



Hawkesbury City Council

Attachment 2
to
item 265

Draft Design Brief Proposed
Expansion of the Hawkesbury
Seniors Learning and Leisure.

date of meeting: 29 November 2011
location: council chambers
time: 6:30 p.m.

PROPOSED EXPANSION

**Hawkesbury Seniors Leisure and Learning
Centre – 114 March St Richmond**

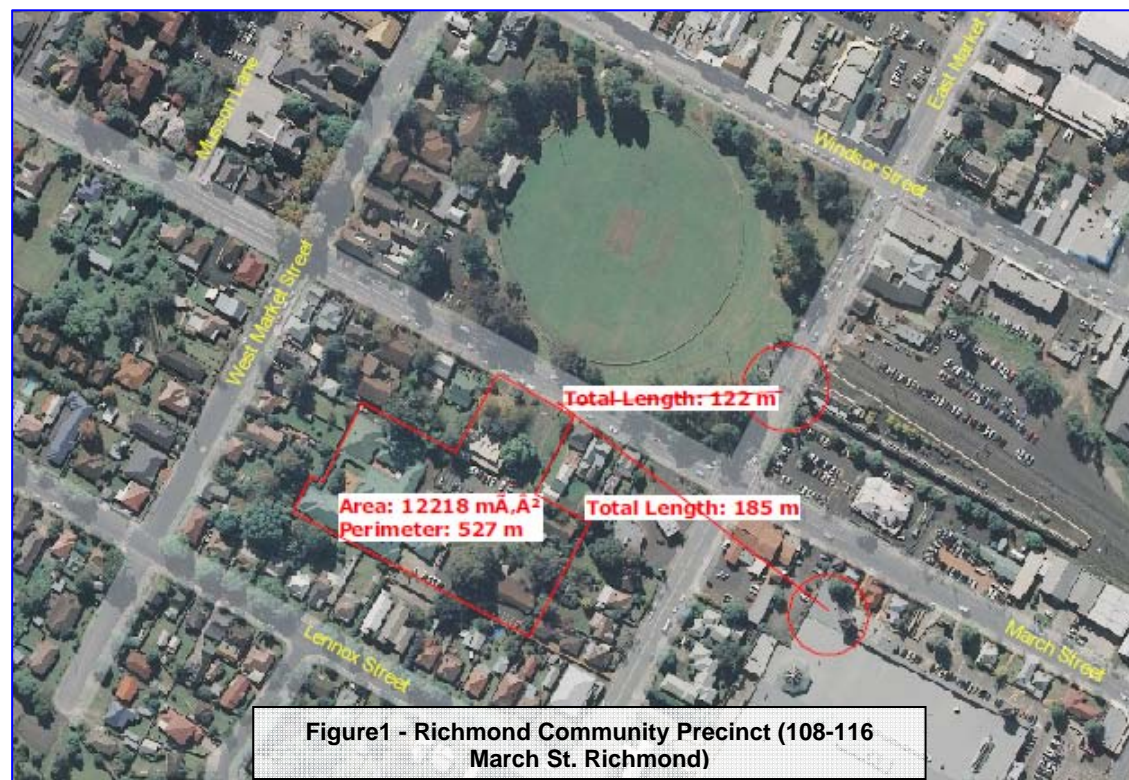
DESIGN BRIEF

**FINAL PRELIMINARY DRAFT
October 2011**

Section A. Introduction.

1. Location of Project.

1.1 This design brief is for the extension of the Hawkesbury Seniors Leisure and Learning Centre located at 114 March St Richmond. This site forms part of a larger 'community precinct' which occupies approximately 3 acres of land fronting March St. Richmond directly opposite Richmond Park. The site is adjacent to the Richmond Transport Interchange (at the terminus of the Richmond railway line) and is approximately 200 metres from the main entrance to the Richmond Marketplace.



1.2 The precinct contains (the former) Richmond Community Health Centre; the Richmond Pre-school; the Hawkesbury Seniors Leisure and Learning Centre and Hawkesbury Living (Richmond Nursing Home). Of the four facilities, the Seniors Centre and Pre-school are owned by Hawkesbury City Council and managed on Council's behalf by community management committees. The Nursing Home is owned and operated by the Richmond Club, and the (former) Health Centre by the Nepean Blue Mountains Local Health District.

1.3 As outlined in Figure 2 (on the following page), the four facilities share a common access driveway and also share car parking areas (with the exception of the Community Health Centre which has its own designated parking). Each facility has a nominal car-parking allocation but individual car-park spaces are not designated for the exclusive use of a facility. There have been a number of issues arising out of this shared arrangement and as certain times of the day, the availability of car parking is at a premium. As a consequence, car-parking will be a critical issue in the design brief. If possible, the need for additional car-parking spaces should be minimised through the provision of a designated vehicle transport drop-off and pick up point

(port-cochere) and/or through the design of additional floor space to accommodate



uses which do not impose a significant car-parking requirement.

2. Figure 2 - Richmond Community Precinct – Location of Community Facilities.

2.1 The project proposes an extension of the existing Hawkesbury Seniors Leisure and Learning Centre in March St Richmond to create additional floor space. While the expansion of the Centre is intended to respond to the needs of older people - which are likely to flow from the ageing of the population - the expanded Centre should create an inclusive community space where different age groups can come together and share common interests and pursuits.

2.2 The contemporary thrust of government policy has been to build the capacity of the community to assist older people to remain in their family home for as long as possible. The Hawkesbury Seniors Leisure and Learning Centre currently provides a range of programs which are consistent with this policy. The planned extension of the Centre should expand this capacity and will be a key part of Council's medium to long term strategy for meeting the needs of the well-aged in a way that supports their continued involvement within their neighbourhoods and communities.

2.3 In July 2005, a survey was conducted to gauge the views of senior residents about how the Seniors Centre could be improved. The majority of survey respondents identified a need to expand the Centre to provide a greater range of activities and facilities and/or expand current programs within the Centre. The results of the Survey were reported to Council and subsequently provided a framework for Council (through Peppercorn Services) to work with users of the Centre to plan

future development at the Centre. PSI has since expanded programs at the Centre and membership and patronage of the Centre has increased to the point where the Centre is now experiencing difficulties in accommodating demand for new services and activities. Currently, there is limited scope to expand the services and facilities available at the Centre to meet the continued increasing demand for these services and facilities.

2.5 In 2008, a follow up survey was conducted of members of the Hawkesbury Seniors Leisure and Learning Centre to assess and document the requirements for new service and facilities and how these could be accommodated at the Centre. The responses included;

- additional activity spaces
- extension of games room
- other smaller activity rooms
- larger gym space
- internet café
- additional offices for community projects
- smaller community rooms for allied health services
- relocate Centre to street front for greater exposure
- separate large hall
- designated space for Beaches Seniors Restaurant
- respite accommodation
- separate lounge area for meeting friends
- community garden

3. Target Population.

3.1 In common with the rest of the nation, the population of the Hawkesbury is ageing. Over the next two decades, the number of persons aged 65 and above will more than double (from 5,872 persons in 2006 to an estimated 12,351 persons in 2031). In proportional terms the percentage of persons over the aged of 65 will increase from 9.5% of the population in 2006 to 16.9% in 2031. By 2031, it is projected that in some localities the percentage of older persons aged 65 and above will be as high as 37% (Richmond) and 25% (Windsor). For this reason, the proposed expansion of the Hawkesbury Seniors Leisure and Learning Centre has been identified as a priority within Council's Section 94 and Section 94a Contributions Plan and is intended to meet the needs of this ageing population.

3.2 The findings of the draft Hawkesbury Residential Strategy (HRS) suggest that according to indicative benchmarks, the City of Hawkesbury has more than a sufficient number of generic community centres to cater for both its existing and anticipated future population over the next two decades. The analysis undertaken within the HRS suggests that the future provision of community facilities should focus on projects which address the needs of an ageing population; are located in town centres which are in close proximity to existing transport links and other community services; and which encourage the co-location of community services and facilities in key centres. The proposed project directly addresses these criteria.

3.3 The extension of the Hawkesbury Seniors Learning and Leisure will address the assessed priority human service needs of Richmond (which has the highest proportion of older people within the City) as well as current and future priority needs across all catchments. The location of the proposed project in Richmond will also ensure that the completed facility will be well integrated into the District's existing transport and human services networks.

4. Resources Available.

4.1 Capital funding for this Project is to be derived exclusively from Section 94 and 94A Developer Contributions. As at 30.06.2011, there was nominally \$1,423,555

in Section 94 and 94A funds available for the project. Based on the average increase in Sec 94 income for the relevant catchments over the last five years, this figure is likely to increase by July 2012 when construction is likely to commence.

4.2 The costings suggest that the project can be funded from Sec 94 and 94A reserves. However, as has been the practice in the past, where there is a discrepancy between the available funding and the tendered cost for the Project, the Project will be reviewed to enable it to be constructed within budget. The project is provisionally costed at \$1.5M.

5. Design Working Party.

5.1 On 31 August 2010 Council resolved to adopt terms of reference for a design working party to work with Council staff to prepare a draft design brief for the proposed extension to the Hawkesbury Seniors Leisure and Learning Centre.

5.2 The adopted governance framework for the working party authorised the working party to prepare a draft design brief for Council's consideration which;

- a. documented the requirements of Centre user groups;
- b. summarised design issues (having regard to demographic projections, service trends and Section 94 requirements);
- c. identified floor space requirements and projected allocations for proposed uses;
- d. highlighted issues which might arise for the multiple uses of the site - relationships between different uses, user groups and target populations;

5.3 Membership of the working party was to include HCC staff from Community Services & Cultural Services Branches; representative from Sydney West Area Health Service; Peppercorn Services Inc; the Seniors Advisory Committee and Seniors Computer Club and a representative of the Home & Community Care Forum. Members appointed to the working party were advised that their role was to assess and represent the broad interests of the seniors' community rather than the sectional interests of a group or organisation to which they might belong.

5.4 The Design Working included the following persons and organisations;

- Christine McGown-Noel – Nepean Blue Mountains Local Health Network
- Jeanette Hatch – Hawkesbury Seniors Advisory Committee
- Keri Whiteley – Hawkesbury City Council (Manager Cultural Services)
- Christine Atkins – Hawkesbury Community Care Forum
- Judy Neate – Peppercorn Services Inc.
- Kari l'Anson – Peppercorn Services Inc.
- Meagan Ang – Hawkesbury City Council (Community Programs Co-ord.)

5.5 To date, the Design Working Party has met on seven occasions to develop the draft design brief. In addition, the Working Party has toured comparable sites in other localities to assess contemporary trends in the design of community facilities for an ageing population. Members of the Working Party have also spoken with staff in these centres to clarify the strengths and weaknesses of different design options.

6. User group requirements.

6.1 At a preliminary meeting of the design working party held on 23 November 2010, members of the working party were requested to identify user group and other

requirements for spaces and facilities for possible inclusion in the draft design brief. These requirements are summarised in Table 1 and were considered in the preparation of the design brief

group	Requirements
Hawkesbury Seniors Advisory Committee (Attachment 1)	<p><u>Seniors Gym</u> – separate & permanent area for gym with floor boards on floating floor (to support expansion of gym and introduction of more classes e.g. yoga, meditation).</p> <p><u>Seniors Activity Group</u> - some small to medium multi-purpose meeting rooms (or dividable larger area) for social interaction, support groups, multi-cultural groups etc. Small kitchenette area to provide capacity for tea/coffee making facilities.</p> <p><u>Seniors Computer Group</u> - larger computer area (for teaching and daily use) similar to space in 9Richmond) Library. Internet kiosk for grey nomads.</p> <p><u>U3A</u> - no explicit requirement - provision of facilities would support growth in programs offered by U3A.</p>
HCCI – Cultural Services	Provision of (spaces) and equipment to support outreach book depot and brochure displays. Able to offer outreach sessions/talks.
Peppercorn Services Inc.	<p>Building to have a shop front style approach. Adopt healthy aging approach to the centre and include capacity for A self use kitchen for attendees.</p> <p>Current seniors meals café revamped facing the street with courtyard, ramps etc</p> <p>Rooms for services/ individuals to book and use.</p> <p>The provision of an aged care conference type facility room that can be closed in half and has state of the art conferencing facilities. Huge TV !!! and wifi etc !!</p> <p>Improved multi purpose gym/dance exercise space</p> <p>A veggie/herb garden box for use by users. Undercover parking for mobility scooters</p> <p>A high tech café lounge/training area with laptops etc for computer group.</p>
Hawkesbury City Council – Community Services.	<p>(as identified in 2008 Survey)</p> <ul style="list-style-type: none"> ▪ additional activity spaces ▪ extension of games room ▪ other smaller activity rooms ▪ larger gym space ▪ internet café ▪ additional offices for community projects ▪ smaller community rooms for allied health services ▪ relocate Centre to street front for greater exposure ▪ separate large hall ▪ designated space for Beaches Seniors Restaurant ▪ respite accommodation ▪ separate lounge area for meeting friends ▪ community garden

Table 1 – summary of residents and user-group design requirements

6.2 In addition to the information collated from user groups, the Design Working Party were also mindful of the requirement to cater for future needs. The Design Working Party noted that successful community facilities supported a range of different activities and were not exclusively designed to cater for the needs of a single population group. These facilities could be readily be adapted to accommodate changing requirements and were designed to create inclusive community spaces.

7. Summary of Design Issues.

7.1 The Design Working Party considered a number of matters in the preparation of the design brief. These included;

- exclusive use – vs – common uses spaces
- extension of Hawkesbury Seniors Leisure and Learning Centre - vs - construction of a stand alone seniors centre annexe
- the possible need for a staged development

7.2. Exclusive use – vs – common use - Council's intent in establishing a working party was to develop a design brief for an expanded seniors centre which would, as far as possible, address the broad needs of the seniors community. On this basis the design working party identified, as a core design principle, the requirement that the seniors centre extension should primarily be a shared community space and that priority should be given to the design of spaces that could be universally used and accessed by senior residents and community groups.

7.3 The Design Working Party also acknowledged that the inclusion of exclusive use office accommodation would directly complement the operations of an expanded seniors centre. Accordingly, the draft design brief includes provision for office accommodation. The floor space provisionally allocated to office accommodations accounts for 16% of the total additional floor space within the proposed extension.

7.4 The existing Hawkesbury Seniors Leisure and Learning Centre was constructed in the early 1970s and it is almost forty years old. Since its construction the activities conducted at the Centre have changed significantly. Not surprisingly, the current design and layout of the centre is unsympathetic to the operational requirements of these activities. For this reason, the draft design brief also outlines options for reconfiguring the spaces within the existing seniors centre to improve its overall operations. A review of *Practice Notes for Development Contributions* issued by the Department of Infrastructure Planning and Natural Resources (issued July 2005) indicates that the reconfiguration of the existing centre would be broadly in keeping with the principles of the development contributions system. This interpretation rests on the proposition that the proposed reconfiguration and improvements would increase the functionality of the additional floor space to be constructed and as such would be integral to achieving a better outcome for the construction of an expanded seniors centre.

7.5. Extension of existing Seniors Centre - vs- stand alone seniors centre annexe -
There were two potential design options considered by the design working party.

Option A - extension of the existing seniors centre

Option B - stand alone 'annexe extension' linked to existing seniors centre

Option A – Extending existing seniors centre.

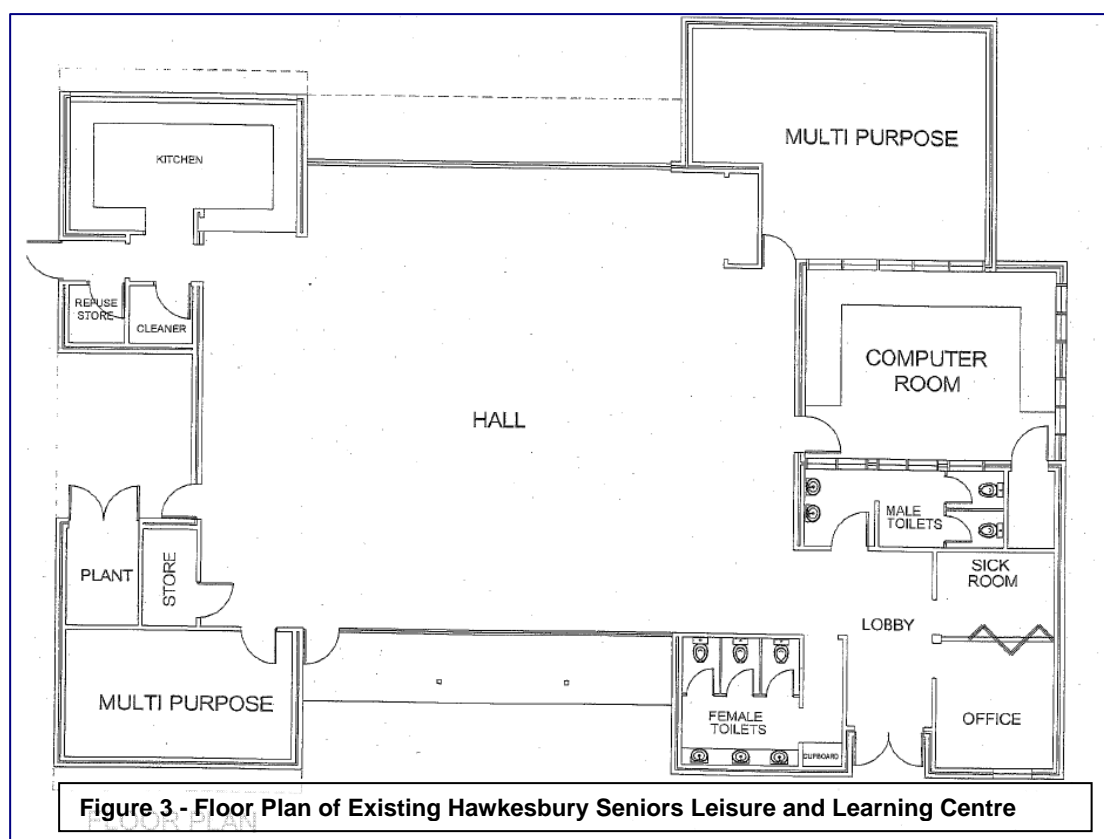
7.6 This option would see the existing Seniors Centre extended to create additional floor space. The total hall area of the existing Hawkesbury Seniors Leisure and Learning Centre (when measured from the outside walls) is 468m² with a net floor space of approximately 335m². There is also an external awning area of 38m². Table 2 summarises the current floor space configuration of the existing Seniors Centre while Figure 3 (on the following page) reproduces the floor plan of the existing centre.

room/space	m ²	Comment
main hall	168	approved for up to 200 persons
hall store (1)	1.7	adjoins main hall
hall store (2)	3.3	adjoins main hall
Kitchen	18.2	commercial kitchen, hatch to hall
Pantry	2.2	
male amenities	12.5	includes access to cistern
female amenities	13.6	
office (1)	9.6	used by centre co-ordinator
office (2)	6.6	used by U3A
computer room	30.2	
multi purpose (1)	39.9	
multi purpose (2)	19.1	
foyer	9.8	
Total	334.7	

Table 2 – Summary of floor space - Hawkesbury Seniors Centre

7.7 Under Option A, additional floor space would be constructed directly contiguous with the existing centre i.e. the existing external wall of the Centre, facing March Street, would probably be removed or otherwise modified to link the main hall and/ or the smaller multi-purpose room.

7.8 It may be possible to utilise some of the spaces within the existing centre to meet the floor space requirements of the new centre and so increase the overall floor space yield for the new centre. Some of the spaces may not be able to be adapted and may need to be retained in their current form. If an existing space is to be reconfigured it will be necessary to ensure that the current users of these spaces are not disadvantaged and are provided with an alternate space within the centre.



7.9 There are however (as outlined in 7.4 above) some provisos in relation to the reconfiguration and/or renovation of existing spaces using Section 94 and 94a funds. These funds cannot not be primarily used to renovate existing floor spaces but can be used to link existing with new floor spaces (the cutting of new doorways etc.) as well as works which improve the functionality of the expanded centre.

Option B – Stand alone annexe linked to existing seniors centre.

7.10 This option would be based on the construction of a largely self-contained seniors centre annexe which would complement the floor space provided by the existing Hawkesbury Seniors Leisure and Learning Centre. The annexe would be linked to the exiting centre by an enclosed walkway, courtyard (or some other device) so that the amenities available within the Hawkesbury Seniors Leisure and Learning Centre could be internally accessed from the annexe. Figure 4 outlines an indicative footprint of the proposed annexe extension



7.11 Table 4 summarises the matters considered by the design working party in assessing the two possible options.

Option A – extension to seniors centre	Option B - stand alone seniors centre annexe
<ul style="list-style-type: none"> existing main hall could be extended through external wall (facing March St) to create a larger space. existing amenities retained (may need to be upgraded). new floor space (in addition to expanded hall) could be devoted to meeting or activity rooms and office accommodation) new disabled amenity + baby care room (?) required. existing kitchen retained existing storage rooms will need to be replaced if they are to be used for another purpose 	<ul style="list-style-type: none"> construct a new seniors centre annexe existing community hall could be reconfigured and/or renovated for different uses if possible, existing amenities in HSLAL could be retained but linked to seniors centre annexe. Alternative would be to construct new amenities (minimum required to meet size of hall). existing kitchen retained. kitchen/kitchenette required to service new annexe. additional storage required to meet the need of users of the annexe new disabled amenity + baby care room (?) required.

Table 3: summary of different options for expanded Seniors Centre

7.12 In considering these matters the design working party identified Option B as the preferred option. Option B provided greater scope for delivering a better and more flexible design outcome when coupled with a reconfiguration of the floor space within the existing Centre. Under this option, the existing centre could be designed primarily for to accommodate existing seniors program, while the stand alone Annexe extension could be designed to deliver a more multi-functional inclusive community space. For this reason the draft design brief is divided into two sections as follows;

Section 9a - Design Brief for Stand Alone Seniors Centre Annexe

Section 9b – Design Brief for reconfiguration of existing Leisure and Learning Centre

7.13. *A staged development.* The Hawkesbury Leisure and Learning Centre occupies at prime site within the Richmond CBD, across from Richmond Park and just over 100m from transport interchange and Richmond shopping precincts. Richmond itself is the ideal location for the proposed extension given that it has the highest proportion of older people of any town or locality in the Hawkesbury. The ageing of the population dictates that Council will inevitably be required to construct additional facilities to meet the needs of older residents. In this context, the design brief should make allowances for future growth by incorporating provision for further expansion of the centre - given the physical restrictions of the site the only feasible future addition is likely to be the addition of a second story. The design brief should therefore accommodate this possible future extension and include provision for an internal lift space.

8. Preliminary Costings.

8.1 In 2007, in conjunction with a capital works grant application (to the then Department of Ageing Disability and Home Care), Council commissioned Robert Pont to prepare a preliminary design and detailed costings for a proposed 468m², two-storey Dementia Centre adjoining the Seniors Centre. The application was unsuccessful. However, the design and costings for this (unsuccessful) proposal have been reviewed and adjusted to allow for a 25% building cost escalation and an altered design based on a single storey construction of about 340m². The revised costs are outlined below in Table 4 which compares the original estimated costings for the Dementia Centre (based on the Building Price Index at December 2006), with an estimated revised costing for the currently proposed extension (based on the projected BPI as a December 2012).

Provisional Costs	Dec. 2006	Dec 2012
Item	\$	\$
site works and site remediation	24,280	27,922
site services, sewerage, drainage, water, gas, electricity	66,000	82,500
Landscaping	35,395	40,704
Fencing	16,680	0
vehicle areas, access and parking	63,860	19,906
Demolition	0	0
building alterations and additions	34,200	60,744
new building construction	1,006,708	839,044
staging costs	6,500	0
service equipment	0	0
furniture and fittings	75,732	42,741
Other	29,180	24,357
Contingency	90,000	90,000
professional fees	138,500	159,275
authority and approval fees	8,640	9,936
Total	1,595,675	1,397,129

Table 4 – Provisional costs for proposed extension

8.2 The provisional estimated cost of \$1,397,129 is based on conservative assumptions. The 2010 Cordell Building Cost Guide calculates a \$1,310m² cost for the construction a community facility. The provisional costings for proposed extension are based on a \$2,100m² cost (while the costings for the previous Dementia Centre proposal were estimated at \$1715m²).

9a. Design Brief for Stand Alone Seniors Centre Annexe

Area Code 01

<u>Designation.</u>	Foyer
<u>Space Required.</u>	minimum 18m ²
<u>Spatial Relationships.</u>	Within easy reach of the footpath and car park. The foyer should be immediately adjacent to a covered <i>port cochere</i> to provide an all weather drop-off and pick up point (as currently exists at Peppercorn Place). The Foyer area should abut the front office reception area (Area Code 02). A portion of the foyer will also serve as a waiting area. The foyer area should separate the community spaces within the extension from the office accommodation suite (Area Code 06)
<u>Comments.</u>	Site visits to other comparable facilities indicate that the design of the foyer area is an important factor in providing a visible point of entry to the centre and access to spaces within the centre. Although the foyer area is relatively small, the design of this space should maximise natural light to create a sense of space and preferably an outlook to a small 'entry garden' area. The foyer area should flow into the building proper through the use of glass doors or passage ways to create an airy and light ambience which 'speaks' of the rest of the building.
<u>Description.</u>	Automatic opening doors lead into the foyer which contains a small waiting area, directional signage, and an obvious reception point. The foyer area should look out onto a pleasant external aspect – a small garden or water feature.
<u>Floor Covering.</u>	Vinyl (with doormat set into floor)
<u>Communications:</u>	Nil
<u>Power:</u>	Required for cleaning purposes only
<u>Furniture:</u>	Comfortable seating – small sofa, chairs, coffee table (in waiting area) Community Art Works.
<u>Plumbing/other</u>	Nil
<u>Signage:</u>	Entrance should be prominently signposted. Provision for directional signage and 'welcome' sign in community languages. Directory Board.

Area Code 02

<u>Designation.</u>	Front Office/Reception
<u>Space Required.</u>	10m ²
<u>Spatial Relationships.</u>	The front office/reception should be located immediately adjacent to the main entry point and foyer (Area Code 01). The area will be staffed by volunteer/employee with access to standard office equipment and workstation. As such it should look out onto the foyer area by means of a reception hatch with sliding glass panels which can be closed when the office is not in use. A shelf or counter should be provided under the reception hatch (on the foyer side) to accommodate a signin/sign out book. The workstation within the office should be located beneath the reception hatch so that the worker/volunteer can maintain easy surveillance of the Foyer and front entry area.
<u>Comments.</u>	This room is to be used by a volunteer or employee on a regular basis to complete their assigned work tasks. In addition to the internal reception hatch it should also be provided with an external window to allow for natural light.
<u>Description.</u>	Lockable office with workstation and standard office equipment. Adjoins Foyer and includes reception hatch to facilitate surveillance of Foyer (Area Code 01).
<u>Floor Covering:</u>	Carpet
<u>Communications:</u>	Telephone /data outlet
<u>Power:</u>	Double power point required
<u>Furniture:</u>	Workstation & Office Chair. Credenza Visitor Chair Built -in lockable storage cupboard floor to ceiling (minimum 60cm deep). Blinds to window.
<u>Equipment:</u>	Computer & Printer. Telephone

Area Code 03

<u>Designation.</u>	Dividable Activity Area incorporating storage room & kitchenette
<u>Space Required.</u>	140m ² (2 x 70m ²) - large activity area made up of two dividable spaces with a minimum of 100m ² of unencumbered area when open.
(includes)	2 x 8m ² - Chair/Table/Equipment Store
(includes)	2 x 6m ² - Kitchenette
(includes)	2 sets of floor to ceiling storage (60 cm wide).
<u>Spatial Relationships.</u>	<p>Each dividable activity area to be accessible from the Foyer (Area Code 01) and amenities (Area Code 05). Each dividable activity area to have its own walk in chair, table & equipment store; walk in kitchenette and a bank of floor to ceiling storage at least 60cm deep.</p> <p>The purpose of providing separate storage and kitchenette is to enable each dividable space to be used independently of the other. If possible the kitchenette/storage areas should sit at opposite ends of each activity area so that the activity areas can be opened up to operate as a larger function room. The kitchenette should be an enclosed space with a servery hatch rather than an open corner of the activity room (see for example the kitchenette in the Stan Stevens Studio in the Deerubbin Centre). One of the activity areas should open out onto a fenced playground or garden area.</p>
<u>Comments.</u>	The dividable activity area is intended to provide for maximum flexibility in patron use and cater for multiple uses. The dividing partition should have a good sound-proof rating. A high ceiling would be necessary. One wall of the activity spaces should open out onto a covered verandah and should provide for ample glazing to allow for natural light and passive solar design.
<u>Description.</u>	Activity areas to be used for centre activities and/or be hired out for community purposes. To be also used as a Training room.
<u>Floor Covering.</u>	<p>Sprung (wooden) floor robust enough to accommodate provision for exercise classes, dancing and other physical activities.</p> <p>Ceramic tiles or vinyl floor to Kitchenette</p> <p>Vinyl flooring to chair/table/equipment store</p>
<u>Communications:</u>	Telephone /data outlet (for multipurpose screen/electronic whiteboard.
<u>Power:</u>	<p>3 double power points in each activity area.</p> <p>2 double power point in each kitchenette.</p>
<u>Furniture:</u>	<p>40 (2x20 stackable visitor chairs.</p> <p>8 (2x4) folding tables.</p> <p>Bench space with drawers (kitchenette).</p>
<u>Equipment:</u>	<p>Multipurpose Screen. Wall Mounted (lockable) Electronic Whiteboard.</p> <p>Ceiling mounted data projector (in secure cage).</p>

(Kitchenette) Double Stainless Steel Sink. Under-bench refrigerator. Dishwasher. Boiling Water Unit. Microwave.

Area Code 04

<u>Designation.</u>	Activity Area/Studio incorporating storage room, wet area & kitchenette
<u>Space Required.</u>	64m ² - activity area with minimum of 50m ² unencumbered floor space.
(includes)	6m ² - equipment Store
(includes)	6m ² - wet area
(includes)	1 sets of floor to ceiling storage (60 cm wide).
<u>Spatial Relationships.</u>	<p>To be accessible from the Foyer (Area Code 01) and amenities (Area Code 05). The activity area to have a walk in equipment store, a wet area incorporating a small kitchenette and craft sink, and a bank of floor to ceiling storage at least 60cm deep.</p> <p>The walk in storage/wet area should sit at one end the activity area. The wet area (including kitchenette) should be open out into the activity space. It would be preferable for this activity area to open out onto a courtyard (Area Code 10).</p>
<u>Comments.</u>	This activity area is intended for use as an art/craft studio and should therefore have a high ceiling – a vaulted ceiling if possible. One wall of this activity space should open out onto a courtyard to provide for ample glazing to allow for natural light.
<u>Description.</u>	Art and craft studio area to be used for centre activities and/or be hired out for community purposes.
<u>Floor Covering.</u>	Easily cleaned ceramic tiles or vinyl flooring
<u>Communications:</u>	Telephone /data outlet.
<u>Power:</u>	<p>3 double power points in activity area.</p> <p>2 double power point in kitchenette.</p>
<u>Furniture:</u>	<p>20 stackable visitor chairs (dependent on licensed capacity).</p> <p>Bench space with drawers (kitchenette).</p> <p>4 Trestle type tables (robust and washable)</p>
<u>Equipment:</u>	Wet area: Craft sink. (Kitchenette) Double Stainless Steel Sink. Under-bench refrigerator. Dishwasher. Boiling Water Unit. Microwave.

Area Code 05

<u>Designation.</u>	Public Amenities (including Bathroom/Laundry)
<u>Space Required.</u>	<p>Dependent on the size required relative to floor space. These amenities would be in addition to the amenities in the existing Seniors Centre (12.5m² male, and 13.6 m² female). For functional purposes the minimum number of toilet cubicles in the public amenities to be included in the extension should be 2. The following space requirements are based on this assumption.</p> <p>9m² - male Amenities 12m² - female Amenities 8m² - unisex Shower Room with baby care facilities and laundry.</p>
<u>Spatial Relationships.</u>	The public amenities should be able to be accessed from the Foyer (Area Code 01).
<u>Comments.</u>	<p>The extension to the Seniors Centre is primarily intended to support active and healthy ageing programs not only for senior residents but for other population groups. As such, the public amenities should be fully accessible and 'family friendly'. For this reason it would be preferable for the male and female amenities to incorporate provision for disability access rather than providing a separate disability toilet. The unisex shower room should also comply with disability standards as well as including baby care facilities (nappy change counter, sink and chair) which could be separated from the shower facility by a half partition wall. A lockable built-in laundry cupboard with washer and externally vented drier is also required to launder tablecloths etc from Beaches Seniors Restaurant (in existing Seniors Centre).</p>
<u>Description.</u>	Female/Male/ toilets. Unisex shower room with provision for baby care and laundry facilities.
<u>Floor Covering.</u>	Non-slip glazed ceramic tiles
<u>Communications:</u>	Nil.
<u>Power:</u>	Outlets for hand driers, power point for cleaner.
<u>Furniture:</u>	Chair & built-in change table for baby feeding area
<u>Equipment:</u>	Sanitary fixtures and fittings

Area Code 06

<u>Designation.</u>	Office Accommodation Suite
<u>Space Required.</u>	60m ² 22m ² Staff Work Room (Area Code 06a) 16m ² Managers Office (Area Code 06b) 8m ² Photocopy Stationery Store/Server Hub (Code 06c) 14m ² Kitchenette/Staff Room/Waiting Area (Area Code 06d)
<u>Spatial Relationships.</u>	The location of the office accommodation suite should be in a relatively quiet area of the extension. Access to the offices could be by means of a separate entry, or alternatively, the foyer area should be designed to provide for easily visible but distinct access to the community spaces (Area Codes 03 and 04) and the office accommodation. The Foyer (Area Code 01) would function to direct patrons to the community spaces, but also provide for a secondary access to the office accommodation suite.
<u>Comments.</u>	Office Accommodation suite is proposed to provide accommodation for workers delivering both outreach and centre based service. It would be important for this area to be relatively private to minimise potential for interruptions from patrons of the adjoining community spaces.

Area Code 06a

<u>Designation.</u>	Staff Work Room
<u>Space Required.</u>	22m ²
<u>Spatial Relationships.</u>	Located within the Office Accommodation Suite adjoining the Kitchenette/Lunch Room/Waiting Area (Area Code 06d)
<u>Description.</u>	Staff Work Room to accommodate 3 staff.
<u>Floor Covering</u>	Carpet
<u>Communications:</u>	3 telephone handsets.
<u>Data.</u>	3 data points (one at each workstation)
<u>Power:</u>	3 double power points
<u>Furniture:</u>	Modular workstations to accommodate 3 staff. Floor to ceiling storage unit (450mm deep). 3 Ergonomic chairs 2 visitor chairs Whiteboard

Equipment: 3 personal computers networked to one printer/photocopier

Area Code 06b

<u>Designation.</u>	Managers Office
<u>Space Required.</u>	16m ²
<u>Spatial Relationships.</u>	Located within the Office Accommodation Suite adjoining the Kitchenette/Lunch Room/Waiting Area (Area Code 06d)
<u>Comments.</u>	A larger office space for senior staff member which includes provision for a small conference table to seat up to 4 persons.
<u>Description.</u>	Office.
<u>Floor Covering</u>	Carpet
<u>Communications:</u>	Telephone handsets.
<u>Data.</u>	1 data point
<u>Power:</u>	1 double power points
<u>Furniture:</u>	Modular workstation. 1 Ergonomic chair Floor to ceiling storage unit (450mm deep). Whiteboard Small conference table. 2 visitor chairs
<u>Equipment:</u>	Personal computer networked to one printer/photocopier

Area Code 06c

<u>Description:</u>	Photocopy room - Stationery Store – Server Hub
<u>Space Required.</u>	8m ²
<u>Spatial Relationships.</u>	Located within the Office Accommodation Suite adjoining the Kitchenette/Lunch Room/Waiting Area (Area Code 06d).
<u>Comments.</u>	Room required to support operation of Office Accommodation Suite .
<u>Description.</u>	Photocopy Room- Stationery Store. Server Hub
<u>Floor Covering.</u>	Carpet.
<u>Communications:</u>	Data outlet. Fax line.
<u>Power:</u>	Two double power points
<u>Furniture:</u>	Built in bench with storage underneath for paper and stationary items Floor to ceiling storage unit (450mm deep).

Equipment: Photocopier

Area Code 06d

Description: Kitchenette/Staff Room/Waiting Area

Space Required. 14m²

Spatial Relationships. Located within the Office Accommodation Suite. Can be used as a space to separate staff offices from photocopy room (or from health clinic room (Area Code 07) if incorporated into office accommodation suite.

Comments. Multi-purpose area which can be used as client waiting area, staff lunch room or informal meeting room.

Description. (Informal) Small meeting room with kitchenette facilities.

Floor Covering. Vinyl

Communications: Telephone Socket.

Power: Provision for two double power points(one additional power point in kitchenette area)

Furniture: 2 small sofas
Coffee table

Equipment: Wall Mounted Whiteboard.
Kitchenette - Bench space with cupboards and drawers. Stainless Steel Sink. Boiling Water Unit.

Area Code 07

<u>Designation.</u>	Outreach Allied Health Clinic Room
<u>Space Required.</u>	12m ²
<u>Spatial Relationships.</u>	The health clinic should be located adjacent to the main entry point and Foyer (Area Code 01) include provision for a waiting area (in the foyer). Clients of this service will need access public amenities (Area Code 05). Alternatively, provision for this space could be incorporated in the office accommodation suite (Area Code 06) but would need to be separated from the staff work room (Area Code 06a) and Managers Office (Area Code 06b) by being located at one end of the Kitchenette/Lunch Room/ Waiting Area (Area Code 06d)
<u>Comments.</u>	The space is intended to be used by government agencies and private practitioners to provide allied health services (podiatry, occupational therapy, speech therapy, counselling etc). It should be sited to provide for an external window outlook.
<u>Description.</u>	Room with sink to be used for health clinic and therapy services. Adjoins a public waiting area with easy access to public amenities.
Floor Covering	Carpet (with vinyl area around sink)
Communications:	Telephone outlet
Power:	2 double power points required
Furniture:	Desk & Office Chair. 2 Visitors Chairs Built-in storage cupboard (minimum 60cm deep). With up to four separate lockable spaces. Blinds to window.
Equipment:	Sink. Paper Towel Dispenser. Automated Podiatry Chair

Area Code 08

<u>Designation.</u>	Small Meeting Room (with Kitchenette)
<u>Space Required.</u>	22m ²
<u>Spatial Relationships.</u>	The small meeting room should be easily accessed from a main entry point and provide for easy access to toilets (access from the foyer would be an advantage). Built-in storage cupboards should be provided and the room should incorporate a small kitchenette. Ideally the room should have external openings (window) to provide for natural lighting.
<u>Comments.</u>	Meeting room to be used by internal and external services.
<u>Description.</u>	Meeting room incorporating built-in storage and small kitchenette.
<u>Floor Covering.</u>	Carpet
<u>Communications:</u>	Telephone Socket. Hearing Loop to be installed.
<u>Power:</u>	Provision for two double power points(one additional power point in kitchenette area)
<u>Furniture:</u>	3 folding tables 12 chairs Floor to ceiling storage unit (450mm deep).
<u>Equipment:</u>	Wall Mounted Whiteboard. Ceiling mounted data projector (in secure cage). Kitchenette - Bench space with cupboards and drawers. Stainless Steel Sink. Boiling Water Unit.

Area Code 09

<u>Designation.</u>	Cleaner
<u>Space Required.</u>	2.6m ²
<u>Spatial Relationships.</u>	Adjacent to Toilets
<u>Description.</u>	Cleaners cupboard and sink (low tub).
<u>Floor Covering.</u>	Tile
<u>Communications:</u>	Nil
<u>Power:</u>	Nil
<u>Furniture:</u>	Shelving for cleaning supplies and equipment.
<u>Equipment:</u>	Cleaners Sink.

Area Code 10

<u>Designation.</u>	Courtyard(s)
<u>Space Required.</u>	60 m ² ? (*note, no precise size has been designated for courtyard as this will be dependent on the layout of the extension)
<u>Spatial Relationships.</u>	A courtyard area has been identified as the preferred means of linking the existing Hawkesbury Seniors Leisure and Learning Centre with the Extension. In this capacity, the courtyard would adjoin the (northern) street frontage of the existing centre with one or multiple walls within the new extension. If possible the courtyard should also provide an internal focal point for the extension in a way that maximises the entry of natural light into the building and complements the spaces within the building. It should also increase the amount of natural light entering the existing centre. A portion of the courtyard should be covered and it would be important to provide a covered link between the existing building and the extension.
<u>Comments.</u>	The courtyard should be a pleasant indoor/outdoor space integral to the functioning of the existing centre and the extension. It should provide for quiet reflective spaces with, garden areas, water feature and comfortable seating. If possible it should retain and incorporate some of the large existing trees on the site to provide summer shade. The courtyard should be fenced and incorporate some provision for an outdoor b-b-q facility
<u>Description.</u>	Fenced courtyard .
<u>Floor Covering.</u>	Paving/ Soft Landscaping.
<u>Communications:</u>	Nil.
<u>Power:</u>	External power points
<u>Furniture:</u>	Outdoor seating Water feature Pergola
<u>Equipment:</u>	Built in gas/electric b-b-q. Garden lighting

Area Code 11

Designation. **Miscellaneous Items**

11 (a) **Mobility Scooter Parking .**

Description. A covered paved area, accessible from the street footpath and/or internal access, where up to 4 mobility scooters can be parked and linked to the front entry way of the extension and existing Centre by a continuous accessible path of travel. Should include an external power outlet for recharging

11 (b) **Climate Control.**

Description. The extension will need to be designed to allow for internal (zoned) climate control using combination of natural ventilation and air-conditioning.

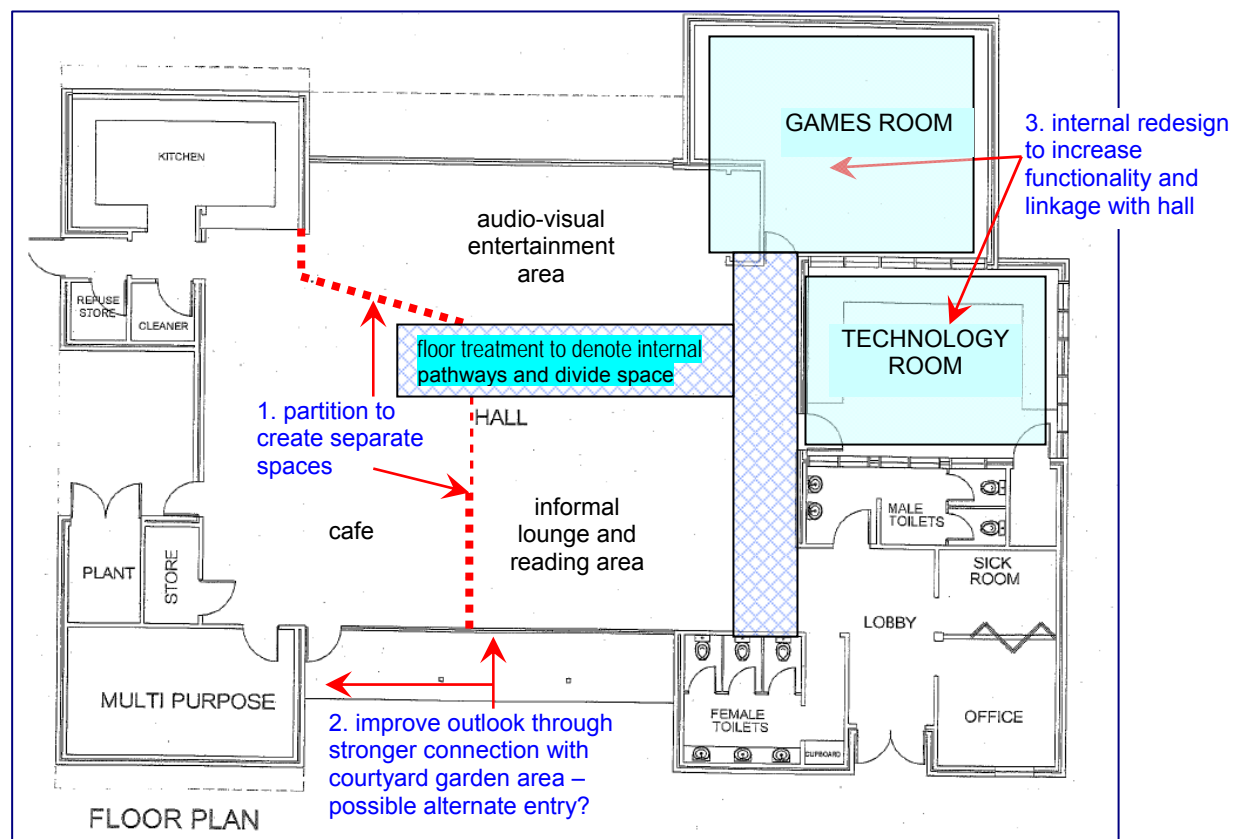
11 (c) **Public Address System.**

Description. Provision for public address system.

9b. Design Brief for Reconfiguration of existing Leisure & Learning Centre.

Introduction. The additional floor space to be constructed is intended to complement the floor space within the existing Hawkesbury Seniors Leisure and Learning Centre in a way that improves the functionality of the existing Centre. The existing Centre was constructed in the early 1970s and it is almost forty years old. Since its construction the activities conducted at the Centre have changed significantly. Unfortunately, for some of these key activities (such as Beaches Seniors Restaurant and Hawkesbury Seniors Computer Group) the current design and layout of the centre is incompatible with their requirements.

Some of these issues can be addressed through the inclusion of the required elements in the new extension. However some issues are best addressed through modifications to the existing Centre– for example it would be an expensive undertaking to relocate the Seniors Restaurant to the extension as this would require the duplication of the commercial kitchen located in the south-eastern corner of the existing building. Accordingly, the following building modifications have been identified as a way of improving the overall functionality of the site and to integrate the existing building with the extension.



In summary the modifications involve;

1. partitioning the main hall to create separate areas which can better support the functioning and operation of the Seniors Restaurant and establish an informal reading and lounge area and possibly an entertainment area. A combination of solid and soft partitioning (half walls, glass, screens etc) could be used to maintain a sense of space. Different floor treatments could also be used to denote distinct areas. The configuration of partitioning should orient the café area and informal lounge to face the northern (street frontage) of the Centre to maximise the outlook and natural light. The partitioning configuration should also maintain easy access to the public amenities within the building and could be reinforced by a flooring treatment which 'marked' the pathway to these amenities. It is not envisaged that the partitioning would reach the ceiling of the Centre.

2. opening up the front of the Centre (north) to strengthen the external outlook and connect the Centre with the new extension by means of a courtyard/garden area (Area Code 10). Options for increasing natural light penetration into the centre from the northern wall should be explored including replacement of the existing covered verandah with glazed roof or pergola. Options for the possible treatment/alternate use of the multi-purpose room adjoining the covered verandah should also be explored (i.e. a more 'friendly' alternate entry point to replace/augment the current entry).

3. the internal redesign of existing computer room to increase its capacity and functionality as an IT hub (internet and computer kiosk). Options could include use of internal partitioning (half walls) to carry electrical/data cables or some other treatment to increase the number of access points for computer terminals (as for example in the Hawkesbury Library Computer Room). Options for improving the connection between the computer room and the main hall by opening up the dividing wall between the two spaces should be explored as well as possibility of additional window openings in the external wall. Similar options for improving the linkages between the games room (multi-purpose room) and the main hall should also be explored.

The building modification to the exiting Hawkesbury Seniors Leisure and Learning Centre should create the spaces outlined below (area code numbers follow on from the area code numbering used for the new extension).

Area Code 12

<u>Designation.</u>	Café
<u>Space Requirements:</u>	Café seating for up to 30 patrons (60m ² ?).
<u>Spatial Relationships.</u>	The café should adjoin the existing Centre kitchen but should be oriented to face the northern/street frontage wall of the Centre. Ideally the café look out onto a courtyard/garden area (Area Code 10). Unencumbered access to the public amenities within the Centre should be provided (with minimum 'aisle' width of 1.5 metres). The treatment and configuration of the partitioning between the café and other areas within the hall should provide for privacy while also preserving a sense of overall spaciousness.
<u>Comments.</u>	The operations of the existing Beaches Seniors Restaurant have been hampered by the incompatibility and unsympathetic nature of the hall setting in which restaurant operations are currently conducted. The purpose of the redesign is to create a more intimate, inviting, light-filled and practical setting with a pleasant external outlook. The purpose is to make the space look more like a café than an institutional setting.
<u>Description.</u>	Informal Café area.
<u>Floor Covering.</u>	The area is currently carpeted. For hygiene and cleaning reasons the carpet needs to be replaced by a washable and easily cleaned vinyl. The entire area need not have the same treatment it may be possible to retain carpet in the non-eating areas and use colour variations to denote access-ways etc..
<u>Communications:</u>	Nil.
<u>Power:</u>	As currently exists.
<u>Lighting:</u>	Design to maximise natural lighting. Options for creating a more sympathetic lighting treatment in the café area could be explored.
<u>Furniture:</u>	10 tables (with 4 place settings). Tables should be wheelchair-friendly. 40 cafe style chairs suitable for people with mobility challenges.
<u>Equipment:</u>	
<u>Signage:</u>	Blackboard fixed to wall?

Area Code 13

<u>Designation.</u>	Informal Lounge
<u>Space Requirements:</u>	48m ² ?
<u>Spatial Relationships.</u>	The informal lounge should adjoin the café (Area Code 12) and like the café oriented to face the northern/street frontage wall of the Centre. Ideally the informal lounge should look out onto a courtyard/garden area (Area Code 10). The informal lounge should also adjoin the AV entertainment area (Area Code 14). The treatment and configuration of the partitioning between the café and informal lounge area should provide for privacy while also preserving a sense of overall spaciousness. The separation of the lounge area with the AV entertainment could be achieved by a flooring treatment which separated these two spaces. For access purposes, the internal division between the lounge area and the AV entertainment area would need to provide an unencumbered aisle width of 1.5m (to enable patrons of the café to access the amenities within the building).
<u>Comments.</u>	The purpose of the informal lounge is to provide patrons with a (relatively) private and quiet area with a pleasant external outlook for reading, conversation and tea or coffee. The area could include a 'book depot' serviced by the Hawkesbury City Library.
<u>Description.</u>	Informal Lounge.
<u>Floor Covering.</u>	The area is currently carpeted and this could be retained. The clear delineation of internal pathway to the café and amenities could be denoted by a different floor treatment
<u>Communications:</u>	Nil.
<u>Power:</u>	As currently exists.
<u>Lighting:</u>	Design to maximise natural lighting. Options for creating a more sympathetic lighting treatment in the café area could be explored.
<u>Furniture:</u>	Comfortable sofas and armchairs suitable for people with mobility challenges and age appropriate. Number to be determined by size of area and access requirements. Side tables should also be provided.

Equipment: Magazine rack. Book depot.

Area Code 14

Designation. AV Entertainment Area.

Space Requirements: 60m²?

Spatial Relationships. The AV Entertainment Area should adjoin the informal lounge (Area Code 13). The AV Entertainment Area could be situated at the rear (southern) wall of the Centre and be separated from the informal lounge by a flooring treatment which could also mark the pathway between the amenities and the café (Area Code 12). Ideally, the AV Entertainment area should be more visibly connected to the Technology Room (Area Code 15) and the Games Room (Area Code 16) by opening up the existing solid wall partitioning between these rooms. However, a discernable aisle would need to be provided to link these rooms to the amenities and would probably need to traverse the western end of the existing hall.

Comments. The purpose of the AV Entertainment Area is to provide patrons with access to audio visual equipment for entertainment and training purposes. A large screen 'smart' television would be affixed to one wall of the area with comfortable seating and tables. The area would provide a venue for watching movies, the playing of card and board games and informal training.

Description. A small informal theatre and card/board games area.

Floor Covering. The area is currently carpeted and this could be retained. The clear delineation of internal pathway to the café and amenities could be denoted by a different floor treatment

Communications: Data/aerial outlet for wall mounted television.

Power: As currently exists plus additional requirement for double power point for large wall mounted television.

Lighting: As currently exists.

Furniture: Comfortable 'club type' chairs and tables Number to be determined by size of area and access requirements.

Equipment: Large wall mounted flat screen television.

Area Code 15

Designation. Technology Room.

Space Requirements: 30m² (existing).

Spatial Relationships. The Technology Room will be located within the existing Computer Room at the western end of the hall. The current Computer Room is an enclosed space with single door access to the existing hall. It is proposed that a more visible and transparent connection be created between the main hall and the revamped Technology Room by opening up the existing internal partition and covering these new openings with glass partitioning. A discernable pathway would need to be provided to create a visible link between the Technology Room and the existing amenities within the Centre (so that patrons are not walking through the informal lounge area (Area Code 13).

Comments. The current Computer Room is a heavily utilised space used by the Seniors Computer Group. The functionality of this room could be improved through its reconfiguration (along the lines of the Technology Room in the Hawkesbury District Library). Currently data and power cables are located on the perimeter walls of the room which limits the possible location of computer terminals. To increase the number of terminal data and power outlets would need to be available within the room proper and this could be achieved by constructing some internal half-walls through which cables could be routed or by some other solution.

Description. A 'visible' room (or area) that can function as an IT hub and internet kiosk.

Floor Covering. The area is currently carpeted and this could be retained.

Communications: The existing room currently supports 9 computer terminals. At a minimum sufficient data outlets should be retained for this amount of terminals, with a view to increasing capacity for additional terminals if

Power: As currently exists. Depending on room configuration, additional power outlets would need to be provided on internal partitioning walls to support relocated and/or additional computer terminals.

<u>Lighting:</u>	As currently exists.
<u>Furniture:</u>	Comfortable chairs and tables (suitable for computers). Floor to ceiling storage unit (450mm deep).
<u>Equipment:</u>	Computer terminals networked to printer.

Area Code 16

<u>Designation.</u>	Games Room.
<u>Space Requirements:</u>	40m ² (existing).
<u>Spatial Relationships.</u>	The Games Room will be located within the existing games room at the south-western end of the hall. The current games room is an enclosed space with single door access to the existing hall. It is separated from the hall by an internal store room. It is proposed that a more visible and transparent connection be created between the main hall and the revamped Games Room by removing the internal store and constructing some internal glass partitioning. A discernable pathway would need to be provided to create a visible link between the Games Room and the existing amenities within the Centre (so that patrons are not walking through the AV Entertainment Area (Area Code 14) and Informal Lounge area (Area Code 13).
<u>Comments.</u>	The current games room is not well utilised. It contains a pool table and a part of it is used for internal storage. The functionality of this room could be improved by opening it up and constructing some floor to ceiling storage units to maximise unencumbered floor space. The room could then function as a more active recreation area with billiard table, darts and table tennis and would complement the adjoining AV Entertainment area (Area Code 14).
<u>Description.</u>	A games room to support active recreation.
<u>Floor Covering.</u>	The area is currently carpeted and this could be retained.
<u>Communications:</u>	Nil
<u>Power:</u>	As currently exists.
<u>Lighting:</u>	As currently exists.
<u>Furniture:</u>	4 comfortable chairs . Floor to ceiling storage unit (450mm deep).

Equipment: Billiard Table and accoutrements.
 Table Tennis (portable)
 Darts Board and Blackboard.

SUMMARY OF EXISTING and ADDITIONAL FLOOR SPACE REQUIREMENTS

code	item	additional space in extension m ²	existing space in Centre m ²	notes
01	Foyer/Lobby	18 (min)	9.8	Current lobby adjoins amenities
02	Front Office/ Reception	10		
03	Activity Area (Dividable)	140		Opens out into fenced garden area
04	Activity Area/Studio	64		
05	Public Amenities	29	26	existing amenities to be retained
06	Office Accommodation	(58 in total)	16.2	Existing offices in Centre used by Centre Co-ordinator and U3A – to be retained.
06a	Staff work room	22		
06b	Manager Office	16		
06c	Photocopy/store/hub	8		
06d	Kitchenette/Staff room	14		
07	Outreach Health Clinic	12		Could be incorporated into Area Code 06
08	Small Meeting Room	22	19.1	Existing room used as meeting room
09	Cleaner	2.6		
10	Courtyard/Verandahs	?		
11	Miscellaneous			
12	Café		60	Existing 168m ² hall to be configured and
13	Informal Lounge		48	partitioned to create three separate areas
14	AV Entertainment Area		60	as designated
15	Technology Room		30.2	Existing Computer Room
16	Games Room		39.9	Existing Games Room
undesignated	Kitchen		18.2	
undesignated	Pantry		2.2	
undesignated	hall store 1		1.7	Adjoins games room - to be removed
undesignated	hall store 2		3.3	Adjoins hall - to be retained
Totals		357.6 ⁽¹⁾	334.7	

NOTES: (1) excludes courtyard, verandah and garden areas.