

# Horsham Rural City Council

## Horsham Early Years Social Infrastructure Plan

### Integrated Children's Hub - Concept Design Report

16 October 2014  
Issue: Final A



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# 1 Executive Summary

## 1.1 Executive Summary

Horsham Rural City Council (HRCC) has developed an early years social infrastructure plan for the communities of Horsham and the Wimmera Southern Mallee Region as part of the Horsham Early Years Social Infrastructure Plan (HEYSIP) project.

The HEYSIP project included an *Environmental Scan Report* of existing early years facilities in Horsham, Haven, Natimuk and Laharum prepared by Williams Ross Architects.

This Concept Design Report for an Integrated Children's Hub in Horsham North builds on the following key findings and recommendations of the HEYSIP project and *Environmental Scan Report*:

- The need for significant short, medium and long term capital investment in early years facilities in Horsham in the form of new integrated service centres
- Horsham North was identified as the area of greatest social need and therefore the site for the first new Integrated Children's Hub
- The Kalkee Road frontage of Dudley Cornell Reserve was identified as the preferred site in Horsham North

Contribution to and review of the Concept Design was made by the participants of the HEYSIP Workshops, Council Officers and Councillors. The concept design was presented at various stages to both the HEYSIP workshops and to the Councillors at a Council meeting. We would like to thank all those involved from those groups for their input and advice.

### 1.1.1 Previous Studies and Documentation

This project has been informed by the following recent reports:

- *Wimmera Southern Mallee Regional Strategic Plan, 2012*
- *Horsham North Urban Design Framework*, prepared by SJB, 2013
- *Horsham Framework for Managing Growth, Part D - Framework Plan*, October 2013, prepared by Meinhardt
- *Horsham Central Activities District Strategy*, October 2013, prepared by Essential Economics, Meinhardt, Urban Initiatives

Key strategies and initiatives from these reports inform the site selection and urban design strategy.

### 1.1.2 Terms of Reference

This report was prepared for the use of the Horsham Rural City Council by Williams Ross Architects. No one other than Horsham Rural City Council may rely on it and Williams Ross Architects does not accept responsibility to any other user.

Findings and analysis are based on brief development undertaken at the HEYSIP workshops and with Council officers, visual site inspections, drawings and photos of the site and review of authority information.

Subject to these limitations Williams Ross Architects confirms that to the best of its knowledge the content and drawings provided in this report are a fair and reasonable description of proposed facilities requirements and development approach at the time of writing.

## 1.2 Project Rationale and Summary

A hub of community activity already exists at the Dudley Cornell Reserve site, and the opportunity identified in the *Horsham North Urban Design Framework* for a Children's Hub in this location is ideal. Further detailed site analysis confirmed that the sites fronting Kalkee Road were adequate in site area and ideally located to support a new Children's Hub.

Analysis and assessment of existing Children's Services in Horsham undertaken in the *Environmental Scan Report* included mapping of licensed Children's places and services, viability of existing buildings and capacity of existing Council owned sites. This report informed the decision to develop an Integrated Children's Service with a 93 place Children's Centre, Consulting and Maternal Child Health suites, multipurpose community spaces and associated staff and public spaces at the Dudley Cornell Reserve site.

### 1.3 Key Recommendations

The following recommendations outline the next steps required in the development of the Horsham North Integrated Children's Service:

#### Facility Brief, Governance Development and Community Engagement

This Concept Design represents how a facility could work on the Dudley Cornell Site. The design and planning was undertaken with high-level brief input to test a building footprint on the site and set project budgets. The project now requires input and consultation with the proposed service staff and users to define the facility brief in greater detail to ensure the facility meets community expectations. Section 6 of this report, Project Implementation, outlines how this can occur. In summary:

- Undertake a period of intensive consultation with key stakeholders to define the service and educational models, the facility governance model and the technical brief
- Undertake Schematic Design of the facility alongside the service, education and governance model development to ensure facility design is aligned with service needs and that design reflects stakeholder and community needs
- Undertake community engagement activities on the existing vacant site along Kalkee Road to hear community input and needs and engender community support and ownership for the project

#### Further Site Investigations

The following further investigations are a summary of the key site condition reports and analysis that now need to be undertaken to define any further constraints associated with the construction of the facility and meet regulatory and authority requirements:

- Undertake a title re-establishment of any property boundaries close to the proposed facility
- Undertake subdivision of the property titles to establish a Children's Hub site to facilitate re-zoning of land in line with Council's Town Planning department recommendations. Review existing easements to ascertain if they can be removed once residential properties have been re-zoned
- Engage with VicRoads to discuss the options for relocating and formalising a pedestrian crossing across Kalkee Road closer to the new Children's Hub entry
- Obtain the clearance certificate for any hazardous materials in surface soils in line with the Soil

Contamination Report requirements. Please refer to the report prepared by Environmental Site Assessments

- Undertake assessment of existing site services, including but not limited to power, water, sewer, gas
- Undertake a full regulatory assessment of the facility

#### Facility Design and Documentation

It is a recommendation of this report that the next phase of design work, Schematic Design, be undertaken alongside the development of the service, educational and governance model as discussed above.

The subsequent stages of design and documentation should only be undertaken once the Schematic Design and service models are endorsed by stakeholders and Council.

#### Facility Cost and Implementation

Cost planning undertaken for this project indicates the need to stage construction. The proposed Stage 2 is a small component of only about 200m<sup>2</sup> and it is recommended that design and documentation proceed on both Stage 1 and Stage 2 simultaneously to ensure the design and layouts work effectively.

Legend

Maternal Child Health, Kindergartens and Childcare:

- 6 Horsham North Kindergarten
- 7 Horsham North Maternal Child Health Service

Primary Schools and Associated Services:

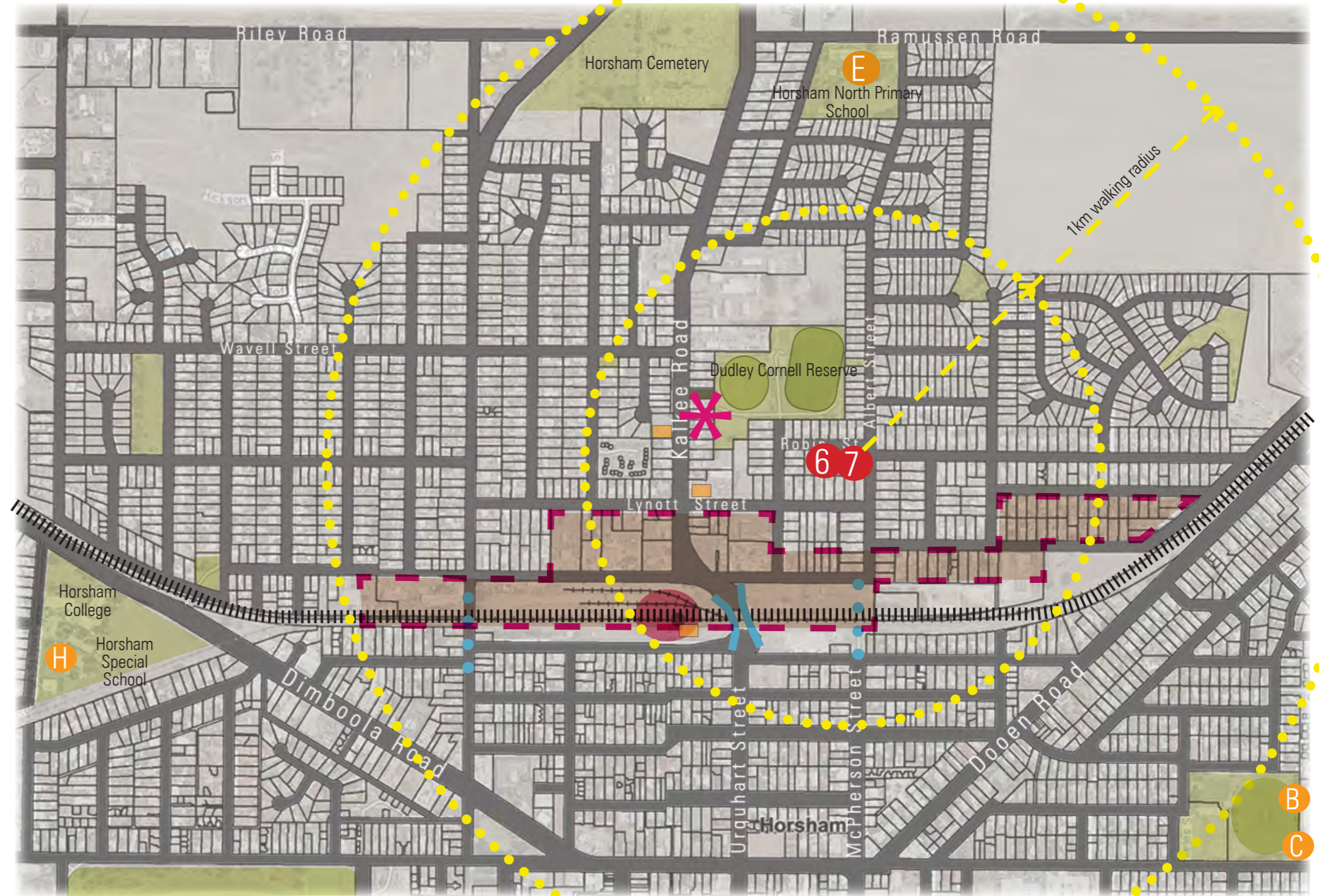
- E Horsham Primary School, Rasmussen Campus
- B C Horsham Primary School, 298 Campus and after school care
- H Horsham Special School

Potential Development Sites:

- ✱ 24-28 Kalkee Road, in conjunction with land at Dudley Cornell Reserve was identified as a potential Children's Hub location
- Strategic in fill development site (Horsham Framework)

Existing Site Features:

- ) Vehicle and pedestrian bridge
- Pedestrian railway underpass
- Train Station
- Railway line
- 500m, and 1km walking radius
- Green Spaces



Horsham North Site Map  
not to scale

## 2 Site Context and Analysis

### 2.1 Project Context

The site identified through the HEYSIP process for the Horsham North Children's Hub is the Kalkee Road frontage of the Dudley Cornell Reserve.

Dudley Cornell Reserve is located between Kalkee Road and Albert Street in Horsham North and has two sports ovals, a pavilion / club room building and a stand alone public toilet block. Council recently purchased three residential properties along Kalkee Road to provide the frontage and site for the future Children's Hub.

Site specific analysis and investigations have been undertaken as detailed later in this section. However, firstly an analysis of the wider urban environment and understanding of the level of community activity in Horsham North was undertaken as an important step in the development of a facility brief for the Horsham North Children's Hub.

#### 2.1.1 Horsham North Urban Context

Horsham North is physically separated from the rest of Horsham township by the railway line. In September 2013 HRCC adopted the *Horsham North Urban Design Framework*. The framework is intended to improve physical connections to Horsham North, create a community 'heart' and improve safety and amenity in the area.

The framework proposed a Children's Hub at the Dudley Cornell Reserve site. Other key proposals from this documenting affecting the Dudley Cornell Reserve site include:

- Designing the Hub as a highly visible landmark
- Improve amenity through shade, seating, community facilities such as BBQs etc
- Formalise a pedestrian crossing across Kalkee Road connecting Dudley Cornell Reserve to the east side of Kalkee Road
- Develop Kalkee Road as 'connection corridors' or 'green ways' and incorporate traffic calming devices
- Incorporate improved pedestrian and bicycle links
- Improve accessibility and safety at Dudley Cornell Reserve
- Improve public transport connections, services and facilities

As a VicRoads asset, any alterations to Kalkee Road including crossings, parking and traffic flow will need to be reviewed and approved by the relevant authority.

#### 2.1.2 Horsham North Community Facilities and Activity

The following is a summary of the main community activities and facility locations in Horsham North.

Horsham North Kindergarten and Maternal Child Health Centre:

The Horsham North Kindergarten and Maternal Child Health Centre are co-located on the corner of Robin and Albert Streets.

The Kindergarten provides 3 and 4 year old sessional kindergarten and is licensed for 29 places. The MCH Centre consists of a single consulting suite for one nurse. While both services operate from the one building, they are physically separated and do not operate as either a collaborative or integrated service.

Horsham Primary School, Rasmussen Road Campus:

Horsham Primary School operates two campuses, one from 298 Baille Street, Horsham, referred to as 298 campus, and the other from Rasmussen Road in Horsham North.

In 2014 the Rasmussen Road campus of Horsham Primary School had 95 students from Prep to Grade 6, and 15 staff members on site.

In addition to school related activities, the campus hosts the following additional community activities and groups:

Play Groups

- Supported playgroup - Monday
- Migrant playgroup - Wednesday

Activities in the Gym

- After school sports activities for primary students
- Koorie sports program - proposed
- WorkCo – Careers Program and Try-a-Trade function – annual event

DEECD funded programs / staff offices on site

- DEECD Local Administration Bureau – 1 office with 4 x workstations
- DEECD Cases Training Centre – 1 computer lab with 15-20 computers for teacher training classes
- Mobile Library Service storage area
- Reading Recovery Training Room and adjacent observation room

Other community activities

- State and Federal elections
- Community hiring was deferred due to security and staffing issues after hours

- Federation University school holiday programs for primary students

#### Salvation Army:

The Salvation Army is located on the corner of Kalkee Road and Lynott Street providing community activities related to the Salvation Army Corps.

#### Hamilton Lamb Memorial Hall:

Located on Kalkee Road opposite the Dudley Cornell Reserve, the Hamilton Lamb Memorial Hall is a community hall for hire with on site car parking.

#### U3A Horsham:

U3A Horsham operates from the old Railway Station on Railway Avenue in Horsham North, offering courses and activities to all mature-aged people in the community.

#### Dudley Cornell Reserve:

In 2014 the reserve hosted the following user groups and activities:

##### Sports Clubs

- Little Aths
- Colts Cricket Club
- Wimmera Football Umpires Association
- Horsham and District Soccer Club
- Hockey Club
- Ballarat Rebels

##### Horsham City Primary School Sports Association

- 4 schools conducting their athletics in Term 1
- District Athletics – September
- Soccer and T-ball – winter sports

##### School Sport Victoria - Little Desert Division, Black Ranges Division, Greater Western Region

- Sports Trails - May
- Soccer Carnival – June
- Division Athletics – October
- Super 8's Cricket – October / November

## 2.2 Dudley Cornell Reserve - Site Investigations

The following existing conditions surveys and reports were undertaken:

### 2.2.1 Site Plans

Several site inspections were made to understand the context, function and location of facilities on site. The following was observed:

- An informal pedestrian desire line exists across the site in an east-west direction from the entry on Kalkee Road to Albert Street
- There is a single vehicle entry point to the site from Gertrude Street, with informal parking near the pavilion and around the ovals
- Buses entered the site from Gertrude Street to drop off students for sports activities during the day. Buses then turned around on site in an informal manner to the east and parked on site while waiting for event to be completed

Internal inspections of existing buildings on the Dudley Cornell Reserve site were not undertaken.

Copies of title for the following Council owned properties were provided by Council:

- 20 Gertrude Street (Dudley Cornell Reserve)
- 24 - 28 Kalkee Road

### 2.2.2 Feature and Level Survey

A feature and level survey was undertaken by Ferguson Perry Licensed Surveyors of the area of site nominated as the Children's Hub site.

A title re-establishment survey was not undertaken at this time. It is recommended that this be completed along with the re-zoning and subdivision of land for the Children's Hub site.

### 2.2.3 Site Services

Dial-before-you-Dig information was obtained to understand the main points of services to the site.

No advice from a services engineer was obtained on the projected services loads of the new facility at this stage. This information should be obtained in the next phase of design and project development.

### 2.2.4 Geotechnical Investigations and Report

Geotechnical investigations and a geotechnical report were undertaken by



Existing Kalkee Road Entry to Dudley Cornell Reserve



Children's Hub Site - view of edge of existing oval



Existing tree at rear of Children's Hub Site



Dudley Cornell Reserve - Existing Site Analysis

Legend

- - - Indicative Title Boundary
- Council Owned Site
- Existing Building
- Existing Building on Neighbouring Sites
- Proposed Future Site Acquisition
- - - Informal Pedestrian Access
- ← Pedestrian Entry
- ← Car Access and Parking
- ← Informal Bus Turning
- ← Vehicular Entry
- Sun Path

Davies Civil Engineering Services. The main findings of this report include:

- The site is a Class 'P' site
- No ground water or rock was encountered, however the area typically has rock at 6-7m below natural ground level
- The site has characteristic surface movement of 90mm and therefore the recommended slab construction for a single storey building would be a suspended beam / slab type footing system on piers
- Fill was encountered on site to about 900mm depth

Please refer to the appendices for a full copy of the report.

2.2.5 Soil Contamination Investigations and Report

Preliminary soil investigations, testing and a report were undertaken by Environmental Site Assessments in line with the Department of Education and Early Childhood Development requirements for new Children's Services sites.

The report did not find the presence of contamination in the soil, however surface materials will need to be tested to obtain a clearance certificate to fulfill the Children's Service licensing requirements for this site. Please refer to the appendices for a copy of the report and key recommendations.

2.2.6 Town Planning and Authority Review

Zones and Overlays

The majority of the Dudley Cornell Reserve site is located in a Public Park and Recreation Zone (PPRZ), with the south-west corner located in a General Residential Zone (GRZ1) - Schedule 1.

The residential properties 24,26 and 28 Kalkee Road and the Kalkee Road entry to Dudley Cornell reserve are all located in General Residential Zone (GRZ1) - Schedule 1.

All relevant sites are located in Design Development Overlay Schedule 3 (DDO3), relating to Wider Airport Environs Area with height restrictions.

Bush Fire Prone Areas

The relevant sites are not located in a designated bush fire prone area.

Areas of Cultural Heritage Sensitivity

The relevant sites do not have nominated areas of cultural heritage sensitivity (refer Department of premier and Cabinet, Victoria, Cultural Heritage Maps)





- - - Indicative Title Boundary
- Existing Building
- Existing Building on Neighbouring Sites
- Proposed Future Site Acquisition
- Paved Areas
- Dedicated Play/ Field
- Garden Areas
- 8 Lane Running Track
- ↔ Pedestrian Access
- Vehicular Entry
- ↪ Outdoor Access
- ↪ Views

Horsham Rural City Council  
**Early Years Infrastructure**  
 Horsham North Children's Hub  
 Dudley Cornell Reserve  
 Short Term Master Plan  
 July 2014 1:500@A1 1402 REV A  
**williams ross architects**

## 3 Site Response

### 3.1 Master Planning

The Horsham North Children's Hub project proposes to increase community activity and services on the existing Dudley Cornell Reserve site. As such, due consideration must be given to ensure new and existing activities function effectively together, and to identify opportunities to realise Dudley Cornell Reserve as a community heart.

A whole site master plan was undertaken as a way of addressing these issues and opportunities and to identify how new and existing uses may operate effectively together. Existing sport and recreation uses were reviewed with Council officers only with the intention of identifying and addressing any immediate issues or conflicts in locating the Children's Hub on this site.

The master plan on the opposite page demonstrates the vision for the whole site. It should be noted that this plan represents a longer term vision for the site. The short term focus of this project will be on the Children's Hub and immediate surrounds.

Key site responses include:

#### New building form

- Use building form and design to create a welcoming and identifiable community landmark for the site
- Maximise northern orientation for the building and children's outdoor play spaces
- Design new playground and outdoor spaces to be accessible after hours for reserve users and community members
- Make new public amenities and meeting spaces in the Hub accessible for reserve users and community members

#### Landscape

- Create a forecourt to the facility where community members will feel comfortable to linger and socialise
- Design outdoor spaces to connect to the facility and provide community event space
- Improve amenity on site through shade trees, park seating, picnic tables and BBQ facilities
- Demonstrate environmentally sustainable attributes in the landscape, including rain water collection, native planting, shade trees, water sensitive urban design, community and kindergarten vegetable gardens

#### Accessibility and safety

- Improve vision into Dudley Cornell Reserve from Kalkee Road by positioning the new Hub to allow clear view of the reserves

- Secure 'back-of-house' outdoor areas where safe access cannot be provided (eg behind facility)
- Improve lighting on the site for all hours access
- Formalise the existing pedestrian desire line across the site from Kalkee Road to Albert Street

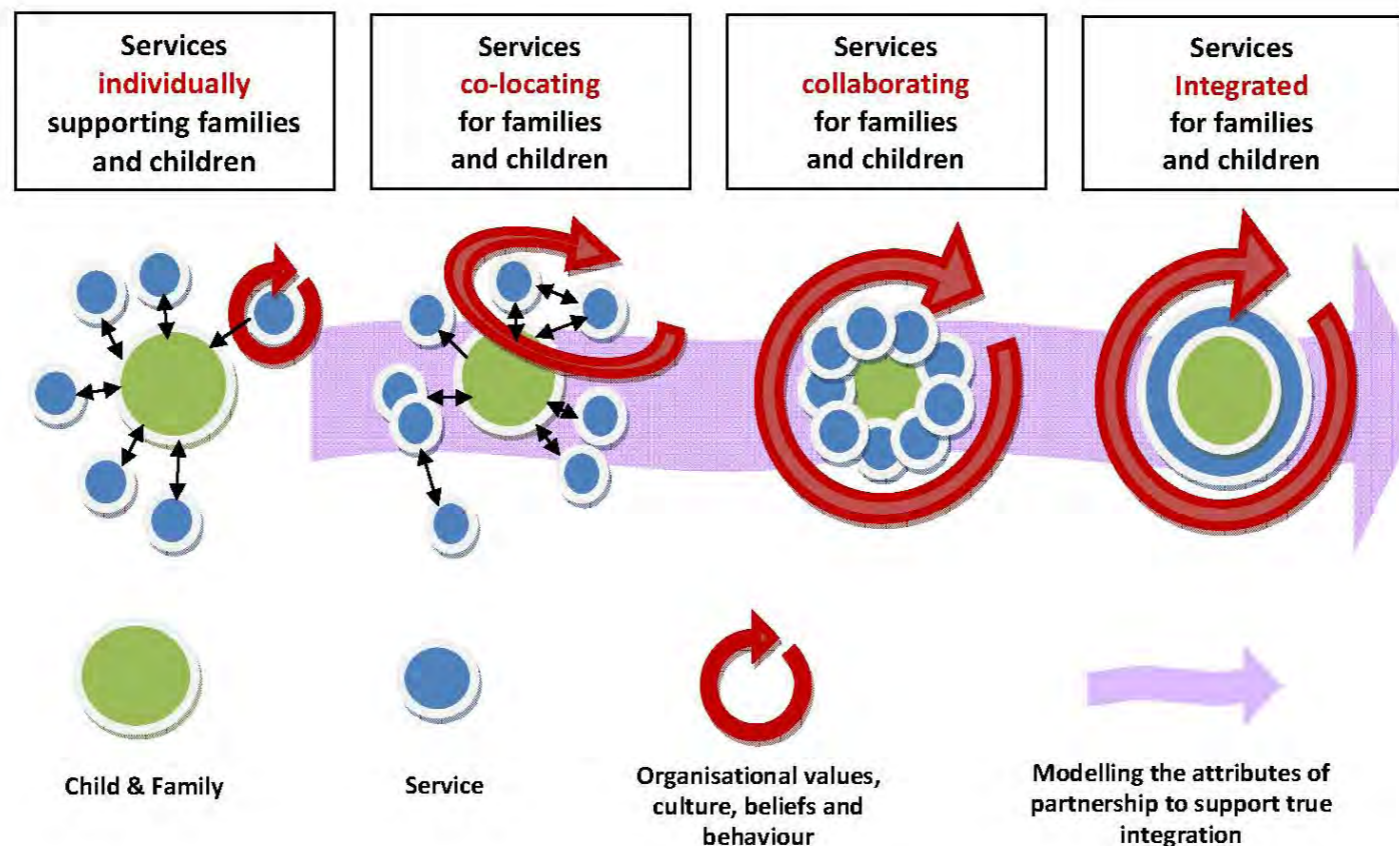
#### Vehicle and bus access, turning, drop off and parking

- Separation of vehicle and pedestrian paths on site
- Separate Children's Hub traffic and parking from the sports and recreation activities
- Formalise a bus turning circle and bus parking area adjacent the reserves
- Increase on site car parking off Albert Street for recreational users
- Provide on-site car parking with dedicated accessible spaces and drop off for the new Children's Hub and associated community uses

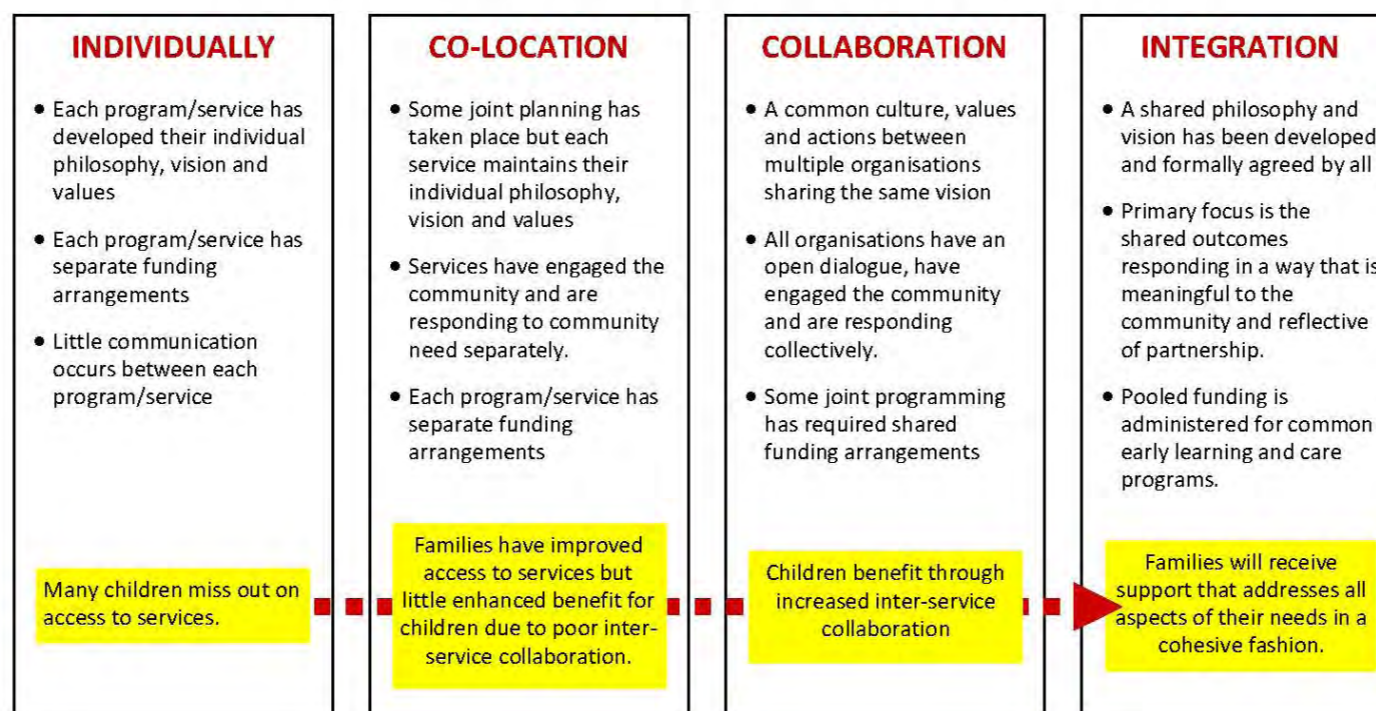
#### Sport and Recreation Facilities

- Future consideration should be given to rebuilding the aged club pavilion in its existing location. The existing pavilion is well located as it addresses the two ovals which offers the ability to incorporate some spectator seating facing the athletics track.
- Future consideration should also be given to the layout of the athletics track and events

# A Journey Towards Early Childhood Service Integration



## Child and Family Centres exhibit the attributes of ...



From:

Moving Forward Together - A guide to support the integration of service delivery for children and families

Murdoch Childrens Research Institute  
The Royal Childrens Hospital Melbourne CCCH  
Tasmanian Early Years Foundation

## 4 Design Philosophy and Brief

### 4.1 An Integrated Children's Hub

The HEYSIP project involved a number of workshops with representatives from a wide range of early years service providers and advocates from local and state government, Horsham and the wider region. Please refer to the HEYSIP report for a list of contributors to these workshops.

The workshop process proved an invaluable step in the brief development process and in discussing what an Integrated service hub is and does. The adjacent diagram from *Moving Forward Together - A guide to support the integration of service delivery for children and families*, was presented during the workshops and illustrates the key attributes of collaborative and integrated service delivery. It was agreed that integrated service delivery was the ultimate goal for any new early years facility, but this requires greater brief and governance model development specific to the new centre.

Therefore, at this early stage of brief development for the new Hub, the contributions from the HEYSIP workshops form the basis for an initial facility brief, and these are described below.

### 4.2 Facility Brief Development

#### Potential Service Provision

- 3-4 year old Kindergarten
- Long Day Care
- Occasional Care
- Maternal Child Health Services
- Playgroups
- Toy Library
- Immunisation
- Early Intervention
- Parenting Services / Groups
- Migrant Resourcing
- Koori Resourcing

#### Other Future Site Integration Possibilities

- Horsham North Primary School
- Oval access and Sports Events

#### Potential Activities

Activities that could occur in an Integrated Children's Hub were explored and the following suggested:

- Video conferencing
- e-kindergarten
- Cooking groups
- Sewing groups
- Community Gardens
- Community Meetings
- Playgroups
- Support Groups
- Events and Celebrations – Social Gathering
- 'Community Living Room' – WIFI access, lounge
- Outdoor Spaces
- Exercise Activities

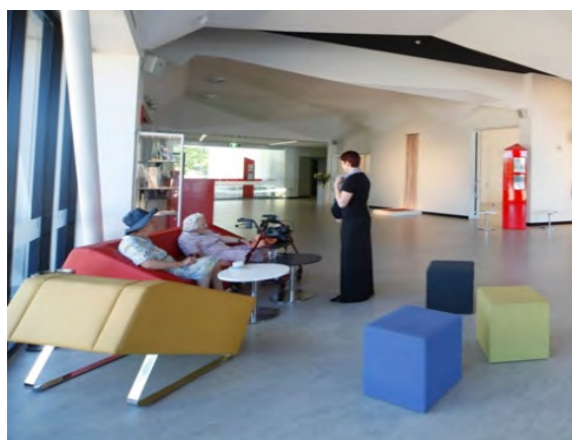
### 4.3 Design Philosophy

The Horsham North Children's Hub will become a central focal point for access to early years and family services for the Horsham North and wider Horsham community. The HEYSIP workshops highlighted the need for the centre to be designed to help the local community feel at home, balanced with the need for a strong, clear and welcoming identity for the service.

The Horsham North Children's Hub should be a centre that:

- Is child and family focussed
- Is welcoming with internal and external spaces that are comfortable and safe, encouraging people to stay and linger
- Has open, light-filled spaces with clear views out to park and garden views
- Provides the local community with a sense of place and ownership
- Is functional and flexible, allowing maximum use of spaces

# Creating a Sense of Place - Touch, Feel and Ownership



# Creating a Sense of Place - Touch, Feel and Ownership



#### 4.4 Functional Brief

The following functional brief describes the spaces for the centre with sizes and description of activities.

The project will likely need to be staged, and a preliminary staging strategy has been developed in the concept planning for the facility.

Please also refer the more detailed area schedule in the appendix.

##### 4.4.1 Community Spaces

Community spaces are shared spaces and would be available for booking and scheduled use by centre staff, visiting consultants and general community members. The design and layout of spaces should allow for controlled after hours use.

Access to these spaces should be off the main foyer with overview from

reception, and controlled after hours access from outside. Access to public amenities and a shared kitchenette is also required.

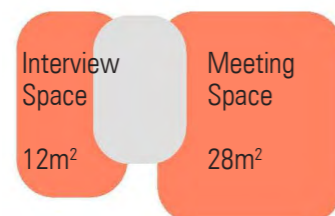
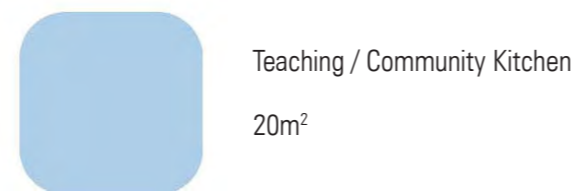
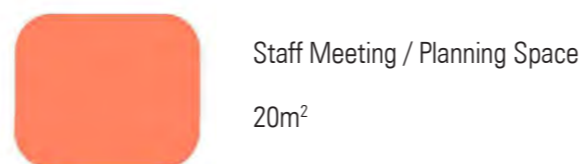
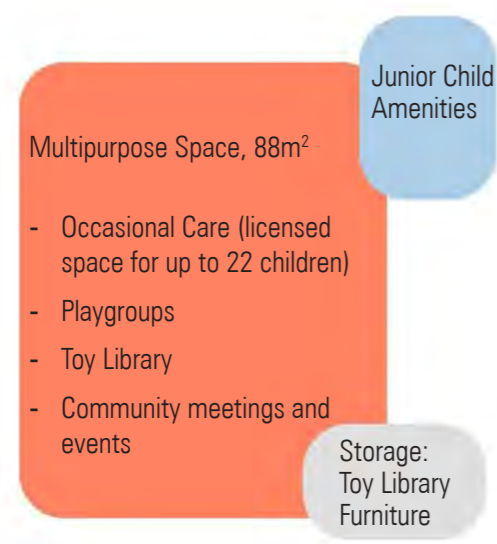
In Stage 1, teaching and consulting staff would need to access these spaces for planning and staff meetings.

In Stage 2 a dedicated staff meeting and planning space is proposed along with a teaching / community kitchen.

The teaching community kitchen would be accessed off the main foyer and offer a facility for community events and teaching of classes.

#### Stage 1

#### Stage 2



4.4.2 Consulting and Administration Spaces

Main reception faces the main entry, addressing the foyer and has line of sight to the secure Children’s Services entry and shared community spaces.

A shared staff workspace behind reception consists of:

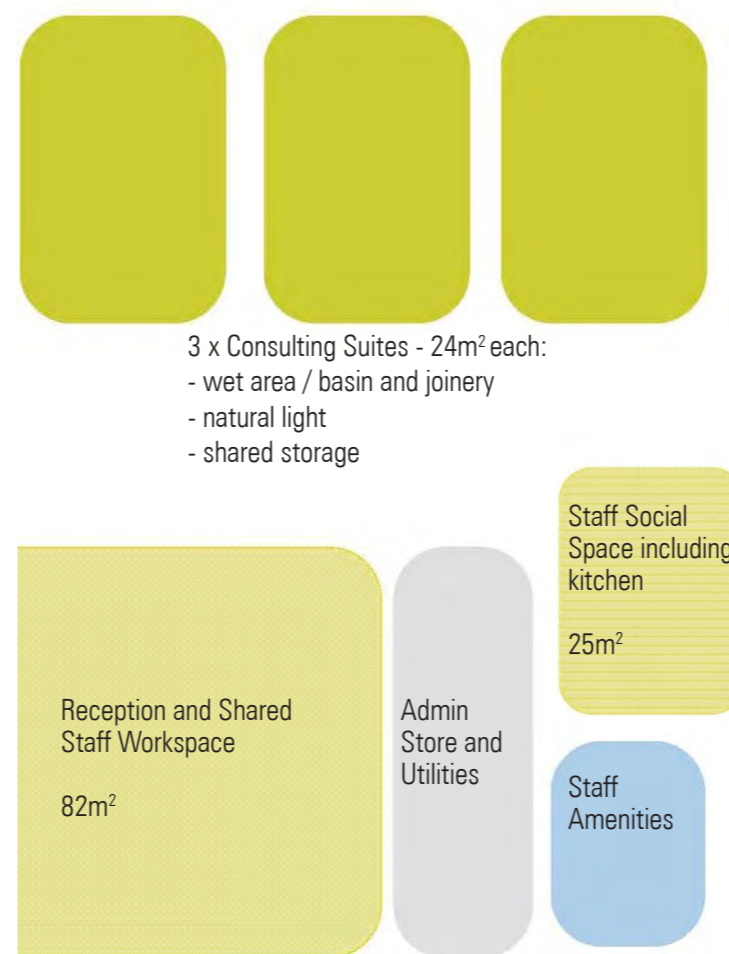
- 8-10 x shared work spaces / hotdesks
- shared filing and utility space
- separate area for immunisation fridge and first aid area with basin and lockable storage

All centre staff, Children’s Services staff and visiting agency staff would share the workspace and separate staff social space to encourage a collegiate, integrated work environment.

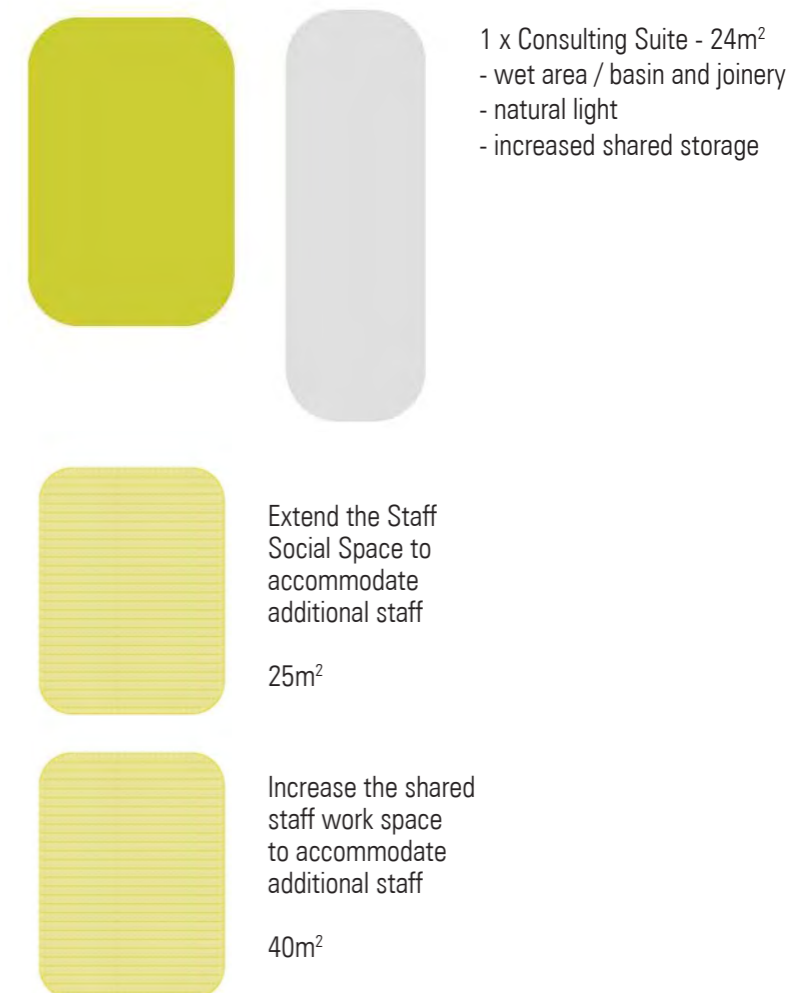
The three consulting suites in Stage 1 allow for 2 x maternal and child health nurses and a visiting consultant. It is envisaged that visiting consultants who do not require access to a room with a basin and specific joinery could also use the meeting and interview space to meet with children and families.

The expansion of staff facilities and consulting suites in Stage 2 allows for the probable increase in demand for services once the centre is operational and successful as the first integrated children’s hub in Horsham.

Stage 1



Stage 2





### 4.4.3 Children's Services

It is anticipated that the whole Children's Services area be delivered in Stage 1, except for additional staff facilities listed in previous sections.

Four rooms are proposed of varying sizes. Room sizes are based on the 2016 staff to child ratios and have been planned at a higher square meter rate of 4m<sup>2</sup> per child to allow for future planning and flexibility.

Rooms should be designed to be openable to each other to allow for different sized groups, start and end of day family groupings and other special events.

Direct access to undercover and open outdoor play space is required.

#### Stage 1



#### 4.5 External Spaces

Landscape design for the facility and external space has not been undertaken as part of this project, however the following describes some of the key attributes and needs of external spaces.

A brief for the landscape should be developed in conjunction with centre staff, stakeholders and future users.

##### 4.5.1 Public Spaces

The design and feel of the outdoor spaces is particularly important for this facility given its recreation reserve setting and child and family focus.

Through the HEYSIP workshops many participants expressed the need for outdoor public spaces to have the following attributes:

- Be welcoming to encourage community members to remain on site and participate in community activities or just to linger
- To have a child and family focus in provision of seating, natural landscape for play and safety
- Shade and seating to improve the amenity of the reserve
- Address safety issues through passive surveillance and providing good lines of sight from the street into and around Dudley Cornell Reserve

##### 4.5.2 Licensed Children's Outdoor Play Space

Outdoor play areas will be provided at a rate slightly in excess of DEECD requirements. These play areas will be north facing with appropriate shade and canopy trees.

Play areas shall include an area of undercover space in the form of a verandah directly outside rooms to allow access to outdoor play in all weather.

##### 4.5.3 Car Parking and Site Access

Vehicular site access is from Kalkee Road into the new car park for the Children's Hub.

The number of car parks for the facility were calculated on the following basis for the full project brief:

- Children's Service  
Child Care Centre rate of 0.22 spaces per child (93) = 20
- Meeting Spaces  
Place of Assembly rate of 0.3 spaces per person (30) = 9

- Office / Consulting Rooms  
Medical Centre rate of 5 spaces for first practitioner,  
3 spaces per additional practitioner = 14
- 1 x accessible car space

HRCC town planners have advised dispensation of this figure may possible when adjacent street parking along Kalkee Road and other factors are taken into account.

#### 4.6 Disability Access

Design, construction and operation of a building must comply with the spirit and intent of:

- Disability Discrimination Act, 1993, (DDA)
- Building Code of Australia (BCA)
- AS 1428 Parts 1 to 4 inclusive
- The Access to Premises Code.

Provision for disability access needs to recognise that there are a wide range of different disabilities, ranging from numerous types of physical, intellectual, cognitive, visual, auditory and perceptual disabilities – each with differing needs.

A review of DEECD regulations and disability access will need to be undertaken as there are known conflicts between the two.

#### 4.7 Regulatory Review

Compliance with the *National Construction Code (NCC)*, the *Building Code of Australia (BCA)* and *Children's Services Regulations* is required.

##### General

The building will likely be a multiple classification including:

- Class 9b, an assembly building and early childhood centres
- Class 5, office space

##### Access and Egress

Construction details of all doorways, stairs, ramps and balustrades to be compliant to BCA and AS1428.4, with graded building entries.

##### Sanitary Facilities

Sanitary facilities are required for public and staff access, with provision of ambulant and accessible amenities in line with the BCA.

Children's sanitary facilities are to be provided as required by the BCA and designed in accordance with Children's Services Regulations.

#### Services and Energy Efficiency

All new areas are to comply with Section J energy efficiency requirements of the BCA.

A full regulatory review should be undertaken by a building surveyor in the next stage of design works.

### 4.8 Building Services

The following is a brief summary of building services. This will need to be further developed in the next stage with advice from a services engineer.

#### Ventilation

Due to the extreme heat of Horsham's climate HRCC requested refrigerant air-conditioning be considered through the facility.

Ceiling fans and openable windows would also be included for passive ventilation on more temperate days and to lower operating costs.

#### Power and Lighting

There is an existing pole mounted substation on Kalkee Road. Upgrade to this may be required, or the authority may require an on site kiosk. Assessment of power loads should be undertaken in the next stage by a services engineer and discussions commenced with the relevant authority.

All new lighting should be energy efficient LED fittings with movement sensors at a minimum to reduce energy consumption and operating costs.

Power and communications should be provided to all spaces as required, with wireless IT connection throughout.

#### Security and Access Control

Electronic access control on external and internal doors greatly assists in providing controlled access to spaces in a multi-user facility such as this. It may be in the form of card swipe or keypad.

Controlled entry after hours is also required to allow access to amenities and meeting spaces when the centre may be closed and for recreation reserve users.

A user brief needs to be defined to determine the appropriate system.

### 4.9 Environmentally Sustainable Design

Environmentally sustainable design should be undertaken in line with Councils' *Environment Sustainability Strategy, 2010* and other relevant Council policies.

Environmentally sustainable design principles should be employed both in terms of passive and active principles. Passive principles include building and garden orientation, provision of shade, deep verandahs for shade and shelter, natural light and ventilation.

Opportunities for demonstration of sustainable principles such as rain water collection tanks for children to water garden areas and vegetable patches can be explored as part of the education model of the Children's Service in future stages.

ESD design also includes the need to identify potential climate change impacts and their management, such as roof drainage for increased storm events.

### 4.10 Occupational Health and Safety

All workplaces should be designed in a way that is safe and any risk of illness or injury is eliminated, or wherever not possible, risks should be mitigated through considerate and thoughtful design.

Considerations for encouraging a safe and healthy work environment in a Children's Service include but are not limited to:

- Slip-resistant flooring, especially in wet areas
- Avoiding the need to access confined spaces
- Provision of appropriate staff work and social spaces
- Appropriate desk heights – adjustable desk heights, or varying desk heights for persons performing work at both standing and seating height
- Adequate storage space for staff and for Children's Services program stores
- Space for trolleys to transport equipment / supplies
- Storage provided at safe heights (no storage requiring ladders to access)
- Separate enclosed / lockable rooms for plant, switchboards and equipment
- Provision of an equipped First Aid Room
- Safety from falls-from-heights, such as building roof parapets & barriers

# 5 Facility Design

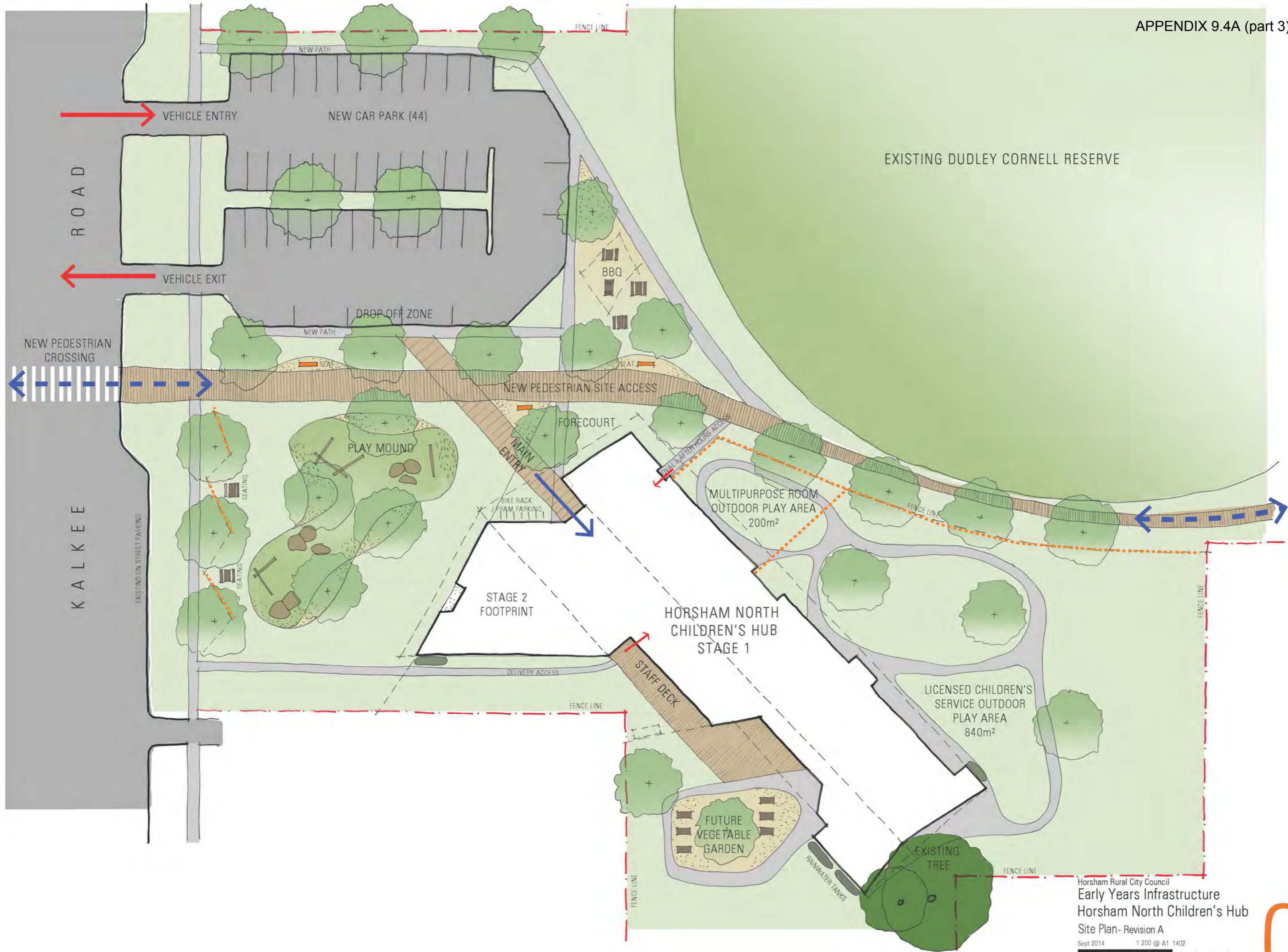
## 5.1 Facility Planning

The following drawings illustrate the concept design for the Horsham North Children's Hub based on the design philosophy and draft brief outlined in earlier sections of this report.

Cost analysis of the proposed facility indicated that construction would need to be staged to align the project with Council's projected capital expenditure.



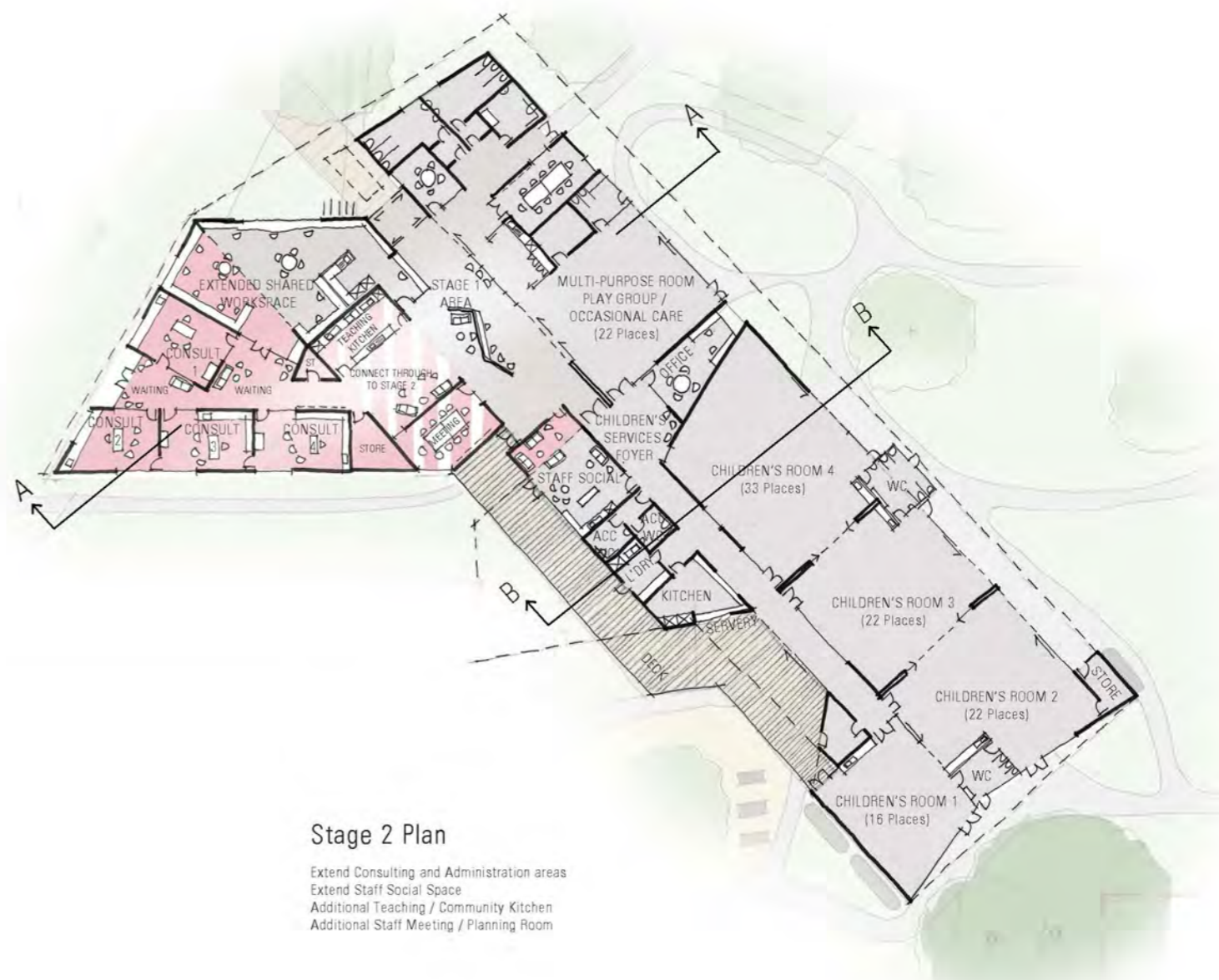
*Impression of Horsham North Children's Hub Site*



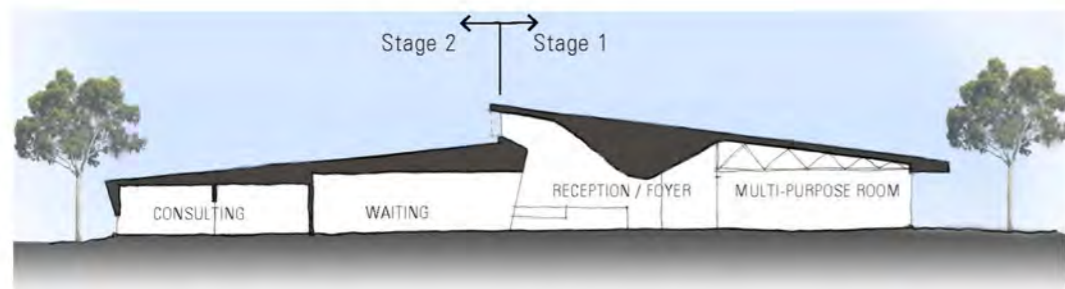
Stage 1 Plan



Stage 2 Plan



Extend Consulting and Administration areas  
 Extend Staff Social Space  
 Additional Teaching / Community Kitchen  
 Additional Staff Meeting / Planning Room



Indicative Section A



Indicative Section B

Legend

- Circulation
- Community / Office / Consulting
- Children's Services
- Existing Stage 1 Facility

Horsham Rural City Council  
 Early Years Infrastructure  
 Horsham North Children's Hub  
 Stage 1 and 2 Plans & Sections

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**williams ross** architects

# 6 Project Implementation

## 6.1 Project Program - Initial Design and Brief Development




The HEYSIP project, of which this Concept Design Report is a part, has brought together the Horsham Early Years Network to help develop the newly endorsed Municipal Early Years Plan (MEYP). The Horsham North Children’s Hub will be the first integrated children’s service hub in Horsham delivered under the Municipal Early Years Plan. As such, the governance structure, service delivery model and functional design brief all need to be developed prior to the commencement of schematic design and documentation of the facility.

- Facility siting and land-use
- Facility budget
- Draft brief of services, activities and Children’s Places
- Preliminary soil and geotechnical investigations
- Identifying Town Planning and Authority issues and constraints

The next step is to progress to a phase of research, consultation and decision-making to inform the subsequent design and documentation activities and engender community and service provider support for the facility to ensure its success. The program below is an outline and indication of timing for this first phase.

This Concept Design Report reflects the beginnings of the process through key investigations on the feasibility of the project in terms of:

Table Legend:

-  Council / HEYN Processes and Decision Making
-  Horsham North Children’s Hub Development (External Consultant Engagement)
-  On Site Community Engagement Activities

Activity	2014			2015										
	October	November	December	January	February	March	April	May	June	July	August	September	October	November
Council Endorsement - HEYSIP														
Horsham Early Years Network														
- Review Process														
- Establish Children’s Hub Subcommittee														
Establish Project Processes														
- Terms of Reference														
- Authority & Reporting														
Background and Research - Subcommittee														
- Identify/Review New & Existing Services at the new Hub														
- Undertake Community Engagement Activities														
Training and Support (Workshops - example topics)														
Workshop 1 - Rationale for Integrating Services & Opportunities for Community Engagement														
Workshop 2 - Service / Education Model														
Workshop 3 - Governance														
Workshop 4 - Form / Philosophy / Function														
- Undertake Consultation with User Groups and Services														
- Develop Governance Structure & Business Case for Hub														
Schematic Design														
- Technical, engineering, architectural design development														
- Design form and images														
- Cost Plan B & Schematic Design Report														
Council Review and Endorsement														

### 6.1.1 On Site Community Engagement Activities

A fundamental part of any community project is the engagement and input of that community, and future facility staff and users to encourage a sense of ownership, pride and faith in a service. Community engagement is particularly important when the proposed service is new and potentially different in its service delivery to those that have come before it.

The desire to create an integrated model for service delivery for the early years in Horsham North is exactly such a service. Community engagement was brought up by many who attended the HEYSIP workshops and there was recognition of the need for due consideration of any such process for this project.

The other consideration for this project is that houses on the recently purchased residential blocks along Kalkee Road have now been demolished and the community is left with a barren landscape until the Hub can be built.

With construction not likely to commence on the site before June 2016, this vacant land is the perfect opportunity as a site for community engagement that is child and family focussed to give the community a sense of what is to come and an opportunity to express their hopes and aspirations for the area.

Some ideas of what sort of community engagement interventions and tools that could be applied include:

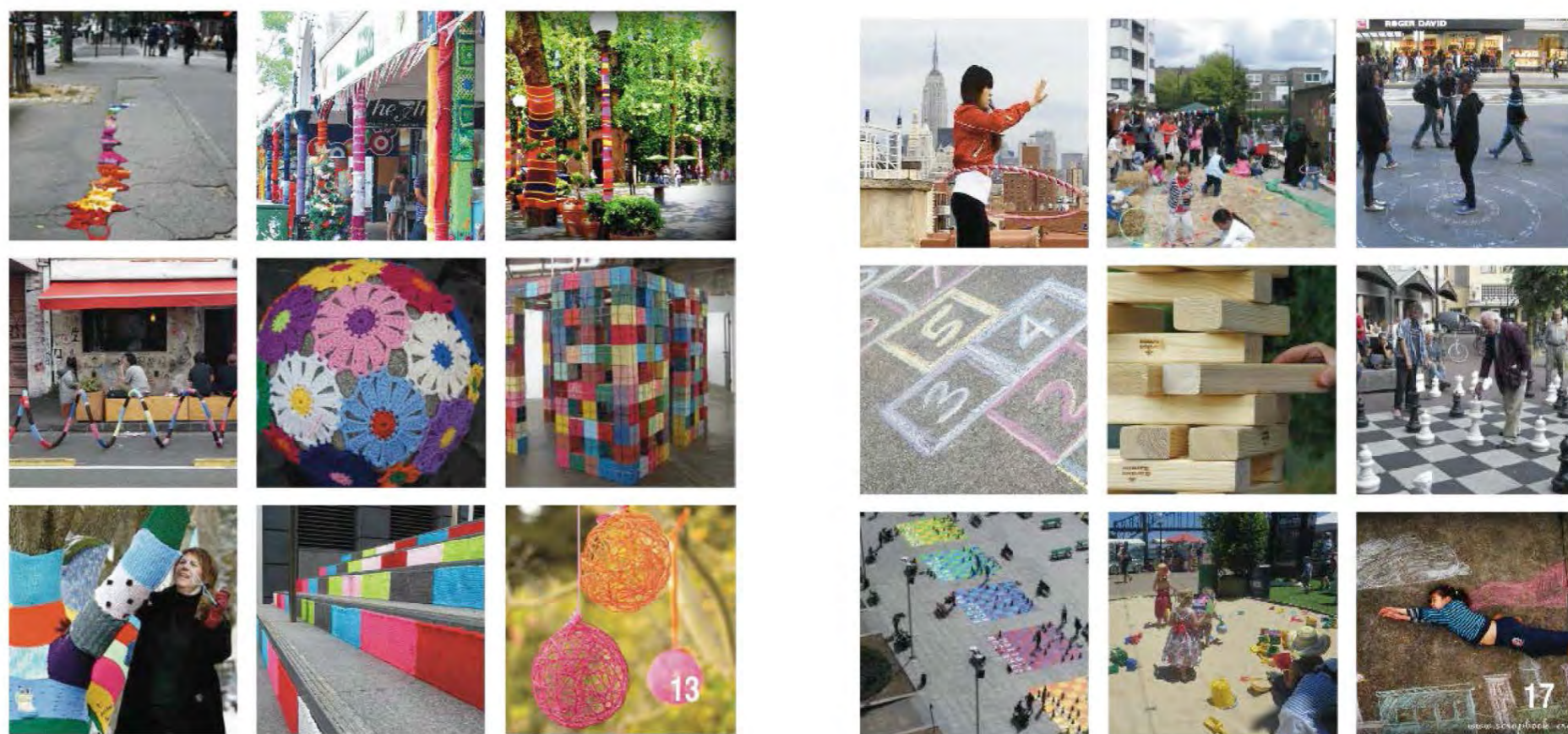
- Planting young canopy trees in line with the future planning.  
Younger trees are more cost effective and will have a chance to grow and establish before construction of the building. Trees will also provide immediate shade to the open, vacant land and soften the landscape.
- Create playful and natural landscape for children to climb and play and families to sit and socialise.
- Consider running special kindergarten events outside.
- Engage with the local primary schools to create a special event or build a project at the site over a period of time.

The adjacent images were presented at the workshops and provide some other ideas.

The existing view from Kalkee Road..... Watch this Space.....



Examples of urban interventions to engage community



Images from Co-Design Studio – Rapid Urban Revitalisation Tool Kit



6.2 Project Program - Documentation and Construction

After Schematic Design phase the project will move into the stages of detail documentation, tendering and construction. The following is an indication of expected time lines for this work:

Activity	Time Frame	Completion by
Design Development	8 weeks	end Feb 2016
Contract Documentation	10-12 weeks	mid May 2016
Council Review and Approval	2 weeks	end May 2016
Tender Period	4 weeks	end June 2016
Tender Assessment	2 weeks	mid July 2016
Council Approval	2 weeks	end July 2016
Construction	10 - 12 months	June 2017
Facility Opening		say July 2017

- Soil contamination removal

Please refer to the appendix for the full cost report and further detail.

Stage 2 involves an extension to the facility of about 200m<sup>2</sup>. Based on today's cost rates with no escalation to a future construction date, this extension may cost in the order of \$600,000 to \$800,000 excluding GST.

As Stage 2 is a relatively small area of building it is recommended that the design and documentation of Stage 1 and 2 occur simultaneously to ensure that functional planning and facility design work for both stages. For example allowance needs to be made in the structural design of Stage 1 to ensure Stage 2 can be constructed effectively with little interference to Stage 1 building fabric.

6.4 Town Planning

The majority of the Dudley Cornell Reserve site is located in a Public Park and Recreation Zone (PPRZ), with the south-west corner located in a General Residential Zone (GRZ1) - Schedule 1.

The residential properties 24,26 and 28 Kalkee Road and the Kalkee Road entry to Dudley Cornell reserve are all located in General Residential Zone (GRZ1) - Schedule 1.

HRCC reviewed the proposed Children's Hub and provided the following advice in terms of an appropriate town planning process:

- Apply to rezone the land for the Children's Hub and associated car park to the Public Use Zone
- The balance of Dudley Cornell Reserve will remain in the Public Park and Recreation Zone

To facilitate rezoning subdivision of the existing title needs to occur to create a parcel of land for the Children's Hub, associated outdoor space and car park.

The diagram adjacent indicates the indicative location of new site boundaries. A licensed surveyor will be required to undertake this work.



PROPOSED EXTENT OF HORSHAM NORTH CHILDREN'S HUB SITE

Red dashed line indicates proposed new title boundary line

6.3 Project Cost Estimate and Staging

The following cost estimate was prepared by Prowse Quantity Surveyors based on the concept drawings of the facility.

In summary, for Stage 1 works escalated to a tender period in June 2016:

Stage 1	Cost excluding GST
Building Works	\$2,645,000
Site Works and External Services	\$ 634,000
<b>Sub Total</b>	<b>\$3,279,000</b>
Escalation to tender	\$ 148,000
Escalation during construction	\$ 34,000
Contract Contingency	\$ 87,000
Professional Fees	\$ 352,000
Authority Contribution	\$ 70,000
Loose Furniture & Equipment	\$ 120,000
<b>Anticipated Total Project Cost</b>	<b>\$4,090,00 excl GST</b>

Exclusions:

- Educational equipment
- Council costs including facility set-up
- Landscape and site works outside the licensed Children's Play spaces, small forecourt and new car park
- Abnormal ground conditions in excess of the geotechnical report prepared by Davies Civil Engineers