

H Existing Documents Review

Existing Documents Review, Issue P1, August 2014, Williams Ross Architects

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H.1 Theatre Design Documents

Oh You Beautiful Stage: Australian Design and Technical Benchmarks for Performing Arts Centres, Edition 3, 2012, Victorian Association of Performing Arts Centres

This document is the definitive description of best practice facilities and technical infrastructure for a variety of performing arts venues types and function rooms in Australia. The document was funded by Arts Victoria and overseen by Arts Victoria, VAPAC and industry representatives. It is not referenced into the Building Code of Australia, but provides extensively detailed recommendations on effective venue design.

Technical Standards for Places of Entertainment, ABTT, UK, 2006

This document, prepared by industry representatives under the guidance of the Association of British Theatre Technicians, describes detailed requirements for theatre design.

H.2 Site Information Provided by Council

Letter references cross-reference to the folder provided by Council.

A Land Surveys

Land Survey Feb 2013, prepared by Brown Smart Consulting in December 2012 and February 2013 and is provided in CAD and PDF formats.

The Feb 2013 survey is the most recent and is a detailed feature and levels survey of the greater City of Whitehorse site including the Civic Offices, Library, Whitehorse Centre and surrounding landscape and car parks finishing at Humphreys Avenue. Information provided includes site contours and levels, tree locations and sizes, roads, paths, landscape features and locations of service pits, meters and stations. The survey extends to include basic title boundaries and easements of surrounding area to Springfield Rd, Springvale Rd and beyond Dunlavin Rd to the east and the rail line to the south. The survey includes easements within the civic site, but not the individual title boundaries.

Original Land Survey 1999, was carried out by Manager Engineering Consulting Services.

Contours and levels survey of the Civic Centre Precinct including the eastern neighbouring site of Walker Park with associated oval, clubrooms, tennis and netball courts, cricket nets and car park. This survey also notes trees on both sites and provides details on the Walker Park site including species type.

B Arborist Reports

Two reports have assessed each tree nominating the species, tree size, retention value and Tree Protection Zone (TPZ) required. This information should be used during any future site planning and construction that may impact the trees.

Pre-Construction for Whitehorse City Council - Assessment of trees located at Whitehorse Precinct Civic Centre 2012 . Homewood Consulting, 6 Dec 2012.

Assessment of trees on the Civic Centre site east of the Whitehorse Centre entry road / car park and bounded by Walker Park and Humphreys avenue.

110 trees assessed, scattered throughout the car park and treed lawn area between the car park and Humphreys Avenue, are a mixture of exotic, Australian native and indigenous specimens. In general they are in good to fair condition and

have a useful life expectancy (ULE) of greater than 20 years. The trees were categorised: 20 - 'Retain', 61 - 'If possible, retain', 29 'Not worth retaining',

36 trees were identified to require works to minimise any risk they may pose to pedestrians, cars and buildings and to maintain their health and longevity.

Pre-Construction for Whitehorse City Council - Assessment of trees located at Whitehorse Precinct Civic Centre 2010 , Homewood Consulting, 1 February 2010

Assessment of trees west of the Whitehorse Centre entry road / car park, as marked on the Site Plan provided by the Landscape Department. 147 trees were assessed. The majority of trees were native or indigenous specimens. In general they are in good health. The trees were categorised: 112 - 'Retain', 27 - 'If possible, retain', 8 'Not worth retaining'.

33 trees were identified to require works to minimise any risk they may pose to pedestrians, cars and buildings and to maintain their health and longevity.

Those trees located in close proximity to the Whitehorse Centre (within 5-10meters) are nominated as either 'if possible retain' or 'retain'.

C Geotechnical Report

Refer to Irwin Consult review

D Division 6 (HazMat) and Asbestos Soil Samples

Asbestos Bulk Sample Analysis Report (17805-1-bsa)

5 December 2012

The site was tested for the presence of asbestos within the soil by collecting 10No. samples from 5 no. test pits located around the fountain at the Civic Centre site. No asbestos was found.

Asbestos Bulk Sample Analysis Report (14381-1-bsa), Identifibre Pty Ltd, 7 March 2011

The site was tested for the presence of asbestos within the soil by collecting 11No. samples from 6 no. test pits located around the Whitehorse Centre. No asbestos was found.

Division 6 Demolition / Refurbishment Asbestos and Hazardous Materials Survey and Risk Assessment (17435-1), Identifibre Pty Ltd, 27 September.

The report assesses whether there are any hazardous materials including asbestos are present at the Whitehorse Centre. Survey scope was limited to a visual examination of accessible construction materials and collection of materials suspected to be hazardous. Did not include any assessment of soils, underground storage tanks or any other environmental contaminants which may be present in the grounds.

The following specific areas were not accessed:

- Fluorescent light fittings were not accessed due to live electrical hazards.
- Banksia room storage cupboard.
- Workshop area (right of stage) storage cupboard.
- Utassy ballet school uniform shop.
- Soundshell fire door between the soundshell and workshop was not accessed due to destructive access requirements, given the date of construction appears to be prior to 1980 it is prudent to assume that this fire door does contain an asbestos core.
- Limited access was gained to the storage cupboards in the corridor adjacent the commercial kitchen.
- Ceiling spaces were accessed in limited areas.

- Limited access was gained behind ceramic tiled areas throughout the areas of investigation.
- Limited access was gained to fire doors throughout the areas of investigation.

The following hazards were identified;

Asbestos: Two of the fire doors assessed did not contain asbestos cores; however it is prudent to assume that all fire doors that were constructed prior to 1980 are likely to contain asbestos.

Synthetic mineral fibre products: These have been identified in various locations throughout the areas of investigation.

Polychlorinated Biphenyl (PCB) Containing Capacitors: Light fittings were not accessed due to live electrical hazards. Capacitors should be deemed to contain PCB oils unless identification or analysis determines otherwise.

E Land Contamination

In-situ Soil Assessment – Whitehorse Centre, Nunawading (ESP Report No. 18692E-R1.0), Environmental & Safety Professionals, 12 February 2012.

Investigated the suitability of the site soils with respect to human health in consideration of the current land use and proposed development works and provides an offsite disposal category for the site soils.

11 no. boreholes at locations across the site of the Whitehorse Centre as advised by CoW to a maximum depth of 1m. Locations as per site plan.

Findings: soils tested did not appear to be impacted by contaminants in concentrations that would adversely impact on the health of users.

Soils categorised as 'Fill Material'. There are no specific offsite transport or disposal requirements of the soil, other than to dispose of appropriately and to remove any solid inert materials prior to disposal.

F Access Audit

Whitehorse Centre Physical Access Audit Report (Ref: 1323), Access and Architecture, 8 October 2012.

A risk management assessment in terms of physical access issues and potential for discrimination or non-compliance with current standards. They have indicated items to be altered for compliance and provided an associated risk rating and estimated cost to rectify. Many significant items have been rated medium to high risk including;

- Parking access for people with disabilities
- Paths of travel
- Door access
- Stair and ramp compliance
- Sanitary facilities
- Theatre setout and access
- General signage.

Existing buildings are not required to fully comply with the DAPS unless new works are being completed, however existing buildings are still subject to complaints of discrimination under the DDA. If new works are undertaken within the existing building requiring a building permit, compliance to Disability Standards will be required.

G Structural Assessment

Refer to Irwin Consult review

HI Services Trace

Refer to BRT review

JK Building Condition

Refer to BRT review

Feasibility Report Whitehorse Centre, Peter Wright & Associates Architects, February 2012

Assessment providing options for sealing fly tower walls that have suffered leakage issues for some time. The Architects identify the patterned exterior as an element of architectural significance to be retained.

Solution provided is to fix a new cladding over the top of the existing frame and cladding to minimise chances of leaking at the V-joints in the theatre walls with new flashings and cappings. The report provides options for the proposed new cladding including fixing details, colours and costings.

L Fire Safety

Refer to BRT review

M Floor Level for Flood Plain

COW document defining a Brief for a Flood Study to be undertaken.

N Climate Change Vulnerability Assessment

Refer to BRT review

Climate Change Vulnerability Assessment of Selected Council Buildings – Technical Appendices: C13 Whitehorse Centre (B274) ARUP / Whitehorse City Council, 31 August 2012.

Evaluates building elements and internal environments affected by climate including extreme weather conditions, uncomfortable internal environments and high power usage. All issues identified as very high and high vulnerabilities, with short and long term recommendations.

Main building issues include;

- Insulation and shading of external building envelope.
- Improved drainage capacity and sealing of leaks to prevent water damage.
- Sealing gaps and leaks for improved air tightness and reduced power usage.
- Increased mains electricity capacity or back-up power to deal with power requirements, power losses and increased heat conditions.
- Ensure control and expansion joints are provided to prevent cracking.
- Potential for nearby trees to damage building envelope.

These items will need to be addressed in any future works.

O Design Standards

Refer to BRT review

City of Whitehorse DRAFT Design Standards for Council Facilities, COW document, undated.

These design standards set out the requirements for the design and construction of all Council facilities in order to achieve consistent approach to the design and quality standards. They must be referred to when designing and specifying any new or refurbished facilities. The standards cover general and detailed requirements for room areas and set outs, fittings, finishes and equipment, as well as specification items and details for building services, they must be referred to throughout the design and specification process. See also ESD prompt list below.

PQ ESD Prompt List

Refer to BRT review

Building Capital Works and Facilities Maintenance - Environmentally Sustainable Design Considerations Catalogue, COW document, undated

Design considerations aim to pursue passive solar design principles as the key to achieving an energy efficient building that is "attractive, functionally lit, ventilated, cooled and heated ... with low mains water usage". Detailed list on achieving each one for both architectural design and mechanical, electrical and hydraulic services design.

Key principles should be considered in the architectural and services design approach and in the selection of fittings, finishes and equipment.

R Climate Change Design Principles

Climate Change Vulnerability Assessment of Selected Council Buildings – Project Report: Table 14 Recommended Adaption Measures During Refurbishment, Replacement and New Build , ARUP / Whitehorse City Council, 31 August 2012.

Itemises building components and functions affected by the vulnerabilities nominated and assessed in section N (above), and provides adaption measures and issues for each, whether future works are to be refurbishment or a new build.

While many of the recommendations provided are typical design considerations, the focus is on adaption for future increases in volatile climate events such as increased winds, rain storms and high temperature. The building and its components should be durable, well insulated, sealed and drained. Landscaping and trees should be used for protection against heat and winds but care should also be taken to prevent damage caused by tree debris in high winds.

S Existing Drawings

215 no. Existing drawings were provided of various stages of works across the Council site.

171 no. drawings were for the Civic Centre / Library works – Includes site services plan covering Whitehorse Centre

46 no. drawings were for the Whitehorse Centre (alternatively named Theatre Arts Centre / Arts & Entertainment Centre)

T Master Plan of Walker Park / Civic Precinct

Walker Park / Civic Precinct Master Plan Notes: Attachment A - Walker Park / Civic Precinct Master Plan (Drawing), COW Document, December 2000

The Master Plan covers a description of the landscaping of open space including a suggested tree species list, path networks entry roads and car parking.

The aims of the plan are to enhance the open space areas for informal play and picnicking with path networks and visual links to improve usage by the surrounding neighbourhood. The landscaping is also used to retain and improve links between the Civic site and Walker Park and to enhance the appearance of the site and

buildings, specifically the Whitehorse Centre to “enhance its status as a major attraction within the Civic Precinct”. Additional car parking and upgrade to Humphreys Ave are also designated to improve the link to Walker Park,

It is not clear in the Master Plan the extent of existing and proposed works at the time of publication, however in comparison to a current aerial photo it appears most of the plan has been implemented except for the minor pathways and informal play area designated between the Whitehorse Centre car park and the Walker Park Grandstand, where storage sheds.

It is not known if proposed works nominated for car park lighting, recycling of water to supply new landscaped areas and fence realignment have been undertaken.

XYZ Feedback from Theatre Tours / Site Visits

Refer to Marshall Day review.

Frankston Arts Centre and Melbourne Theatre Company Tour Observations, COW document, August 2012

Observations of site visits to form a briefing document on important design considerations in theatres. The document records preferences as a briefing document on how to improve the current Whitehorse Centre based on what was observed at others. Design considerations include;

- Room / area / visual connections and zoning
- Delivery access and zones – theatre deliveries, bar / kitchen deliveries, waste disposal, cleaning / maintenance separate from each other and from patron and staff access.
- Circulation patterns
- Important access considerations such as theatre slope and seating requirements
- Security considerations
- Preferences for signage, merchandise /AV display and artwork
- Theatre capacity and design for patron circulation
- Theatre considerations for stage, black box, lighting access, fly line equipment, orchestra pit access, backstage storage
- Acoustic issues for separation of functional spaces
- Multi-use for function room – functions / dressing room overflow / pre-performance preparation / secondary performance space / access to outdoor area
- Services appropriate for multi-function room – Lighting / heating cooling / AV.
- Storage generally

AA Land Titles

The Title Plans have been provided for 20 of the 22 parcels of land that form the civic site, designating the boundaries and easements. These are not the complete Certificates of Title, which will be required for a Building Permit. We have not been provided the Title Plans for the following:

Lot RES2 Cherrybrook Walk - public pathway from Cherrybrook into the park.
Lot RES1 Carter Avenue.

Easements shown on the Title Plans are located in the Land survey (although title boundaries for each land parcel are not shown).

H.3 BB Council Policy Documents

Refer to Positive Solutions review (Appendix A) for reviews of:

- Council Plan & Council Vision

- Business & Economic Development
- Community Wellbeing Plan
- Positive Ageing Strategy
- Whitehorse Reconciliation Plan
- Childhood Matters & Thriving in Whitehorse
- Arts & Culture (Draft Directions Paper)
- Annual Resident Survey
- City of Whitehorse Annual Report

Whitehorse Disability Policy and Action Plan

Whitehorse Disability Policy and Action Plan 2012 – 2016: Enhancing Inclusion and Access to the Whitehorse Community, City of Whitehorse.

Objectives and strategic action for all Council developments to strive for enhanced compliance with both DDA and BCA requirements. It is expected that planning for any future Whitehorse Centre redevelopment will include allowances for this level of involvement and compliance.

Open Space Strategy

Thompson Berrill Landscape Design P/L and Environment & Land Management P/L, adopted by COW November 2007

Management of publicly owned land set aside for leisure, recreation and nature conservation purposes. The vision is: "Continue to provide a diverse network of linked open space with people of all ages recreating, socialising and enjoying the outdoor space, and bushland reserves brimming with indigenous flora and fauna."

Relevant key outcomes:

- Improve the links between open space reserves
 - Convert council and public land to open space
 - Seek additional open space for future development
 - Improve streetscape to form links
- Improve access to and use of existing reserves and maintain existing highly valued reserves
 - Master planning
 - Provision of diverse infrastructure
 - Upgrade small reserves
- Improve habitat corridor links and values of the existing linear open space system of Whitehorse
- Improve environmental sustainability of open space management and maintenance practices
 - Include guidelines for future design and material use in open space infrastructure
- Reduce conflicts between different recreational users in open space
 - Improve maintenance and management of existing facilities
 - Implement Domestic Animal Management Plan

Whitehorse civic site and Walker Park, are existing municipal and public open spaces. Walker Park is a sporting reserve used by organised sporting clubs and available for general public use at other times. The Whitehorse Centre is not discussed specifically; however the strategy nominates different classifications for outdoor recreation facilities and recommendations. The Sound Shell is used for community festivals and performances and provides a greater diversity of use to the site and is classified as a **structured recreation facility**.

Relevant policy guidelines are:

- Demonstrate the need for the facility;

- Demonstrate the facility is dependent on its location for function & viability;
- Demonstrate the facility will retain/improve access and use of open space;
- Meet all-ability access principles, cater to a diverse age range;
- Flexible design providing multiple uses, future adaptability;
- Demonstrate ESD principles have been met in the design; and
- Construction and maintenance cost reasonably proportionate to the use.

Any redevelopment should retain or replace the Sound Shell to maintain the dependence and improvement of the open space. There are a number of management procedures and considerations for the site as it is often used for events and functions in open space. Major community events and festivals occur annually with local markets occurring monthly. Vehicle access, vegetation damage, water usage and conflict with regular users of the site need to be managed in the case of public events.

There are no heritage overlays for individual open space reserves in Nunawading. Walker Park was acquired from EE Walker in 1910 and by the 1920's it was the area's local sports ground.

Site Summary, Civic Centre Whitehorse Library

- Site Area: 55,064m²
- Use Classification: Municipal
- Primary Character: Informal, Linking Space
- Secondary Character: Nature Conservation

Emergency Management

Municipal Emergency Management Plan, Municipal Emergency Management Planning Committee, Nov 2011

The Management Plan provides a risk register with plans provided for each risk noting the risk rating and control measures. The Municipal Offices (Meeting Rooms 1&2) are the primary Municipal Emergency Co-ordination Centre (MECC) for the City of Whitehorse. The Whitehorse Centre is a nominated emergency centre, rated with capacity for 500 people (200 sleeping), with ample car parking. It also provides disabled access, toilets, kitchen, showers and playground facilities.

Facility planning for alterations to the Whitehorse Centre need to take this potential usage into account.

Sustainability

Whitehorse Sustainability Strategy 2008 – 2013: Our EcoVision, City of Whitehorse, April 2008.

This strategy sets the direction for the Council to improve the sustainability of the community and the environment. Key objectives are to:

- Reduce Council's ecological footprint
- Provide leadership in sustainability in the community and workplace
- Facilitate sustainable behaviour change across the Whitehorse community
- Deliver current and future Council services so they are sustainable
- Manage assets sustainably, including renewal of existing assets
- Advocate for sustainable initiatives to government and NGOs
- Provide financial sustainability in Council operations.

10 priority action areas with targets and strategic actions:

- Climate change, greenhouse and energy - adaption and carbon neutrality.
- Water conservation and water quality - reduce consumption.
- Resource efficiency, waste and recycling - increase recycling.
- Sustainable communities - facilitate participation and increase awareness.
- Our natural environment - increase connectivity of habitat corridors.

- Buildings infrastructure and planning - develop policy to encourage sustainable development.
- Sustainable business - increase business participation.
- Education & community - reduce community energy consumption.
- Sustainable policy, leadership and reporting - include sustainable principles and practices into council policies and operational plans.
- Financial sustainability - manage council finances.

Energy Action Plan 2009 – 2014, City of Whitehorse.

Outlines Council's aim to progressively reduce energy consumption and greenhouse emissions approaching 2020 and to be carbon neutral across council operations, the corporate sector and the community in the City of Whitehorse by 2015. The use of renewable forms of energy is preferred to the implementation of energy 'offsets'; however, it is recognised that offset programs necessary to achieve the goals set.

Relevant key priority actions:

- Set energy reduction goals to meet reduction and carbon neutral goals
- Consider solar hot water and solar power cells at Council buildings
- Retro-fit Council-owned buildings with energy-efficient fixtures and fittings
- Investigate alternative power supplies such as the conversion of waste to energy and wind power
- Green office programs, purchase energy efficient equipment, energy-efficient work practices.

Water Action Plan 2008 – 2013, City of Whitehorse.

Outlines Council's water conservation goals to reduce water consumption approaching 2030 across council operations, the corporate sector and the community in the City of Whitehorse.

Relevant key actions include:

- Commit to permanent water restrictions (generally based on Stage 3 level)
- Water Sensitive Urban Design (WSUD) principles included in all capital works projects and maintenance practices
- Continue to develop and enhance landscaped areas with water efficient plants, mulching and best practice irrigation systems
- Retro-fit Council owned buildings with water efficient fixtures and fittings
- Install water harvesting and re-use systems for rainwater, stormwater and recycled water, subject to water efficient criteria and budget
- Improve water quality e.g. litter traps, wetlands and rainwater gardens
- Construction and maintenance to minimise sediment runoff and erosion;