (and also provide an acoustic buffer to work areas).

The floor hub is an active work area, not just a lunch room. It provides a venue for informal discussions away from individual workpoints and informal meetings and get-togethers.

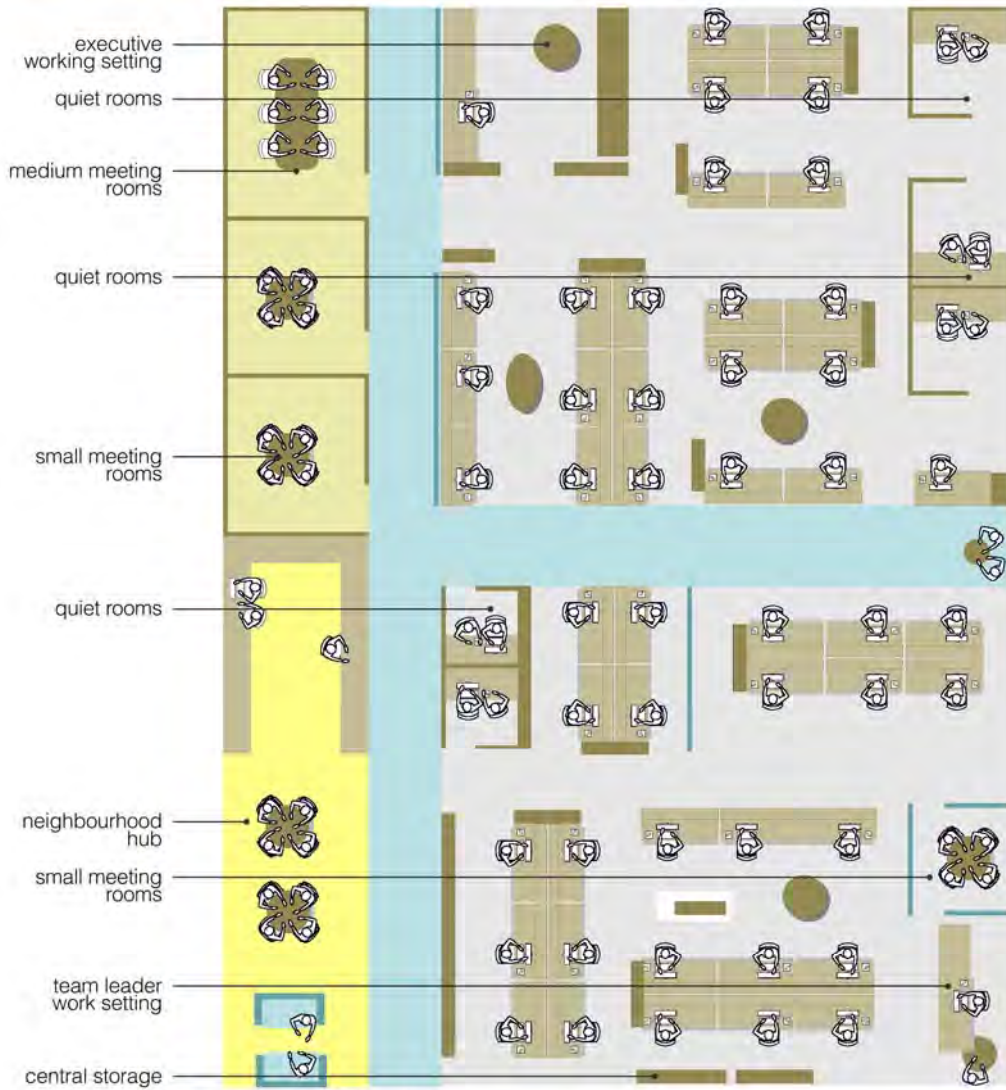
The conceptual layout for typical floors is shown on the pages over. (Note that workpoints shown are indicative only and do not conform to those included in this brief).



Floor Layout Concept



Floor Layout with Executive



Typical Floor Layout
Layout concept showing executive work setting and team leader work setting in open plan

1.5.2 Change Management

The Workplace Strategy represents some significant shifts in the allocation and use of workspace:

1. smaller, more egalitarian personal workpoints;
2. shared support worksettings, such as quiet rooms and break out spaces;
3. migration of paper-based information to digital format;
4. migration of storage from personal / at desk to team-based / centralised;
5. greater transparency and openness;
6. workplace mobility providing greater choice for staff in how and where they work; and
7. greater workplace flexibility, requiring new attitudes to space "ownership" and tenure.

These initiatives will provide significant, long term benefits for both Council and Council staff, but they may not be appreciated as such. Rather, they could be seen as a diminution of personal status, inhibiting current work practices and therefore impacting productivity. It is important, therefore, that a change management program is devised to ensure that the new workplace achieves its potential. There are seven key initiatives required in this regard.

1. Development of a communication strategy for the project that provides an ongoing forum for constructive dialogue between the Council Executive, the project team and Council staff. Ideally, this would be through the creation of a group of staff representatives ("the workplace champions") who could be consulted on project-related issues and who could also provide feedback from their colleagues as the project progresses.
2. Launch of the project, focussing on the intent and purpose of the workplace strategy with a particular emphasis on its intended benefits.
3. Staff engagement in the workplace design process, through workshops, prototypes and pilots.
4. Development and implementation of workplace-related initiatives: technology, systems and processes (e.g. storage, digital migration).

5. Move preparedness: logistics, new workplace protocols, training, "Day 1" scenarios, Q&A.
6. Move implementation, including help desk functions, welcome packs and celebration.
7. Post occupancy evaluation.

These initiatives should be conceived and implemented as an holistic change management strategy, with ELT sponsorship and internally-resourced leadership.

1.5.3 Workplace Concept

The workplace concept is based on the flexible work environment.

The basis for the space planning is to group individual work points in directorate zones within a flexible open plan environment.

Informal group meeting spaces are available adjacent to the individual work points. These spaces are allocated according to the requirements of each directorate. The allocation of shared team and meeting spaces within each directorate is indicated at 2.2 Schedule of Areas.

1.5.4 Central Facilities

Project rooms, bookable meetings rooms and quiet rooms are located on circulation routes.

Each floor has a floor hub with foyer, informal meeting, working and food spaces.

A resource bay with printers and collation are placed on each floor.

1.6 technology

systems + processes

1.6.1 Introduction

In assessing current and future ICT (information and communication technology) requirements as a key enabler of the workplace strategy, the consultant team consulted the ICT department, held a workshop of a user group of council staff and reviewed the current Information Technology Strategy.

A key conclusion of the engagement process was that Council's ICT systems are designed to cope with the demands of Council in its current configuration and that the technology has evolved organically and struggles to deliver a service to Council 'as is'.

The current ICT strategy is aimed at bringing Council's systems to a baseline standard; however falls short of describing technologies that can support a growing, high performance and agile future work environment.

1.6.2 Overview of Current ICT Infrastructure

Camden provides an ethernet network across nine sites, providing computing services to approximately 240 users. The two main sites of Camden and Narellan are connected using a 150mb microwave link. Wireless networking is provided in various locations, but is not consistent across Council.

Connectivity is a special consideration in Camden. The historic lack of infrastructure has meant that connectivity has either been limited or very expensive.

The anticipated growth of the Camden area should result in better infrastructure; however any ICT strategy which addresses connectivity needs to take into consideration these limitations.

The server environment is largely virtualised using VMWare ESXi. The desktop environment is a mixture of PC and WYSE Thin terminals running Citrix. There is a mixed user response to the performance of Citrix. There are about 15 laptop devices and 20 hand held devices.

Staff reported that the ICT department is generally responsive to their requests; however there was significant concern around access to technology and the capacity of existing technical resources. The major technologies that were referenced during the user consultation were focused around the need for mobility and included Smart Phones, tablet computers and laptops.

Users reported that access to mobility would help increase productivity. Two specific examples were:

- Mobility devices in the field would reduce the need to come back to Council to complete transactions; and
- Access to mobility devices in the field would help support Council's social media channels by providing real-time interaction.

The current telephony infrastructure is very basic and is hindering the ability of the Customer Contact Centre to provide robust contact centre services; where calls may be recorded for quality assurance, monitoring and mentoring. Mobile devices are very basic; a number of staff provide their own smart phones.

Like many councils, Camden Council needs a clear strategy which takes into consideration the migration of Council's delivery of information and interactions with clients to telephone and online based systems. There was universal agreement within the user groups and ICT group that the current Council systems and information was not suited to delivering these services.

Key objectives for the delivery of these services should be to develop:

- A "single source of truth" – the Council's central source of knowledge. At the moment Council's knowledge lives in a number of places, with varying level of access. The information also resides in a number of disparate systems.
- A customer-centric view of its services. At present Council systems are focused on property and addresses, which make it very difficult to understand the modes/frequency of contact with Council's customers.

Council have recently started making use of HP Trim as its Electronic Document Management System. This is a significant first step in electronic information management.

1.6.3 Alignment of ICT with the New Workplace

It is vital that the ICT strategy is aligned with the objectives of the new workplace. For the strategy to be successful it is important that the ICT leadership team is involved in the planning and delivery of the new workplace accommodation and that ICT initiatives are implemented at the earliest possible opportunity and not at the final phases of the project.

This Brief provides some high level direction, however ultimately the alignment of the ICT strategy will require input from each department as well as key stakeholders. The ICT strategy should provide 'must have', 'should have' and 'nice to have' recommendations so that appropriate priorities can be applied to ICT initiatives.

Key targets in this strategy should be:

1. A robust and converged network that can deliver central services to all employees regardless of location. The services should be inclusive of voice, data and video. The network should provide high levels of bandwidth between sites, wireless access within Council facilities and secure mobile and remote access.
2. A mobility strategy that provides employees with the framework to make the best use of all working configurations. This should nominally include office and remote satellite location. Where possible, Council should look to reduce the cost associated with duplicating equipment. Ideally there will be a single communication device per individual and a single computing device.
3. An electronic document management system and supporting workflows to negate where possible the use of 'hard copy' formats.

In many ways; Camden Council can view its ICT as a "green field" opportunity. The move to Oran Park means that a number of system/technologies need to be installed from new to accommodate the functional requirements for the new facility.

Key considerations for this move should include;;

1. Provision of data centre services. There is a choice between building a custom server room and co-locating servers in an existing data centre. A key factor in this consideration will be connectivity to and from Oran Park;
2. Provision of converged data, voice and video network;
3. Provision of a full mobility strategy within the Oran Park building; wireless networking and mobile networking ;
4. Provision of audio visual technologies to support the use of both formal and informal spaces; and
5. Provision of collaborative technologies to support interactions between Oran Park and remote locations and/or Council clients/business partners.

1.7 design principles

1.7.1 Architectural Expression

"IDENTITY AND DESIGN PRINCIPLES"

The New Camden Administrative Centre will define the character and identity of the Oran Park Civic Precinct.

As the civic heart of planned town centre, the new buildings planned for the site will embody the aspirations and principles set out by Council aspirational brief.

It is envisaged that the design of the Administration Centre will lead to a built outcome where the new buildings will have been designed at the same time, and where building and public space are combined in a creative and harmonious way. The Administration Centre is anticipated to be completed in 2016, with the Library and Community Resource Hub also anticipated for opening in 2016. These facilities will be followed by the Leisure and Youth Centre which is anticipated to be completed in 2018.

Key Design Principles

The new Administration Centre will:

- be a gateway, icon and address with architectural consistency
- create civic presence - place that has "Soul"
- be transparent and legible
- be part of the community hub and a place for the Community
- be inviting internally and externally
- provide public open spaces and Landscape that establish a memorable and activated town centre
- build on Council's sustainable aspirations to integrate appropriate sustainability principles to be developed and tested in the design process
- provide flexible and adaptable work place environment
- be a modern quality brand for the town centre
- have an eco-friendly design with open spaces, links and shared use pathways
- be designed to have services and facilities (buildings and open spaces) that are accessible, inclusive and welcoming to all
- be designed with the ability to change and grow; be technologically advanced, adaptable and flexible to meet future needs

1.7.2 Planning Legislation Requirements

The planning controls for the precinct have been developed and are describe in a number of strategic documents.

The Principal Development Controls for Oran Park Town Centre are outlined in Council's Planning documents which include:

1. Camden Development Control Plan (DCP) 2011
2. Camden Local Environment Plan (LEP) 2010
3. Oran Park Civic Precinct Masterplan 2013 (Note Precinct Masterplan is currently being finalised)
4. Any other planning controls for the Oran Park Town Centre available from Camden Council
5. Oran Park SCP 2007

The hight and building bulk controls outlined in the Oran Park DCP 2007, indicated a range of building heights up to a maximum of 6 storey for the town centre.

The maximum 6 storey heights are to have transition heights to surrounding residential areas.

The new administration centre is planned to have a height of 3 storeys. This is outlined in section 3.2 Block and Stacking in this document

1.7.3 Compliance with Codes and Standards

The building/s design must comply with the Building Code of Australia (BCA) and all relevant codes and standards.

The Design Team will be responsible for determining the building classification and construction type in accordance with the Building Code of Australia (1996) and for ensuring that all aspects of the design comply with this regulation.

Classes of building and structures likely to be included in this development are:

- Class 5: an office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.
- Class 6: a shop/cafe or other building for the sale of goods by retail or the supply of services direct to the public.
- Class 7: a building which is a carpark or for storage, or display of goods or produce for sale by wholesale.
- Class 9: a building of a public nature.
- Class 10 : a non habitable building or structure; a structure being a fence, mast, antenna, retaining or free standing wall, swimming pool or other.

Type of Construction

Rise in storeys	Class of building 2,3,9	Class of building 5,6,7,8
4 or More	A	A
3	A	B
2	B	C
1	C	C

Where any discrepancy exists between this Brief and the BCA or the relevant Australian Standards or other relevant standards, the BCA or relevant Australian Standard shall prevail.

Accessibility

Requirements are to be strictly in accordance with the current BCA and AS 1428 Design for access and mobility and the Disability Discrimination Act (DDA).

Work Health & Safety (WHS) Requirements

The Current WHS legislative requirements are contained in the WHS Legislation Harmonised model Act.

Key WHS considerations for this proposal to include, but not limited to:

- Security (includes in particular security of staff accessing parking after hours)
- Appropriate fire, evacuation and emergency systems
- Management of hazardous materials and goods
- Ergonomic furniture, i.e. sound chairs and workstations
- Bicycle parking
- Adequate access and egress including disabled access and egress
- Satisfactory building health
- Walkways/corridors clear from electrical cabling etc.
- Electrical safety
- Adequate building maintenance and window cleaning systems
- Noise levels minimal -sound absorptive ceilings, floors and walls
- Appropriate positioning and installation of equipment
- Provision of toilets, showers etc
- Provision of proper and economical storage space
- Appropriate lighting for tasks
- Functional air conditioning, heating and ventilation systems
- Visually pleasing environment

Provision of first aid facilities

The project is required to provide first aid equipment and ensure each worker at the workplace has access to the equipment.

Workstation Design

Work points and workstation design are to be designed in accordance with relevant standards, including AS 3590.2 which contains general guidelines for workstation standards including height, lighting, adjustability and distance from computer screen, etc.

1.7.4 Environmental Design Objectives

Environmental Sustainability

The project is to consider good sustainable practice in design, while the benchmarks to be accepted by Council are limited to those that can be delivered within Council available project resources.

Council wish to investigate the full gamut of sustainable options which are considered viable for the project.

The Environmental Design Principals set at item 1.8 of this document and the benchmark projects noted, represented the initial investigations to date. The concept design should investigate these and other options which are considered feasible for the project.

1.7.5 Urban Design Principles

The design of the new centre offers a unique opportunity to create a place with a strong identity and establish an active civic precinct as a destination and an important administrative, social and cultural centre at Oran Park.

The identity of the open spaces and connecting links can manifest itself in diverse ways.

It needs to:

- encourage community use, the public art, markets and outdoor eating/dining,
- creative design of external lighting, signage and materials.
- be site specific, exciting and of exceptional and imaginative design quality, but also imaginative in it's use of budget.
- integrate seamlessly with the new library , community resource hub, leisure centre and youth centre
- explore interpretative and educational landscape zones where site sustainability measures planned for the site can engage the public. They may include solar power generation, tri-generation plants, water harvesting, stormwater treatment ponds, and sewage treatments where possible.

The external areas should be able to accommodate a diverse range of functions, activities and events. Fixed elements should not inhibit temporary structures that may be erected for markets and displays, art installations, small-scale outdoor cinema, music performances and cultural festivals.

The use of materials should help to establish a character and identity for the place and create overarching framework for the look and feel of the precinct.

The selection of materials and finishes may be an integrated component of any public art, assist in the way-finding within the civic precinct and contribute to the character of each space.

The palette of materials should be robust and suitable for their use, application, and environment in which they are situated, as well as safe to use, and without unacceptably high or expensive maintenance requirements, and will be appropriate to the budget.

Key Urban Principles

The urban design for the whole site needs to:

1. be adaptable and capable of accommodating a broad range of uses and events
2. connect with the library and the various adjoining spaces and uses,
3. create places appropriate to Oran Park's climate that provide winter suntraps and summer shade
4. be artistically conceived and incorporate public art
5. be realisable within the budget

Site planning and urban design should:

1. Represent excellence in urban design
2. Maximise the natural opportunities presented by the site, including:
 - natural light
 - passive energy saving features
 - take advantage of available views
3. Support security throughout the precinct with buildings appearing both secure and inviting and employing Design NSW Police Crime Prevention Through Environmental Design (CPTED) principles.
4. Minimize paths of travel between component parts of the buildings, vertically and horizontally.
5. Provide opportunities for outdoor community interface and interaction.
6. Provide opportunities for local cultural identity and the provision of public events, cultural programs and - making public art.
7. Provide for future expansion without having to disrupt existing services/operations.
8. Maximize access by foot and connections to other civic facilities.
9. Integrate disabled access in the early and overall design and provide equitable access for disabled and elderly people, as well as parents with prams .

1.7.6 External Design of Buildings

The external design of the buildings within the precinct must be of a high architectural quality, having an attractive, enduring aesthetic appeal and displaying attention to detail.

The following performance requirements should be considered in detail in the external design of the buildings:

1. Security
2. Thermal performance
3. Moisture protection
4. Fire safety
5. Acoustics
6. Daylighting and perimeter visual environment
7. System maintainability
8. Material durability
9. Prevailing winds from the south-west
10. The civic facilities need to connect to future library, leisure centre and activate the public open spaces
11. All materials shall be selected with regards to the health of the occupants and their environmental performance
12. Embodied energy of materials should be identified and considered in the selection process
13. The thermal conductivity of the facade should be considered in detail as part of the ESD design
14. Insulation shall be applied to any suspended slabs such as undercrofts or terraces
15. The façade shall be low maintenance; façade to be paint -free to the maximum extent possible
16. Materials selection shall minimize the potential for damage and costs arising from acts of vandalism
17. Selection of materials and finishes shall allow for removal of graffiti
18. Incorporate apparatus or system for cleaning façade
19. Incorporate green facades, and roof top gardens where possible

1.7.7 Interior Design of Buildings

The interior design must:

1. Provide for a pleasant and comfortable customer environment that encourages maximum public usage.
2. Provide a pleasant work environment that enables and encourages staff interaction on a professional and personal level.
3. Allow for maximum flexibility and multi-use of internal floor spaces.
4. Allow for security and after hours zoning of component facilities and sub-parts.
5. Maximise the use of natural light and minimise direct sunlight and glare into the internal work environment
6. Maximise access to external views.
7. Incorporate building modules to achieve optimum floor plate sizes.
8. Minimise the vertical and horizontal path of travel between various parts of the building.
9. Maximise the use of passive energy saving techniques
10. Minimise energy consumption and optimise running costs .
11. Incorporate new technologies during the life of the building .
12. Locate central cores comprising lifts, stairs & toilets to provide good access from all parts of the floor
13. Provide for an equitable workplace .
14. Minimise noise / maximise acoustic performance
15. Provide the maximum amount of column free space within the building possible.
16. Allow for the planning of standard workstation modules and work points in the administrative offices that can be easily moved and restructured.
17. Correlate with floor, ceiling and other components for ease of layout and to avoid or minimize the need for the relocation of services during the fitout of spaces. Consideration should include built up floors where services and ventilation can be run through; thermal mass of ceiling areas to assist in cooling of spaces; other initiatives listed in the Services Brief in section 1.9 of this document.
18. Design wide corridors as required for the transport of photocopiers and other large ICT equipment throughout the facility .
19. Careful selection of light fittings in office areas to minimise replacement and provide comfortable working environment in terms of heat generation and glare.
20. All building services should be fully integrated with the architectural design and considered in the early architectural planning.
21. Plantrooms and service risers should be designed for ease of plant maintenance and replacement / upgrade. Sizing and equipment set out of plantrooms should provide for future expansion.

1.7.8 Natural Lighting

The design of the base building should minimise the dependence on artificial lighting in the office and public areas.

External sun shading should be provided as required to reduce the impact of glare and heat on the internal working environment.

1.7.9 Building Services

Performance and functionality are prime requirements of the building services, in particular, achievement of required indoor environments and high levels of occupant satisfaction. This will include comfort (satisfactory temperature, humidity and air movement), suitable lighting levels, control of western sun and glare, control of noise and vibration.

Systems shall be appropriately zoned, grouped and controlled to suit particular areas, functions and hours of operation.

They shall perform efficiently and effectively when only small areas are required to operate outside normal operating hours.

Capacities of equipment and systems shall be designed and provided to meet performance and functional requirements under all expected operating conditions. Make due allowance for peak, diversified, low and part loads. Provide spare capacity as required. Refer to Services Brief in section 9 of this document.

1.7.10 Life Cycle Costing

The design is required to explore life cycle costing of building services systems and equipment with a view to minimizing whole-of-life costs across all building disciplines.

Critical considerations include design life and thus depreciation costs, operating and maintenance costs, energy use and residual values of both land and buildings at the end of the design (economic) life.

1.7.11 Integration of Public Art

The design team is to explore possible integration of public art both in external and internal spaces.

The design Team is to work with Council to identify public art opportunities and contributions/collaboration with local artist and the Camden community.

1.7.12 Parking Design

The carparking design need to fully consider the following requirements:

- Planned traffic movement and parking conditions surrounding the site.
- Suitability of the proposed parking in terms of supply (quantum) and layout.
- Appropriate parking design on grade, and deck style, where full consideration is given to greening walls and planting.
- Security and safe design of parking areas.
- Service vehicle requirements, entries, movements and loading areas.
- Pedestrian and bicycle requirements. The design is to include bicycle parking for staff use within secured and accessible areas. The design is also to include bicycle parking for public in external areas, with full consideration to other community facilities to be built on the site.
- The project is to provide 250 parking spaces in Stage 1, with an additional 100 Parking spaces in stage 2.
- Additional parking for council visitors, accessible parking, loading dock, etc. as required

1.8 environmentally sustainable design

1.8.1 Environmental Performance

Camden Council has a commitment to promotion environmental excellence in buildings, parks and streetscapes.

The brief requires the Design Team to explore a range of environmental design initiatives available and establish their feasibility for the new Administrations Centre, as well as their potential integration within the Civic Precinct and the future facilities of the Library, Community Resource Hub, Leisure Centre and Youth Centre.

The Design Team is required to prepare a sustainability plan in consultation with Council and Council Stakeholder to establish feasible sustainability drivers to be considered, costed, tested and where possible integrate these in the project and larger Civic Precinct.

Key Sustainability Principles to be Considered

1. Consider developing a long Term Plan to reduce Carbon Emissions.
2. Minimise impact on ecology and biodiversity through low impact design, construction and operational methods.
3. Improve health and wellbeing through the provisions of optimised thermal comfort, daylight and glare control, non toxic materials, fresh air and acoustic privacy
4. Promote sustainability through education and information to reduce consumption & waste, improve local awareness & preservation of local environment.
5. Reduce cost for headworks, infrastructure, material and labour.
6. Reduce costs for maintenance, energy, sewerage, water & waste.
7. Facilitate the speed of construction and use of local skills through modular construction and rationalised design.
8. Consider site-wide strategies and potential integration into the greater precinct to achieve economies of scale
9. Provide metering and control systems to optimise operational performance
10. Support localised manufacturing in construction, maintenance and operation
11. Account for the total carbon intensity of construction and maintenance (i.e. carbon tax impact).
12. Increase usability by creating multiple uses for spaces throughout the year (assisted by colocation of space and shared uses).
13. Encourage local communal garden and green roofs.
14. Supply a portion of annual energy consumption through on site and /or offsite renewable energy generation.
15. Reduce carbon emissions associated with vehicular transport by incorporating infrastructure for low-carbon transport (bike, electric cars).
16. Reduce stormwater impact by controlling flows and treating suspended solids, gross pollutants, nitrogen and phosphorous.
17. Minimise waste to landfill during construction
18. Reduce life cycle carbon emissions by identifying embodied and operational emission reduction strategies.
19. Minimise waste to landfill during operation.
20. Minimise carbon emissions associated with electricity and gas consumption.
21. Minimise demand for mains potable water through efficiency and reuse.

The brief requires the Design Team to look at:

1. Minimise energy consumption – through high efficiency building envelope.
2. Energy-efficient energy production
3. Maximise on-site renewable energy production – solar, thermal, photovoltaics.
4. Improve occupant awareness – by providing building user guides.

1.8.2 Potential initiatives to be explored

A series of initiatives are to be explored by the Design Team including but not limited to:

1. Passive design for the building envelope, design, orientation and climate to arrive at an energy reducing design
2. Natural ventilation where feasible
3. Using thermal labyrinth cooling,
4. Night time heat flush to remove built up energy
5. Mixed mode in office and meeting areas
6. Winter heating
7. Photovoltaics and renewable energy
8. low VOC carpets and paints
9. roof garden with native plants
10. water saving fittings and monitoring systems
11. harvesting of rainwater
12. use of external sunshades to regulate light and shade
13. provide external views to 60% of occupants
14. low energy air conditioner – floor displacement system
15. high proportion of small car spaces to encourage staff to consider purchasing smaller, more efficient vehicles.

1.9 services design brief

prepared by Arrow Consulting Engineers

Services design requirements for the Oran Park Administration Centre are outlined here. For each major service area, there is a description of Design Criteria required in the developed design for the facility.

There is a description of the general systems that may be considered for each service. Finally there is an overview of Engineering Initiatives which may be considered in the overall design of the civic complex, noting the further studies to be undertaken to consider these options.

1.9.1 Mechanical Services

Introduction

The purpose of this report is to provide information on the suitable Heating Ventilation and Cooling (HVAC) technologies available for the Camden Council Central Administration Building that fit within the expectations of Camden Council. This includes appropriate indoor amenity for a large office type building, with energy and water consumption in line with (increasing) community standards, whilst maintaining reasonable capital and ongoing cost.

The Mechanical Services for this project for this project will include the following:

- Air Conditioning
- Ventilation Systems
- Toilet exhaust systems

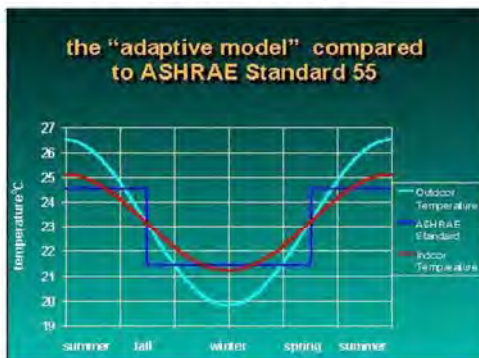
Item	Design Criteria
Cooling Capacity	<ul style="list-style-type: none"> • Cooling Capacity to be based on the Design conditions : • Occupancy -7m²/person, Nett. • Computer room with 3,000 W/m². • 10 W/m² Lighting allowance. • Equipment allowance 45 W/m². • Ability to supply cooling & outside air for 35% of space at 10 m²/person. • Additional capacity of supplementary systems of 55W/m².
Design Conditions	<ul style="list-style-type: none"> • Cooling Calculations to be based on the following: • Ambient 35oC DB, 23oC WB (summer), 7oC DB (winter). • Internal: 22.5oC DB +/- 1.5oC. • External plant selections sized to 40oC.

Item	Design Criteria
Refrigeration Plant	<ul style="list-style-type: none"> • Refrigeration plant to consist of: • Chillers with an efficiency not less than 0.17 kW/kW. • 1 low load reciprocating chiller with an efficiency not less than 0.22 kW/kW. • A multicell Low energy cooling tower selected on a 24°C wet bulb ambient OR Air cooled chillers, pending life cycle cost analysis.
Air Handling System	<ul style="list-style-type: none"> • Variable Volume with control strategy to minimise energy consumption, max zone 100m², internal or 80m² perimete
Heating	<ul style="list-style-type: none"> • Gas Heating to be provided at air handlers for building warm up.
Fresh Air Intakes	<ul style="list-style-type: none"> • Fresh Air intakes to be located in position not affected by pollution.
Air Filtration	<ul style="list-style-type: none"> • Filters to meet the following performance to AS 1324.2 at installed face velocity to a final resistance of 125 Pa: • No 1 Dust Test - 20% minimum efficiency. • No 4 Dust Test - 85% minimum efficiency.
Economy cycle	<ul style="list-style-type: none"> • Economy Cycle required.
After hours Air-Conditioning operation.	<ul style="list-style-type: none"> • Provide for after hour's air conditioning on a quarter floor basis. Plant to be available for operation 24 hours per day 365 days per year. • Provide Air Conditioning for after hours use of Council Chamber and Function areas.
Condenser Water System	<ul style="list-style-type: none"> • To be determined at concept design stage.
Minor Exhaust	<ul style="list-style-type: none"> • To be determined at concept design stage.
Toilet Exhaust	<ul style="list-style-type: none"> • Toilet Ventilation to code requirements.
Atrium	<ul style="list-style-type: none"> • A natural ventilation strategy is to be prepared for the atrium.
Main Communications Room	<ul style="list-style-type: none"> • CRAC units to provide humidity control. Under floor discharge. Hot aisle/cold aisle configuration. N+1 redundancy. 24/7 cooling. • Humidity control (50% RH+/- 10%). • Room temperature of 22°C.
Floor Communications Rooms	<ul style="list-style-type: none"> • General building air conditioning. • Exhaust fan after hours.

Air conditioning

The air conditioning system will provide cooling and heating to the building.

Human perception for comfort is quite individual, and there are a host of behavioral (opening windows, fans, clothing) physiological adaptations (acclimatisation) and psychological adjustments (expectations) that are available to respond to indoor comfort. There is evidence that an adaptive thermal comfort model is as suitable to achieving comfort, while reducing energy consumption. Essentially this is a moving target for space temperature that depends on outdoor conditions, an example of which may be seen in the figure right. This could be a consideration to discuss with the designer.



A considerable range of different systems have been developed, with significantly different costs and spatial requirements. Given that the appropriate level of indoor amenity is provided for, the selection of the final system design is typically a function of:

- Capital cost.
- Economic life of the plant.
- Ongoing running and maintenance cost (Energy efficiency).

For a project of this nature, the following systems are typically chosen as having the best combination of these characteristics.

Chilled Water System

A Chilled water system incorporates a Chiller responsible for refrigerating low temperature cooling water which is then pumped in a loop around the building. Cooling water may be used by:

- A central air handling unit (AHU) usually located within a plant room.
- Smaller individual Fan Coil Units (FCUs) which are discretely located around the building.

The chiller also needs a form of heat rejection, typically air-cooled or water-cooled. Hybrid systems provide a combination of both.

- Air cooled chillers have large fans that essentially discharge warm air into the atmosphere.
- They need to be located in an open well ventilated space.
- A water cooled chiller will generally have an associated cooling tower, which takes the waste heat from the chiller in a separate water loop, and cools it through evaporation.
- This secondary cooling water loop may also be piped underground in a geothermal heat exchanger, where the heat exchange is provided by the soil at consistent underground temperature.

In a chilled water system a low temperature heating water (LTHW) boiler is provided for heating.

Variable Refrigerant Volume/Flow (VRV/VRF) Systems

VRF systems use refrigerant as their primary coolant, which is pumped around a loop to various types of FCUs located within the space. There are limitations to the length of the pipelines in the system.

VRF systems come as a proprietary system by a single manufacturer (e.g. Daikin, Mitsubishi, Fujitsu) but may be monitored and controlled by a Building Management System (BMS). A VRF system may also be used for heat recovery, in which refrigerant heat transfer is made between a zone with cooling requirement and a zone with heating requirement. This is a particularly efficient solution, as the waste heat from one area is transferred directly to another, and little energy is being consumed.



Air Conditioning System Comparison

The following table gives a qualitative comparison between the most viable air conditioning solutions for the Camden Council Central Administration Building. This is based on the 6,563m² (stage 1) with an additional 1,651m² for stages 2 of office space given in the BHA area schedule.

This would require an estimated minimum of 720kW of cooling according to the ARIAH technical handbook cooling load check figures. Water cooled chilled water systems tend to offer the most economical solution at larger capacities (> 1500kW) but due to case-by-case design features have been included here.

An economic analysis or total cost of ownership (TCO) should be undertaken to determine the most suitable system. Staging of the works will impact the design as more staff come on-line over the course of the next 30-40 years.

	EFFICIENT	MODERATE	LEAST EFFICIENT
	Variable Refrigerant Flow (VRF/VRV) system	Chilled/Heating Water - air cooled	Chilled/Heating Water - water cooled
Capital Cost	Lower than a chilled/heating water air cooled system.	Moderate compared to the other systems. More modular than a water cooled system. Redundancy may be supplied from a smaller unit.	Most expensive. Cooling tower and loop add expense. Redundancy must also be considered. (i.e two or three chillers may be required)
Operating Cost	Can be as economical as a chilled water air cooled system	Can be lower than a VRF multi-split depending on configuration	Lowest operating cost (although water evaporation loss may account for nearly half the building annual water consumption)
Economic Life	10 to 15 years	15 to 20 years	15 to 25 – chiller 10 to 25 – cooling tower
Plant Footprint	Highest in comparison to the other two in terms of kW cooling/heating per m2. Must be installed externally, although units are modular and serve particular areas, the whole plant does not need to be located in one area.	Moderate in terms of kW cooling/heating per m ² . Must be installed externally, typically all associated plant will be located nearby, with the exception of indoor units.	Lowest in terms of kW cooling/heating per m ² . Chiller may be installed in a plant room. Cooling tower located externally.
Installation/Buildability	System is modular. Limitations on length of refrigerant pipework	The chiller and air-cooled condenser come as a package. Extra components such as boiler, pumps (CHW and LTHW) and pipework installation required.	Chiller and Cooling tower available as separate Extra components such as boiler, pumps (CHW, LTHW and condenser cooling water), and pipework installation required.
Controls	OEM only however, they can be controlled from a master control panel and local controls in each room	Open source and can be controlled via a master control panel and local control in each room	

Outdoor Plant Maintenance	As the condensers are consolidated into one or more units, maintenance is relatively simple. Higher scheduled maintenance due to no. of compressors. Refrigerant pipework rather than water adds complexity.	There are more plant items than a VRV system, although systems are generally relatively simple to maintain. The refrigerant system is refined to the chiller unit.	As for air cooled. Maintenance and Hygiene safety (Leigonella) must be considered, although typically low use and low wear parts increase maintainability.
Indoor Plant maintenance	Smaller units must be maintained individually thus could be expensive.	Potential to have Larger AHUs to serve open office areas with smaller units for meeting areas.	
Future Expansion	Possible, However, equipment must be from the OEM. Individual systems may be installed as areas come on line, provided plant space is allowed for.	Flexible in terms of equipment type (e.g. indoor units) and source. Components may be added to the system, provided chilled water pipework is initially sized for expansion.	
Other Notes	<ul style="list-style-type: none"> • Design must take into account the possibility of refrigerant leaks into the occupied space. • VRV systems can provide cooling and heating to each room independently and provide energy savings • The system can be controlled via a master control panel, with clock-timer function and local-control over-ride • The pipe run is limited to approximately 75 to 150 m (depending on brand) in overall length and up to 50 m in height • The system is controlled from a desktop computer (standalone) with room temperature controlled from either within the room via a control panel or from the desktop computer 		

Interconnectivity to adjacent buildings – implications for Air Conditioning

A chilled water system usually comprises of a number of chillers, depending on the function and the amount of redundancy required. A typical arrangement might be a smaller chiller for low loads, a larger chiller that runs when more cooling is required through summer, and a spare chiller for a duty standby arrangement. Essentially two or three chillers will be required per system, Chilled water may also be piped considerable distance with little energy loss.

We understand that the precinct will initially comprise of the Administration Building, a Library and Community Resource Hub which are to be completed at the same time. The Leisure Centre is expected to be completed 2 years afterwards. There may be an opportunity to provide infrastructure capable of integrating with the other developments to take advantage of the different load profiles and energy requirements of the three buildings to reduce the overall plant that is required and also reduce the operating costs by operating at a higher efficiency.

Mechanical Services Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

- Chillers: York, Trane, AHI-Carrier, Summit Matsu, PowerPax, McQuay
- AHUs (packaged): AHI-Carrier, Flakt-woods
- AHUs (built): Fan-coil Industries, Temperzone, Trane/Dalkia, Flakt-Woods, Johnson Controls
- Cooling Towers: BAC, EVAPCO, AquaCool
- Packaged water cooled FCUs: Temperzone, McQuay
- Chilled water FCUs: Fan-coil Industries, AHI-Carrier, Temperzone, Trane/Dalkia
- CRAC units: Stultz, Emerson, APC, Rittal
- Controls: Honeywell, Doust, Schneider-electric
- Energy recovery ventilators: Airchange, Munters
- VRF/VRV units: Mitsubishi Electric, Daikin, Toshiba
- Fans: Fantech, Flakt Woods, Systemair, Ebmpapst,
- Pumps: KSB Ajax, Wilo, Grundfos
- Grilles/Diffusers: Holyoake, Krantz, Trox, Bradflo

Ventilation

Natural and mixed mode (combination of natural and mechanical) ventilation can significantly reduce energy consumption of the mechanical plant, and can often be a low cost option to improve the indoor amenity. A standard rate of outside air is required by the National Construction Code (NCC) to prevent a build-up of contaminants within the space. A significant proportion of mechanical cooling (or heating) and therefore energy consumption is due to the conditioning of the outside air. Various strategies may be implemented to reduce energy consumption.

Ventilation strategy may include:

- CO2 monitoring, which is now commonplace, allows levels of outside air to be reduced when conditions are favorable.

Roof mounted passive ventilators

These can be either wind or solar fan driven.

This system can deliver fresh outside air to the space with or without fan assistance. The system can be controlled using motorized dampers and monitoring the CO2 levels in the space. Generally the ventilators are mounted on the roof directly above the space, hence it is not possible to ventilate multiple levels in this fashion



Building Management System

The Building Management System (BMS) is an important but often overlooked component of building operation and energy consumption.

The system to be of proven manufacture with a substantial history in Australia and comprehensive service back up in Sydney.

The BMS function is to Control, Monitor, Optimize and Report on the building facilities. Including:

1. Lighting control.
2. Electric power control.
3. Heating, Ventilation and Air-conditioning.
4. Security and observation.
5. Access control.
6. Fire systems.
7. Lifts.
8. Hydraulic systems.

Item	Design Criteria
Operator Terminal	Provide a terminal for the operator and full training for operator's representatives. Key security and fire alarms shall also be monitored from this terminal. Access to be available for remote dial in. Provide all software and licenses.
Mechanical Services Control	Mechanical Services control and monitoring to be fully integrated into the BMS.
Electrical and Hydraulic services control	BMS to provide all time control functions, including lighting control to house lighting.
Electrical and Hydraulic services monitoring	Monitor all alarms. Monitor energy usage to major building elements - Air Conditioning, Lifts, House lighting and power, Tenant Power.
Security Interface	Interface BMS and Security to permit selected alarms to be shared between systems.
Fire Interface	Provide interface to monitor fire alarms on BMS.

Item	Design Criteria
Tenant after hour's control	Provide out of hour AC Control via security card in each floor foyer. System to run for 2 hours (adjustable) after use of card. Accounts to include details of individual users who have made such requests.
Trend Logging	Provide comprehensive trend logging facilities.
Lighting control	Each distribution board shall be provided with digital outputs for foyer, toilets, 50 % lighting, 100 % lighting, and three spares for future use (7 total min). Provide timed switches for local override on each floor.
System Capability	System to be capable of purging i.e. artificial memory intelligence to establish temperatures from previous year etc.
Code Compliance	Comply with all relevant codes, standards and regulations.
Computer Room	Environmental Monitoring System.

1.9.2 Electrical Services

Introduction

The purpose of this report is to provide information on the electrical design for the Camden Council Central Administration Building that fit within the expectations of Camden Council.

Electrical Design Guidelines

Item	Applicable Standards	Design Criteria
Supply conditions	AS/NZS 3000	415V/240V, 50 Hz.
Supply Capacity		Lighting: 10 VA/m ² . Power: 45 VA/m ² . Air Conditioning: 50 VA/m ² .
Building Main Switchboards	AS/NZS 3000	To cater for the proposed building loads. Form 3bih – metal separations. IP42. Surge Protection. Allow for a minimum of four spare circuit breakers for future use on the Main Switchboard post the completion of design. Each three phase pole must be rated at a minimum of 200A. 25% spare spaces for additions. Busbars sized to substation rating.
Reticulation design	AS/NZS 3008, AS/NZS 3000	Sub-mains cabling voltage drop shall not exceed 3.0% of the nominal supply voltage. Final sub-circuit voltage drop shall not exceed 2.0% of the nominal supply voltage.
Harmonics		To less than 4% (THVD).
Distribution boards	AS/NZS 3439	Miniature circuit breakers in compliance with base building design. Surge Protection. All switchgear to be rated to withstand the prospective fault level at the switchboard. Fault protection via cascading technology or fault current limiters will not be utilised. Switchboards to cater for circuit capacity and emergency power strategy. Dedicated switchboards for communications rooms. 25% spare capacity after fitout is complete.
Sub-mains cabling	AS/NZS 3008, AS/NZS 3000	Capacity maximum demand + 25% spare. Fire equipment will be provided with fire-rated cabling. Full size neutrals for all sub-mains cabling. Separate dedicated submains for high peak loads that exceed the floor power capacity such as kitchens and communications rooms.

Item	Applicable Standards	Design Criteria
Final sub-circuits	AS/NZS 3008, AS/NZS 3000	Power 2.5mm ² minimum. Lighting 2.5mm ² minimum. Maximum 80% utilisation of AS/NZS 3000:2000. Initial spare outlet capacity of 25% on each section of the switchboards.
Circuiting	AS/NZS 3008, AS/NZS 3000	Separate circuits for: Work points Audio visual equipment Security Equipment Mechanical equipment Cleaners outlets CWU/BWU Kitchen and tea point equipment Auto blinds Kitchen equipment Meeting room power Vending Machines
Lighting	AS/NZS 1680	As per code as minimum. Consider: Illumination level Glare Uniformity Lamp efficiency Colour rendering Aesthetic and architectural empathy Computation reflectivity: Ceilings 70% Walls 50% Floors 10% Maintenance factor – as per AS/NZS1680.4 (based on 1.5 year re-lamping cycle) Actual reflectivity calculations must consider the floor, wall and ceiling finishes and colour and adopt accordingly to achieve the nominated light levels.
External lighting	AS 1158.3.1	Class P11b
Stand by power Generator	AS/NZS 3000	Provision for future connection to the MSB.
Emergency lighting systems	AS/NZS 2293	As per code as minimum. Centrally Computer monitored with automatic maintenance testing
Hearing Augmentation	AS 60118.4 AS 1428.1 AS 1428.5 NCC	Provide in all areas which have sound amplification installed
Lightning Protection	AS 1768	Provide as detailed under AS 1768.

Building Power Supply

It is anticipated that a new substations will supply both the Administration Building and Library building, rated at 1,000 kVA.

A detailed maximum demand study is to be undertaken as part of the detailed design, as will the application to the Supply Authority. Liaise with the Level 3 designer and Architect to determine the optimum location and arrangement of this infrastructure.

Power

Main Switchboards shall be provided, located in dedicated 2 hour fire rated rooms.

For both buildings, submains shall be provided to distribution boards, mechanical services switchboards, lift switchboards and control panels.

Provide power to all areas of the buildings, including but not limited to offices, workstations, reception, meeting rooms, circulation spaces, communications rooms and plant rooms.

Sub circuit cables will be concealed in ceiling spaces, within fixed partitions where applicable, and routed in open cable tray in areas. Cabling supported from other services or on ceilings will not be accepted.

Workstations are to use a soft-wiring system with the starter socket.

Floor boxes shall be Cat 6a compliant.

Exploration of a raised floor design is to be considered, to allow flexibility and movement of workpoints across floors where appropriate. Power is to be reticulated through the raised floor with appropriate distribution and connection to allow movement of workpoints.

Cables to tables shall run through cable grommets and fix directly to a table support and then across to outlets mounted in the table.

In addition to power as required by each individual space including but not limited to:

- Cleaner's power outlets spaced at a maximum of 20m and not in client corridors.
- Supplementary air-conditioning units.
- Audio Visual equipment
- Power for ancillary controls and monitoring equipment
- Vending machines.
- Automated blinds.
- Signage.

Cable Containment

Supply and install cable containment in the ceiling voids for security, communications and power systems.

Cable containment as follows:

- Communications and Security – 150mm Cable earthed steel basket.
- Power Cabling for in-ceiling services – Ladder tray for submains, catenary wire for subcircuits.
- Perimeter 2 channel skirting duct (200 x 50 cross section).

Coordinate with all in-ceiling services. Supply points are from the dedicated tenant risers and switchboards and the floor communications rooms/racks/frames

Electrical Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

- | | |
|------------------------|-------------------|
| • Circuit Breakers: | Merlin Gerin, NHP |
| • Accessories | Clipsal, HPM |
| • Tray | Burndy |
| • Floorboxes | Elsafe, Moduline |
| • Pits | Aco |
| • Skirting Duct | Moduline, Skirtac |
| • Lightning Protection | Erico |

UPS Power

UPS power shall be provided to the Main Computer Room and to the Floor Communications Rooms.

The UPS system to the Main Computer Room shall incorporate the following:

1. Floor mounted three phase in/out full inverter/rectifier and battery back up system on a N+1 configuration.
2. Batteries rated at 15 year life.
3. 20 minute battery back up at end of battery life.
4. All cabinets and enclosures.
5. Alarm outputs to the BMS system.
6. UPS distribution board.

The UPS system to the Floor Computer Room shall incorporate the following:

1. Rack mounted single phase in/outfull inverter/rectifier and battery back up system on a N configuration – dual outputs
2. Batteries rated at 15 year life.
3. 20 minute battery back up at end of battery life.
4. Alarm outputs to the BMS system.

In addition to supplying the power to the racks within these room, the UPS shall also supply power to the following:

- Security system.
- Wireless access points.
- BMS.

UPS Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

- Emerson.
- Eaton.
- APC.

House Metering

Provide check metering in accordance with the requirements of the NCC to distribution boards and submains to mechanical, hydraulic and lift services. Connect the meters to a central reporting and monitoring system. The system shall have the capacity for all of the metering input from the adjacent Library building. Ensure system compatibility between buildings.

EMI Protection

Provide EMI shielding where occupied spaces are located adjacent to high current cabling and equipment.

Lighting

New lighting shall be provided throughout the building in accordance with AS1680 and NCC Section J6 requirements.

Required lighting levels will be achieved by performing calculations using lighting modelling software. Use only long life lamps and high efficiency fittings (T5 fluorescent and LED) from reputable manufacturers.

Specialist lighting shall be provided in select areas. Refer to the room data sheets for additional information.

The quality of natural and artificial light is of key importance. It is appreciated that this includes a bright and open feeling of space, equality of light for all on the floor minimizing energy demand and maximising daylight.

External carpark lighting shall be provided by pole mounted LED fittings. Fittings shall be complete with internal surge protection.

LED lamps are to be sourced from a supplier with binning system within a 2 step MacAdam ellipse to ensure colour consistency.

Low brightness louvred fittings shall be used in the work spaces of the Administration Building.

Feature lighting design shall be undertaken by a recognised lighting design professional, accredited with the IALD.

Lighting Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

Internal

- Eagle Lighting (fluorescent T5 low brightness, downlights), Zumtobel, JSB Lighting, iGuzzini.

External

- Bega, We-ef, iGuzzini, Lumascape.

Lighting Controls

Lighting switching zones in the office areas are to be limited to areas of 100m² or less.

Perimeter daylight harvesting is to be provided to automatically dim the luminaire output when the minimum required lighting levels are achieved through daylight.

Offices and enclosed rooms to be controlled utilizing dual technology (movement and microphonic) sensors.

Open office areas to be controlled via dual technology (movement and microphonic) sensors.

Conference room and meeting rooms shall be controlled via a combination of dual technology (movement and microphonic) sensors and local dimming to allow the lights to be turned down for presentation purposes when the room is occupied.

Lighting to conference rooms and meeting rooms to be Dali dimmable.

Emergency and Exit Lighting

Emergency and exit lighting will be implemented throughout the new building. The installation shall comply with AS 2293 and NCC part E4 and incorporate LED and cold cathode lamp technology.

Exit and Emergency Lighting Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

- Clevertronics.
- Stanilite.

1.9.3 Communication Services

Introduction

The communications cabling system is to provide the Council with the data and telephony connectivity and bandwidth required for the intended use of the Administration building.

An integrated voice and data Cat 6a cabling system shall be provided. The communications infrastructure shall comprise the following elements:

- Incoming Telco cabling.
- Main Equipment Room/Main Computer Room (MER/MCR).
- Fibre optic and Cat 6a backbone cabling.
- Voice grade cabling to lifts and fire panel.
- Provision for the installation of a fibre backbone link to the Library Building.
- Floor Computer Room (FCR).
- Horizontal Cabling (Cat 6a).
- Patch cables and flyleads.
- Racks, cabinets and RJ45 patch panels. Patch racks shall be equal to Panduit angled rack type. Server racks shall be equal to Panduit.

Communications Design Guidelines

The following design standards shall be considered:

- Telecommunication Industry Association standard 942 (TIA 942).
- ANSI/TIA/EIAA-J-STD-607, commercial building grounding (earthing) and Bonding Requirements for Telecommunications (ANSI-H-STD-607-A-2002).
- Australian Wiring rules fifth edition 2007 (AS/NZS 3000:2007 including Amendment no. 1).
- OH&S Standard AS4801: 2001.

Functional Design Guidelines

Structured Cabling Guidelines:

- Floor Computer Rooms (FCR) to be strategically located to cable zone with horizontal cable runs less than 75m.
- Secure metal cable duct c/w draw wire from building communications room to the MCR room for incoming telco cabling.

- Cat 6a horizontal cabling specification
- Dual Cat 6a outlet per work station.
- Dual Cat 6a outlets to printers and the like.
- One Cat 6a outlet per seat in meeting rooms, plus to presenter location, AV rack, projectors, directory boards and television screens (where applicable).
- Cat 6a outlets to Building Management System and Security system.
- Voice grade backbone cabling to lifts.
- Fire rated horizontal cabling to FIP.
- Patch and flyleads to be provided. One patch lead per outlet and one flylead per phone and meeting room outlet.
- Backbone cabling will be from MCR to each FCR. Fibre to be installed on cable tray in dedicated vertical risers in diverse paths. Backbone cabling shall be a combination of multi mode fibre, single mode fibre and Cat 6a UTP cable.
- Backbone cabling cannot pass through publically accessible areas.
- Cable provision in the riser to be supported on tray work and all service links to floors to be made in such a way that any appropriate bend radius and fire rating is compliant.
- Coordinate the integration of floor penetrations.

Wireless Technology/High Level Distribution

- The wireless technology will require data only and located throughout.
- A comprehensive requirement for high level in-ceiling void LAN cabling will be required.

Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

- AMP
- Molex
- Panduit
- Krone
- Belden
- Avaya

1.9.4 MATV

A MATV system is to be provided to meet the requirements of the Council.

The system shall include the following main elements:

- Antennae
- Mast head amplifier
- Channalised head end amplifiers
- Modulators
- Backbone cables
- Taps and splitters
- Brand cables
- Outlets: Outlets shall be provided in meeting and conference rooms, council chambers and to the staff break out areas

Any received signal, from an unimpaired source, at any point within the system: no worse than grade 4 on the 5 point scale for television reception impairment (CCIR Recommendation 500-1 Kyoto 1978 Vol XI):

- 5 - Imperceptible Impairments.
- 4 - Perceptible (not annoying) impairments.
- 3 - Slightly annoying impairments.
- 2 - Annoying impairments.
- 1 - Very annoying impairments.

1.9.5 Security Services

The Security Services are to provide access control, intruder detection and recording of images to meet the Council's security requirements. The details of these systems are to be determined in consultation with the Council and the Architect.

Access Control and Intruder Detection (ACID)

The Access Control and Intruder Detection will be provided to the following

- All building entrances and exit.
- Between 'public' and staff areas.
- Lifts.
- Duress Alarms in strategic positions.
- Plant room.
- All computer rooms.
- The Civic Facilities, including Council Chambers and Support function spaces

The head end shall be PC based and shall form the main user/machine interface.

The ACID system shall be integrated with the CCTV system and the Library ACID system and CCTV system.

The system shall incorporate the following main elements:

- Head end, located in Main Computer Room in a uniquely locked rack.
- Door contacts and reed switches.
- Movement detection devices.
- Keypads.
- Proximity type card readers suitable for smartcard interface.
- Access cards (one per staff member plus 20% spare).
- Photo ID printer and camera.
- Alarm printer.
- Electric locks, strikes and door release devices including shear locks.
- Break glass sensors.
- Vehicle control systems.
- Duress alarm switches.
- Assistance call buttons.
- Auto dialer.
- Monitors at reception desk and at Security office.
- Off site alarm monitoring.

Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

- Concept 4000.
- Cardax.

CCTV

The building shall incorporate CCTV surveillance, utilizing digital IP cameras connected to the structured communications cabling system.

External cameras shall be connected in fibre optic cables to limit the damage from lightning strikes.

30 days of data storage of the CCTV images shall be provided.

The system shall be interfaced to the ACID system and shall incorporate image buffering technology.

- Camera housings and mounting brackets.
- Cameras.
- Monitors.
- Lenses.
- Power Supplies and Cabinets.
- Switches and image storage.

CCTV coverage shall be provided to the following areas:

- All doors with access control.
- Public foyer.
- External plaza area.
- Lifts.
- Carpark.

Data from the cameras shall be stored on a hard drive located within the Main Communications Room, in a uniquely locked rack.

Audio Visual

The building shall incorporate the following Audio Visual services:

- A multi zoned paging system.
- Meeting Room Booking system.
- Projectors, projection screens, speakers, amplifiers, DVD players and associated cabling to meeting rooms and to the council chamber.
- Room control systems (e.g. iPad controllers).
- LED screens to meeting rooms and the council chamber.
- Microphone system to the council chamber to allow for voice reproduction of all speakers.
- Touch screen monitors to the public foyer.
- Interactive white boards to meeting rooms.
- Desk mounted touch screen monitors to the desks within the council chamber.
- All cabling and connectors.
- Hearing augmentation.
- Feedback suppression.

The installation of cables shall be carried out in such a manner that the performance of any Audio-Visual Systems equipment shall not be impaired by noise induced by cabling or by earth loops.

As the council chamber is not a dedicated room, the system will need to be highly flexible to allow for ease of set up and removal.

Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

- Extron
- Panasonic
- BiAmp
- Tannoy
- NEC
- AMX
- Crestron

1.9.6 Lift Services

The purpose of this report is to provide information on the lift design for the Camden Council Central Administration Building that fit within the expectations of Camden Council. The lift installation shall be fully compliant with the AS 1735 suite of standards as applicable.

Lift Design Guidelines

Item	Design Criteria
Maximum waiting time	< 30 seconds
Handling Capacity	> 14%
Floor Levelling:	+/- 5mm
Acoustics (within travelling lift car):	< 55 dBA
Design occupancy rate	one person per 12m ² NLA
Disabled access	Fully disabled compliant to AS 1735 part 12
Reliability	Superior Reliability / Low Maintenance
Door protection	Infra-Red Door Protection Systems
Car finishes	High Quality Car Internal Finishes. VDS to be provided.
Lift car size	Lift car capacity to be minimum twenty one (21) persons. Lift is to cater for moving of furniture and equipment
Type	Machine-room-less
Lift car lighting	LED
Security	Complete with access card readers and CCTV cameras

1.9.7 Fire Services

Introduction

The fire services are to meet the loss prevention and health and safety requirements of Council, to protect life and to maintain the fire protection systems that comply with the buildings fire engineering and fire safety strategy.

The fire services need to consider the occupancy numbers in each area, including necessary evacuation and protection of the number of occupants expected to occupy Council Chambers indicated in the Brief at 100 people.

The fire protection systems are to be designed and installed in accordance with all relevant Australian Standards, authorities' requirements, and any Fire Engineering report and as part of a precinct wide solution.

FIP must interface with all new security, mechanical, gas, AV, BMS, smoke curtains and doors and all other systems requiring fire signals for their operation.

Fire Functional Design Guidelines Hydrants and Hose Reels

Install new hydrants and hose reels as required by the development to comply with AS 2419 and AS 2441. Provide a booster assembly meeting the requirements of FRNSW, Sydney Water and AS2419. Install the hydrants externally and internally within fire isolated egress stairs. Hose reels to be in a cupboard that is within a location that it compliant to NCC and AS2441.

Do not install the hydrants and hose reels in or directly adjacent to the electrical rooms. All proposed base building pipework must be routed outside these spaces.

Use 65mm hydrant valves with Storz fittings and plastic cap and chains along with 36m hose reels as required by the either fire engineering solution, FRNSW or Australian Standards.

Smoke Detection and MASD

Smoke detection shall be designed to comply with AS1670 and 1668.1 as required.

MASD (VESDA) to be installed in the Main Computer Room. It shall trigger a fire alarm in conjunction with smoke alarms dedicated to the Main Computer Room (2 types).

Smoke detectors may be omitted from all kitchens and pantries and other areas where there is a risk of spurious alarms.

Smoke detectors to match ceiling finishes where applicable. Finishes to be applied by the manufacturer.

Early Warning

All rooms with partitions that reduce the noise level of the warning speakers outside the space to non-compliant levels (less than 10 dBA above ambient noise) must have additional warning speakers installed above perforated or exposed ceilings and within plasterboard ceilings.

Ensure sound intelligibility requirements are compliant and approved by FRNSW and seek an alternative solution if the aesthetics of exposed ceiling speakers is deemed unacceptable by the Architect or Client. Sound intelligibility levels may be relaxed in carparks, the large building entry lobby space and plant rooms.

Speakers to be surface mounted above feature ceilings with increased volumes.

Strobe lights for early warning to be provided throughout the development as required by the National Construction Code.

Fire Extinguishers and Blankets

New extinguishers shall be installed in the hydrant and hose reel cupboards, electrical rooms as well as required by table E1.6 of the NCC throughout the development.

Select extinguishers suitable for the environment which they protect.

Additional fire extinguishers including wet chemical extinguishers and fire blankets will be provided to all rooms as specified in the room data sheets.

Sprinkler System

Automatic fire sprinkler systems shall be designed to comply with AS 2118.

Flush mount sprinklers are preferred to be used in plasterboard and feature ceilings. Sprinkler heads in suspended ceilings (ceiling tile) shall be semi-recessed sprinklers with two piece white escutcheon plates. Finish of sprinkler heads and escutcheon plates to non base building ceilings will be as nominated by the Architect subject to approval by Client.

In duct sprinklers will be provided to kitchen exhaust ducts.

If the landlord insurer permits remove the sprinkler system from the electrical rooms. Replace with a certified gas suppression system. Remove all sprinkler wet pipework from the electrical rooms and divert to service the surrounding spaces.

Sprinklers shall be wet type with the following hazard ratings:

- Office area – Light Hazard (NFPA 13)
- Parking Areas – Ordinary hazard 2
- Retail Areas – Ordinary Hazard 3

Ceiling void sprinklers are brass finish type with no escutcheon unless visual in exposed ceiling locations on tenant and client floors.

Smoke Hazard Management

Smoke hazard management is to be maintained to all areas to meet the requirements of AS1668 and the building fire engineering solution.

Voids

The design and installation of the inter-floor stairs and voids must be within the limitations of the buildings fire safety engineering strategy. Provide integrated smoke curtains, additional sprinklers, wall washing sprinklers and other additional fire engineering to accommodate the requirement to have interconnecting stairs and voids between all levels and any fire rated barriers. Provide options that consider:

- Cost
- Functionality
- Building Constraints (i.e. limited water supply)

Fire Test and Drain Down Water Reuse

All fire services test water and drain down water is to be captured either in the fire services storage tanks or the rainwater system for processing and reuse across the development as non potable water.

Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

Type	Description	Model
Smoke Detector	Photoelectric analogue addressable	Brooks 4301
Heat Detector	Rate of Rise and Fixed Point analogue addressable	Brooks 3308
Multi Detector	Multi-criteria and Combination analogue addressable	Brooks 4300
Enclosed Heat Detector	IP67 rated Rate of Rise and Fixed Point analogue addressable	Brooks 3309
Duct Detector Chamber	Use with 4301 & 3312 for addressable	Brooks 6367
Analogue Base	Common base for AA detectors	Brooks 3312
Isolator Base	addressable short circuit isolator base	Brooks 4313
Sounder Base	Common AA base w addressable sounder	Brooks 3378
Alarm Acknowledgement Module	Enables AAF with 3378	Brooks 3340
Manual Call Point	Addressable MCP	Brooks 3333
Enclosed Manual Call Point	IP67 rated addressable MCP	Brooks 3339
Addressable Siren	General purpose 3 tone addressable	Brooks 3377
External Power Supply	Loop monitored 24VDC 4A	Brooks 3366AU
Input/Output Module	2x input, 2x output addressable I/O unit	Brooks 3361
Dual Output Module	2x monitored output addressable unit	Brooks 3364

Type	Description	Model
Short Circuit Isolator	Addressable short circuit isolator module	Brooks 4370
Fire Indicator Panel	Analogue Addressable CIE	Brooks Firetracker 128
Gas Panel/ Controls	2 zone conventional CIE & gas control	Brooks FT2GAS
Local Control Station	Gas System manual override for gas	Brooks BLCS1
Remote Display Unit	Standard RDU	Brooks 1728 RD
Remote Display Unit	Alert Annunciation Unit acknowledge/ reset	Brooks 1736
Magnetic door holders	Magnetic door holder	Brooks BAMDH
RF Magnetic Door Holder	Wireless magnetic door holder	Brooks BAMDHRF
OWS	Occupant Warning System	Brooks BOWSXXXX
PA Remote Microphone	Remote Paging Desktop Microphone	Brooks PA-XX
Remote Access Unit	Remote Interface Unit	Brooks Web server 1598

1.9.8 Hydraulic Services

Introduction

The building design shall provide flexibility of layout arrangements to enable the functionality of spaces to suit the needs of occupants.

All services will incorporate a 25% spare capacity to allow future expansion of hydraulic services.

The hydraulic services shall facilitate the functionality of the wet services zones and precautionary drainage points.

Hydraulic Design Guidelines

The hydraulic services shall be designed in accordance with this functional brief and in accordance with all relevant Australian Standards, codes and authorities requirements and the precinct sustainability targets including –

- Sydney water
- AS3500
- AS5601
- Fire and Rescue NSW
- Jemena
- Local Council

The hydraulic design should include water efficient dual flush toilets, water efficient taps, cold water drinking fountains, low maintenance hydro taps to supply boiling and chilled water and solar hot water units (with electric booster).

Adequate space must be provided and designed into the building fabric for all hydraulic services and maintenance access for routine service and replacement. Isolation valves are to be provided as necessary to ensure that the building can continue to function while general maintenance is carried out.

Wet services shall not pass above or through communications rooms or fire isolated passage ways.

Sanitary Waste

Sanitary waste shall be provided to serve the buildings wet services and drainage zones throughout. Connect the wet services to the vertical stacks.

To enable flexibility within the wet zones, waste pipes shall be run to each wet zone to enable gravity drainage connection points to the vertical stack and provide connection within a radius of 6m from proposed wet services connection point.

Pumped drainage is not an acceptable solution.

Rainwater

Provide rainwater storage for roof water only (not pavement run off) at the rate of 40 litres per m² of roof area. Tanks shall preferably be underground type, and shall be provided with adequate overflow provisions to prevent water entry or damage during run off under full conditions.

Provide a second reticulation system, pressure pump and reticulate water to WCs for flushing and landscape irrigation systems. Provide a low water level sensor and provision for automatic and manual conversion to town water use when the low level is indicated.

Gas

A new gas system shall connect to the Authority Infrastructure network. A meter assembly to be located in accordance with the suppliers requirements. The system shall include an automatic shut down and wired to the buildings FIP to ensure that the gas supply is shut off in the event of a fire. Manual emergency push button type shut off shall be place at exit to any commercial style cooking facility that incorporates gas appliances.

All supply gas within the building will be equal to or less than 5kPa to allow the use of low pressure regulators to each area to limit the need of regulator venting.

Install metering linked to the building metering BMS system on all new gas connection points.

The installation shall comply with the requirements of Jemena and AS5601.

Hot and Cold water

Cold water will be provided to the development and supplied from the Sydney Water network. A water meter assembly shall be installed in accordance with Sydney Water requirements.

Pressure throughout the development will be between 250-450kPa. If this cannot be achieved by the Sydney Water infrastructure then the inclusion of pressure boosting pumps may be required.

Each floor / area shall have the ability to be metered and wired to the building management systems.

Hot water shall be designed in accordance with the building NABERS rating and to service the equipment installed in the designated space. Central Hot water plant shall consist of solar panels with electric boost.

Boiling water/chilled water units are to be installed in tea points, kitchenettes, pantry's, kitchens and café's. The capacity is to be determined by the number of serves per hour.

Trade Waste

Trade waste will be provided to serve the commercial cooking wet services in the commercial kitchens. Connect the wet services to the vertical trade waste stacks. To enable flexibility within the wet zones waste pipes will be run to each wet zone to enable gravity drainage connection points to the vertical stack and provide connection within a radius of 6m from proposed wet services connection point. Pumped drainage is not an acceptable solution.

Metering

Each service area / floor for gas and water shall be metered and wired to the building management systems.

Water Efficient Tapware

The development is to use water-efficient fixtures such as showerheads, taps and toilets. The efficiency of these fixtures and appliances is significant in minimising mains water consumption, especially when used in conjunction with an alternative water supply (rainwater re-use).

It is proposed to utilise standard water savings devices in accordance with the Water Efficiency Labeling and Standards (WELS) Scheme. These shall be as follows for this development:

- Water savings showerheads - WELS 3 star rating or higher
- Dual flush toilets 6/3 or 4/3 and waterless/water efficient urinals or urinal equipment - WELS 3 star rating or higher.
- Tap aerators or tap equipment of WELS 3 star rating or higher
- Clothes washing machines and dishwashers of WELS 3 star rating or higher.
- Any proposed WLS device shall be 3 star or better.

Benchmark Manufacturers

The following benchmark manufacturers are applicable for this project:

- Hot Water Plant - Rheem Ausralla
- Water pumps - Grundfos
- Fire Pumps - Allpumps
- Underbench Boiling / chilled / Hot Water Units - Zip Industries
- Urinal Flushing Systems - Zip Industries

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1.9.9 Engineering Initiatives across the Administration, Library and Leisure Centre

Rainwater

It is common practice to provide a building with its own rainwater collection tank and re-use plant.

With three adjacent buildings the council has the opportunity to interconnect between the tanks to allow for sharing of the rainwater throughout the precinct.

If site contours allow this can be via a balance pipe system or if change in heights then a small pump system can share water between tanks.

Council has indicated the desire to explore integration of centralised cooling tower for the facilities within the precinct. This will require discussion and possible exploration with the developer of the Library and Resource Hub and the Leisure Centre. It is envisaged that the rainwater may serve:

- The buildings toilets and urinals.
- Any cooling tower installed as part of the mechanical services systems.
- The irrigation systems. This could also serve adjacent park lands.

In addition, once the Leisure Centre is complete the rainwater can be used for pool top up purposes.

Photovoltaic Cells

A system of photovoltaic cells is proposed to be mounted on the building. Investigate the feasibility of providing a system that is sized to match the electrical load of the external carpark lighting.

The system shall include the following major items:

- Photovoltaic modules and frames
- Mounting frame positioned with the array aimed within +20° of true North with a tilt angle of 15°.
- solar regulators
- All mountings and wiring
- DC-AC inverter/s
- Grid interface
- Ground fault protection and over current protection for the solar modules
- Lightning protection
- Metering. The metering shall interface to a display in the public foyer to provide information on the amount of power being produced and the associated greenhouse gas reduction.



part two

detailed needs

ORD13

Attachment 2

ORD13

Attachment 2



2.1 organisational chart

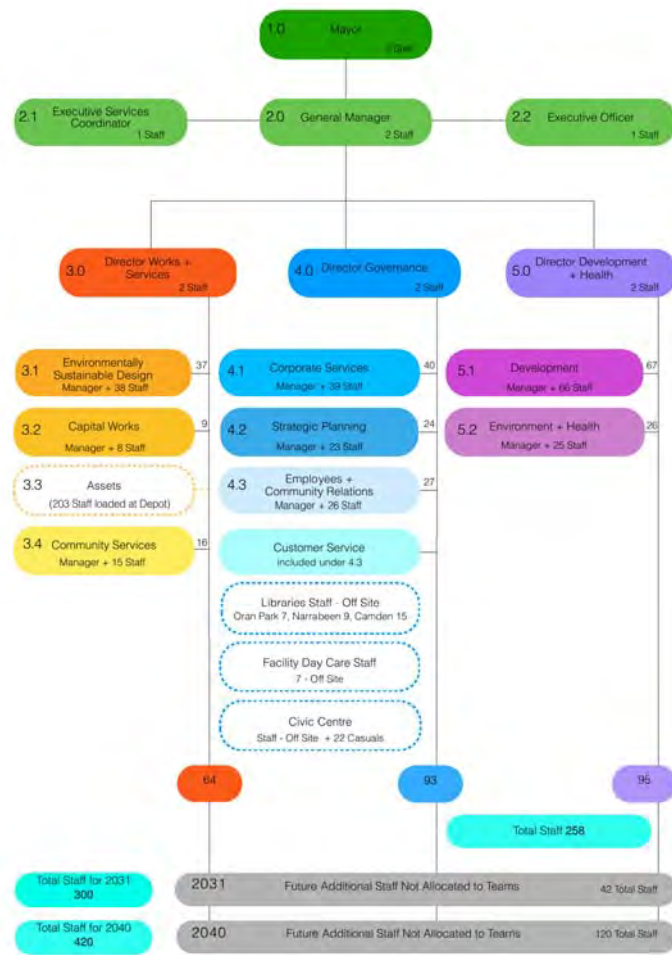
The diagram below describes the organisational structure of the brief for the future Camden Council.

Based in estimate staff projections to 2031, there will be a total of 300 administration staff, of which 258 have been allocated to teams and a further 42 currently unallocated. This growth is projected across the organisation and is not yet allocated to individual divisions as the areas of growth are not known with certainty.

The stage 1 brief is based on this organisational chart with areas sufficient for the estimated staff numbers of 300 for 2031.

There is projected to be an additional 120 staff by 2040 and these additional staff numbers are accommodated in the

Note: Day 1 staff numbers in 2016 are projected to be approximately 200.



ORD13

Attachment 2

2.2 schedule of areas

The schedule of areas indicate the projected area requirements for each of the planned project areas and divisions for Camden Council in 2031. The organisational chart indicates the projected workforce of each of the Functional groupings in the organisation. space allocations are made for these functional groupings in accordance with the allowances set out in Sections 1.3 and 1.4 of this document. These Nett new space allowances are represented graphically in the following section 2.3 Graphic Functional Brief. Allowances for grossing factors are made in this Schedule of Areas to determine the Gross Floor Area requirements. The total area of the new facilities commencement in 2016 is for staff number of. The fitout at this time will be limited to the area required for staff, but will grow with the number of staff.

2.2.1 Summary of Functional Areas (for detailed Area Breakdown refer numbered Schedules 1-9)

Definitions

NIA - Net Internal Area with primary circulation

NIA is measured the same way as NLA (Nett Lettable Area) and it includes primary circulation. A target circulation factor of 25% is allowed in the calculations.

GFA - Gross Floor Area

An additional grossing factor of 15% is added to Nett Areas. This grossing is the allowance for base building elements – lift lobbies, lift and riser shafts, toilets, cleaner's cupboards, elec and data cupboards, and the perimeter wall thickness.

Staff Summary

Staff 2031	300
Additional Staff 2040	120
Total Staff 2040	420

Area Name	2031 Briefed Area (sqm Net)	Est. Grossing Factor NIA	Est. Grossing Factor GFA	Est. Gross Area (sqm)	2040 Briefed Area (sqm Net)	Est. Grossing Factor NIA	Est. Grossing Factor GFA	Est. Gross Area (sqm)
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Civic Facilities

Council Chambers + Function Spaces	428	25%	15%	499	0	25%	15%	0
SUBTOTAL	428			599	0			0

Council Administration Centre

Mayor Unit	62	25%	15%	87	0	25%	15%	0
GM UNIT								
General Manager Executive	72	25%	15%	101	0	25%	15%	0
SUBTOTAL	141			188	0			0

Area Name	2031 Briefed Area (sqm Net)	Est. Grossing Factor NIA	Est. Grossing Factor GFA	Est. Gross Area (sqm)	2040 Briefed Area (sqm Net)	Est. Grossing Factor NIA	Est. Grossing Factor GFA	Est. Gross Area (sqm)	
Works and Services Directorate									
Council Admin- Works and Services Executive	18.72	25%	15%	26.21	0	25%	15%	0.00	
Council Admin- Environmentally Sustainable Design	298.64	25%	15%	418.10	23.04	25%	15%	32.26	
Council Admin- Capital Works	58.72	25%	15%	82.21	11.52	25%	15%	16.13	
Council Admin- Community Services	114.8	25%	15%	160.72	0	25%	15%	0.00	
Growth Staff Prorata to Directorate	102.24	25%	15%	143.14	174.14	25%	15%	243.80	
Shared Worksettings co-located in Directorate	174.44	25%	15%	244.22	80.72	25%	15%	113.01	
SUBTOTAL	768			1075	289			405	
Governance Directorate									
Council Admin- Governance Executive	18.72	25%	15%	26.21	0	25%	15%	0.00	
Council Admin-Corporate Services	377.44	25%	15%	528.42	172.8	25%	15%	241.92	
Council Admin- Strategic Planning	167.84	25%	15%	234.98	23.04	25%	15%	32.26	
Council Admin- Employee and Community Relations	249.52	25%	15%	399.33	0	25%	15%	0.00	
Growth Staff Prorata to Directorate	89.28	25%	15%	124.99	155.52	25%	15%	217.73	
Shared Worksettings co-located in Directorate	174.44	25%	15%	244.22	63.44	25%	15%	88.82	
SUBTOTAL	1077			1508	415			581	
Development and Health									
Council Admin-Development + Health Executive	18.72	25%	15%	26.21	0	25%	15%	0	
Council Admin-Development	459.36	25%	15%	643.10	0	25%	15%	0	
Council Admin-Environment and Health	176.74	25%	15%	247.44	0	25%	15%	0	
Growth Staff Prorata to Directorate	82.08	25%	15%	114.91	155.52	25%	15%	217.73	
Shared Worksettings co-located in Directorate	157.16	25%	15%	202.02	44.72	25%	15%	62.61	
SUBTOTAL	894			1252	200			280	



Area Name	2031 Briefed Area (sqm Net)	Est. Grossing Factor NIA	Est. Grossing Factor GFA	Est. Gross Area (sqm)	2040 Briefed Area (sqm Net)	Est. Grossing Factor NIA	Est. Grossing Factor GFA	Est. Gross Area (sqm)
Customer Service (Specialist)								
Customer Service + Foyer	261	25%	15%	365.18	0	25%	15%	0
SUBTOTAL	261			365	0			0
Central Facilities								
Central Facilities	436.2	25%	15%	610.68	170.6	25%	15%	238.84
Training Rooms	133.25	25%	15%	186.55	62.6	25%	15%	87.64
SUBTOTAL	569			797	233			326
Support Areas								
Staff Amenities	214.3	25%	15%	300.02	41.3	25%	15%	57.82
Storage + Garbage	135.60		15%	155.94	0		15%	0
Plant Room /Loading Docks	379.47		15%	436.39	0		15%	0
SUBTOTAL	729			892	41			58
TOTAL	4860			6676	1179			1651

Summary Totals for Stages

2031 Stage 1 GFA m2	6676
2040 Stage 2 GFA m2	1651
TOTAL GFA STAGE 1 + 2	8327

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Attachment 2

2.2.3 Nett Function Areas - Detailed Breakdown (for detailed Area Breakdown refer numbered Schedules 1-10)

The following tables provide the detailed Nett area requirements for each of the functional divisions and support areas of the Administration Centre.

Current Staff Area requirements are shown in sections 1.0-5.0. Growth Staff Areas are noted in sections 7.1 to 7.3. The Civic Facilities for the Centre are listed in section 6. Shared Support Worksettings and Central Staff facilities are shown in sections 8 - 10. Room Codes refer to the Room Codes on the Graphic Function Brief and Room Data Sheets.

Accommodation Type			Total Staff at 2031	Additional Staff at 2040	Total Staff at 2040	Area m2	Quantity at 2031	Total Area m2 - 2031	Additional Quantity at 2040	Total Additional Area m2 - 2040
COUNCIL ADMIN OFFICES - EXECUTIVE										
1.0 Mayor										
A8	Mayor	Executive Workpoint (Closed in Office + Lounge)	1		1	26	1	26		
A8	Mayor's Ensuite	Ensuite					4	1	4	
A4	Personal Assist. to Mayor /Waiting	Layout+ Workspoint	1		1	5.76	1	5.76		
A	Waiting	Foyer						26		26
SUBTOTAL			2	0	2			62		0
2.0 General Manager Unit										
A8	General Manager + Lounge	Executive Workpoint + Lounge	1		1	26	1	26		
A4	Personal Assist. to General Manager/ Waiting	Layout+ Workspoint	1		1	5.76	1	5.76		
A4	Executive officer	Layout+ Workspoint	1		1	5.76	1	5.76		
A4	Executive Services Coordinator	Layout+ Workspoint	1		1	5.76	1	5.76		
	Access to Print Area	Printing								
	Meeting Room	Meeting Room for 10-12 People						29		29
SUBTOTAL			4	0	4			72		0
3.0 COUNCIL ADMIN OFFICES - WORKS AND SERVICES										
3.0 Director Works & Services										
A6	Directors Works and Services	Executive Workpoint	1		1	12.96	1	12.96		
A4	Personal Assistant	Layout+ Workspoint	1		1	5.76	1	5.76		
SUBTOTAL			2	0	2			18.72		0

Accommodation Type	Total Staff at 2031	Additi onal Staff at 2040	Total Staff at 2040	Area / Space m2	Quant ity at 2031	Total Area m2 - 2031	Additi onal Quant ity at 2040	Total Additi onal Area m2 - 2040
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3.1 Environmentally Sustainable Design

A2	Manager	Leader + Workpoint	1		1	8.64	1	8.64		
A4	Personal Assistant	Layout+ Workpoint	1		1	5.76	1	5.76		
A2	Team Leader - Sustainability	Leader + Workpoint	1		1	8.64	1	8.64		
A2	Team Leader - Engineering Design	Leader + Workpoint	1		1	8.64	1	8.64		
A2	Team Leader -Traffic	Leader + Workpoint	1		1	8.64	1	8.64		
A1	Sustainability - Staff	General Workpoint	7	2	9	5.76	7	40.32	2	11.52
A4	Engineering Design Staff	Layout+ Workpoint	15	2	17	5.76	15	86.4	2	11.52
A4	Traffic Team	Layout+ Workpoint	10		10	5.76	10	57.6		
C2	Special Storage (Sustainability Team)	Storage				9	1	9		
C8	Special Storage- Surveyors Equipment	Storage				6	1	6		
B4	Lockers for surveyors/ staff	Lockers space				1	6	6		
B4	Library (shared)	Library				2	2	4		
C18	Traffic Team elevated plan table	Plan Table Space				6	4	24		
C19	Road Safety Officer Storage	Storage Space				25	1	25		
SUBTOTAL			37	4	41			298.6		23.04

3.2 Capital Works

A2	Manager	Leader + Workpoint	1		1	8.64	1	8.64		
A4	Capital Works staff	Layout+ Workpoint	8	2	10	5.76	8	46.08	2	11.52
B4	Library dedicated	Library				2	2	4		
H7	Lockers for hard hats/ boots	Lockers space				2	2	4		
SUBTOTAL			9	2	11			58.7		11.52

Accommodation Type	Total Staff at 2031	Additi onal Staff at 2040	Total Staff at 2040	Area / Space m2	Quant ity at 2031	Total Area m2 - 2031	Additi onal Quant ity at 2040	Total Additi onal Area m2 - 2040
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3.3 Community Services

A2	Manager	Leader + Workpoint	1	1	8.64	1	8.64	
A2	Community Planning Development Team Leader	Leader + Workpoint	1	1	8.64	1	8.64	
A4	Community Planning Development Staff	Layout+ Workpoint	8	8	5.76	8	46.08	
A2	Bookings Team Leader	Leader + Workpoint	1	1	8.64	1	8.64	
A4	Bookings Team Staff	Layout+ Workpoint	5	5	5.76	5	28.8	
B4	Bookings Team storage for reference files (Dedicated)	Team storage			2	1	2	
C6	Events Material Store	Storage			12	1	12	
SUBTOTAL			16	0	16		114.8	0

4.0 COUNCIL ADMIN OFFICES - GOVERNANCE

4.0 Director Governance

A6	Directors Governance and Services	Executive Workpoint	1	1	12.96	1	12.96	
A1	Personal Assistant	Layout+ Workpoint	1	1	5.76	1	5.76	
SUBTOTAL			2	0	2		18.72	0

Accommodation Type	Total Staff at 2031	Additi onal Staff at 2040	Total Staff at 2040	Area / Space m2	Quant ity at 2031	Total Area m2 - 2031	Additi onal Quant ity at 2040	Total Additi onal Area m2 - 2040		
4.1 Corporate Services										
A1	Revenue Team	General Workpoint	7	7	5.76	7	40.32			
A1	IT Team	General Workpoint	7	7	5.76	7	40.32			
A1	Budget Team	General Workpoint	5	5	5.76	5	28.8			
A1	Financial Accounting Team	General Workpoint	7	7	5.76	7	40.32			
A4	Governance Team	Layout+ Workpoint	6	6	5.76	6	34.56			
A7	Records Team	Individual+ (Dual Screens)	8	8	8.64	8	69.12			
A1	10 Year Future Staff Projection	General Workpoint		10	10	5.76	0	0	10	57.6
A1	Long Term Future Staff Projection	General Workpoint		20	20	5.76	0	0	20	115.2
B7	Printer Utilities Room (Secure dedicated to Accounts)	Printer Utilities Room				18	1	18		
	Team Storage Areas (Under Shared)	Team Storage								
C2	IT Store	Storage				9	1	9		
C1	IT Project Workshop space	Project Team Space				9	2	18		
B1	Governance Team project work space Dedicated(business papers)	Project Team Space				9	1	9		
C8	Fire Rated Strong Room	Storage				4	1	4		
D5	Records Store	Storage				30	1	30		
C14	Mail Sorting Room	Mail Sorting Room				18	1	18		
C15	Mail/Records & Pigeon Holes	Pigeon Holes				3	1	3		
C16	Stationary Store	Storage				15	1	15		
SUBTOTAL			40	30	70			377.4		172.8

Accommodation Type	Total Staff at 2031	Additional Staff at 2040	Total Staff at 2040	Area / Space m2	Quantity at 2031	Total Area m2 - 2031	Additional Quantity at 2040	Total Additional Area m2 - 2040
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4.2 Strategic Planning

A6	Manager	Executive Workpoint	1	1	12.96	1	12.96	
A1	Manager's PA	General Workpoint	1	1	5.76	1	5.76	
A2	Growth Centres Team Leader	Leader Workpoint	1	1	8.64	1	8.64	
A4	Growth Centres Team	Layout+ Workpoint	7	7	5.76	7	40.32	
A2	Land Use Team Leader	Leader Workpoint	1	1	8.64	1	8.64	
A4	Land Use and Planning Team	Layout+ Workpoint	7	7	5.76	7	40.32	
A2	Corporate Planning Team Leader	Leader Workpoint	1	1	8.64	1	8.64	
A4	Corporate Planning Team	Layout+ Workpoint	5	5	5.76	5	28.8	
A4	Growth Staff to 2040	Layout+ Workpoint		4	4	5.76		4 23.04
B4	Library dedicated	Library			2	1	2	
C7	Historic Maps Records	Store/hanging			6	1	6	
C11	Multimedia Workpoint	General Workpoint			5.76	1	5.76	
SUBTOTAL			24	4	28		167.8	23.04

Accommodation Type	Total Staff at 2031	Addi onal Staff at 2040	Total Staff at 2040	Area / Space m2	Quant ity at 2031	Total Area m2 - 2031	Addi onal Quant ity at 2040	Total Additi onal Area m2 - 2040
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4.3 Employee and Community Relations

A9	Employee Relation Manager	Executive Office	1	1	12.96	1	12.96	
A2	Call Centre Team leader	Leader Workpoint	1	1	8.64	1	8.64	
A1	Call Centre Staff (at work points) for 6 staff	General Workpoint	5	5	5.76	5	28.8	
A7	Communication Team Staff	Individual+ (Dual Screens)	8	8	8.64	8	69.12	
A2	Employee Relation Team Leader	Leader Workpoint	1	1	8.64	1	8.64	
A3	Employee Relation Team	Storage Workpoint +	10	10	5.76	10	57.6	
A3	Training Team Leader	Storage Workpoint +	1	1	5.76	1	5.76	
B1	Breakout space for Communication Unit (creative layout)	Access to breakout space/layout				9	1	9
C17	Counting Room / Stron Rom (Customer Service)	Counting Room/ Strong Room				9	1	9
C8	Strong Room for safe (Customer Service)	Strong Room				4	0	0
C10	Brochures Store lockable (Communication)	Store				12	1	12
C12	Store for Banners (Communications)	Store				24	1	24
B7	Utility Room (dedicated for PR Events)	Utility Room				18	0	0
E3	Recruitment / Training room for 6-8	Recruitment / Training				0	0	0
C22	Employee Relation Secure File Storage	Store				4	1	4
SUBTOTAL			27	0	27		250	0

Front of House Customer Service (Specialist)

G1	Customer Service Counter Area with 6 service points + 2 Planning Staff points	Customer Service Counter				60	1	60
G2	Council Customer Service Foyer - to include display areas	Council Customer Service Foyer				100	1	100
G4	Male Toilet Facilities	Male				22	1	22
G3	Female Toilet Facilities	Female				22	1	22
G5	Chambers Accessible WC Toilet Facilities	Accessible WC				5	1	5
G6	Interview Rooms/Small meeting rooms for 4	Small meeting rooms for 4				12.96	4	51.84
SUBTOTAL			0	0	0		261	0

Accommodation Type	Total Staff at		Additional Staff at		Area / Space m2	Total Area m2 -		Additional Area m2 -	
	2031	2040	2031	2040		2031	2040	2031	2040

5.0 COUNCIL ADMIN OFFICES -DEVELOPMENT AND HEALTH

5.0 Director Development and Health

A6	Directors Development and Health	Executive Workpoint	1		1	12.96	1	12.96		
A1	Personal Assistant	Layout+ Workpoint	1		1	5.76	1	5.76		
SUBTOTAL			2	0	2	18.72		18.72		0

5.1 Development

A2	Development Manager	Leader + Workpoint	1		1	8.64	1	8.64		
A4	Planning Team Staff	Layout+ Workpoint	15		15	5.76	15	86.4		
A4	Building Surveyors Team Staff	Layout+ Workpoint	12		12	5.76	12	69.12		
A4	Engineering Team Staff	Layout+ Workpoint	12		12	5.76	12	69.12		
A4	Compliance Team Staff	Layout+ Workpoint	17		17	5.76	17	97.92		
A4	GIS Team Staff	Layout+ Workpoint	4		4	5.76	4	23.04		
A1	Future Multidisciplinary Team for Project Work	General workpoint	6		6	5.76	6	34.56		
B7	Utility Room (dedicated)	Utility Room				18	1	18		
B7	Utility Room Plotter A0 + Scanner (dedicated)	Utility Room				18	1	18		
B6	Dedicated meeting space for 5-10	Meeting space 5-10				21.6	1	21.6		
B5	Dedicated meeting space for 3 to 4	Meeting space for 4				12.96	1	12.96		
SUBTOTAL			67	0	67			459.4		0

Functional Area requirements for Civic and Support functions and estimated future growth staff requirements are shown at numbered sections 6.0 - 10.3.

Accommodation Type		Total Staff at 2031	Addi onal Staff at 2040	Total Staff at 2040	Area / Space m2	Quant ity at 2031	Total Area m2 - 2031	Addi onal Quant ity at 2040	Total Additi onal Area m2 - 2040
5.2 Environment and Health									
A2	Rangers Team Leader	Leader Workpoint	1	1	8.64	1	8.64		
A1	Rangers	General Workpoint	9	9	5.76	9	51.84		
A2	Environmental Assessment Team Leader	Leader Workpoint	1	1	8.64	1	8.64		
A1	Environmental Assessment Team	General Workpoint	15	15	5.76	15	86.4		
C4	Educational Material Store (Rangers)	Store				3	3		
H8	Lockers Rangers+ Change	Lockers			9.72	1	9.72		
C5	Small Lab/Sink Bench for Environmental Assess.	Sink Lab			6	1	6		
H6	Lockers - Filed Workers Environmental Assess.	Lockers			2.5	1	2.5		
SUBTOTAL			26	0	26		176.7		0

6.0 COUNCIL CIVIC FACILITIES

6.0 Council Chamber+ Function Spaces

F1.1	Council Chamber	Council Chamber			170	1	170		
F1.3	Store Room	Storage			40	1	40		
F7	Servery Kitchen	Council Servery Kitchen			48	1	48		
F6	Kitchen Store	Store Room			20	1	20		
F8	Councillors Committee Room	Councilor Room (Layout 1 or 2)			50	1	50		
F2	Foyer	Separate Foyer to Chambers			100	1	100		
SUBTOTAL							428		0



Accommodation Type	Total Staff at 2031	Additi onal Staff		Area / Space m2	Quant ity at 2031	Total Area m2 - 2031	Additi onal Quant ity at 2040	Total Additi onal Area m2 - 2040
		at 2040	Total at 2040					

7.0 COUNCIL ADMIN OFFICES

GROWTH STAFF NOT ALLOCATED TO INDIVIDUAL DIRECTORATES

7.1 Growth Staff Pro Rata to Works + Services Directorate

A1	Future Team Staff (not allocated to specific teams)	Standard Workpoint	14	25	39	5.76	14	80.64	25	144
A2	Future Team Staff (not allocated to specific teams)	Leader Workpoint	1	2	3	8.64	1	8.64	2	17.28
A6	Future Team Staff (not allocated to specific teams)	Executive Workpoint		1	1	12.86		0	1	12.86
A10	External Staff Touch Down	Touch Down	3		3	4.32	3	12.66		
SUBTOTAL			18	28	46			102.2		174.1

7.2 Growth Staff Pro Rata to Governance Directorate

A1	Future Team Staff (not allocated to specific teams)	Standard Workpoint	14	24	38	5.76	14	80.64	24	138.2
A2	Future Team Staff (not allocated to specific teams)	Leader Workpoint	1	2	3	8.64	1	8.64	2	17.28
A6	Future Team Staff (not allocated to specific teams)	Executive Workpoint		0	0	12.86		0	0	0
SUBTOTAL			15	26	41			89.28		155.5

7.3 Growth Staff Pro Rata to Development & Health Directorate

A1	Future Team Staff (not allocated to specific teams)	Standard Workpoint	12	24	36	5.76	12	69.12	24	138.2
A2	Future Team Staff (not allocated to specific teams)	Leader Workpoint	0	2	2	8.64	0	0	2	17.28
A6	Future Team Staff (not allocated to specific teams)	Executive Workpoint		0	0	12.86		0	0	0
A10	External Staff Work Points	Touch Down Work Points	3		3	4.32	3	12.66		
SUBTOTAL			15	26	41			82.08		155.5

Accommodation Type	Area / Space m2	Quantity at 2031	Total Area m2 - 2031	Additional Quantity at 2040	Total Additional Area m2 - 2040
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8.0 WORKSETTINGS - SHARED

8 Shared worksetting co-located in Works + Services Directorate

B1	Informal meeting / team space	Meeting Space- allocated at a ratio of 1 space per 25 staff	9	4	36	2	18
B2	Quiet room (2 p)	Meeting Space- allocated at a ratio of 1 space per 25 staff	5.76	4	23.04	2	11.52
B5	Small Meeting Room (4 - 6p)	Meeting Space-allocated at a ratio of 1 space per 25 staff	12.96	4	51.84	2	25.92
B6	Medium Meeting Room (8p)	Meeting Space- allocated at a ratio of 1 space per 60 staff	17.28	2	34.56	1	17.28
B4	Team storage	Team Storage This is Individual Store allocated at 0.2m ² per staff (additional workpoint)	0.2	100	20	40	8
B3	Central (high density) storage	This is a compactus style storage allocated at ratio of 1 space per 120 staff multiple teams have access to it.	9	1	9	0	0
SUBTOTAL					174.44		80.72

8 Shared worksetting co-located in Governance Directorate

B1	Informal meeting / team space	Meeting Space- allocated at a ratio of 1 space per 25 staff	9	4	36	2	18
B2	Quiet room (2 p)	Meeting Space- allocated at a ratio of 1 space per 25 staff	5.76	4	23.04	2	11.52
B5	Small Meeting Room (4 - 6p)	Meeting Space- allocated at a ratio of 1 space per 25 staff	12.96	4	51.84	2	25.92
B6	Medium Meeting Room (8p)	Meeting Space- allocated at a ratio of 1 space per 60 staff	17.28	2	34.56	0	0
B4	Team storage	Team Storage This is Individual Store allocated at 0.2m ² per staff (additional workpoint)	0.2	100	20	40	8
B3	Central (high density) storage	This is a compactus style storage allocated at ratio of 1 space per 120 staff multiple teams have access to it.	9	1	9	0	0
SUBTOTAL					174.44		63.44

	Accommodation Type	Area / Space m2	Quantity at 2031	Total Area m2 - 2031	Additional Quantity at 2040	Total Additional Area m2 - 2040	
8	Shared worksetting co-located in Development and Health Directorate						
B1	Informal meeting / team space	Meeting Space- allocated at a ratio of 1 space per 25 staff	9	4	36	1	9
B2	Quiet room (2 p)	Meeting Space- allocated at a ratio of 1 space per 25 staff	5.76	4	23.04	1	5.76
B5	Small Meeting Room (4 - 6p)	Meeting Space- r allocated at a ratio of 1 space per 25 staff	12.96	4	51.84	1	12.96
B6	Medium Meeting Room (8p)	Meeting Space- allocated at a ratio of 1 space per 60 staff	17.28	1	17.28	0	0
B4	Team storage	Team Storage This is Individual Store allocated at 0.2m ² per staff (additional workpoint)	0.2	100	20	40	8
B3	Central (high density) storage	This is a compactus style storage allocated at ratio of 1 space per 120 staff multiple teams have access to it.	9	1	9	1	9
	SUBTOTAL				157.1		44.72
9	Central Facilities - Shared facilities located centrally to floor Hub						
D1	Large Meeting Room (10 - 12p)	Meeting Space Allocated at ratio of 1 space per 75 staff	28.8	4	115.2	2	57.6
D2	Project Room	Project Room - Allocated at ratio of 1 space per 120 staff	36	3	108	1	36
D4	Marketing store	Store	9	1	9	1	9
B6	Utility area	Utility Ratio Allocated at ratio of 1 space per 120 staff	18	3	54	1	18
B8	Gather / refresh floor hub - Kitchenettes	Floor Hub -Allocated at ratio of 1 space per 120 staff	50	3	150	1	50
	SUBTOTAL				436.2		170.6

Accommodation Type	Area / Space m2	Quantity at 2031	Total Area m2 - 2031	Addition al Quantity at 2040	Total Addition al Area m2 - 2040
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9 Central Facilities - Training Rooms

E1	Training Room for 20 (in multiple modes)	Training Room	53	1	53	1	53
E2	Computer Training Room for 12	Computer Training Room	31.8	1	31.8		0
E5	Training Room equipment store (Training)	Equipment Store	9	1	9		0
E4	Access to breakout space for training rooms	Breakout space	9.6	2	19.2	1	9.6
E3	Recruitment / Training room for 6-8	Training Room	20.25	1	20.25		0
SUBTOTAL					133.2		62.6

10 Stores and Amenities

10 Staff Amenities

H3	Showers	Showers allocated at ratio of 1 per 60 staff	3.5	5	17.5	2	7
H6	Lockers	Ratio of 1:60 staff	1	5	5	2	2
H1/H2	Staff Hub	Central Staff Hub Allowance	100	1	100		0
H4	First Aid Room	First Aid Room	1	9	9		0
H5	Parenting Room	Parenting Room	1	9	9		0
H10	Male Toilet Facilities	Considered in Building Grossing	29.4	1	29.4		0
H10	Female Toilet Facilities	Considered in Building Grossing	29.4	1	29.4		0
H13	Accessible WC Toilet Facilities	Accessible WC - 1 Per Floor	5	3	15	1	5
H12	Male Toilet Facilities	Male Toilet Facilities	14.7	0	14.7	1	14.7
H10	Female Toilet Facilities	Female Toilet Facilities	12.6	0	12.6	1	14.7
SUBTOTAL					214.3		41.3

Accommodation Type	Area / Space m2	Quantity at 2031	Total Area m2 - 2031	Addition al Quantity at 2040	Total Addition al Area m2 - 2040
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10 Stores + Garbage

Bicycle storage		36	1	36	
Bicycle lockers (allowance of 12)		3.6	1	3.6	
10T Truck Zone		40	1	40	
Delivery Vans Zone		18	1	18	
Dock Area		20	1	20	
Garbage Room - Perishable		6	1	6	
Garbage Room - Recycling (paper , glass, plastics)		4	3	12	
SUBTOTAL				135.6	0

10 Plantroom Loading Dock

External Substation Kiosk Allowance		17.49	1	0	
Electrical Switchboard Allowance (Internal)		18.75	1	18.75	
D7 Communications / server (IT) rooms	IT Server	20	1	20	
D8 Comms DB Rooms per floor (Assumed 4 storey building- Internal	Comms	7.68	4	30.72	
Mechanical External Plant		250	1	0	
Mechanical Internal Plant (Allow 150 sqm central)		150	1	150	
Hydraulic/Fire - Sprinkler Pump Room (if building sprinkled)	Allowance	60	1	60	
Fire Control Room Allowance	Allowance	20	1	20	
Alarm Valve & Pump Room Allowance (if building sprinkled)	Allowance	20	1	20	
Loading dock area allowance Internal		60	1	60	
SUBTOTAL				379.47	0

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Attachment 2

2.3 graphic functional brief

Graphic Functional Brief

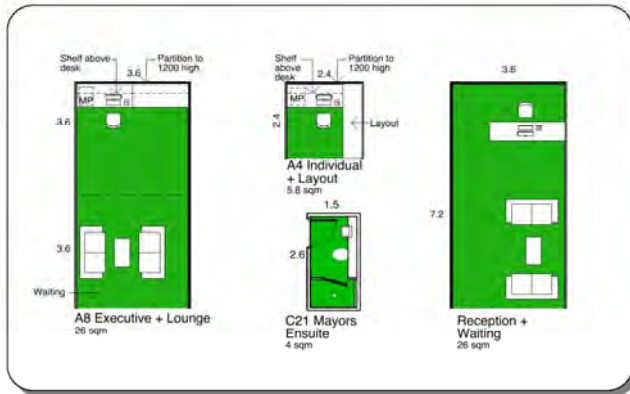
The graphic functional brief describes the size, number and functional requirements of each of the functional spaces required by the Brief.

The functional spaces are grouped according to the functional divisions indicated in 2.4 Functional Relationship Diagram. The functional area requirements for each of these groupings are indicated on the graphic functional brief as nett areas, exclusive of grossing factors.

Room Data Sheets

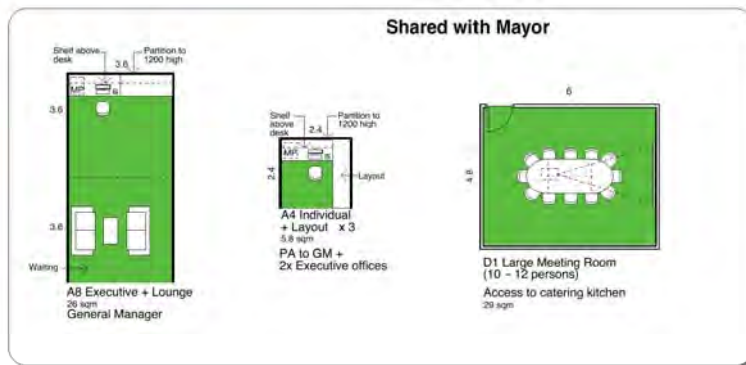
The detailed fit out requirements for each projected space are tabulated in the individual Room Data Sheets. These Room Data Sheets are located at Appendix A.

1 Mayor



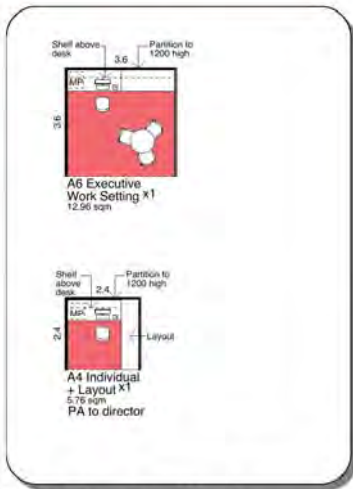
1.0 Mayor
62 sqm

2 General Manager

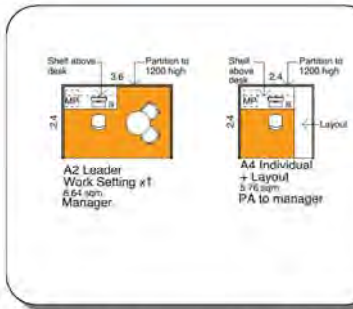


2.0 General Manager
72 sqm

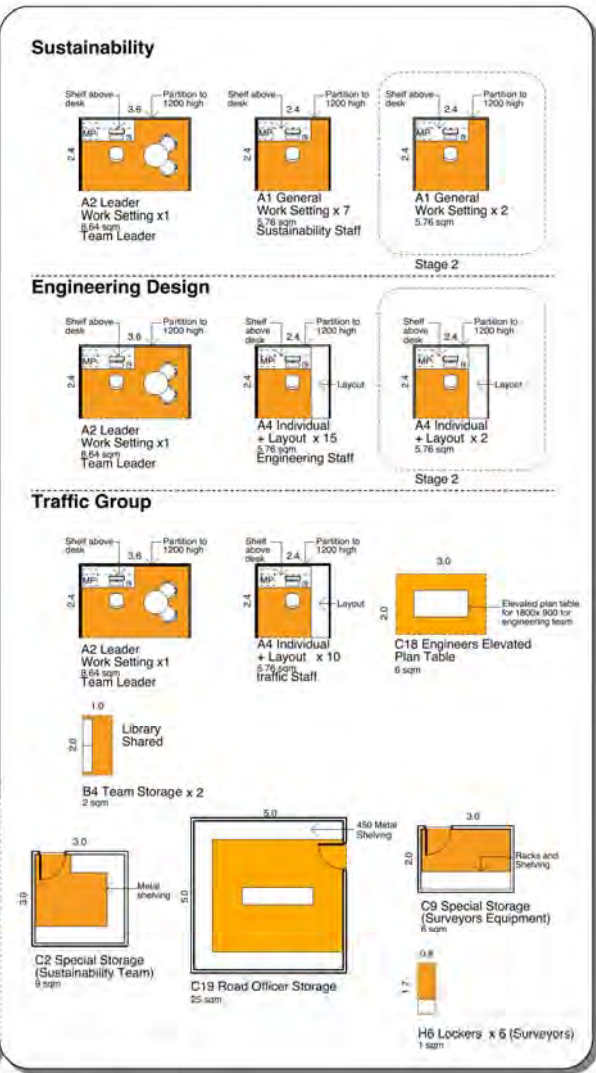
3 Works and Services (1)



3.0 Director Works + Services
19 sqm

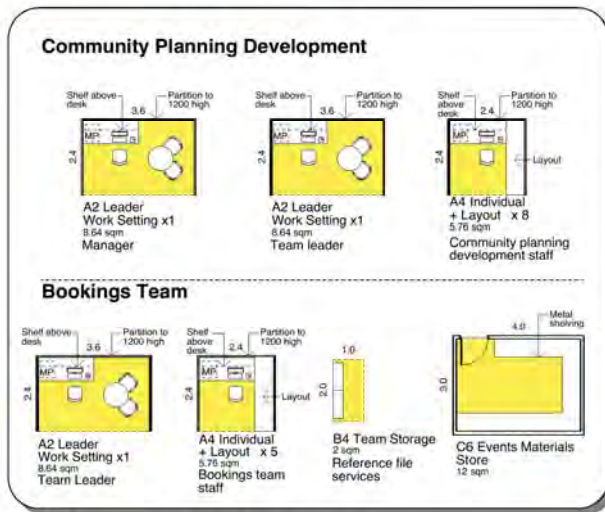


3.1 Environmentally Sustainable Design
299 sqm [stage 1] + 23 sqm [stage 2]

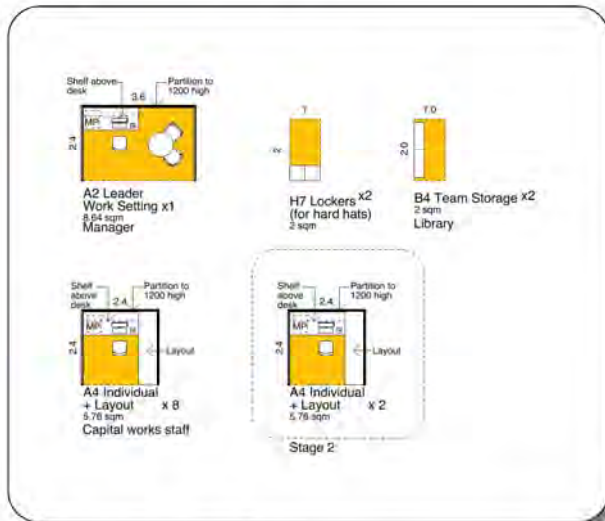




3 Works and Services (2)

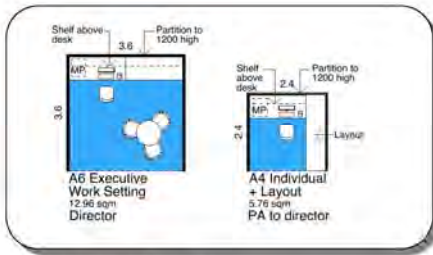


3.3 Community Services
115 sqm



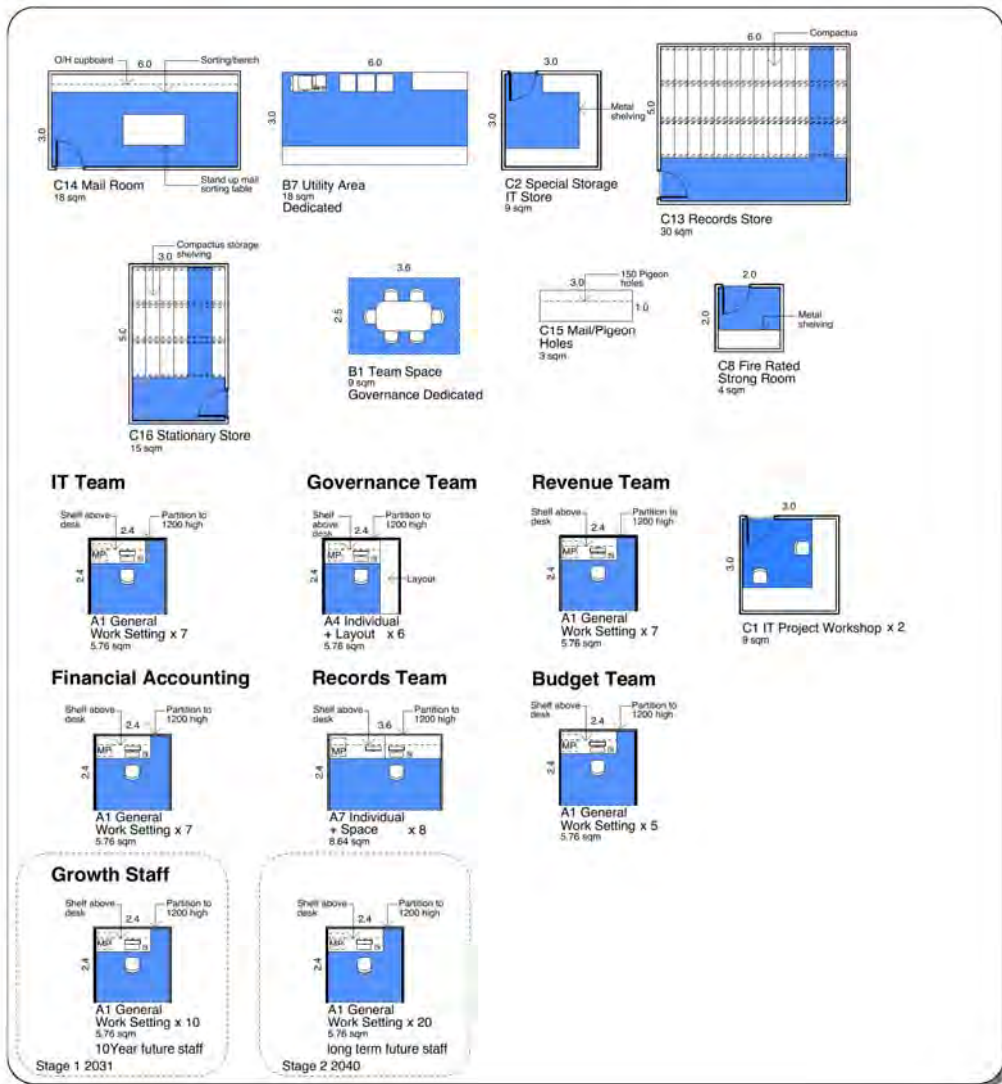
3.2 Capital Works
58 sqm [stage 1] + 12 sqm [stage 2]

4 Governance (0)



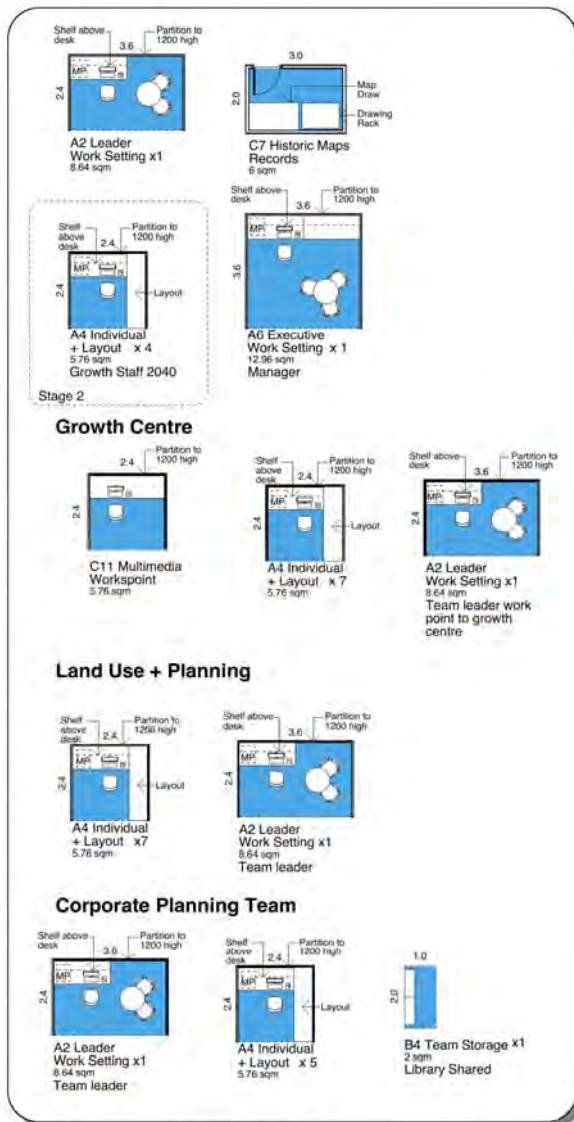
4.0 Director of Governance
19 sqm

4 Governance (1)



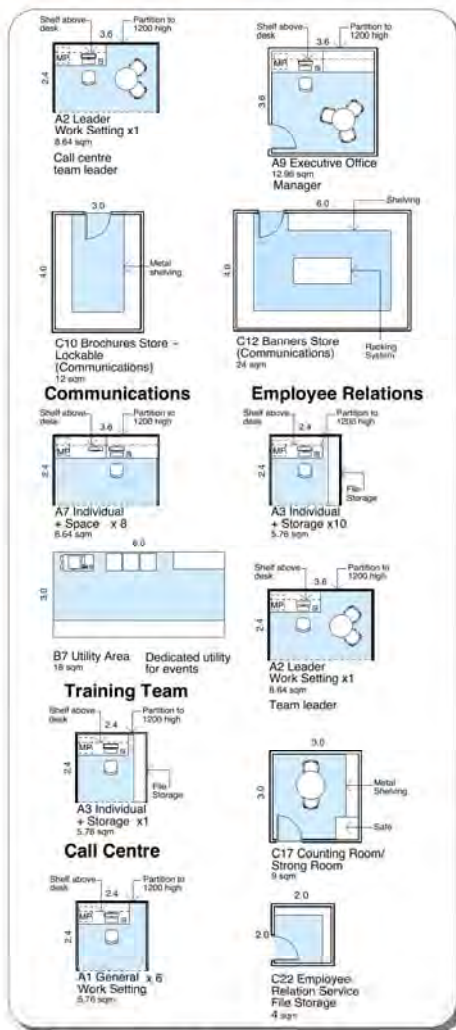
4.1 Corporate Services
378 sqm

4 Governance (2)



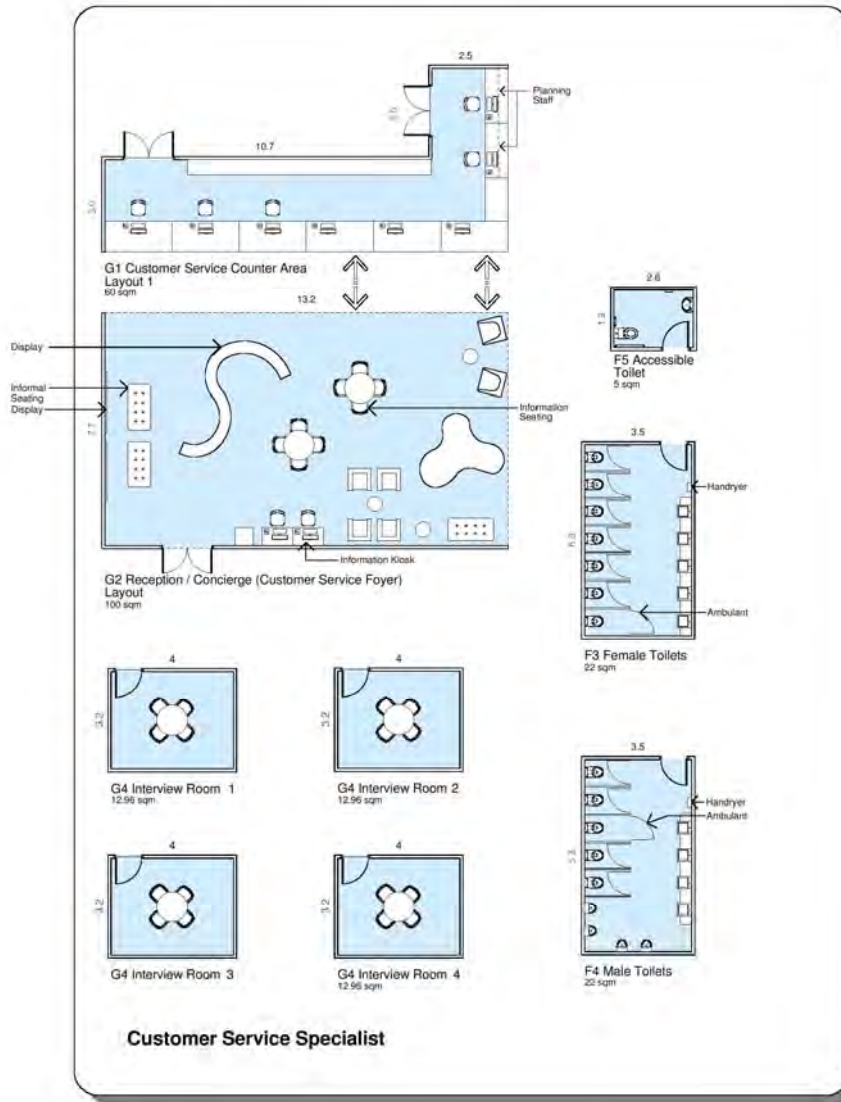
4.2 Strategic Planning 168 sqm

4 Governance (3)



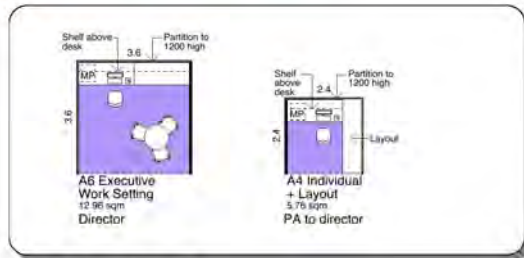
4.3 Employee + Community Relations
250 sqm

4 Governance (4)

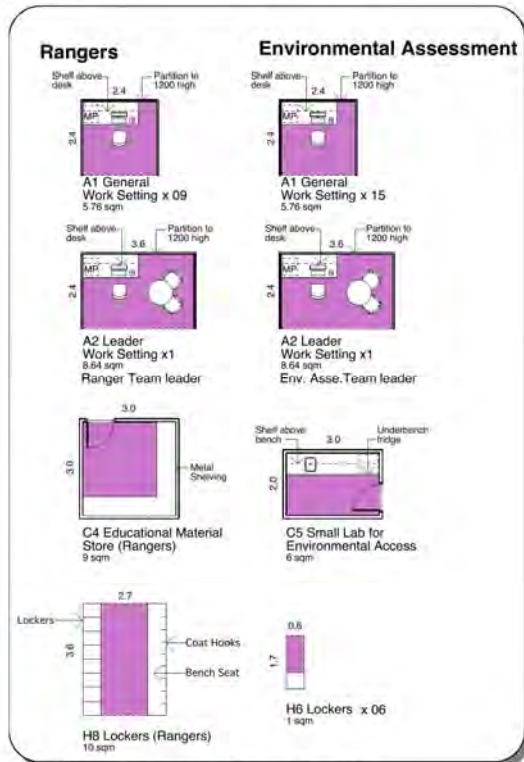


Customer Service Specialist
261 sqm

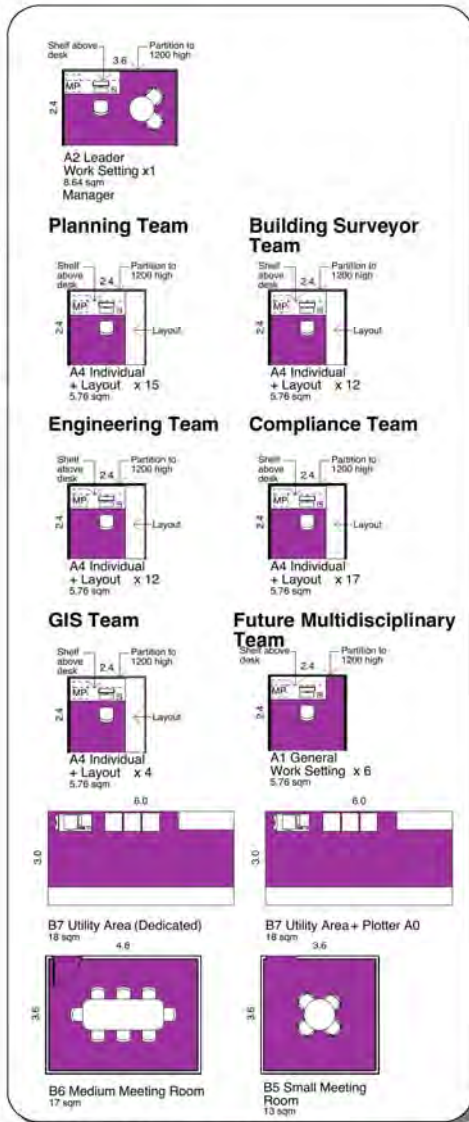
5 Development + Health



5.0 Director of Development + Health
19 sqm



5.2 Environment + Health
177 sqm



5.1 Development
460 sqm

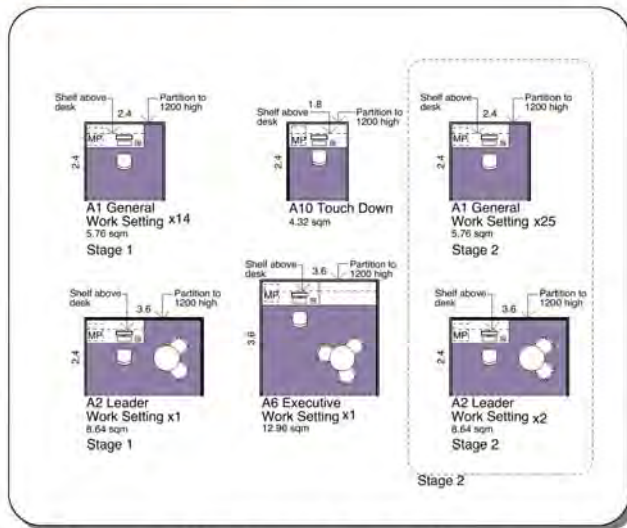
6 Council Chambers



6.0 Council Chambers
428 sqm



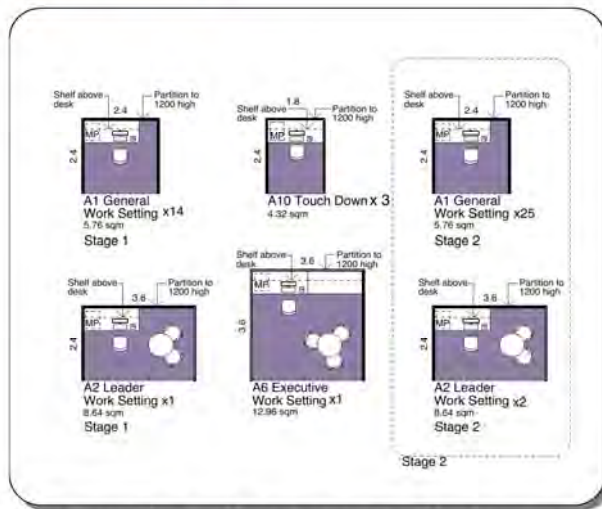
7 Growth Staff (1)



7.1 Growth Staff ProRata to Works + Services

102 sqm Stage 1
174 sqm Stage 2

7 Growth Staff (2)

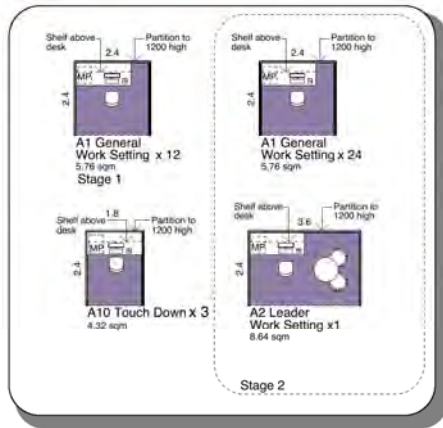


7.1 Growth Staff ProRata to Works + Services

102 sqm Stage 1
174 sqm Stage 2



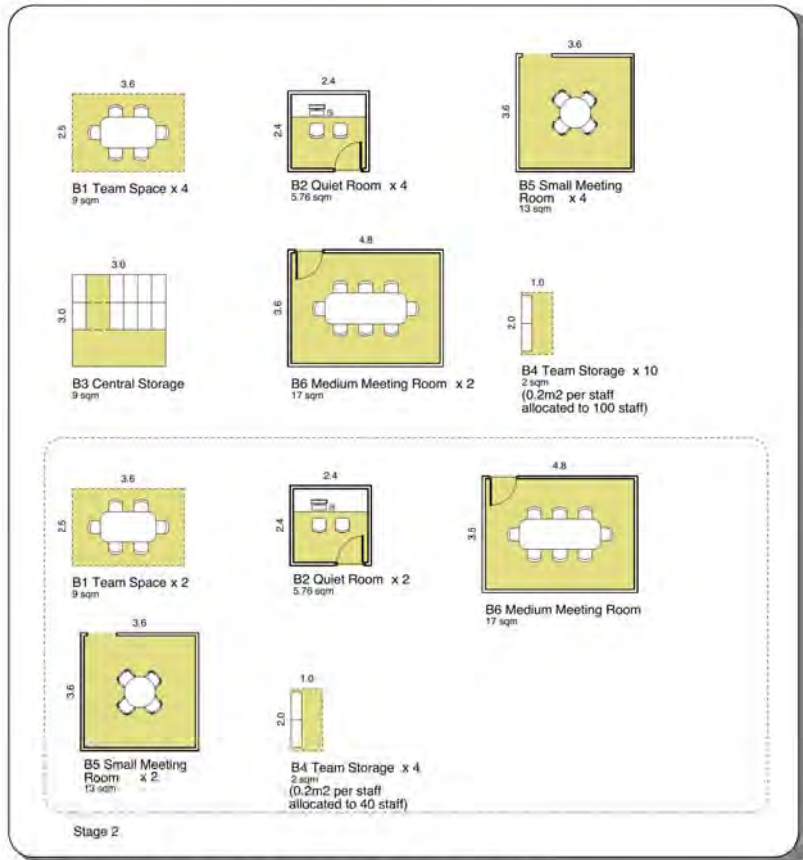
7 Growth Staff (3)



7.3 Growth Staff ProRata to Development + Health

82sqm [stage 1] + 156sqm [stage 2]

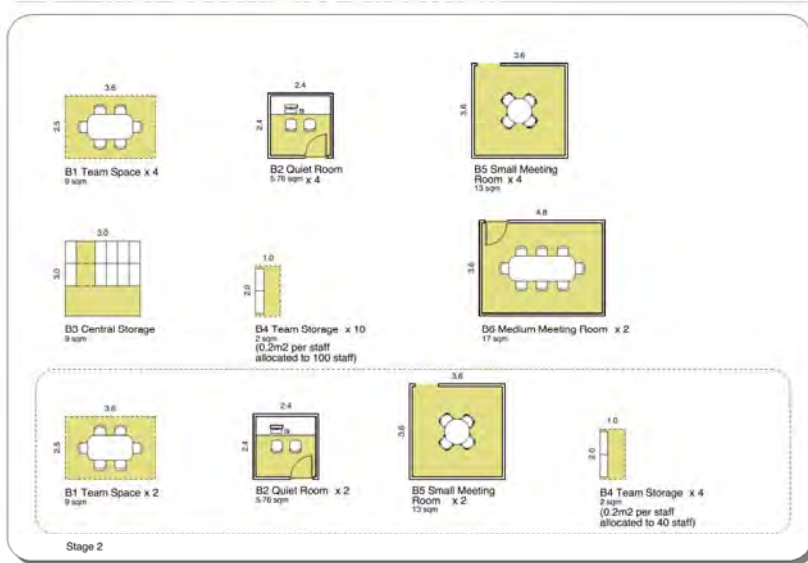
8 Shared Works and Services (1)



8.1 Shared Work Settings Co-located with Work + Services Directorate
 175 sqm [stage 1] + 81 sqm [stage 2]

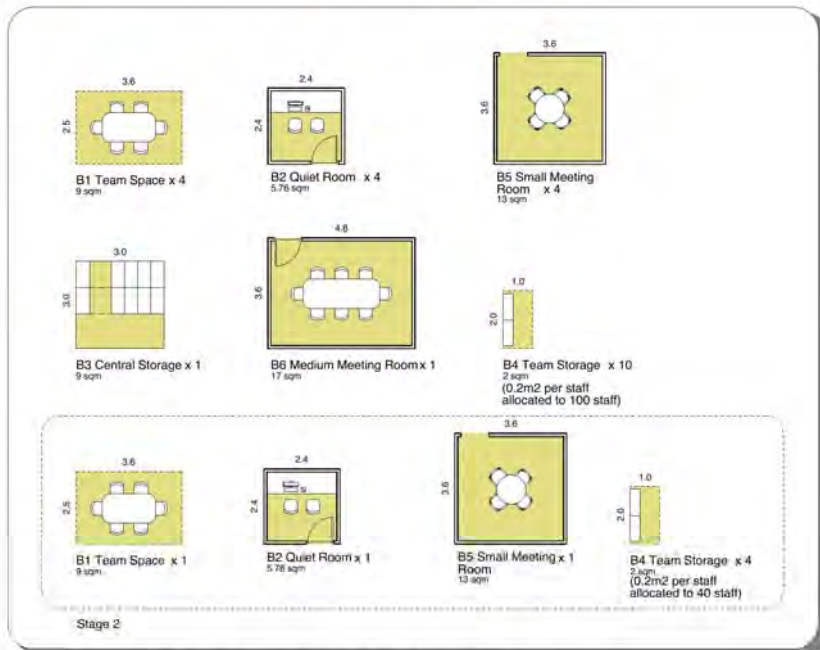


8 Shared Governance (2)



8.2 Shared-Work Settings Co-located with Governance Directorate
175 sqm [stage 1] + 64 sqm [stage 2]

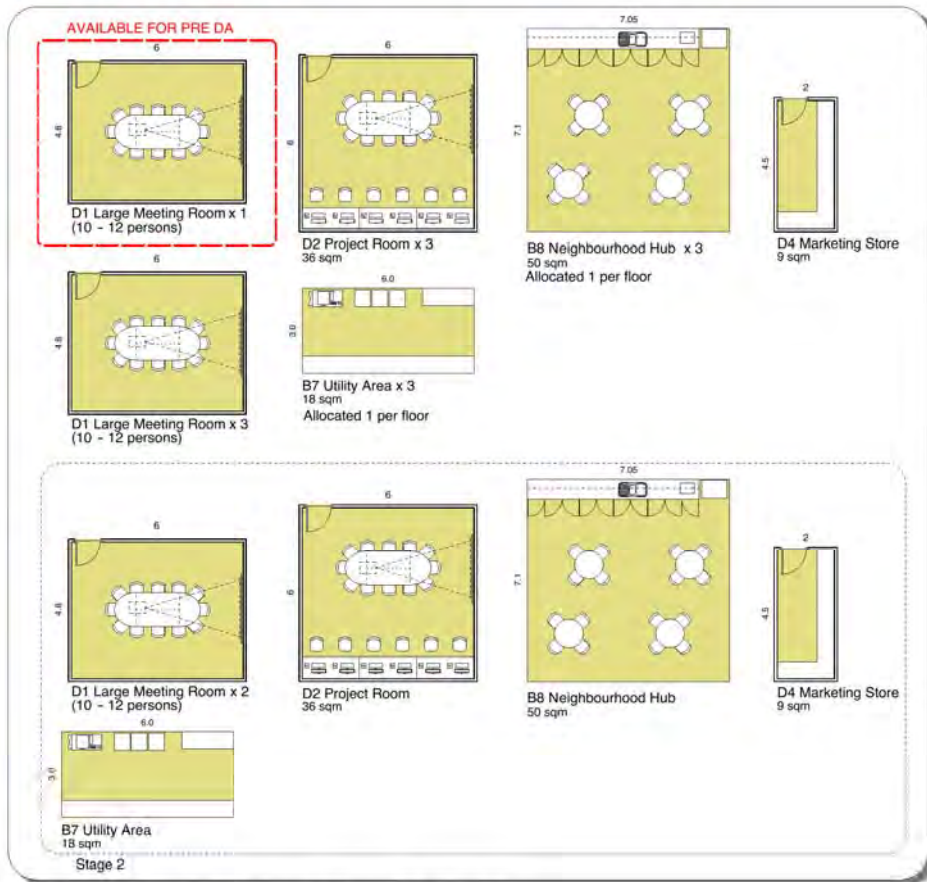
8 Shared Development + Health (3)



8.3 Shared-Work Settings Co-located with Development+Health Directorate
158 sqm [stage 1] + 45 sqm [stage 2]

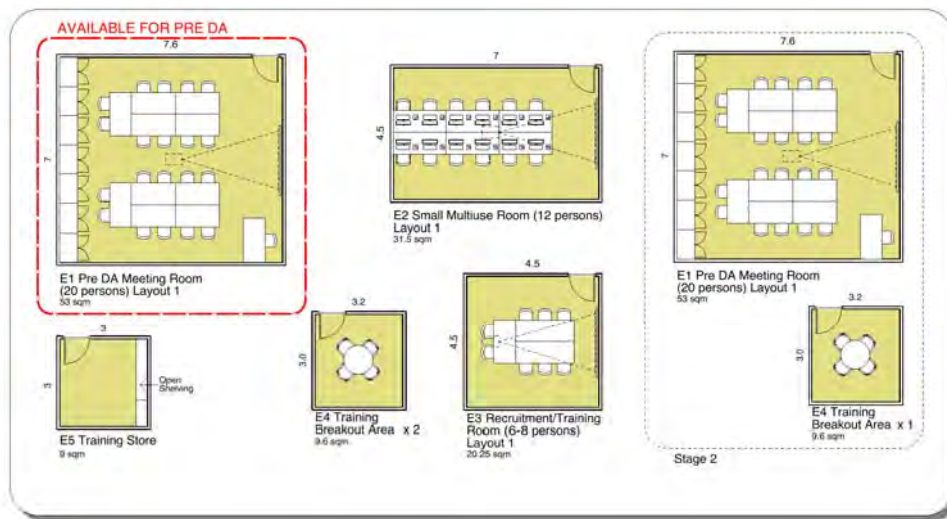


9 Central Facilities (1)



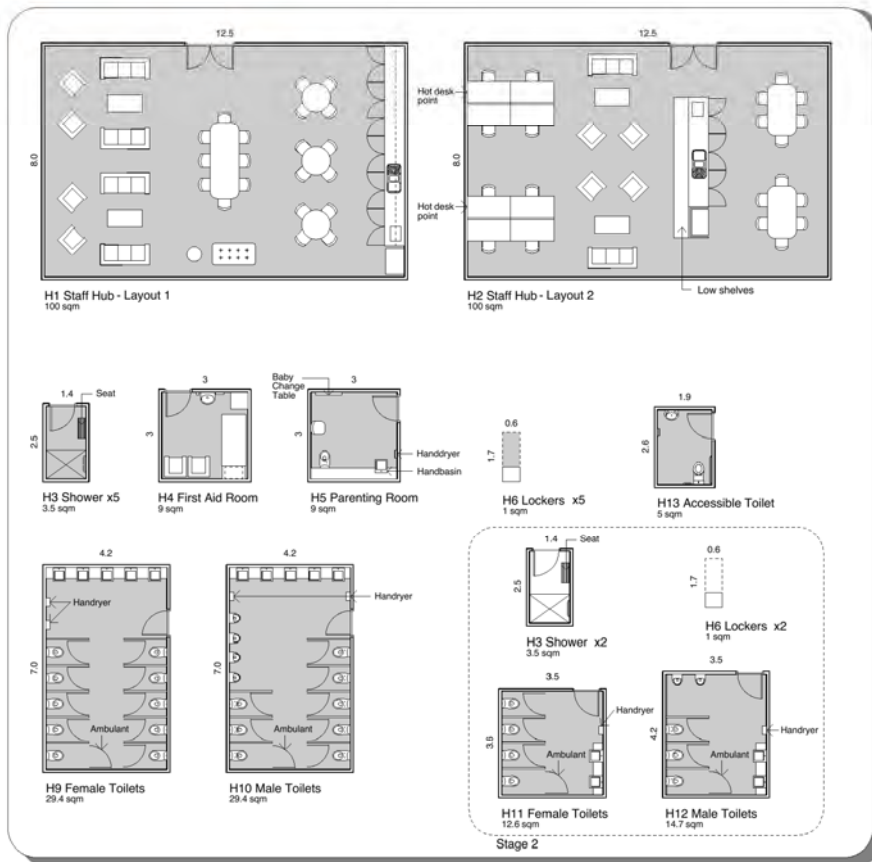
9.1 Central Facilities - Shared Facilities
Located Centrally to Floor Hub
436 sqm [stage 1] + 177 sqm [stage 2]

9 Central Facilities (2)



9.2 Central Facilities - Training Rooms
130 sqm [stage 1] + 63 sqm [stage 2]

10 Support Areas Staff



10.1 Staff Amenities
214 sqm [stage 1] + 41.3sqm [stage 2]

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Attachment 2

2.4 functional relationship diagram

Functional Relationships

The functional relationship diagram arranges the functional divisions of the organisation and the related functional spaces to show the major functional connections and interactions between them. It is a Visual representation of important functional relationships between general group functions.

The spaces are indicated to approximate scale on a single diagram. It indicates public interface to civic and administrative functions. It shows relationship of all admin functions to the shared support facilities and amenities.

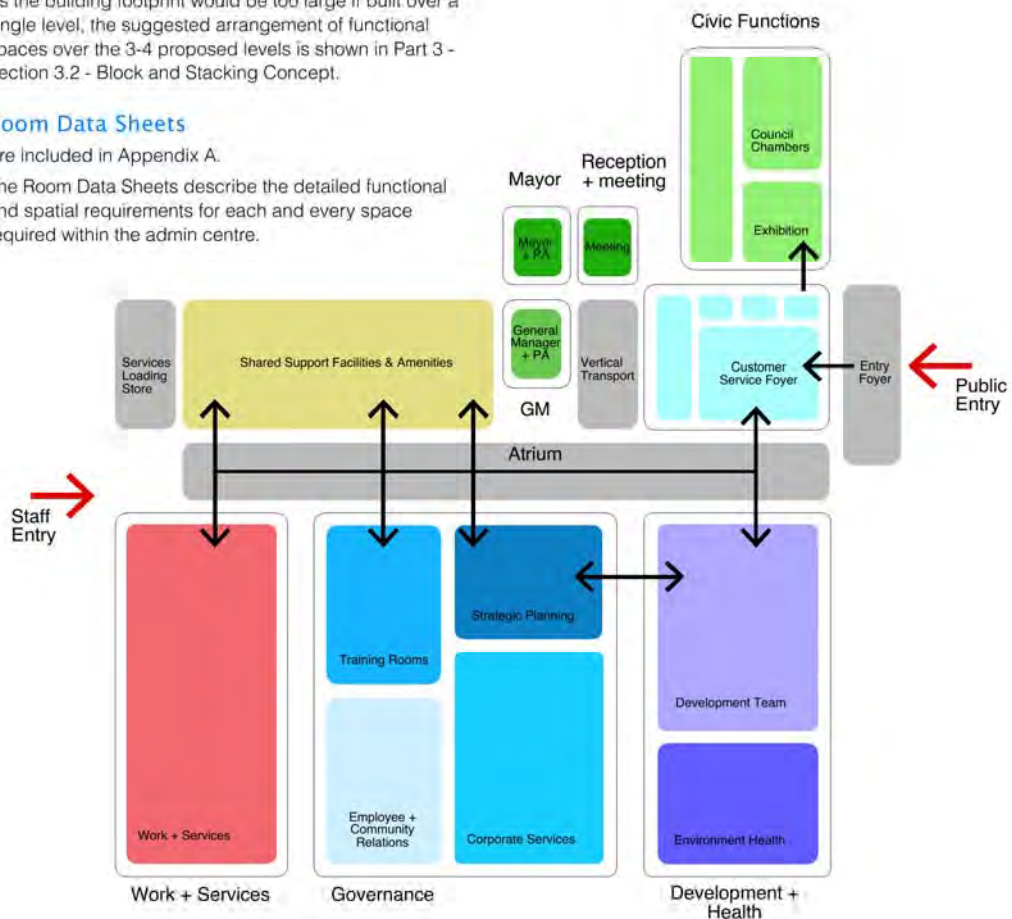
The areas are all shown in a single layer.

As the building footprint would be too large if built over a single level, the suggested arrangement of functional spaces over the 3-4 proposed levels is shown in Part 3 - Section 3.2 - Block and Stacking Concept.

Room Data Sheets

Are included in Appendix A.

The Room Data Sheets describe the detailed functional and spatial requirements for each and every space required within the admin centre.



ORD13

Attachment 2



part three

masterplan and design

ORD13

Attachment 2

3.1 masterplan concept

The Civic Town Centre

The Council owned land at the centre of the new Oran Park Township will form a civic core for the community.

The western portion of this land forms a parkland separating the commercial core and shopping centre with the new civic facilities.

The new civic facilities are grouped along the street frontage of North-South street, facing the parkland and the commercial core.

The civic facilities include:

1. Council Administration and Civic Functions
2. Library / Community Hub Functions
3. Leisure / Aquatic / Sports / Youth Functions

Camden Council has endorsed the masterplan option for each of these functional groupings to be housed in 3 separate buildings on separate land titles and able to be developed in separate civic precinct stages over time.

Integration of Civic Precinct with Masterplan

The adjacent plan shows the integration of the Civic Precinct with the preferred masterplan option endorsed by Council.

The Council Administration offices are situated on the south - western portion of the site (numbered 1 on the plan).

The core of the civic precinct is a civic plaza that links the parkland to the Civic Precinct across the north - south road (numbered 6 and 7 on the plan).

The civic plaza collects the pedestrian routes from the new retail centre (numbered 11 on the plan) and provides a single focus point with the 3 Civic functions each having a distinct address from the plaza.

The eastern portion of the Civic Precinct is assigned to a 2 storey carpark servicing the 3 civic buildings.

The fall of the land across the site from south to north means that the upper level carpark is at grade adjacent to the Council Administrative offices and at grade access to the lower level parking is achieved at the midpoint of the site. Vehicle drop off at the civic facilities level are also provided from the mid point of the site.

This arrangement allows for at grade access from parking and drop off areas to the civic facilities at the 2 gaps between the three civic buildings and provides effective at grade through site access.

The planned delivery of the civic facilities means that Council will deliver the first Civic Precinct themselves.

This Civic Precinct 1 will include the Council Civic Chambers and Administration Offices in a multi storey building along with associated staff and visitor parking for up to 350 cars.

The remaining civic facilities included in Civic Precinct 2 will include the library / community hub building and the aquatic / sports / youth facilities along with the associated staff and public parking facilities.

Adjustments to the Masterplan Concept

The masterplan concept in the adjacent drawings includes some adjustments to incorporate changes that have occurred in the preparation of this brief.

These changes are minor in nature but are important to the detail of the future public spaces.

Civic Plaza Concept

The Civic Plaza Concept unites the parkland and Civic buildings and provides a single, unified address for all of the civic functions of the city.

It will be a major gathering point and venue for special celebrations and events.

Library / Community Hub

The Library / Community Hub is situated between the Administration Building and the Sports / Youth Facility.

It is the building with the strongest community focus and pride and we have set it back from the adjacent buildings so that it addresses the Civic Plaza directly.

This adjustment allows for the civic open space to be concentrated at the building entries and maximises their impact.



Civic Precinct Plan – Level 1

The Civic Precinct Plan - level 1 shows the Civic Precinct 2 lower floor plan at grade with the surrounding streets to the northern boundary.

It shows access to the Aquatic / Sports Centre at grade from the Precinct 2 carpark. Lift and stair access will connect this level to the Plaza serving the Library / Community Hub.

The Civic Precinct 1 carpark is shown at basement level, below the level of the Civic facilities. Lift and stair access will connect this to the upper level Plaza, giving access to the Administration Building.

Civic Precinct Plan – Level 2

The main level of the Civic Precinct is at Level 2. This level provides direct access from the Civic Plaza to all 3 Civic Buildings:

1. Council and Administration offices
2. Library / Community Hub
3. Aquatic / Sports / Youth Facilities Hub

All 3 buildings have the potential to be linked by a grand colonnade or verandah that provides an undercover link to the public entry of each building.

Vehicle Access

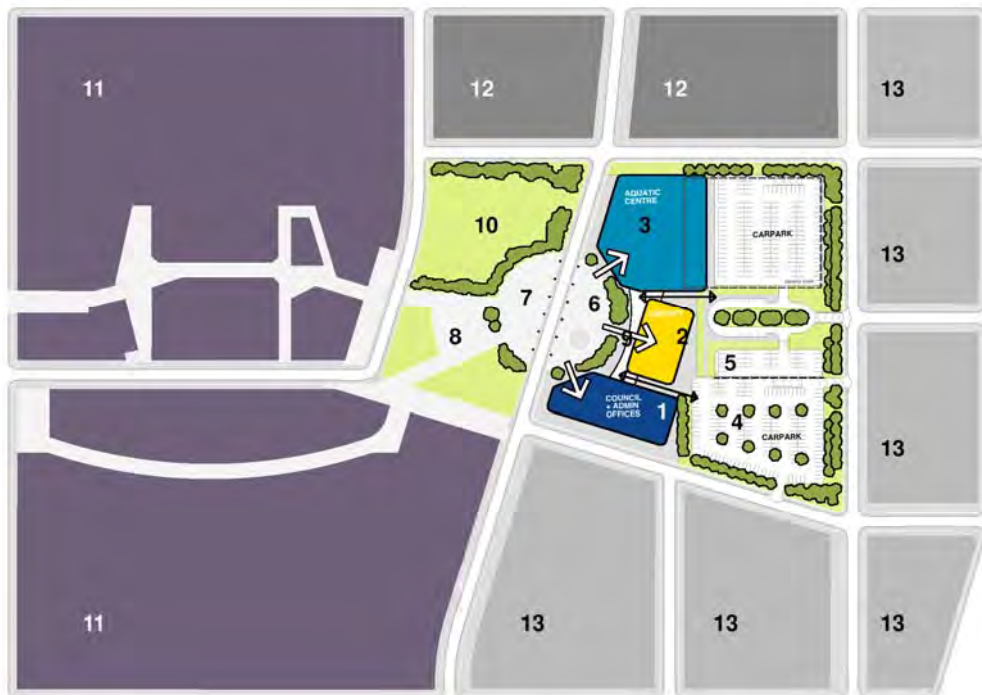
There is direct pedestrian access at grade to the Plaza and building entries from the vehicle drop off area and the carparks serving both Civic Precinct 1 and Civic Precinct 2.

There is direct access to a central foyer in the Community hub to allow for a second building entry and provide good service vehicle access.

Masterplan Concept Development

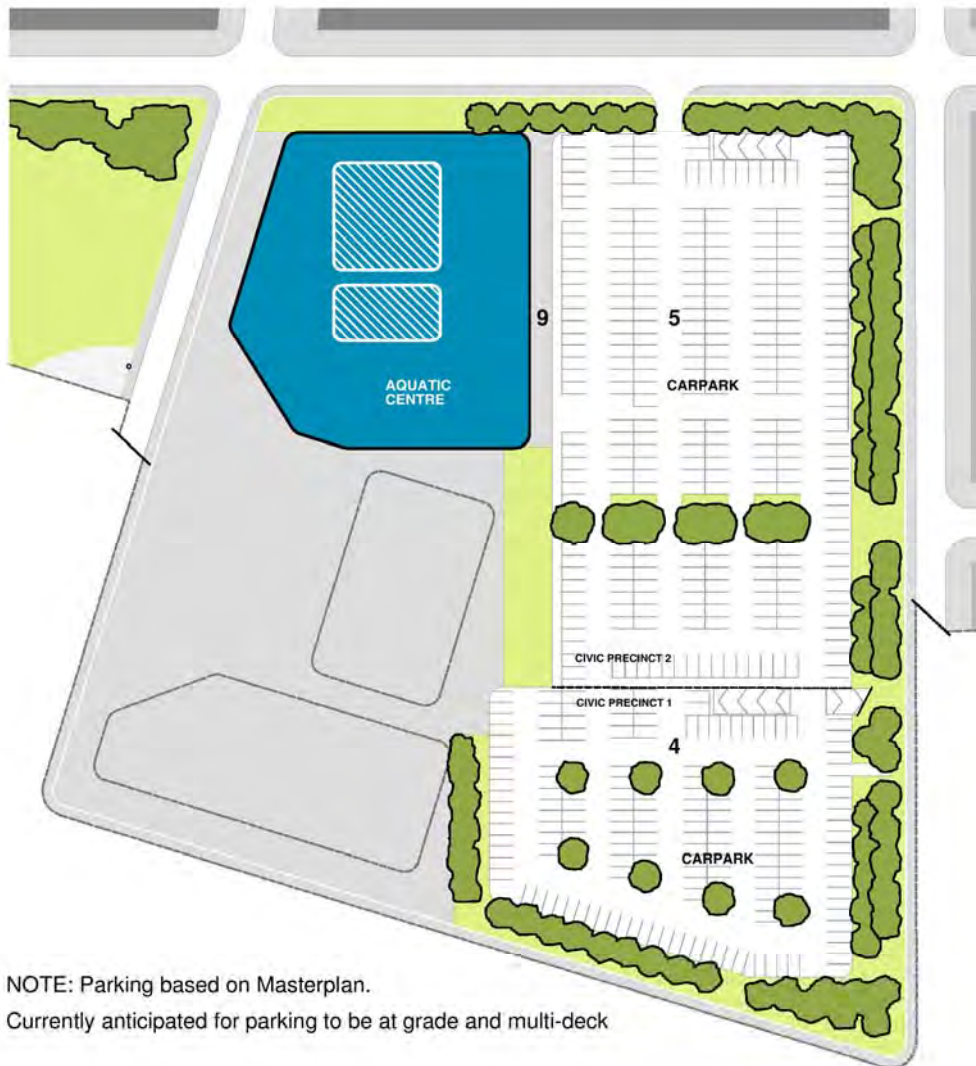
The Masterplan Concept will continue to develop as the design information is refined. The pieces are in place for the progressive development of the whole precinct over time, with each succeeding stage providing a complete and fully functioning facility for the community of Oran Park.

Integration of Civic Precinct with Masterplan



- 1. New Council administration offices. 3 storey building with additional floor in Stage 2.
- 2. New Library and Community Function Centre 2-3 storey building to be constructed as part of later works by others.
- 3. New Aquatic and Fitness Centre 3 storey structure to be constructed as part of later works by others.
- 4. Civic Precinct 1 Carpark
- 5. Civic Precinct 2 Carpark
- 6. New Civic Entry space to act as combined forecourt to the Administrative Centre, Library Function Centre and Aquatic Centre.
- 7. Construction of large Civic Space across the access road and into the new parklands.
- 8. Pedestrian connections through the new parklands to the main entry area of the retail centre.
- 9. Possible covered verandah connection between buildings.
- 10. Parklands
- 11. New Retail Centre
- 12. Residential Use Zone
- 13. Mixed Commercial / Residential Use Zone

Civic Precinct Level 1



NOTE: Parking based on Masterplan.
Currently anticipated for parking to be at grade and multi-deck

Civic Precinct Level 2



- 1-7 as for Masterplan Integration Diagram
- 8. Main public entries to the Aquatic Centre, Library and Council Administrative Centre from new public forecourt
- 9. Service vehicle and staff entries to all 3 new facilities from the carpark service area
- 10. Central public drop off area
- 11. Public access from the carpark to the Council Admin Offices and the Civic Forecourt
- 12. Public Access from the carpark to the Aquatic Centre and the Public forecourt
- 13. Public entry to the Library from the carpark
- 14. Possible covered verandah connection between buildings



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Attachment 2

3.2 block and stacking concept

The briefed areas have been analysed to confirm how they will fit within the Masterplan Concept.

The diagrams on the following page show a conceptual floor plate for each floor of the proposed building along with how the briefed functional areas could be distributed through the building to satisfy the functional relationship required of the project.

Briefed area aligns with Masterplan

The briefed areas conform to the total building area anticipated by the Masterplan concept.

The total briefed area fits neatly over 3 levels with a building footprint of approximately 2,300m². This area is slightly larger than anticipated in the earlier Masterplan options but conforms fully to the Masterplan concept selected by the Councillors.

Building Area Incorporates Voids and Common Areas

The building envelop allows for a double height floor housing the Civic Functions including the Council Chambers and Exhibition.

There is allowance for a connecting atrium void associated with the vertical circulation to provide for good organisational connection between floors and departments.

Workspace Design Concept

The workspace design concept is indicated with a general team support area on each floor along the southern facade and good internal circulation on each floor.

3.2.1 Block and Stack Concept Distribution of Functional Areas

The block and stacking diagram indicates a logical arrangement of functional spaces on each floor and the scope for building growth over time to satisfy projected total staff numbers for 2040. This layout is indicative and will change over time.

Ground Floor Stage 1

The public building entry is from the Civic Plaza to a multi-level entry foyer with direct access for the public to Customer Services and Council Civic functions including the Council Chambers and public exhibition areas.

Those Council departments which involve direct contact with the public, Strategic Planning and Development and Health are likely best placed at this ground floor level.

There will be access to meeting rooms within the Civic function areas, the General team support areas and, in the future, the program rooms of the adjacent Library / Community Hub Building.

Level 1 Floor – Stage 1

The level 1 floor is shown containing the Corporate Services Division as well as the remainder of the Development and Health Division.

Level 2 Floor – Stage 1

The level 2 floor is shown containing the Works and Services Division of Council along with the offices of the General Manager and the Mayor.

This floor may also include Training Rooms and Employee and Community Relations.

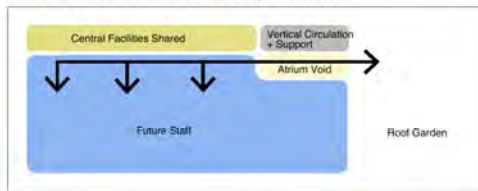
Level 3 floor – Stage 2

The level 3 floor will be constructed later, it may be constructed on top of the Administration Building or along side it to house the growth in total staff numbers to 420.

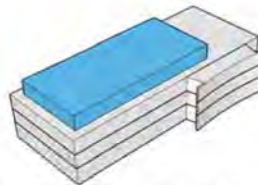
Note: Stage 2 extension may also be a horizontal addition. This will be further investigated during the design process.



Stage 2 Building
Level 3 Addition for 2040 requirement

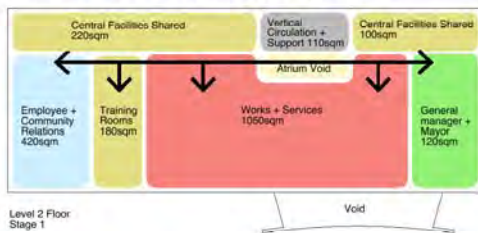


Level 3 Floor
Stage 2

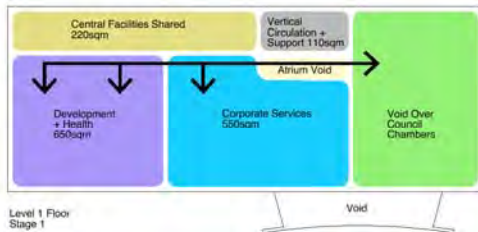
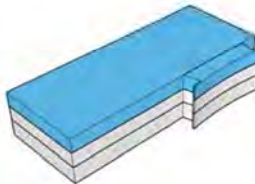


Note: Stage 2 extension may also be a horizontal addition. This will be further investigated during the design process.

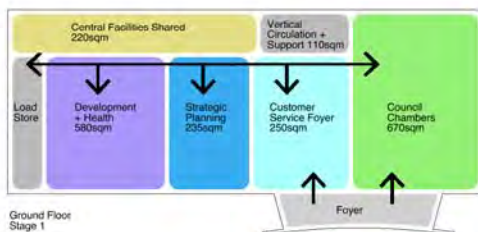
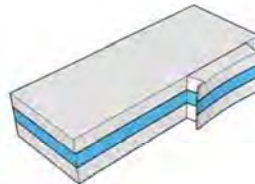
Stage 1 Building
Ground levels 1 + 2 for Stage 1 requirements



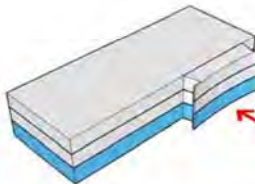
Level 2 Floor
Stage 1



Level 1 Floor
Stage 1



Ground Floor
Stage 1



Blocking and Stacking

Strategic + Functional, Oran Park Administration Centre
21334-4.02-0228 Issue V7

3.3 project staging

3.3.1 Staging Requirements

Camden council has identified the need to construct the New Administration Centre in two stages.

As part of managing the growth for the LGA, a target staff growth of 300 administrative staff has been identified as needing to be accommodated in the New Centre by 2031.

The 2031 accommodation needs are incorporated into Stage 1 works. This is for the development of a 3 storey building with a total floor area of 6,600m². A further projection of an additional 120 staff is targeted for the expected LGA growth in 2040.

The 2040 Projected accommodation need defines the additional accommodation to be built in stage 2. This is shown in an additional fourth floor of the Administration Building.

Stage 1 Accommodation requirements are noted as follows:

1. provide a new Administration Centre accommodating 300 staff, including Council Chambers and Civic function facilities in a single multistory building
2. provide 250 parking spaces associated with staff and visitors parking in a separate 2 storey parking structure
3. provide services and infrastructure to allow for a future additions to accommodate an additional 120 staff
4. stage 1 is made up of a single building with a 2,300m² floor plate and three levels
5. loading docks and delivery facilities to service the final size of the Administration Building
6. provide the external Civic Plaza associated with Administration Centre
7. the design of stage 1 is required to allow for the structural and service requirements for a fourth, additional level of the Administration Building to be built at a later time as the Stage 2 works

Stage 2 accommodation requirements are noted as follows:

1. Provide an additional floor level to the administration building to accommodate additional 120 staff including support spaces, storage, services, lifts, connections and possible roof garden. This is shown as a fourth floor constructed on the top of the stage 1 Administration building of 1,700m².
2. Provide an additional 100 car spaces within the multi level carpark to accommodate the additional project staff.
3. Rearrange the layout of departments and divisions to accommodate the growth of each division at the time of its completion (projects 2040).

*Note: Stage 2 extension may also be a horizontal addition. This will be further investigated during the design process.

