TOWN OF COTTESLOE

ATTACHMENTS

SEA VIEW GOLF CLUB COMMITTEE MEETING – 29 JULY 2024

TABLE OF CONTENTS

TOWN OF COTTESLOE

SEA VIEW GOLF CLUB COMMITTEE MEETING

ATTACHMENT

ITEM 8.1.1A:
ATTACHMENT A - SEA VIEW GOLF CLUB - CLUB HOUSE REDEVELOPMENT STRATEGY

Sea View Golf Club, 2 Jarrad Street, Cottesloe

Sea View Golf Club Facilities Strategy

1 Preamble

The Town of Cottesloe (Town) wishes to explore and comprehend the process of investigation, consultation and decision criteria in respect to the adaptive re-use and / or complete redevelopment of the Sea View Golf Club Facilities.

The Town has prepared a draft strategy outlining potential stages and deliverables to assess the commerciality and viability for the adaptive re-use and / or complete redevelopment of the Sea View Golf Club Facilities.

The Town has engaged Cygnet West to review and expand upon the Town's draft strategy and provide a final draft strategy. The requested review scope is framed to include:

1. Develop a detailed redevelopment strategy based on the draft strategy and identify additional requirements or stages.

2. Provide advice on potential project team members and specify their involvement in delivering the detailed strategy.

3. Offer practical timeframes for each stage of the detailed redevelopment strategy.

4. Provide estimated costs per stage of the detailed redevelopment strategy.

2 Basis of Review

Cygnet West inspected the Sea View Golf Course Facilities Saturday, 2 December 2023.

In undertaking the review, Cygnet West has in addition to the draft strategy, considered:

1. The Land:
    a. Lot 401 (2 Jarrad Street) on Deposited Plan 34252 being Crown Land Reserve 6613 (A Class – I825431), and being the whole of the land north of the Jarrad Street alignment, and
    b. Lot 501 on Deposited Plan 58314 being Crown land Reserve 1664 (A Class – L031703), and being the whole of the land south of the Jarrad Street alignment.
2. Land Tenure:
    a. Lot 401: The Primary Interest Holder is the Town of Cottesloe. The land is held as a 'Reserve Under Management Order' (I825432) with the power to lease for any term not exceeding 21 years, subject to the consent of the Minister for Lands.
    b. Lot 501: The Primary Interest Holder is the Town of Cottesloe. The land is held as a 'Reserve Under Management Order' (L031704) with the power to lease for any term not exceeding 21 years, subject to the consent of the Minister for Lands.

3. Statutory Land Use.

   Both parcels of land are reserved Parks and Recreation "Restricted" under the Metropolitan Region Scheme. These lands are not reserved under the Town of Cottesloe Local Planning Scheme No. 3.

   Refer WAPC, 2017, Development Control Policy 5.3 – Use of Land Reserved for Parks and Recreation and Regional Open Space. The "Restricted" designation, on simple application, refers to reserved land designated to incorporated sporting clubs and / or community groups, and / or, certain private businesses that provide services to the public and that are ancillary and incidental to the primary purpose of the reservation.

4. Lease to Seaview Golf Club for a term of 21 years commencing 1 July 2005 and expiring 30 June 2026, which as of 1 January 2024, renders a remaining term of 2.5 years.

5. Seaview Golf Club Inc, Management Plan 1 July 2021 to 30 June 2024.

6. PVA Western Australia, September 2022, Sea View Gold Club Rental Assessment.

7. AECOM, April 2018, Cottesloe Recreation Precinct Master Plan.

8. Town of Cottesloe, 23 September 2023, Unconfirmed Minutes Ordinary Council Meeting.

9. Town of Cottesloe, September 2013, Draft Strategic Community Plan 2013 – 2023.

10. Town of Cottesloe, undated, Draft Council Plan 2023 – 2033.

11. A wider market purview, acknowledging local market activity in tourism and hospitality as well as observed change in local public golf course facilities with Wembley Golf Couse and Claremont Golf Course setting case study examples of opportunity for change.

3 Seaview Golf Club Facilities Strategy

3.1 Strategy Purpose

The strategy purpose as set out in the brief is: *comprehend the process of investigation, consultation and decision criteria in respect to the adaptive re-use and / or complete redevelopment of the Sea View Golf Club Facilities*.

"Facilities", in the context of the existing lease, is taken to mean the "Building" as defined in the lease, being *the clubhouse and all permanent buildings and structures on the Land from time to time*.

This strategy purpose evolves from the Town of Cottesloe, 23 September 2023, Unconfirmed Minutes Ordinary Council Meeting Item 10.1.12 Seaview Golf Club Lease Renewal.

Accordingly, the strategy is required to guide and inform a decision to an appropriate land use and tenure framework for the Sea View Golf Course that optimises the Town and community need.

Moreover, the final outcome and deliverable of the strategy is arguably a Business Case for the future tenure and land use(s) to be applied to the Sea View Golf Course.

Cygnet West's draft strategy review has been made with the Business Case as the strategy conclusion. The basis for this stems from the statutory requirement for local government in Western Australia to prepare a business case for Major Land Transactions and the potential lease renewal or new lease for the Sea View Golf Course is deemed a Major Land Transaction.

Importantly, the aforementioned minutes, establish the baseline measure for the strategy and final business case.

3.2 Strategy Need

The strategy needs and basis is established by several core considerations:

1. The Town has custodianship of the Land and therein the golf course, building and associated facilities.
2. The golf course is heritage listed and with that; options for redesign, redevelopment and re-purposing of the Land may be limited. Notwithstanding, interpretation of the heritage listing suggests the clubrooms and curtilage land are not pertinent to the listing ("*...of little significance...*") other than for possibly scale and therein the reasonable retention of the aesthetic and landscape character of the golf course.
3. The Seaview Golf Course is a limited nine-hole golf course affecting wider market participation and therein membership and financial performance.
4. The club house and associated facilities are functional but dated; described (Heritage Council of Western Australia) as being in fair to poor condition. Observations drawn with Cygnet West's site inspection is that superficially, the Buildings are more reasonably in "good to fair" condition for their age, however the primary question at hand is one of functional obsolescence that reasonably is impacting the operational and financial performance of the Golf Course and therein the Golf Club.
5. The Sea View Golf Course is subject to an existing lease that expires 30 June 2026 (2.5 years as of 1 January 2024).
6. The existing Sea View Golf Course lease provides for no Rent payable to the Town with the Lessee responsible for Outgoings, maintenance and repair of the golf course inclusive of the Building, the greens, fairways and associated facilities.
7. The majority of club membership is non-Cottesloe residents.
8. Items 3 to 7 above signal limited direct rate payer and community benefit, and no financial benefit to the Town.
9. Notwithstanding the above, the golf course provides an aesthetic landmark quality that reasonably contributes to the public open space landscape and community sense of place, both locally and with a character widely recognised in metropolitan Perth.
10. The Sea View Golf Club's profitability has improved markedly through and post Covid-19, with cash at bank of circa $1,000,000 (Sea View Golf Club Financial Statements December 2021).
11. The Seaview Golf Club is seeking a lease extension of 21 years with a capital works commitment of circa $500,000 (Sea View Golf Club, May 2021, Request for Lease Extension).
12. Anticipated market rent for the Golf Course is $90,000 to $125,000 per annum net plus Outgoings and plus GST (PVA, September 2022, Sea View Gold Club Rental Assessment and Consultancy Advice).
13. The Town's draft Strategic Community Plan (2013 – 2023) indicates a community aspiration for sustainable development, providing sustainable community amenities, and to maximise the return to the community from assets under the Town's control.

14. The "Town's draft Council Plan (2033 – 2033)" fields a similar emphasis, and in respect to the community ideals of draft Strategic Community Plan (2013 – 2023) and this strategy, it is noted that "Parks / gardens / reserves (public open space)" were ranked "High Importance I High Satisfaction" where "Financial management" ranked "High Importance I Low Satisfaction".

15. Further, and importantly, in respect to this strategy, the Town's General Principles (Town of Cottesloe, 23 September 2023, Unconfirmed Minutes Ordinary Council Meeting) for the future of the golf course and this strategy are cited as:

1. ADOPT the following key principles in relation to land associated with reserves 6613 and 1664, commonly referred to as the Sea View Golf Course:

a. *The Sea View Golf Course (being Class "A" Crown Reserves 6613 and 1664) is under the control and management of the Town of Cottesloe for the purposes of Parklands (R6613 - being the whole of the land north of the Jarard Street alignment) and Recreation (R1664 - being the whole of the land south of the Jarard Street alignment).*

b. *The Sea View Golf Course cannot be used for residential or commercial development which is not compatible with the purposes of the associated crown reserves.*

c. *As Public Open Space, public access to the Sea View Golf Course needs to be maintained.*

d. *The continued use of the Sea View Golf Course as a golf course is supported by the Town of Cottesloe, acknowledging its heritage significance to the Cottesloe and Greater West Australian Community, and*

e. *All activities on the Sea View Golf Course must provide positive environmental sustainability, public safety, and community benefit outcomes for the Cottesloe Community.*

2. PROVIDES in principle support for:

a. *A ten (10) year lease renewal (new lease) of the Sea View Golf Course to the Sea View Golf Club;*

b. *The inclusion in the new lease of a redevelopment clause at the discretion of Council, exercisable upon a six (6) month notice period; and*

c. *The redevelopment clause (point (2)(b)) to be removed from new lease should Council resolve that it is satisfied with the progress of investigating redevelopment opportunities of the existing club rooms and associated facilities prior to expiry of the current lease, 30 June 2026.*

16. Moreover, its understood that Council's in principal support for the ten (10) year lease renewal (new lease) of the Sea View Golf Course to the Sea View Golf Club, is subject to:

a. *The inclusion in the new lease of a redevelopment clause exercisable by Council upon a six (6) month notice period; or*

b. *Council resolving that the progress of investigating redevelopment opportunities is sufficient to result in a redevelopment plan being incorporated into the lease.*

3.3 Strategy Objectives

The primary strategy objectives should reflect an outcomes-based approach in ranking, which then frames the Business Case proposition.

The Town has custodianship of the land and therein the golf course and associated facilities.

To this end the Town is responsible for the overall positioning of the golf course for the betterment of the community of rate payers and Town as a whole. This should be considered in two parts:

A. the first being the local amenity and social dividend it brings the local community, and then,

B. the second being the cost benefit to the Town, this is the operational net benefit or disbenefit, which requires an investigation into operational overheads and returns, and questioning of value for money against the current status quo, being the existing Sea View Golf Club lease and operation of the golf course and then considered against Item A above.

Having established the two key "needs" requirements, a baseline measure of the operational requirements and performance of the golf club should be made. This should then be overlain the existing golf course and associated facilities to understand the functional strengths and weaknesses in the operation of a golf club, and with this measure, identify initial opportunities for improvement (efficiency based) and alternate complementary facilities (return based: community and financial – asset management).

Having developed the baseline, the next objective should be to investigate operational alternatives for the golf club and associated facilities, and with this a process of workshopping alternative options for the golf club and associated facilities to meet the needs requirements at objective 1. The Town has expressed a desire for three alternatives however this may in fact be defined by available capital, both in terms of the Town and existing Lessee, but also more broadly if wider private sector engagement is considered. This is expanded upon further at Section 4.5 below with an example of five possible scenarios that consider not just the "Building" but land tenure, land use and capital sources.

Therefore, the objectives should be re-ranked and reframed as follows:

Objective 1

- Establish the community need and desirable outcomes for the utilisation and operation of the Golf Course.
- Establish the Town's operational cost benefit and explore the alternatives to the current operation and lease arrangement.
- Explore and establish acceptable alternate (community and Town) complementary uses for inclusion, adaption and addition, and / or additional to the existing facilities.

Objective 2

- Evaluate the baseline structural, physical and operational condition of the golf club and associated facilities, plant, equipment and fitment, 'as is'.
- Evaluate the functional condition of the facilities, opportunities and redundancies; the efficiency and fit for purpose test.
- Examine and evaluate the adaptability (or not) of the facilities to accommodate acceptable alternate (community and Town) complementary uses for inclusion, adaption and addition, and / or additional to the existing facilities.

Objective 3

- Establish the acceptable balance between Objective 1 and Objective 2, and then frame a probable range of utilisation parameters for the existing and contemplated facilities. Define conceptually by use(s) and operation, and then by visualisation in plan and 3D.
- Define measurable performance outcomes for the agreed conceptual use and adaption or redevelopment of the existing facilities.
- Evaluate the cost and returns of the agreed concept against the defined performance outcomes, both in qualitative and objective terms.
- Evaluate the appetite for change and financial commitment of the existing Lessee against wider market interest, market entrepreneurial and financial appetite.

3.4 Stakeholders

The first question that arises is the purpose of stakeholder engagement, why is each stakeholder relevant to informing the objectives of this strategy and Business Case?

The second question, is to how the stakeholder engagement will be structured to inform the objectives of this strategy and Business Case?

The third factor and question is, at what point is stakeholder engagement implemented to:

- Gain opinion and information,
- To deliver information and influence opinion,
- To resolve a balanced position?

The stakeholder engagement is critical as it establishes the baseline for the strategy performance measure.

Cygnet West has explored the stakeholder list and tabled roles, purpose and recommendations.

Stakeholder List	Information/Role/Purpose
Town of Cottesloe Council	Factual / Opinion. Primary Interest Holder responsible for the Land. Principal and Lessor. Asset, capital and financial information. Required returns, market measures.
Sea View Golf Club	Factual / Opinion. Lessee. Responsible for Outgoings, golf course management and operation, including maintenance and repairs. Incorporated club responsible to existing membership.
Golf Course users	Opinion. Members and wider Public. Needs assessment.
Cottesloe Community	Opinion. Public open space (limited), coastal landscape and aesthetic amenity.
Heritage Council of Western Australia (HCWA)	Factual / Opinion. Extent of re-use / re-development options.
Western Australian Planning Commission (WAPC)	Factual. Extent of application of WAPC, 2017, Development Control Policy 5.3 – Use of Land Reserved for Parks and Recreation and Regional Open Space.
Department of Planning, Lands and Heritage (DPLH)	Factual. Land Tenure and ability to lease for a term greater than 21 years.
Any other State Government Agency required	State Solicitors Office – as above. Servicing Authorities – can be dealt with during built form consultation. Aboriginal Heritage.

Additional Considerations – Stake holder or Consultant (Information)	
How is a public golf course run: minimum and optimum requirements and expectations? How is the golf club information and proposition benchmarked?	Golf Western Australia. Golf Course Expert. Business Analyst. Other public golf course case studies. Market Sounding – is there another way and does the presentation of the golf club's financial data provide a full picture?
Commercial alternatives - opportunities.	DC Policy 5.3 Section 6 sub paragraph 3 tables: 3. The use of reserved land is restricted to: (a) incorporated sporting clubs and/or community groups, which: (i) have a constitution which does not restrict membership (by way of sex, race or creed); (ii) provide public access to sporting facilities; (iii) includes provision for finance and membership of club/ organisation; and (iv) includes wind up provisions for the club; and (b) private businesses, which: (i) are in accordance with a management plan endorsed by the WAPC; (ii) are open to and provide services for the public; and (iii) have a purpose which is ancillary and incidental to the primary purposes of the reservation. The 2020 and 2021 financial statements indicate the golf course operations are quite profitable with returns of circa 20% plus. The bar, catering and function activities appear heavily subsidised by the golf course operations where in 2021 Bar sales equated to bar costs with a net return on bar revenue of 1.3% and 0.3% on total revenue. This is reasonably a function of membership benefits and the not-for-profit incorporation of the club. In 2021, Bar, Catering & Function revenue is $641,090 being 35.3% of total revenue ($1,818,683) but yet only contributed 16.2% to total profit. Arguably, there is an argument to lessen membership subsidy on bar and catering to improve profitability and enable a ground rent payment. Notwithstanding this factor, the 2021 financial statements suggest capacity to pay a ground rent to the Town 'as is' of circa $145,000 per annum. The further questions rising, is whether the golf course operations can be partitioned from the Bar, Catering & Function to a private sector provider under a tavern licence with shared facilities and still maintain member subscription fees and a predefined member benefit whilst improving the public amenity and overall profitability. Setting this aside to an option for consideration requires WAPC consent to a "private business" as tabled above (**direct engagement**). Therein the **direct engagement** with DPLH as a stakeholder with the obvious risk the DPLH will seek a ground rent component to the State. **The above option analysis then requires inclusion of local bars, hotels and cafe / restaurants into the stakeholder list.**

Having regard to the above and relating this to Strategy Objectives, it reaffirms Objective 1.

The strategy requires a baseline for performance measurement.

This baseline is presently non-existent without the wider stakeholder consultation.

Moreover, embarking on Objective 2 without the agreed guidance of stakeholder consultation, may result in misdirection of resources, incorrect scope definition and unnecessary cost expenditure.

Accordingly, under the Town's Strategy Stages, the Needs Analysis should be prioritised ahead of the Site Analysis.

The stakeholder consultation should be two pronged; the first dealing with direct technical enquiries and furtherance of information as touched on above, inclusive of establishing the Town's desired and measurable community and financial outcomes; and the second, framed towards the local community, the wider public community, club membership, and local businesses. This may include a soft market sounding exercise to test private sector interest, entrepreneurship and capital and other resources.

The facilitation, implementation and analysis of consultation is reasonably a 20-week process. Subject to the Town's required consultation parameters, initial inquiry indicates probable cost may be between $50,000 and $80,000.

The recommendation is the parameters and scope for the consultation be defined and agreed, and then three submissions be sought from appropriately qualified consultation experts.

3.5 Strategy Stages

The Town's proposed Strategy Stages are well structured and succinctly defined.

The Strategy Stages are in effect the Project Plan. It sets out the steps required to solve the desire and intent of the Strategy and then the foundation for a Business Case.

The only recommended change is the prioritisation of stakeholder engagement to establish the baseline. The baseline is not necessarily a single point concept reference or measure. The baseline may reflect a number of broadly acceptable possibilities for further investigation but with well-defined measurable deliverables.

This requirement creates a conundrum for the baseline definition and stakeholder consultation.

Experience suggests that 'open ended' stakeholder consultation fails to narrow a weighted stakeholder and public consensus. The preferred approach to stakeholder and public consultation is to frame considered 'book ends', setting for example, low and high concept approaches for consideration, for example, for this strategy and project plan, refer five possibilities overleaf that also address permutations on tenure and capital sources in addition to simply the Building.

Experience would indicate stakeholders, community and public respond better to visualisations. Therefore, in terms of Strategy Stages, consideration must be given to a preliminary Site Analysis and Design Concept to assist and guide the stakeholder consultation process.

This being the case, the Site Assessment remains where it is in the project plan but also incorporates a preliminary design element to enable sketch concepts for the Stakeholder Consultation. In respect to the Site Assessment stage, it is recommended the Environmental Impact Assessment stage be implemented as a sub task to the Site Assessment Stage.

Similarly, in respect to the Cost Estimation stage, this should become a sub task under the Feasibility Study as in isolation it is meaningless.

To this end the project stages may become:

Proposed Strategy Stages	
1	**Site Assessment (Concurrent with Needs Analysis):** a. Source from archives approved architectural and structural drawings, and if available, as built drawings. b. Prepare an identification survey for building(s), associated infrastructure including carpark and accessways, and 'peg' an assessment quadrant. c. Prepare as built internal floor area survey. d. Environmental assessment building, land and curtilage land (includes hazardous materials assessment). e. Identify existing utility servicing: location and capacity. May require subterranean survey for service line identification. f. Prepare a structural survey including assessment of existing integrity and remaining life, and adaptable load capacity. g. Engage Golf Course and Hospitality consultant for review of existing facilities design, function and operation, and make operational and design recommendations. h. Prepare preliminary design concepts having regard to the Town's land tenure, land use and built form descriptive concepts, operational and design consultant recommendations, and deliverables of Site Assessment a – f above.
1	**Needs Analysis:** a. Direct Stakeholder Engagement. i. Heritage Council of WA ii. WAPC. iii. DPLH/Minister. iv. Sea View Golf Club. b. Local community and wider public consultation. i. Cottesloe Community. ii. Cottesloe Businesses. iii. Golf club membership and users. iv. General Public. c. Analyse and Report Findings. d. Workshop and agree three 'consensus' land tenure, land use, built form and operational design concepts. e. Market Sounding Exercise. i. Explore alternate golf course operator and partnering opportunities for delivery and operation of associated facilities such as kiosk, bar, catering and function services. ii. Explore alternate lease (Rent), capital and funding models.

Table 1 Part 1

Proposed Strategy Stages	
2	**Feasibility Study.** a. Develop three design concepts; plan view, elevations and 3D perspectives, with sufficient detail for lettable area analysis, operational analysis, construction and project costing. b. Prepare construction and project cost plans including professional fees, headworks, approvals and civil servicing of the proposals. c. Prepare financial analysis measuring returns to the Town incorporating various tenure and lease scenarios, together with variations on capital funding sources and concomitant pre-conditions and assumptions. d. Prepare a social and community cost benefit analysis; social impact measurement. e. Prepare summary report with presentation of findings and recommendations to the Town. Workshop findings and recommendations, acknowledge assumption set and requested change, confirm final report structure and presentation of findings and recommendations. f. Prepare final draft report.
3	**Re-engagement with Direct Stakeholders.** Seek feedback, confirm in principle support: a. Heritage Council of WA b. WAPC. c. DPLH/Minister. d. Sea View Golf Club. e. Others as required. f. Amend Final Draft Report as Required.
4	**Community Endorsement.** Publish **Draft Report** to Town's web site for comment and submission.
5	**Final Report** Amend and Final Report as required, convert to Business Case.

Table 1 Part 2

3.6 Project Team

In terms of the potential project team, the above (Table 2) recommended strategy delivery stages (project plan) is set out below with anticipated consultant support and simple scope. The tabled resources reflect what is reasonably necessary to develop the Business Case. The resourcing is indicative and **will be subject to the level of investigative detail and consultation the Town desires to pursue and then the Town's final agreed and final adopted strategy, and therefore may change materially.**

The overarching requirement is centralised coordination and delivery, which will entail the appointment of a project manager by the Town internally or externally.

Proposed Strategy Stages		Consultant	Scope
1	Site Assessment:	Project Manager	General coordination and direction.
		Property Consultant	Scope information requirements for financial feasibility.
		Golf Course Consultant	Scope information requirements for design concepts and financial feasibility. Provide overview of existing golf course operational opportunities and constraints, and provide design input to architect.
		Town Planner (Town)	Design Concepts.
		Architect	Design Concepts.
		Building Compliance Consultant	Building and associated facilities compliance audit: universal access, electrical, lighting, fire, plant and equipment, general safety, energy efficiency and sustainability.
		Structural Engineer	Building and associated facilities structural state, compliance, and capacity.
		Geotechnical Engineer	Site geology and capacity.
		Civil servicing Engineer	Review existing utility services and a capacity.
		Surveyor	Site dentification survey, building survey, utility services survey.
		Environmental Scientist	Site environmental assessment.
		Building Consultant	Building hazardous materials assessment.
		Heritage Consultant	Liaison and coordination of heritage matters in respect to land uses, adaption and redevelopment design concepts.
		Legal Services (Town)	Land Tenure: Management Order and encumbrances, existing Lease and obligations, actual or imputed to sitting Lessee.

Table 3 Part 1

Proposed Strategy Stages		Consultant	Scope
1	Needs Analysis:	Project Manager	General coordination and direction
		Workshop Facilitator	Stakeholder consultation
		Property Consultant	Market Sounding Exercise
2	Feasibility Study:	Project Manager	General coordination and direction. Strategy Report compilation. Presentation of findings, recommendations and draft report to the Town.
		Town Planner (Town)	Design Concepts
		Architect	Design Concepts
		Landscape Architect	Design Concepts
		Heritage Consultant	Design Concept review
		Waste Management Consultant	Design Concepts
		Acoustic Consultant	Design Concepts and local impact assessment
		Quantity Surveyor	Built form Cost Plans
		Civil Engineers	Civil Service Cost Plan
		Traffic Engineer	Local traffic impact assessment, access ways and parking
		Social Scientist/Economist	Measure and report social and community benefit.
		Golf Course Consultant	Operational Input to Feasibility assumptions as to operational aspects of the golf course.
		Legal (Town)	Land Tenure assumptions
		Property Consultant	Land tenure and land use-based feasibility analysis reporting financial returns to the Town. Presentation of findings, recommendations and draft report to the Town.
3	Re-engagement with Direct Stakeholders, seek feedback, confirm in principle support:	Project Manager	General coordination and direction.
		Property Consultant	Land tenure and land use-considerations and affects on feasibility analysis and conclusions.
		Legal (Town)	Land tenure confirmation and application to feasibility.
4	Publish Draft Report to Town's web site for comment and submission.	Project Manager	General coordination and direction. Final Draft Strategy Report compilation of findings, recommendations and draft report to the Town.
5	Amend and Final Report as required	Project Manager	General coordination and direction.
		All	Amend report assumptions, input / output, analysis recommendations and final export reports to appendices.

Table 2 Part 2

3.7 Practical Timeframes

A high-level program anticipated for the above Strategy and Business Case delivery is set out at **Appendix A**.

The programme assumes the Towns endorsement for the strategy delivery is obtained first quarter 2024 with project commencement set at 1 April 2024. The project duration including preparation of business case is forecast to be 56 weeks ending April 2025.

It is important to note that this is subject to the level of investigative detail and consultation the Town desires to pursue together with the Town's desired level of engagement and reporting requirements, and then the Town's final agreed and final adopted strategy, and therefore may change materially and significantly.

3.8 Strategy Cost Plan

An indicative strategy cost plan is set out below.

The overall external delivery cost is estimated at $250,000 plus GST.

Stage	Consultant	Budget
Preliminary Design Input		
1	Needs Assessment	$20,000
1	Site Assessment	$20,000
Feasibility Study		
2	Heritage Consultant	$6,000
2	Architect	$24,000
2	Civil Engineer	$5,000
2	Structural Engineer	$8,500
2	Geotechnical Engineer	$4,500
2	Environmental Consultant - Site	$5,000
2	Environmental Consultant - Building	$7,500
2	Quantity surveyor	$15,000
2	Social Consultant/Economist	$15,000
2	Building Consultant - Compliance	$12,500
2	Property Consultant - Property and Feasibility	$35,000
2	Property Consultant - Market Sounding	$25,000
2	Landscape Architect	$4,500
2	Waste Management Consultant	$7,500
Major Land Transaction and Final Lease		
3 / 4	Re-Engagement with Stakeholders and Final Report	$10,000
5	Legal Services	$10,000
5	Business Case	$15,000
		$250,000

Table 3

It is important to note that:

- **this estimate is subject to the level of investigative detail and consultation the Town desires to pursue and then the Town's final agreed and final adopted strategy, and therefore may change materially and significantly,**

  and following from this,

- **the cost estimates are highly indicative with basis founded on experience and limited enquiry. The professional fee estimates are highly dependent on the final service scope requested and detail therein, and therefore may change materially and significantly.**

4 Close

The Sea View Golf Course Lease is due to expire in 2.5 years.

The Sea View Golf Club has approached the Town of Cottesloe seeking a lease renewal on terms that appear to add little value to the Golf Course and therein benefit to the Town and local community.

The lease proposal is heavily weighted in favour of the Golf Club and its members.

The Town seeks to investigate and understand the asset opportunities centred on the Golf Course Club Rooms and continued operation of the golf course.

To this end the Town prepared a draft strategy that in effect outlines a process of investigation to fully inform the Town and the community of the opportunities and cost of effecting a better asset value and social/community dividend.

Appendix A
Anticipated Project Program

	Strategy Element	Actions	Start Date	Weeks	End Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56
1	**Site Assessment**	Site Assessment Investigations and Technical Reporting.	Mon 01 Apr 2024	4	Fri 26 Apr 2024																																																								
		Prepare Preliminary Design Concepts	Mon 29 Apr 2024	3	Fri 17 May 2024																																																								
		PM to coordinated Preliminary Design Concepts with: Golf Consultant, Property Consultant, the Town, and Obtain Town approval to proceed to Stakeholder engagement	Mon 20 May 2024	6	Fri 28 Jun 2024																																																									
1	**Needs Analysis**	Direct Stakeholder Engagement	Mon 01 Apr 2024	4	Fri 26 Apr 2024																																																								
		Local Community and wider public consultation	Mon 01 Apr 2024	20	Fri 16 Aug 2024																																																								
		Market Sounding Exercise	Mon 19 Aug 2024	6	Fri 27 Sep 2024																																																								
2	**Feasibility Study**	Items a-f	Mon 30 Sep 2024	12	Fri 20 Dec 2024																																																								
3	**Stakeholder Re-engagement**		Mon 23 Dec 2024	4	Fri 17 Jan 2025																																																								
4	**Publish Draft Report for Comment**	Town to publish to website for comment, then summarise feedback and provide direction for review and amendment of feasibility and report.	Mon 20 Jan 2025	6	Fri 28 Feb 2025																																																								
5	**Finalise Report and Business Case**	Final Report PM and Consultant Team Business Case by Town	Mon 03 Mar 2025	8	Fri 25 Apr 2025																																																								

TOWN OF COTTESLOE

SEA VIEW GOLF CLUB COMMITTEE MEETING

ATTACHMENT

ITEM 8.1.1B:
ATTACHMENT B - SEA VIEW GOLF COURSE CLUBHOUSE SITE CONDITION INVESTIGATION REPORT

chindarsi architects

Sea View Golf Course

Clubhouse Site Condition Investigation Report

Town of Cottesloe

17th July 2024

chindarsi architects pty ltd po box 211 mount lawley western australia 6929 metro office 73 smith street highgate western australia 6003 telephone +61 08 9328 7238 facsimile +61 08 9328 7268 email joe@chindarsi.com www.chindarsi.com abn 56 120 309 220

contents

appendices

Building Services Condition Report,
prepared by EHMS Consulting Engineers

Structural Inspection Report,
prepared by Engenuity Engineering

BCA Assessment
prepared by Building Certification Services WA

01 Introduction

01.01 General Overview

Chindarsi Architects were engaged, in collaboration with specialist Consultancies, to inspect, assess, evaluate and advise on the existing Seaview Golf Club, Clubrooms building.

This assessment is in consideration of the Town of Cottesloe's redevelopment strategy for the Clubrooms building, as the Seaview Golf Club's lease on the building and land expires on 30 June 2026.

Representatives of Chindarsi Architects inspected the existing Clubrooms building on 1st July 2024. Representatives of the offices of the specialist Consultancies inspected the existing Clubrooms building on 28 June 2024, 1st July 2024 and on 2nd July 2024. The building Compliance Certifier (BCSWA) carried out a desktop assessment only.

The specialist Consultancies evaluations and reports form the Appendices to this evaluation.

01.02 Existing Structures & Site

The existing Clubrooms building is located at 2 Jarrad Street (Lot 401) Cottesloe, WA. It is surround by the Seaview Golf Course (Lots 401 & 501) and bounded by Marine Parade to the west, Forrest Street to the north, Broome Street to the east and Jarrad Street to the south. The Clubrooms building is generally located central to the Lot and is approximately 120m from the nearest Lot boundary.

The Clubrooms building has carparking facilities to the immediate east side of the building and has vehicle access from Jarrad Street to the south. There is no apparent pedestrian connection between the Clubrooms building and the surrounding streetscapes.

The topography of the site generally falls down to the West and the Clubrooms building is afforded ocean views over the adjacent Marine Parade. The lower level of the building is partially cut into the existing topography.

The existing Clubrooms building was constructed circa 1969 and comprises two levels. The lower-level housing utilitarian services include buggy storage, general storage, sanitary and changeroom facilities and a pro-shop. The ground level presents as the principal building entry and houses the dining area, clubrooms, bar, kitchen, offices and a Caretakers' residence.

The golf course is Heritage Listed. However, the Clubrooms building is considered to have little heritage value.

Additional works appear to have been carried out to the Clubrooms building including but not necessarily limited to;

- Partial enclosure of the original west facing balcony to provide additional internal dining area.
- The development of an original temporary-stay area into a permanent Caretaker's residence including kitchen.
- The addition of a second Office space circa 2012.
- The addition of an external free standing alfresco area to the immediate north of the Clubrooms building, accessible from the northern dining room exit.

01.03 Specialist Consultancies

Structural Engineer
Engenuity Engineering
Report Reference 10291 – Seaview Golf Club – RPT 01 dated 09 July 2024
Jason Lim
jasonl@engenuityengineering.com.au
Ph: 08 6555 4955

Hydraulic Engineer
EHMS Consulting Engineers
Report Reference 2407-01 Rev-B dated 11 July 2024.
Sissay Degaffa
sissay.degeffa@ehms.com.au
Mob: 0413 634 592

Electrical Engineer
EHMS Consulting Engineers
Report Reference 2407-01 Rev-B dated 11 July 2024.
Arshpreet Kaur
aaarshmultani@gmail.com
Mob: 0413 634 592

Mechanical Engineer
EHMS Consulting Engineers
Report Reference 2407-01 Rev-B dated 11 July 2024.
Fasiulla Mohammed
fasi@ehms.com.au
Mob: 0433 078 622

Building Certification
Building Certification Services WA (BCSWA)
BCA Assessment Sea View Golf Club dated 04 July 2024.
Matthew Sobelik
matthew@bcswa.com.au
Mob: 0435 128 226

01.04 Abbreviations

Club – the Seaview Golf Club entity currently leasing the building and land.
Clubrooms – in reference to the existing Seaview Golf Club Club-rooms building at 2 Jarrod Street, Cottesloe.
Consultancies – in reference to the specialist Consultants outlined in section 01.03 Specialist Consultancies.
NCC – National Construction Codes, Volume 01, 2022.
Standards – Australian / New Zealand Standards and specifically the edition of the relevant standard defined in the NCC.
Town – the Town of Cottesloe

02 Evaluation

02.01 Purpose of Evaluation

The purpose of this evaluation is to provide advice to the Town regarding the current condition and functionality of the existing Clubrooms, and to evaluate the possibilities regarding retention, adaptation and/or expansion of the existing facilities.

The evaluations are intended to provide guidance to the Town in assessing whether to retain and modify the existing Clubrooms building, or demolish and construct a new facility.

We wish to highlight that when electing to upgrade an existing building there is no obligation under the NCC or Standards to upgrade an entire building, where there is no change of classification. The obligation is to ensure that all new works meet current requirements of the NCC and Standards. Therefore, if the existing building is retained, the Town is not obliged to follow all recommended upgrades or rectification works in totality. However, we strongly recommend the Town considers its possible liabilities concerning occupant safety and equality under the Disability Discriminations Act (the DDA). The following advises and recommendations are given in consideration of this possible liability.

02.02 Limitations & Assumptions of Evaluation

The contents of this evaluation and appendices are based only on the visual assessments carried out by Chindarsi Architects and specialist Consultancies to areas of the Clubrooms building readily accessible during site inspections. No material testing has been carried out. No stored materials or objects were relocated to facilitate inspections.

This evaluation and its recommendations are to be read in conjunction with the existing building condition reports prepared by relevant specialist Consultancies, forming the appendices to this evaluation. Any recommendations or advice given in this evaluation by Chindarsi Architects are not intended to override or contradict any specialist Consultancies advice where it relates to areas of specialist expertise. Comments made by Chindarsi Architects a limited to building design and functionality considerations.

This evaluation does not consider cost benefits of retention versus replacement of the existing Clubrooms, nor does it consider ongoing maintenance or managerial cost outlays by the Town or the Club.

It is assumed any previous works carried out to the Clubrooms building have attained the appropriate and required Building Permits and have been carried out in full compliance of relevant Codes, Regulations and Standards at the time said works were conducted. We wish to highlight the apparent inclusion of a permanent Caretaker's residence within the Clubrooms building, in spite of the Lot zoning not allowing residential use. This evaluation considers the Heritage Listing of the Golf Course and assumes any alterations or additions to the existing Clubrooms cannot impede the land currently occupied by the golf course.

It is assumed the Town is not considering rezoning Lots 401 or 501.

Chindarsi Architects has not been provided with any user feedback from the Club or the broader community to be taken under consideration in our evaluation.

02.03 Existing Building Limitations

The following limitations of significance have been identified generally to the Clubrooms building. Where possible it is highly recommended these limitations be rectified by the Town should the existing Clubrooms building be retained. Refer to section 02.04 Evaluation for proposed design resolutions.

We would reiterate that when electing to upgrade an existing building there is no obligation under the NCC or Standards to upgrade an entire building where there is no change of classification. As such, regardless of Chindarsi Architects recommendations, the Town is not necessarily obliged to carry out recommended rectifications in totality.

Consideration	Element	Comments
Accessibility	Building Entry	The existing Clubroom building principal entry is located to the southern façade and is accessed from the carpark. Access is currently only via an external stair connecting the carpark to the entry vestibule. There is no compliant wheelchair access through the principal building entry.
	Continuous Accessible Path of Travel	There is currently no compliant continuous accessible path of travel within and throughout the Clubroom building. There is no wheelchair compliant access between the lower and ground floor levels. There are no female toilets on the ground floor level and it is further understood that when the Dining Room is hired to the public for functions, patrons must use the sanitary facilities on the lower level. In general, existing internal doors are not wide enough to provide the minimum 850mm clear opening width required to accessibility standards. Existing door hardware does not facilitate operation by someone with a disability. Generally, there is insufficient clearance to the latch and hinge sides of the doors to enable accessible operation. There are various locations where the clear width of the path of travel is <1m wide.
	Sanitary Facilities	There are currently no Unisex Accessible Toilets (UAT's) within the Clubrooms. A minimum of one UAT is required on each level containing toilets. There are currently no accessible showers within the Clubrooms. A minimum of 1 accessible shower is required for every 10 non-accessible showers. There are currently no ambulant toilet cubicles in the Clubrooms. One ambulant cubicle is required at each bank of sanitary facilities.
Sanitary Facilities	Designation of Facilities	There is a male toilet on the ground floor level but no female toilet. It is unreasonable not to provide equal facility access to both sexes.
Emergency Evacuation	Travel Distance & Number of Exits	There is currently non-compliant travel to exits in the Lower Level of the Clubrooms. Patrons on the lower level are directed to exit up the existing stairs and through the main entry doors exceeding the maximum 40m travel distances. Furthermore, as this is considered a Public Building under WA specific regulations, two exits are mandatory from each level of a building.
	Emergency Lighting	Compliant emergency lighting is not evident onsite.

Fire Protection	Fire Hydrant Coverage	The building is greater than 500sqm in area and requires fire hydrant coverage to protect the building asset and occupant safety.
	Fire Hose Reels	The building is greater than 500sqm in area and requires the installation of compliant fire hose reels to maintain occupant safety.
	Fire Resisting Construction	There is currently no fire rated protection to existing service penetrations throughout the Clubroom building suspended ground floor slab.
		We note that the Caretakers Residence would be considered a Class 4 portion of the Class 9b Clubrooms building. As such the bounding construction between the Caretakers Residence and the remainder of the Ground Floor would require a fire resistance level of 60 minutes. Whilst further site analysis may determine the existing construction methodology of the bounding construction, being able to certify the wall as achieving the required resistance rating may be practically impossible. It would therefore need to be anticipated by the Town that the required fire-resistant rating between the Caretakers Residence and the Clubrooms proper may not be achieved to current Standards and NCC compliance.
	Fire Hazard Properties of Linings	All internal linings must meet fire hazard properties set out in the NCC. Fire hazard properties for lining materials can only be ascertained via laboratory testing. Given the age of the Clubrooms and presumed lack of product specifications it is highly unlikely to be confirmed that existing internal linings meet current fire hazard property testing requirements. It would therefore need to be anticipated by the Town that the required fire hazard properties of internal linings will not be achieved to current standards.
	Fire Detection & Alarm	No Fire Interface Panel (FIP) was noted onsite. It is presumed the Clubrooms do not contain compliant fire detection or occupancy warning systems.
Staff Occupancy	Cool Room	The Cool Room does not appear to contain safe use requirements including external indicator lamp and audible alarm to be raised from inside the Cool Room.
	Unsex Staff Toilets	A Managerial Statement should be requested confirming no more than 10 staff working at any moment, validating a single unisex staff toilet off of the bar.
	Staff Accessibility	A Managerial Statement should be requested confirming that it would pose a health risk or danger for any persons with accessibility issues to carry out the required works of an employee of the bar or kitchen area.
Energy Efficiency	Building Envelope	Given the age, location, orientation and construction methodology of the existing building, it is highly unlikely that the building can meet compliance with current Energy Efficient Standards. The Town would need to be accepting of not meeting this current code should the existing building be retained.

02.04 Evaluation

Please find following an evaluation of the condition and functionality of the existing Clubroom building spaces with recommendations (if applicable) for upgrade Works or rectification of significant limitations identified in section 02.03 Existing Building Limitations.

For each and every area, please refer also to specialist Consultancies reports for other recommended remedial and/or improvement works relating to structural integrity, mechanical services, hydraulic services, electrical services and general building non-compliances.

Area		Comments
Dining Area	Condition	The Dining Room, which is understood to also be a Function Room venue for hire, is generally in good to fair condition. Some water staining is evident on the northern face of the light well void. The concrete upstands to the balconies adjacent the raised dining area are in poor condition. It is understood the raised dining area was originally balcony and has subsequently been enclosed. The existing Male Toilets adjacent the bar is in fair condition.
	Functionality	The Dining Room is generally well laid out and functional. It has direct access to the principal building entry and is afforded ocean views to the west and generally presents well as a function space for hire. Access to the west facing balconies appears limited with the balcony's doors secured with a pad lock and without door hardware. Improved access to external space would improve the amenity of the Dining Room There is currently no accessible toilet or female toilet in the Dining Room, with only a Male toilet adjacent the bar. It is understood female patrons would need to use the Female Changeroom facilities on the lower level. It is recommended this is corrected or equalized should the Club-room building be retained.
	Recommendations	The light well is clad in transparent corrugated sheeting. It is recommended this sheeting be replaced with a new glazed fixed window panel. It is also recommended apparent water stain-ing, presumably from stormwater ingress, is investigated and corrected to the northern wall of the light well. Improvements to the west facing balconies, including accessible hardware, would improve the amenity of the Dining Room. It is also recommended to refinish the balcony floor levels to improve stormwater runoff from the balconies. It is recommended the existing Male toilets adjacent the bar be redeveloped to provide a UAT accessible off of the Dining Room. This would also provide equalization whereby male and female toilets are both located on the lower level. Accessible compliant access to the principal building entry must be provided, refer to External works comments. It is recommended a Fire Hose Reel be installed within 4m of the existing principal building entry.

8

	Images	
		Water pooling on Balcony and no external hardware
		
		Water staining to north side of Light Well

9

Entry Stairs & Stair Void	Condition	The existing stairs are generally in good condition and appear structurally stable. The existing balustrade wall around the stair void is of a compliant height and appears structurally stable. The existing stairs do not include a handrail nor is the stair balustrade compliant to current standards, having an opening at the base greater then 125mm.
	Functionality	The stair void is reasonably located in the building immediately adjacent the principal building entry. Based on the recommendation below to re-construct the stairs, a change to the location of the top stair flight could be considered to better connect the Dining Room to the lower-level sanitary facilities. At the lower level, the original accessway has been enclosed and re-utilized as storage. It has been specifically labelled as no-exit. We would consider re-utilizing this space as an opportunity to improve functionality.
	Recommendations	It is recommended the existing stairs are demolished and replaced with new stairs in compliance with current codes and a passenger lift in compliance with the NCC. This would ensure accessible compliant access internally between the ground and lower levels. This is particularly of relevance when the Dining Room is hired as a function venue and patrons must access the lower levels for use of the sanitary facilities. The location of the new passenger lift should be considered to ensure it does not detract from the ocean views upon entering the Dining Room Foyer. It is recommended the original lower level Accessway is reinstated as a fully compliant building Exit. It need not necessarily be used as a regular entry point by patrons. However, as noted in section 02.03 Existing Building Limitations, there is an existing non-compliance regarding both number of exits and travel distance to an exit in the lower level. Reinstating a building exit through the original accessway will partially resolve this non-compliance.
	Images	 200mm opening to base of stair balustrading

10

		
		Existing stairs with opening in balustrade

Bar, Cool Room and back-of-house Store & Laundry	Condition	The existing bar is in fair condition though it is noted to be aged, with various areas displaying superficial damage. The Cool Room was not accessed for inspection. The Laundry and Store are reasonably maintained, though excessive stored items rendered a detailed assessment difficult.
	Functionality	The location and extents of the existing bar serves the Dining Area well without detracting from the ocean views. The Cool Room was not accessed for inspection, though it was noted that no usage light or audible alarm was apparent. The Laundry, Store and back-of-house passage contained many stored items. It was noted that a fridge was located immediately adjacent to a washing machine. It was also noted paper cups and other utensils were being stored immediately adjacent an open packet of clothes detergent and other cleaning products. Cupboards in the back-of-house passage appeared to contain dry food storage. It is therefore apparent that the storage needs of the Club exceed the available storage space currently provided.
	Recommendations	Whilst functional and in fair condition, upgrading and/or replacing the bar and associated finishes will improve the amenity of the Dining Room and potentially improve the viability and amenity of the space as a function hire venue. The Cool Room should be retrofitted with an internal light switch connected to an external indicator light and audible alarm that can be raised from inside the Cool Room. This will abide by current Standards and improve staff safety. It is apparent that more storage space is generally required by the Club. It could be considered to reclaim some of the existing Caretakers residence as additional storage space for the back-of-house area. This would be of additional benefit when the Dining Room is hired as a function space. We note that in the original design drawings from 1969 the current entry into the Care-takers Residence from the back-of-house area was storage, and that the Caretakers Residence already has direct access into the residence from an external face of the building. The existing heavy duty sliding door from the back-of-house passage to the delivery dock area should be replaced with a compliant exit door hinging outward. It should be confirmed that no more then 10 staff are working at any given time. This is required to validate the single unisex staff toilet adjacent the bar. Should more then 10 staff be working at any given time, separate male/female staff toilets are required. Should this be the case the existing male patron toilets adjacent the bar would need to be re-purposed as male staff toilets only. A Management Statement should be provided by the Club confirming that it would pose a health or safety risk for a person(s) with accessibility issues to carry out the required works of the staff. This will absolve the back-of-house staff areas from requiring compliance with the accessibility Standards.

	Images	 Laundry products stored adjacent to cutlery and utensils
		 Passage with Laundry storage and sliding delivery door partially obscured

13

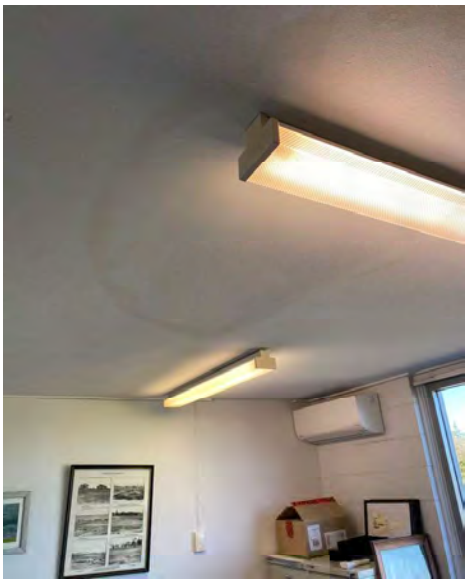
Kitchen	Condition	The Kitchen generally appears in good condition.
	Functionality	The Kitchen generally appears functional. Some Kitchen appliances are located on the central island bench and connected to power supplies with various power adaptors suspended from the ceiling with metal chains. This is considered a safety issue.
	Recommendations	It is recommended that additional power supply points are installed in the Kitchen to facilitate safe power connections to existing appliances. It is recommended the Town's Health Department carry out a detailed inspection of the Kitchen and make any further recommendations regarding the space.
	Images	
		Electrical cables suspended over workbenches

Caretakers Residence	Condition	The condition of the Caretakes Residence was difficult to ascertain given the volume of items stored in the space.
	Functionality	The Caretakers Residence is generally arranged in a functional manner with direct access to the exterior on the northern side.
	Recommendations	We note that the Caretakers Residence is within a Zoning that does not allow Residential usage. We make no additional assessment on this other than to raise the issue with the Town for consideration. Referring to the evaluation above of the back-of-house area, we suggest consideration be given to reclaiming storage space that was originally part of the Club Room area but has now been absorbed into the Caretakers Residence. Please refer to the NCC Compliance Report prepared by BCSWA and forming an appendix to this evaluation. We note that as the Caretakers' Residence is considered a Class 4 portion of the building it is afforded additional considerations regarding fire resisting construction and monitoring. We would suggest a greater risk is present to a resident of the Caretakers facility in a fire event given the possibility of someone sleeping in the occupancy. We strongly recommend that if retained, the Caretakers Residency be fitted with smoke monitoring devices, an occupancy warning system, and where practical, existing construction be modified to fire resisting levels appropriate to the use. Any occupancy warning system should be interconnected with any detection system fitted to the Club Rooms. As an alternative, the Town may consider removing the Caretakers Residency and providing the space back to the Club as storage or potentially additional functionality for the public or Town use. However, any repurposing of the space must abide by the existing Class 9b usage of the Clubrooms or it will necessitate a reassessment to of the space to all current NCC and Standard requirements.

15

Offices and Storage	Condition	The Offices appear in reasonable condition and we understand were constructed circa 2012. Some water damage/staining is evident to the eastern office ceiling. The Store space was unable to be properly assessed given the number of items stored. However, it is understood that a portion of the Storage space was originally external Terrace and should be thoroughly investigated to confirm appropriate building methodology was used when the Terrace was enclosed.
	Functionality	The entry to Office 2 is via Office 1 and the connection between the two is restricted. There is little spare space around office furniture and the spaces generally appear slightly undersized for their function. The passage to Store 2 originally served Office 2 and is currently used as additional storage space.
	Recommendations	It is recommended the existing water staining to the ceiling of Office 2 is investigated and the underlying cause rectified prior to paint/repair of the ceiling. Consideration could be given to opening up the passage leading to the rear Store and allowing Office 2 to be accessed independently of Office 1. Furthermore, re-utilizing the Store space as additional Office or Meeting Room space could be considered, should more storage be provided elsewhere to the back-of-house areas - please refer to comments above.
	Images	 Passage to Store being used for storage

16

		
		Water stain in ceiling of Office

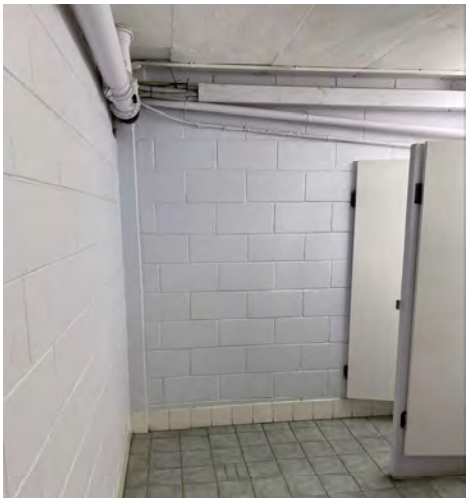
17

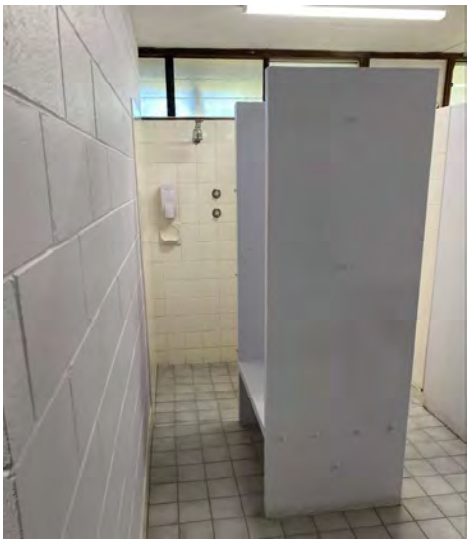
Buggy Store	Condition	The existing carpet leading from Change Rooms Foyer to pro shop is worn through. Some existing high level louvre windows appeared damaged, misaligned, and rusted. The existing external sliding doors to the Buggy Store appears well rusted.
	Functionality	It is suggested the Town engage with the Club user group for further advice on any improvements that could be made to the functionality of the buggy store.
	Recommendations	The existing Buggy Store is a utilitarian storage space and any upgrades should be considered a low priority. Existing rusted windows and louvre panels could be replaced with new glazing in a frame appropriate to the coastal location. Existing carpet could be replaced or removed to expose the concrete floor finish. The existing single door between the buggy store and the Change Rooms foyer must be replaced with a wider door and new hardware in compliance with accessibility standards. The two external sliding doors require replacement given the extensive rust on the operating mechanisms. At least one of these doors needs to be replaced with an outward swinging door and signposted to full compliance with the NCC as an exit. As noted in section 02.03 Existing Building Limitations, there is an existing non-compliance regarding both number of exits and travel distance to an exit in the lower level. A new compliant exit through the buggy store will partially resolve this non-compliance. It is further recommended that a Fire Hose Reel be installed within 4m of the existing sliding door being re-purposed as a new compliant building exit.
	Images	 Rusty sliding door mechanism to be replaced

18

		 Rusty sliding door mechanism to be replaced  Sliding doors replaced with compliant exits

Pro-Shop	Condition	The Pro-Shop appears in good to fair condition.
	Functionality	It is recommended the Town engage with the Club user group to ascertain the functional suitability of the pro-shop and its financial viability. We note there is currently two entries into the pro-shop from within the Clubrooms building and question whether these are necessary.
	Recommendations	It is recommended the door between the stair void and the Pro-Shop be removed, particularly with consideration to the fact that patrons in the Dining Room must use the stair void to access the sanitary facilities in the Change Rooms. The existing sliding external door may be replaced with a compliant external hinged door and considered as a compliant exit from the Lower Level, subject to the appropriate upgrades to the door between the Buggy Store and the Pro-Shop.
Female/Male Changerooms	Condition	The Changeroom facilities generally appear to be in good to fair condition. Some discolouration of existing tile grout is evident particular at the tiled skirt to floor tile junctions. The existing partitions between toilets and shower cubicles appear to be precast concrete panels. Whilst in general the partitions appear stable and secure; the base of the partitions typically appears bubbled with the paint finish being inconsistent. In some areas, cable trunking does not fully conceal cabling and should be replaced. Some existing high level louvre windows appeared damaged, misaligned or rusted.
	Functionality	The Change Room facilities generally appear to be of a good size, with amply storage and locker space. The number of sanitary facilities provided is appropriate to the occupancy numbers of the Clubrooms building. The existing entries into the Change Rooms do not meet current accessibility standards, nor do the sanitary facilities within, noting the absence of Ambulant toilet cubicles and accessible showers. The existing shower and toilet cubicles are smaller than current design standards for able bodied persons. In the Male Changerooms there are no privacy screens to the showers. In the Female Changerooms the north facing windows have been boarded up, and the space is afforded no natural light or ventilation.
	Recommendations	It is recommended the Changeroom sanitary facilities be redeveloped to current accessibility standards, including Ambulant toilet cubicles and possible accessible compliant showers. It is further understood these facilities are used by patrons hiring the Dining Area, and as such, improving the sanitary facilities may be considered an overall increase in asset value by the Town. Given the above, it appears impractical to retain any of the existing sanitary facilities and it is anticipated the spaces will need to be redeveloped in their entirety. The existing doors into the Changerooms need to be removed and replaced with wider accessible compliant doors, including new compliant door hardware and latch and hinge clearances. This will likely require the removal of the privacy screen inside the Change Rooms and replacement with a new privacy screen. It is recommended that the existing louvre windows be replaced with new glazed panels with frame materials suitable for the coastal location. It is recommended the boarding within the Female Changerooms be removed and natural light and ventilation be reinstated, noting a privacy film or pattern can be used on the glazed panels.

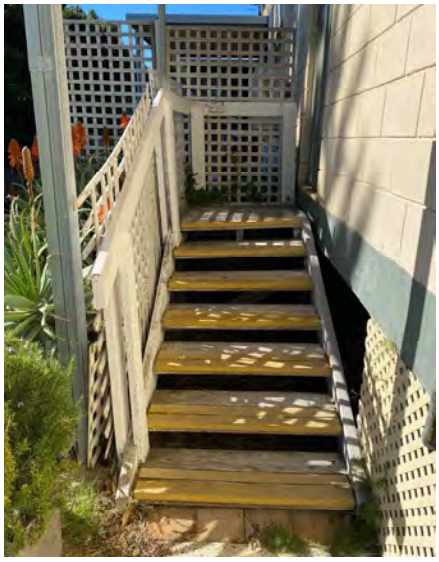
	Images	
		Female changeroom - natural light to be reinstated
		
		Male Changeroom - exposed wiring

		 Male Shower - no privacy screen and bubbling to base of partition  Typical concrete toilet partition - spacing insufficient for ambulant cubicles

Locker Room Foyer / Stores / Committee Room	Condition	These areas generally appeared in reasonable condition. Some existing high level louvre windows appeared damaged, misaligned or rusted. The storerooms could not be accessed for inspection, however the metal grilles to the storage spaces between the partition walls and suspended concrete slab appear to be poorly maintained.
	Functionality	Function The Foyer space in front of the Changeroom entries is large and without a significant connection to either the buggy store or the stair void. The existing storage spaces cut-off the connections to the adjacent spaces.
	Recommendations	It could be considered that a new Unisex Accessible Toilet be installed to this level within the Changeroom Foyer. It would be preferrable to provide a new accessible unisex facility outside of the Male or Female Changerooms but within proximity of the Changerooms. We note this would require cutting of the existing floor slab to connect to existing drainage services and would necessitate the replacement of some existing floor lining. Consideration should be given to the removal of the storeroom between the stair void and the Changeroom Foyer space, to provide a better visual connection to the sanitary facilities for patrons of the Dining Room when it is hired as a function venue. Existing metal security grilles between the top of the storeroom partition walls and the u/side of the concrete slab appear aged and could be replaced with a more aesthetic material, if the storerooms are retained.

External	Condition	The building façade generally requires maintenance in various areas. Some rust is evident on existing window frames that required replacing and a new paint finish would be recommended typically. Existing external stairs are generally non-compliant to accessibility standards and require maintenance. Steel lintels require rust removal, treatment and re-painting. The existing balcony balustrades, whilst generally appearing secure, are showing signs of deterioration.
	Functionlity	The exterior of the building generally appears functional. The balconies facing the ocean views have been reduced in size and improving the functional-ity and access to the balconies will greatly improve the amenity of the space. There is a poor connection between the Dining Room and the new northern Alfresco which is understood to be utilized when the Dining Room is hired as a function venue.
	Recommendations	It is recommended the existing external stairs to the principal building entry, northern exit door connecting to the Alfresco structure, and to the deliver dock, be removed and replaced with new stairs to accessibility compliance. It is further recommended an accessible compliant ramp is provided between the carpark and the principal building entry. Improving the connection between the Dining Room and the northern Alfresco will provide a greater amenity to the function space. This would likely require the replacement of the northern Dining Room door with a new wider glass panel door and small deck/landing to new stairs. A new fire hydrant is recommended to be installed in the existing carpark, adjacent the building, to provide compliant hydrant coverage for DFES use in a fire event. Rusted or aged window frames generally should be replaced with new glazing panels and framework suitable to the coastal location. It is noted that using low-energy glazing, double glazing and/or thermally broken frames could all be considered as beneficial, particularly to the western facing façade. However, as noted in section 02.03 Existing Building Limitations, it is in all practicality unlikely the building will meet current energy efficiency requirements.
	Images	 Replace Entry stairs with new compliant stairs and accessible ramp

24

		 Stairs to Delivery Dock to be replaced with compliant stairs  Stairs to Northern Dining Exit to be replaced with compliant stairs

03 Adaption, Additions & Expansion

03.01 Adaptation

The adaptation or change of use of the building will generally be limited to the current building classification(s) defined under the NCC. Under the NCC, if a building or part of a building changes classification, that building or part therefore must be assessed in totality against all the current requirements of the NCC and Standards. It is our experience that concessions cannot be granted during this re-certification process. As identified in section 02.03 Existing Building Limitations, there are aspects of the existing building that are highly impractical, if not impossible, to adapt or modify to current standards. It has therefore been determined that should the existing building, or any part within it, be adapted to a different use, the adapted use should fall under the same building classification defined in the NCC as the existing building.

The building is currently classified Class 9b with a Class 4 caretakers' residence and Class 7b storage. The definitions under the NCC of said classifications are as follows;

- Class 4 – is a dwelling in a Class 5, 6, 7, 8 or 9 building if it is the only dwelling in the building.
- Class 7b – a building that is used for storage, or display of goods or product for sale by wholesale
- Class 9b – an assembly building including a trade workshop or laboratory in primary or secondary school.

Furthermore, the definition of an assembly building is as follows;

A building where people may assemble for –

(a) Civic, theatrical, social, political or religious purposes including a library, theatre, public hall or place or worship' or
(b) Educational purposes in a school, early childhood centre, preschool, or the like, or;
(c) Entertainment, recreational or sporting purposes including;
a. A discotheque, nightclub or a bar area of a hotel or motel providing live entertainment or containing a dance floor; or
b. A cinema; or
c. A sports stadium, sporting or other club; or
(d) Transit purposes including a bus station, railway station, airport or ferry terminal.

Therefore, should the Town consider re-use or adaptation of the existing structure, it is highly recommended the adapted use meets the definition of an assembly building. Otherwise, the existing structure will be forced to undergo various impractical, if not impossible, upgrades to meet current NCC and Standard requirements.

Given the existing services and facilities within the building, notably the commercial kitchen and bar, it is a reasonable expectation that any adaptation would be restricted to a similar function space as is currently the use. Should the building be adapted to any other Class 9b purpose, it would be reasonably expected the bar and commercial kitchen would be removed to facilitate a new purpose. This may be considered an unreasonable reduction in building asset.

We note specifically that café's, restaurants and dining rooms with bars are Class 6 buildings defined in the NCC. As such the Town would not be able to re-purpose the building into a publicly accessible café, restaurant or similar, without upgrading the entire building to current NCC and Standard requirements.

03.02 Addition & Expansion

It is understood that the existing Golf Course is heritage listed and as such, any expansion or addition to the Clubrooms building would need to avoid impacting the golf course. It is noted that aspects of the heritage listed golf course are located immediately to the west and south of the Clubrooms building and it is assumed cannot be impacted. It would be considered then, that any expansion or addition to the existing Clubrooms building would be most suited to the north or the east of the existing structure. Preliminary discussions held between the Town and the Department of Planning, Lands & Heritage indicate that they would not be supportive of any further development to the west or south.

In any event, an expansion or addition to the Clubrooms building would trigger a re-assessment of occupancy numbers and building area. Any increase in occupancy numbers would need to be taken under consideration with regards to the number of sanitary facilities required and the appropriate width of exits. It is likely then that any expansion or addition to the existing Clubrooms building will necessitate upgrade works elsewhere to accommodate the increase in occupancy. It will also trigger the need to submit the proposed expansion or addition to DFES for comment prior to the submission of a Building Permit. It is our experience that DFES will likely request a number of upgrades to the existing building as they may related to DFES member safety in a fire event. These may include but not necessarily be limited to fire detection, fire indicator panels and the provision of fire hydrant coverage.

It may be considered more desirable to construct any expansion or addition as a separate building with an external breezeway or similar undercover connection to the existing Clubrooms. Being of Class B construction, it would be required for the external walls of the Clubrooms to be made of fire resisting construction within 18m of a boundary or adjacent building on the site. However, a fire engineering performance solution may allow a separate free-standing addition to be constructed within 18m of the existing Clubrooms. This would allow a new addition of any classification and use to be constructed adjacent the existing Clubrooms.

To the north of the Clubrooms building is an existing Alfresco structure that appears to be more recently constructed. There is an opportunity to absorb this Alfresco and expand the existing building footprint or construct a new free-standing aspect of the existing facility. This location however has little to no visual connection with the existing carpark to the Clubrooms. Any expansion or addition to this location would be restricted to an extension of the existing Clubrooms facility and would not necessarily be suited to an addition of separate function or access.

To the east of the Clubrooms currently lies the carpark and further east towards Broome Street is a large storage shed. There may be an opportunity to reallocate some land that is not part of the golf course to the east as replacement parking and construct an addition to the Clubrooms as a free-standing building connected to the existing Club Room entry via an undercover breezeway. Per comments above this will likely require a fire engineering performance solution. However, the additional building may be afforded multiple uses, will be a strong visual connection to the vehicle entry to the site, and it may be accessed and used independently of the Club Rooms building.

It is understood that the Town and/or the Club may have a specific interest in constructing an external raised terrace to the west of Club Rooms. Given the current opinion of the Department of Planning, Lands & Heritage this may not be possible.

It is understood this would connect to the ground floor Dining Area and be constructed over the top of the existing buggy store sliding doors and pro-shop. As this extension is for external purposes only, this would be considered a viable option. The raised terrace and access to it would need to be constructed in compliance with the current NCC and Standards. However, as it would be an external addition only, it is unlikely to trigger any mandatory internal upgrades, aside from increased occupancy numbers and the associated required sanitary facilities. It will however require a submission to DFES, which will likely necessitate the provision of fire hydrant coverage to the building.

04 Sumary

The Clubrooms building is considered to be in good to fair condition with some rectification and repair works recommended.

It is highly recommended that the significant accessibility limitations be rectified, as described in sections 02.02 Existing Building Limitations and 02.04 Evaluation. It is further recommended that any occupant safety limitations be addressed in accordance with the recommendations of section 02.04 Evaluation.

Given the necessary re-Certification requirements, it is advisable not to change the current classification of the Clubrooms as defined under the NCC and clarified in section 03.01 Adaptation.

There is the possibility of constructing a new free-standing addition to the Clubrooms with the aid of a fire engineering performance solution, preferably to the east of the Clubrooms. A fire engineering performance solution will enable the Town to assign a greater variety of classifications and uses to an addition.

The construction of an external raised terrace to the west, accessible from the Dining Room and with an accessible compliant external stair, is a viable opportunity.

BCA ASSESSMENT:
SEA VIEW GOLF CLUB, 2 JARRAD STREET, COTTESLOE

To:	Brad Sertorio	**Date:**	04 July 2024
From:	Matthew Sobelik		
Project Address	2 Jarrad Street, Cottesloe WA 6011		

Dear Brad,

Further to my desktop assessment of the plans supplied to this office for the existing Clubhouse at 2 Jarrad Street, Cottesloe, please find my comments below. Please note, the comments below are based on the Town of Cottesloe stamped plans dated 21 May 1969 and the photos supplied to this office from a site inspection conducted by others on the 1 July 2024.

Building Use	Clubhouse/Function Area, Storage, Caretakers Residence
Relevant NCC	NCC 2022 Volume One
NCC Building Classification	4, 7B, 9B
Floor Area and Volume	Approximately 1,108m^2 & 3,564m^3
Rise in Storeys	2
NCC Type of Construction	B
Effective Height	Approximately 2.6m
Importance Level	2 (less than 300 persons can congregate in any one area)
NCC Climate Zone	5
Current Maximum Occupancy	275 persons

1. As the building is of Type B construction Part C2D10 requires all elements of external walls and fire rated non-loadbearing internal walls to be non-combustible. Given the construction method this should be achieved assuming there is no combustible insulation placed within the wall.

2. All internal linings must comply with Part C2D11 fire hazard properties. Without the technical data sheets of all existing internal linings this would be impossible to determine compliance.

3. Fire resistance:
    a. All external walls are greater than 18.0m from lot boundaries and other buildings located on site and do not require a FRL.
    b. The intermediate floor must achieve a minimum FRL 30/30/30, floor/ceiling system incorporating a ceiling with a resistance to the incipient spread of fire of not less than 60 minutes or have a fire protective covering on the underside of the floor in accordance with Part S5C21(f). The intermediate concrete floor would achieve a minimum FRL 30/30/30, however, all penetrations through this slab need to be protected with a fire collar or similar which does not reduce the FRL of the element.
    c. The ground floor columns supporting the floor above in the Buggy stores and Store must achieve a minimum FRL 240/-/-. The remaining ground floor columns must achieve a minimum FRL 120/-/-. A structural engineer will be required to determine the FRL of the existing columns.

PO BOX 1293 EAST VICTORIA PARK, WA 6981 | PH: 08 6102 6401 | admin@bcswa.com.au

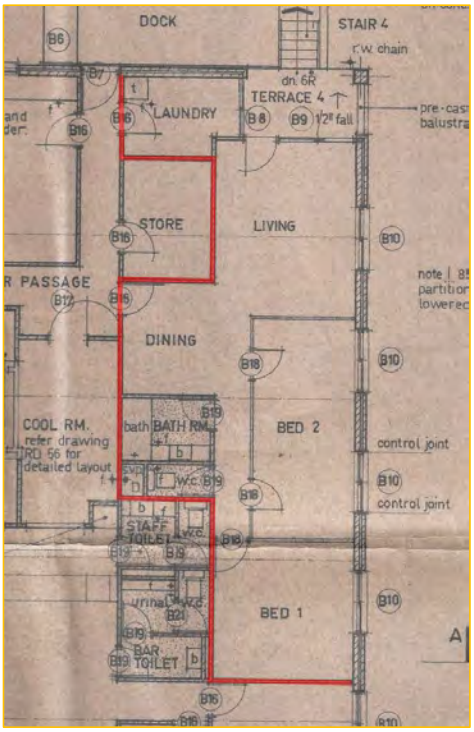
d. The Caretaker's residence must be separated from the rest of the building in accordance with the Class 9 bounding construction requirements of Table S5C21e for loading bearing or Class 4 requirements of Table S5C21f if non-loadbearing, shaded in red below. The doorways located within the fire rated walls must be protected with a self-closing, tight fitting, solid core door not less than 35mm thick.

Table S5C21e: Type B construction: FRL of loadbearing internal walls

Location	FRL (in minutes): *Structural adequacy / Integrity / Insulation*			
	Class 2, 3 or 4 part	Class 5, 7a or 9	Class 6	Class 7b or 8
Fire-resisting lift and stair *shafts*	90/90/90	120/120/120	180/120/120	240/120/120
Bounding *public corridors*, public lobbies and the like	60/60/60	120/–/–	180/–/–	240/–/–
Between or bounding *sole-occupancy units*	60/60/60	120/–/–	180/–/–	240/–/–

Table S5C21f: Type B construction: FRL of non-loadbearing internal walls

Location	FRL (in minutes): *Structural adequacy / Integrity / Insulation*			
	Class 2, 3 or 4 part	Class 5, 7a or 9	Class 6	Class 7b or 8
Fire-resisting lift and stair *shafts*	–/90/90	–/120/120	–/120/120	–/120/120
Bounding *public corridor*, public lobbies and the like	–/60/60	–/–/–	–/–/–	–/–/–
Between or bounding *sole-occupancy units*	–/60/60	–/–/–	–/–/–	–/–/–



PO BOX 1293 EAST VICTORIA PARK, WA 6981 | PH: 08 6102 6401 | admin@bcswa.com.au

4. As the building is considered a WA Public Building a minimum of 2 exits are required from each storey. All parts of the building are to be within 20.0m of a single exit, or a point of choice from which travel in different directions to 2 exits is available, with 1 exit not being more than 40.0m away. Please provide an emergency exit signage plan, based on the photos provided there are only exit signs over the two Social/Dining Area external doors and 1 exit sign directing occupants on the ground floor up the stairs.
   The ground floor looks to exceed the maximum travel distance from the Associate's and Member's Change Shower areas and will require occupants to be directed to at least two exits as noted above.
   The upper floor complies for all publicly accessed areas. Please confirm if staff are able to exit through door B7 and onto the Dock? Assuming the Dock has stairs for occupants to exit from? If so, the travel distance from staff accessed areas will comply.

5. A minimum path of travel width of 1000mm is to be maintained throughout the building, please confirm width of existing stairs located externally. Majority of stairs look to have a clear width of less than 1.0m which is non-compliant with the corridors also dropping below the 1000mm width.

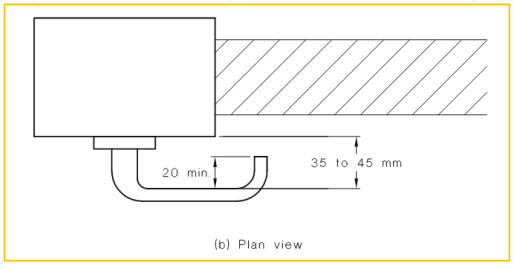
6. All internal and external stairs require treads which are slip-resistant or fitted with a slip-resistant nosing strip. Stairs to have dimensions of; risers minimum 115mm maximum 180mm and goings minimum 280mm maximum 355mm.

7. All doors which are not required to be accessible (see point 11 below) to have a maximum threshold of 190mm.

8. All stairs which do not serve the Class 4 Caretaker's Residence must be provided with a handrail, fixed at a height no greater than 865mm, on both sides of the flight to comply with the WA Public Building requirements. Accessible stairs noted in point 11 below require compliant AS 1428.1 handrails to both sides including handrail extensions.

9. Hinge doors are provided to majority of exits and all look to swing in the direction of egress. Please confirm the exit doors from the Buggy Store's and Pro Shop on the ground floor. Any sliding door leading to a road/open space must be capable of being opened with a force no greater than 110N.

10. Majority of the doors look to be provided with door knobs, which is non-compliant. Doors (apart from Social/Dining Area exit doors) must be openable without a key on the side of a person seeking egress with a single downward action on a single lever handle device located between 900-1100mm above the finished floor level, including the external side of the balcony doors. As the Social/Dining Area is capable of accommodating more than 100 occupants the exit doors must be provided with panic bar type hardware. The lever handle door furniture required must also comply with AS 1428.1, see figure below.



PO BOX 1293 EAST VICTORIA PARK, WA 6981 | PH: 08 6102 6401 | admin@bcswa.com.au

11. Access for People with a Disability:
    a. Access for people with a disability must be provided through the principal pedestrian entrance and not less than 50% of all other pedestrian entrances to the building. Currently the principal pedestrian entrance is accessed by a stair, which is non-compliant. The ground floor entrances into the building may be accessible as they have flush thresholds, but would require minimum a clear door opening of 850mm.
    b. All stairs internally and externally to the building (except for dock door, see point 11e below and Caretaker's stair) must be compliant with AS 1428.1. This includes opaque risers, compliant handrails to both sides of the stair (see figure below), 300mm handrail extensions to the top and bottom of the stair, tactile ground surface indicators to the top and bottom of the stair, minimum 1000mm clearance between handrails and compliant landing sizes, depending on direction of travel and door circulation space. Based on the photos provided none of the stairs look to comply.

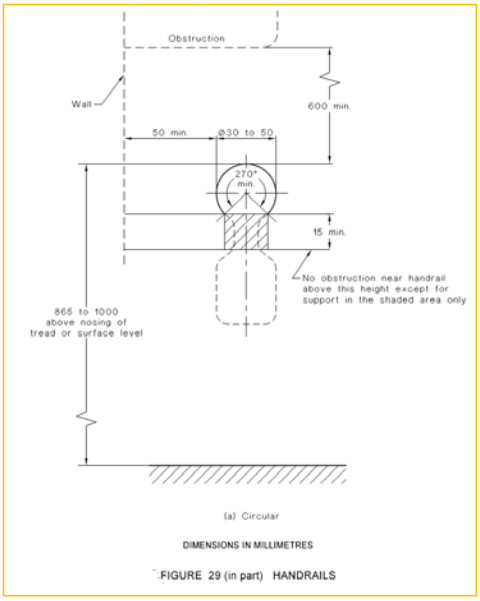
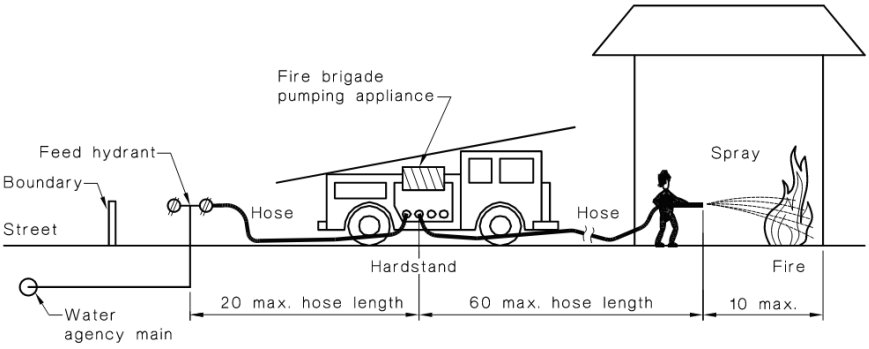


FIGURE 29 (in part) HANDRAILS

    c. All doors (apart from staff accessed areas, see point 11e below, and Caretaker's Residence) are to achieve a clear 850mm opening and flush threshold, including the active leaf of the double doors. All doors on an accessible path of travel must also achieve compliant door circulation spaces, which the following do not achieve; Visitors B16 door swinging away (requires a clear 510mm to the latch side) and Secretary B16 door swinging away (requires 1240mm to the front of the door and 240mm to the hinge side).
    d. An accessible lift with minimum lift floor dimensions 110mm wide x 1400mm deep is required to the building to serve the ground and upper floors.
    e. The staff only accessed areas are able to be exempted under D3.4 due to the nature of work carried out by the staff. The areas such as the Kitchen, Store, Cool room and Bar are not required to be accessible, but the doors must achieve a clear opening of 750mm.
    f. An accessible carparking bay looks to have been provided to site, but I am unable to determine compliance.

PO BOX 1293 EAST VICTORIA PARK, WA 6981 | PH: 08 6102 6401 | admin@bcswa.com.au

12. The building is over 500m^2 and must be provided with compliant fire hydrant system in accordance with AS 2419. All points of the building must be within reach of a 10.0m hose stream from a 60.0m hose length, with the hydrant achieving a flow of 20L/s at 200kPa. As per previous correspondence I understand there are no fire services on site which is a major non-compliance which needs to be addressed.



(b) On-site hydrant used as a feed hydrant

13. The building is over 500m^2 and must be provided with compliant fire hose reel coverage in accordance with AS 2441. All parts of the building must be within reach of a 4.0m hose stream from a 36.0m hose length. The hose reels are to be located externally or internally within 4.0m of an exit. As per previous correspondence I understand there are no fire services on site which is a major non-compliance which needs to be addressed.

14. Fire extinguishers to address a Class F fire risk and fire blankets are required to the Kitchen in accordance with AS 2444.

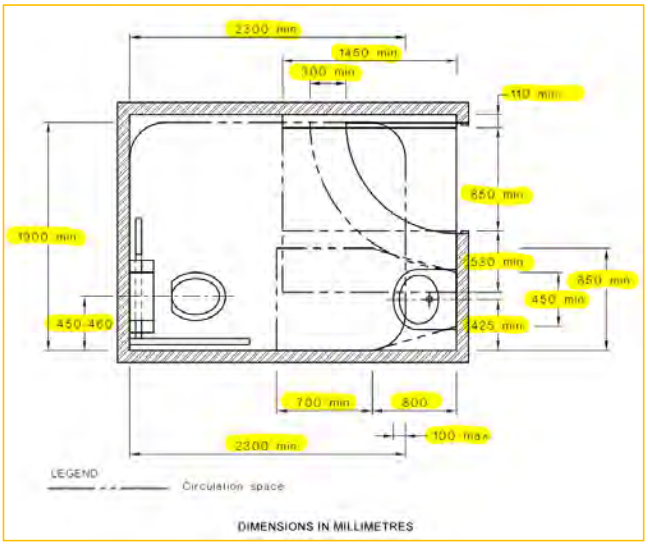
15. In accordance with Part E2D19 this is a Class 9B building and must be provided with automatic shutdown of any air-handling system (which does not form part of the smoke hazard management system) on the activation of AS 1670.1 smoke detectors and any other fire detection and alarm system.

16. Emergency lighting and exit signage is required throughout the building in accordance with AS/NZS 2293.1. Assuming the only exit signs are to the internal stair and Social/Dining Area as per the photos provided, this is non-compliant as the signage is insufficient.

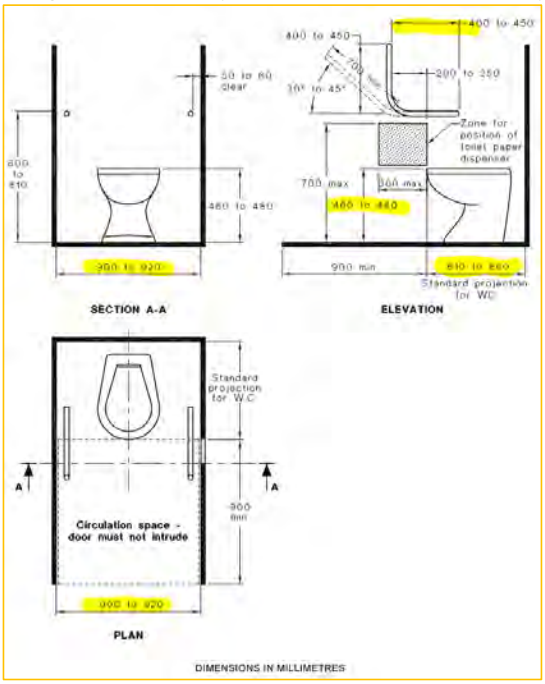
17. Provided no more than 10 staff are on at any one time, the single staff toilet is sufficient.

18. Sanitary Facilities; the number of toilets provided are sufficient for the maximum 275 person occupancy, however, they must be separately designated for males and females and there is a lack of accessible sanitary facilities.
    a. An accessible sanitary facility, constructed in accordance with AS 1428.1, must be provided on every floor where toilets for the public are provided. Based on the current layout an accessible toilet should replace the 'bar toilet' with the entrance door shielded from view and the compartment mechanically ventilated and an additional accessible sanitary facility should also be provided on the ground floor.

PO BOX 1293 EAST VICTORIA PARK, WA 6981 | PH: 08 6102 6401 | admin@bcswa.com.au



b. An ambulant toilet, constructed in accordance with AS 1428.1, must be provided at each bank of toilets. Based on the current layout each bank of toilets in the changerooms must be provided with an ambulant facility.



c. As this is considered a sports venue showers must be provided for participants at a rate of not less than 1 shower for every 10 participants, or part thereof. One accessible shower must be provided for every 10 showers, or part thereof. The accessible showers could be incorporated within the accessible sanitary facilities.

PO BOX 1293 EAST VICTORIA PARK, WA 6981 | PH: 08 6102 6401 | admin@bcswa.com.au

19. The upper Social/Dining Area must have a minimum ceiling height of 2700mm, based on the photos this looks to comply. All other areas must have a minimum ceiling height of 2400mm, based on the photos provided this may not be achieved on the ground floor.

20. It looks like insufficient natural ventilation is provided to the building. A mechanical ventilation system complying with AS 1668.2 and AS/NZS 3666.1 is required.

21. The entrance door of the cool room must achieve a clear width of 600mm when open, internally controlled lighting which illuminates an indicator lamp on the outside of the cool room and contain an alarm which is operated internally but able to be heard outside of the cool room.

22. I am assuming the building would not comply with any of the energy efficiency provisions. The best way of determining compliance for the Clubhouse and ground floor would be through a JV3 software assessment. The Caretaker's Residence would require a NatHERs 6.0 star assessment.

Should you have any queries regarding the findings above please contact the undersigned.

Yours Sincerely,

Matthew Sobelik
MAIBS | Reg BSP No: 2317
Postal: PO Box 1293, East Victoria Park WA 6981 **| ABN** 99 650 304 644
Mob: 0435 128 226 | **Email**: admin@bcswa.com.au
Address: Unit 12, 6 Leigh Street, Burswood WA 6100

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.au

Engenuity Project Number: 10291

NAME: Peter Ng
CLIENT: Town of Cottesloe
ADDRESS: PO Box 606 Cottesloe
DATE: 25 July 2024
REPORT REF: 10291-Seaview Golf Club-RPT01

STRUCTURAL INSPECTION REPORT

RE: Seaview Golf Club

Following your request for Engenuity Engineering to conduct an inspection of the existing structure at the above address, a representative of this office visited site 02 July 2024. The purpose of the inspection was to view the existing building condition from a Structural perspective.

Should there be areas found to be of structural concern, this office was also engaged to make recommendations for remedial actions. It is the contractor's responsibility to engage a qualified temporary works engineer to ensure the structure is adequately propped prior to commencing any structural remediation works.

The inspection was undertaken by Jason Lim MIEAust CPEng NER.

It is acknowledged that the contents of this report are based wholly or substantially on the specialised knowledge the qualifications above have afforded.

The investigation was based upon a visual inspection of exposed elements only, with no testing of existing materials. Where access to structural members was not possible due to being located behind cladding, ceiling and/or underground (i.e. foundations) - these structural elements have been excluded from this report. Furthermore, we have not checked the adequacy of the original design.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

1 Introduction

The building was originally constructed in the late 1960s and has undergone minor modifications since then. It now stands four years beyond the typical 50-year design life for most buildings according to Australian Standards. With anticipated maintenance and repair, it is not uncommon for a building to exceed its design life expectancy.

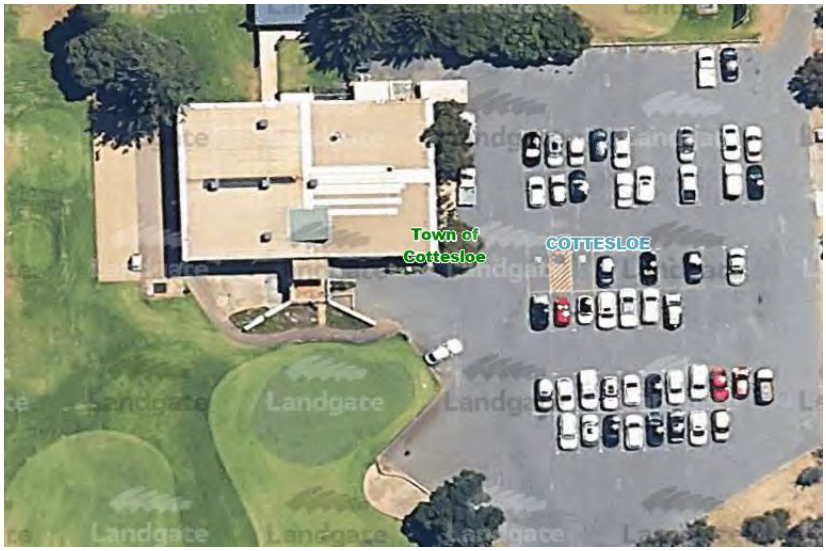


Figure 1 - Site layout (ref: Landgate Aerial Photo captured dates 26 – 29/01/2024)

2 Existing Structure

The existing building is a two-storey structure situated on a sloping site. On the carpark side, it presents as a single storey, while on the golf course side, it is visible as a two-storey building. The external structure consists of concrete block columns and walls. Internally, the ground floor features reinforced concrete columns with capitals supporting a suspended concrete slab, and steel columns on the first level support a structural steel roof.

The ground floor setback aligns the external concrete block columns with the first level's external concrete block walls. Due to the sloping site, the ground floor walls on the north, east, and partially on the south elevations function as retaining walls. The foundation system comprises pad footings for the columns and strip footings for the walls.

Skylights over the internal stairwells, framed with timber, provide natural lighting. The roof structure comprises Rolled Steel Joist (RSJ) beams and timber purlins.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

3 Evaluation of Current Standards Compliance

The building, located 300m from the shoreline, falls under atmospheric corrosivity category C4 according to AS 4312:2019, with high corrosion rates for mild steel (50 µm/y to 80 µm/y). The specified Zinc Chromate Red Oxide coating mentioned in the existing structural drawings would not adequately protect the steel over the building's lifespan unless regularly reapplied.

Concrete elements are classified as B2 for exterior environments under AS3600:2018, requiring a minimum strength of 40 MPa. However, the current design uses 3500 psi (24 MPa) concrete with minimum cover specifications of ¾" (19.05 mm) for slabs, 1" (25.4 mm) for beams, and 1½" (38.1 mm) for columns, failing to meet current durability requirements for elements exposed to exterior conditions.

4 Repair methodology

General recommendations for remediation are provided below as needed for costing purposes, with detailed specifications required before commencing works.

Drummy/spalled concrete elements

- Areas with large cracks, drummy and/or loose material be chased back to solid concrete.
- All exposed reinforcement to be thoroughly cleaned and all surface corrosion removed. Sand blasting to be utilised if wire brush is unable to remove all corrosion. Where reinforcement has lost more than 25% of its cross section it should be replaced with same diameter reinforcement by respecting the overlap length or by welding 100mm length to the existing reinforcement.
- Remove all laitance and roughen surface to ensure good bonding by chipping, scabbling, grit blasting or acid etching.
- Clean surface thoroughly to remove all contaminants such as dirt, oil, grease, wax and coatings.
- All surfaces including reinforcement to be coated with SikaTop-110 EpoCem bonding agents in accordance with the manufacturer's specifications.
- Cementitious repair mortar Sika® MonoTop® 615HB to be utilised, finished and left to cure in accordance with the manufacturer's specifications.

Minor concrete cracks

- For cracks with a width equal or less than 0.3mm we believe remediation is not required however the cracks should be monitored once every two years to determine if the crack widths have widened or the surrounding concrete is beginning to spall.
- For cracks with a width greater than 0.3mm;

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

- Carefully chase out the crack to the depth of the crack or 10mm minimum. No full depth cracks were identified during the inspection however should a full depth crack be identified during remediation work the structural engineer is to be notified.
- Where reinforcement is exposed, it is to be thoroughly cleaned and all surface corrosion removed. Sand blasting to be utilised if wire brush is unable to remove all corrosion. Where reinforcement has lost more than 75% of its cross section it will need to be adequately replaced.
- Where required saw cut the edge of chase to a depth of minimum 5mm to form a clean edge.
- Clean surface thoroughly to remove all contaminants such as dirt, oil, grease, wax and coatings.
- Utilise a 40 MPa cementitious repair mortar to patch chase.
- Allow the mortar to set and cure prior to making good paint finish.

Steelwork corrosion

- Corroded sections and surrounding areas to be abrasively blasted to form a class 2.5 finish free from contaminates with a surface profile of 50-75 µm.
- The exposed area of steel is to be primed with two (2) coats of International Paints Interplus 1180 with a thickness of 125 µm each coat or approved equivalent.
- Steelwork to be lightly sanded and ensure free of contaminates and apply International Paints Interthane 870 to 75 µm or approved equivalent.

5 Observations and Recommendations

5.1 Foundations

The existing foundations were not inspected due to limited accessibility. However, during the inspection no sign of overstress structure element was observed that resulted in settlement nor potential structural failure of the foundations.

5.2 Ground floor slab

It is our understanding that the existing ground floor slab is a 4 inch (101.6mm) thick slab-on-grade with ASA #606 mesh. The slab appears to be in fair condition with minor shrinkage hairline cracks were evident, which is not of structural concern.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

5.3 Suspended slab

First floor internal slab

The first-floor suspended slab, along with the column shear caps within the first-floor and ground-floor external walls, appears to be in fair condition. No significant cracking or spalling was observed during the inspection.

However, drummy and spalling concrete was evident on the first internal slab and beams where the soffit extends beyond the ground-floor external walls, indicating minor reinforcement corrosion. Patching on the slab soffit suggests that previous repairs have been carried out. The table below details the defects identified during the inspection.

Figure 2: Drummy slab soffit

Figure 3: Drummy slab soffit

Figure 4: Concrete spalling on beam adjacent to the dock

Figure 5: Close-up view of spalled concrete beam

It is recommended that drummy/spalled concrete sections be repaired in accordance with Section 4 – Repair methodology.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

Concrete upstands

The concrete upstands for the raised dining area adjacent to the two balconies appear to be in poor condition. These upstands do not seem to be documented in the existing structural drawings, suggesting they are not part of the suspended slab system.

Figure 6: Upstand to Balcony 1

Figure 7: Upstand to Balcony 2

If the upstands are not integral to the suspended slab system, it is recommended to remove and rebuild them. Otherwise, the concrete upstands should be remediated according to Section 4 – Repair methodology.

Terrace (front entrance)

The suspended terrace slab above the store/entry appears to be in poor condition. Concrete spalling and corroded reinforcement were evident throughout the slab soffit. Additionally, structural cracks ranging from 1mm to 5mm in width were observed on the concrete downturn beam. There is also observable water leakage

Figure 8: Corroded reinforcement on slab soffit

Figure 9: Drummy concrete and corrosion mark

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

Figure 10: Concrete spalling on beam (Internal Face)

Figure 11: Concrete spalling on beam (external face)

Figure 12: Beam cracks above door

Figure 13: Flexural cracks on slab

Figure 14: Drummy concrete to the slab soffit

Figure 15: Drummy concrete to the slab soffit

It is recommended that drummy or cracked concrete section be repaired in accordance with Section 4 – Repair methodology.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

Dock

The suspended docking slab shows signs of fair to poor condition, with evident concrete spalling and corroded reinforcement observed at the stair location. Additionally, cracks were evident on top of the suspended slab.

Figure 16: Concrete spalling on slab

Figure 17: Slab soffit showing sign of corroded reinforcement

Figure 18: Crack evident on docking slab

Figure 19:: Crack evident on docking slab

It is recommended to repair the drummy and cracked slab in accordance with the repair methodology outlined in Section 4 – Repair methodology.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

5.4 Load Bearing Columns

Ground floor Internal concrete columns

The existing concrete columns appears to be in good to fair condition. No evidence of concrete spalling nor cracking was observed during the inspection.

Figure 20: Internal concrete column in good condition.

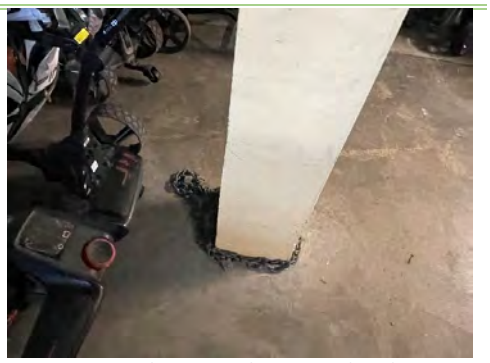


Figure 21: Internal concrete column in good condition.

External Reinforced Concrete Masonry columns

The existing concrete columns appear to be in a fair condition. No major cracking was evident during the inspection. Small number of the concrete masonry columns experienced surface deteriorating which can be resulted from mechanical or chemical damages. The scale of damages do not pose immediate structural concerns.

Figure 22: Deteriorating surface on concrete block columns.

Figure 23: Deteriorating surface on concrete block columns

It is recommended that deteriorated areas be patched with structural repair mortar after removing any loose materials and cleaning the surface.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

First floor Internal steel columns

The steel columns on the first floor that support the roof structure are in good condition overall. There is minor surface corrosion noted in areas where the protective coating has been damaged by mechanical abrasion.

Figure 24: Internal steel column in good condition.

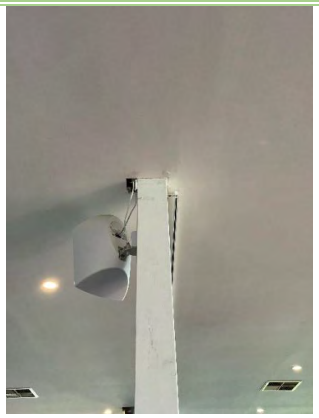


Figure 25: Internal steel column in good condition.

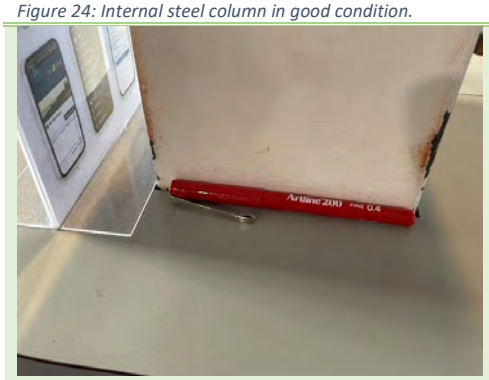


Figure 26: Minor surface corrosion

Figure 27: General view of internal columns

It is recommended to clean and treat minor surface corrosion on the columns with zinc-rich primer to ensure their longevity.

First floor External Load bearing Walls

The first-floor external concrete block walls are in fair to good condition, showing no significant cracking. However, steel lintels on the North, South, and West elevations, exposed directly to salt spray, display moderate to severe corrosion.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

Additionally, significant cracking was observed on the windowsill concrete panel located at the Northeast corner. It is noted that this windowsill panel originally served as a precast balustrade panel as documented in the existing drawings.

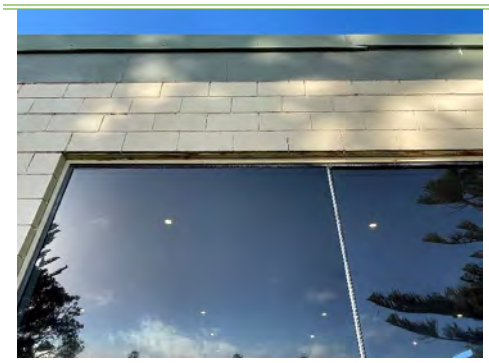


Figure 28: Lintel on North elevation - Moderate corrosion

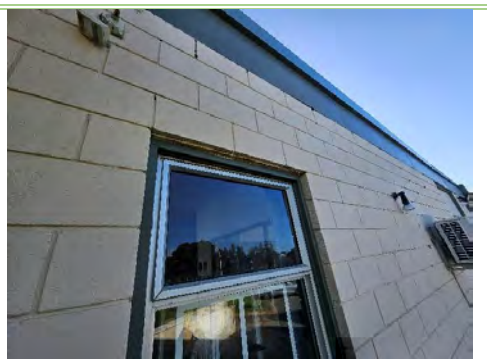


Figure 29: Lintel on South elevation - Moderate corrosion

Figure 30: Major cracks on windowsill panel

Figure 31: Windowsill panel crack width approx. 6mm

The corroded lintels should undergo remediation following Section 4 – Repair methodology. As for the cracked windowsill panel, replacing it with lightweight steel or timber framing represents a practical and cost-effective solution.

5.5 Roof structure

The metal roof cladding was not inspected during the assessment. Internally, RSJ beams and timber purlins are observed to be in good condition. However, beams located externally along the west elevation and on level 1 balconies exhibit severe corrosion due to exposure to salt sprays.

Cracks and concrete spalling are also noticeable in certain areas of the perimeter concrete roof beam, indicating the expansion of corroded steel reinforcement.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

Figure 32: Balcony 1 exposed steel beam - Severe corrosion

Figure 33: Balcony 2 exposed steel beam - Severe corrosion

Figure 34: Steel beam on West Elevation - Severe corrosion

Figure 35: Steel beam on West Elevation - Severe corrosion

Figure 36: Concrete perimeter beam on North Elevation - Concrete spalling & corroded reinforcement

Figure 37: Concrete perimeter beam on North Elevation - Concrete Cracking

It is advised to remediate corroded structural steel sections and spalled/cracked concrete following the guidelines outlined in Section 4 – Repair methodology.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

5.6 Miscellaneous Structures

Canopy structures

The canopy structures on the north elevation of the building have been constructed using Duragal hollow sections, with surface corrosion visible on these Duragal steel sections.

Figure 38: Surface corrosion on the canopy structure

Figure 39: Surface corrosion on the canopy structure

It is advisable to mechanically remove the surface corrosion and apply an approved corrosion protection coating.

Internal stair

The steel stringers and landing beams for the internal stair appear to be in fair condition.

Figure 40: Stair Stringer

Figure 41: Landing beams

External stair

All external stairs, whether concrete or timber, were observed to be in fair condition during the inspection. Corrosion was evident on the steel balustrade, which should be replaced with a like-for-like replacement.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

Roof skylight

The timber structure forming the roof skylight appears to be in good condition.

Figure 42: Roof Skylight Timber Frames

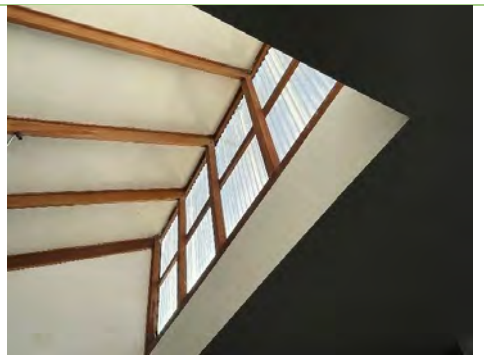


Figure 43: Roof Skylight Timber Frames

External Retaining Walls

The concrete block retaining wall appears to be in fair condition. Minor cracking was observed at the angle joint, which does not raise structural concerns.

Figure 44: Crack at the joint

Figure 45: Crack at the joint

6 Conclusion

Based on our visual inspection and assessment, we find that the existing structure is feasible for repair from a structural standpoint. However, it is imperative for the client to factor in ongoing maintenance costs alongside repair expenses. We advise comparing these cumulative costs with the estimated expenses of constructing a new building. Furthermore, due to the building's age, it is essential to acknowledge that certain structural elements do not meet current codes and standards for durability.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

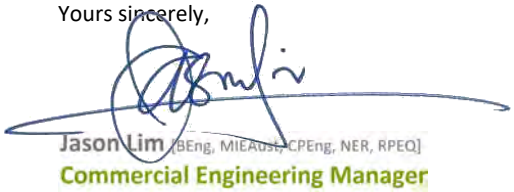
BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

I trust the above is of assistance. Should you require any further clarifications or information please do not hesitate to contact the undersigned.

Yours sincerely,



Jason Lim (BEng, MIEAust, CPEng, NER, RPEQ)
Commercial Engineering Manager

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

Town of Cottesloe

SEA VIEW GOLF COURSE
CLUBHOUSE REDEVELOPMENT
COTTESLOE WA

BUILDING SERVICES CONDITION REPORT

ELECTRICAL, HYDRAULIC AND MECHANICAL SERVICES

Quality Information

Document	Sea View Golf Course – Clubhouse Redevelopment
Ref	2407-01 Rev-C
Date	25th July 2024
Prepared by	Arshpreet Kaur, Fasiulla Mohammed & Sissay Degeffa
Reviewed by	Fasiulla Mohammed

Revision History

Revision	Revision Date	Details	Authorised	
			Name/Position	Signature
A	9th July 2024	Services Condition Report – Client Review	Fasiulla Mohammed / Senior Mechanical Engineer	
B	11th July 2024	Services Condition Report – Client Review	Fasiulla Mohammed / Senior Mechanical Engineer	
C	25h July 2024	Services Condition Report – Summary added for Hyd and Elc.	Fasiulla Mohammed / Senior Mechanical Engineer	

Table of Contents

1.0 Introduction

1.1 General

This document has been prepared at the request of Chindarsi Architects on behalf of the Town of Cottesloe WA for the Sea View Golf Course clubhouse building.

The Town of Cottesloe intends to upgrade the existing services due to ongoing life cycle issues and provide an energy efficient system.

The purpose of this report is to perform a visual inspection and condition report of the building services upgrade works at the Golf Clubhouse and to provide current code compliance.

The report entails a desktop review and site inspection of the following services

- Electrical Services
- Hydraulic Services
- Mechanical Services

This section of the report summarises the condition of existing services and required upgrade works, indicating design intent and highlighting details to be considered during conceptual and detailed design development in future.

1.2 Executive Summary

This Executive Summary highlights the key elements of the building services condition report. The report and study develop and/or define the services condition upgrade works that will be adopted in the detailed design phase of the project.

This document summarises the engineering assumptions, suitable for the building services upgrade, in terms of performance, efficiency, capacity and spatial aspects along with the design criteria to be adopted in the redevelopment of the Clubhouse.

Further details are provided under each discipline section in the document.

1.3 Purpose of Report and Proposal

The observations, recommendations, and impact of the existing service conditions and upgrade works are detailed in the report.

This document sets out the recommendations for review and acceptance by the Town of Cottesloe to enable the conceptual and detailed design development and documentation of Services Upgrade works.

1.4 Limitations

This report has been prepared by EHMS for the Town of Cottesloe and Chindarsi Architects and may only be used and relied on by the Town of Cottesloe and Chindarsi Architects for the purpose agreed between EHMS and Chindarsi Architects. EHMS otherwise disclaims responsibility to any person other than the Town of Cottesloe and Chindarsi Architects arising in connection with this report. EHMS also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by EHMS in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report. EHMS has prepared this report based on information provided by the onsite staff, and Town of Cottesloe and/or its site representatives including facility management and, on the sources, nominated in Clause of this report, which EHMS has not independently verified or checked beyond the agreed scope of work. EHMS does not accept liability in connection with such unverified information, including errors and omissions in the report that were caused by errors or omissions in that information.

There are no drawings or documents provided for the existing services to EHMS. We cannot verify the extent of each services capacity, functionality, accuracy of service routing in the building and other details in the absence of existing as-built drawings and limited access. We have not verified services inside the ceiling voids, below ground services and any other services hidden from direct visuality.

1.5 Inspections, Discussions, and Reference Documents

1.5.1 Site Inspection and Discussions

EHMS undertook a site inspection along with a Chindarsi Architects representative to obtain information related to the existing systems, their performance, how they currently operate, and the nature of the failures and breakdowns, if any. The inspections are limited to visual observations only and no testing or performance has been verified.

1.5.2 Reference Documents

The documents referred to in preparing this report include the following:

- Town of Cottesloe RFQ 008, Attachment C, Architectural building license plans 1-17, stamped 21 May 1969.
- Drainage Plumbing Diagram relating to 2 Jarrad St Cottesloe 6011.
- Dial Before You Dig utility plan for sewer, water and gas
- Existing Building layout drawings.
- Information provided by the Golf club staff and site representatives has been taken at face value.
- Dial Before You Dig Information

1.6 Building Description

The existing building details are defined as follows:

Building	Details
Building Usage	Clubhouse
Class of occupancy	Class 9b – Social Gathering
Climate Zone	Zone 5
Rise in Storey	Two Storey
NCC	Volume 2022 for the proposed Upgrade works

The Golf Clubhouse is the Town of Cottesloe's Golf Course social club comprising of lower ground and upper ground floors. The building was built in 1969/70 and has been through several changes over the years. the current building as it stands comprises of the following spaces and amenities.

- Lower Ground Floor
  - Golf course buggy store
  - Pro shop
  - Storage spaces
  - Ladies and Gents locker rooms, showers and toilet amenities
- Upper Ground Floor
  - Dining Area
  - Bar
  - Kitchen
  - Coolrooms and Stores
  - Caretaker's accommodation – Excluded from the scope
  - Offices

The building exterior is surrounded by a car park, and external sheds providing workshop areas. There is a large demountable shed located next to the car park which is excluded from the scope.

1.7 Interpretation of Client's Requirements

The Client Requirements provide the basis for the services condition report and engineering design for future works.

The following criterion shall be included within the design and is our understanding of the Client's requirements:

- The Golf Club's specific requirements, operational standards and functional requirements are to be adopted in future design.
- The upgrade works shall be designed to incorporate a low-energy design that can be engineered within the constraints of the budget.
- The energy efficiency of the upgrade works shall follow the requirement of Section J of the National Construction Code.
- Occupation density of each space shall be as defined or required by the Golf club to be adopted.
- The lighting and equipment load shall be considered as per industry standards, the most energy efficient system and as referenced in AIRAH design guidelines to be followed.

2.0 Reference Documents and Compliance requirements

2.1 General

The redevelopment of the centre will be in accordance with the relevant Australian Standards, Building Regulations, Statutory Legislation, Local Council, and industry guildlines for Elecctrical, Hydraulic and Mechanical services design and installations

2.2 Statutory Legislation

- Town of Cottesloe
- The Building Code of Australia (NCC-2022) - including section-J for the new works.
- Department of Fire and Emergencies (DEFS) WA
- Health Department
- Western Australia Electrical Requirements (WAER)
- Western Power Design guidelines and standards
- Western Australia Services and Installation Rules.
- Water Corporation of Western Australia
- NBN/Telstra Guidelines

2.3 Australian standards and industry guidelines

Standard	Description
Electrical Services	
ASNZS3000	Wiring Rules
AS3008.1	Electrical Installation - Selection of Cables
AS2293.1	Emergency Lighting in Buildings
AS1670	Fire detection, warning, control and intercom systems - System design, installation and commissioning – Fire
AS/NZS 1680.1	Interior and Workplace Lighting – General Principles and Recommendations
AS/NZS 1158	Lighting for Roads and Public Spaces
AS4282	Control of the Obtrusive Effects of the Outdoor Lighting
AS/NZS 3439	Low Voltage Switchgear and Control Gear Assemblies
Hydraulic Services	
AS/NZS 3500	National Plumbing and Drainage Code Part 1 Water Supply Part 2 Sanitary Plumbing and Sanitary Drainage Part 3 Stormwater Drainage Part 4 Hot Water
AS 1074	Steel tubes and tubular threaded or suitable for threading with pipe threads of Whitworth form
AS 1432	Copper tubes for water, and sanitation
AS 1567	Copper and copper alloys – wrought rods, bars and sections
AS 1835	Tubes for pressure purposes – seamless steel.
AS 2419.1	Fire hydrant installations
AS 2441	Fire Hose Reels installations
AS 5601	Gas Installations

Standard	Description
Mechanical Services	
AS 1668.1-1998/Amendment 1 - 2002	The use of ventilation and air conditioning in buildings – Fire and smoke control in multi compartment buildings
AS 1668.2-1991	The use of ventilation and air conditioning in buildings – Ventilation design for indoor air contaminant control
AS 1324	Air Filters for use in air-conditioning and general ventilation (Parts 1 & 2)
AS/NZS 3000-2007 + Amdt 1	Electrical Installations (Wiring Rules)
AS 3666.1 - 2002	Air Handling and water systems of buildings – Microbial control – Design, installation and commissioning
AS 4254	Ductwork for air handling system in buildings
AS 1677 Parts 1 & 2	Refrigeration Systems
AS 1345	Identification of Contents of Pipes, Conduits and Ducts
AS 1674	Cutting and Welding
AS 1530	Fire Hazard Tests
AS 1674	Cutting and Welding
AIRAH Technical Handbook	Design and reference data
CIBSE Guide A	Design data
CIBSE Guide B	Installation and equipment data
CIBSE Guide C	Reference data
ASHRAE Guidelines	HVAC standards and codes
ASHRAE / ANSI Standard 135-2004	All DDC Controls
ISO 16484-5 BACnet	Data Communications
NCC Compliance Issue	2022 for new works only

3.0 Electrical Services

3.1 Electrical Services Overview

The report intends to provide energy efficient and sustainable design solutions for electrical services upgrade works. The design criteria contained in this report are the minimum requirements and shall be developed further during detailed design to meet the Town of Cottesloe's requirements.

The condition report study of the electrical services upgrade works involves the review of various elements as noted below.

- Review the option of upgrading the existing electrical services.
- Review of code compliance as per the current standards.
- Operational Analysis.
- General details and illustration of each system
- Provide recommendations for electrical services upgrade works as required in the building.

Based on the approved services upgrade options, further conceptual design and detailed design documentation will be developed.

3.2 General

The Golf Club Building of the Town of Cottesloe comprises the following electrical services.

- Power Supply
- Main Switchboard
- Communications
- Power outlets and associated cabling
- Data outlets and associated cabling
- Security CCTV System
- Security Intrusion Detection
- Internal Lighting
- External Lighting
- Lighting Control System
- Exit and Emergency Lighting
- Cable Reticulation System

3.3 Power Supply

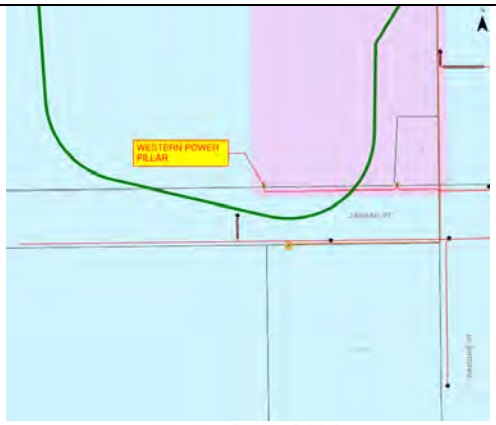
There is no information available on the origin or capacity of the existing power supply. Based on-site inspection, it is noted that the Main Switch is rated at 80 Amps, therefore, it is assumed that the available electrical capacity of the Golf Clubhouse is 80 Amps 3 phase. The clubhouse manager has confirmed that they have never experienced any tripping issues in the past, therefore, it is noted that the existing capacity is sufficient for the existing building including the upgrade works as the upgrade works would involve the use of more energy-efficient equipment as compared to existing.

No information is available on the existing consumer mains. Upgrade of existing consumer mains is recommended considering the consumers mains are almost at the end of their serviceable life.

Based on DBYD, it is noted that there is an existing pillar on Jarrad Street, and it is envisaged that the Clubhouse is fed from this pillar. This will need to be confirmed with Western Power in the next design phase.

Recommendation for Upgrade:

Upgrade of existing consumer mains is recommended considering the consumers' mains are almost at the end of their serviceable life.



Western Power DBYD

3.4 Main Switchboard

The existing Main Switchboard for the Clubhouse is located in a services cupboard within the Gents Locker room. The switchboard is non-compliant and needs a full replacement to comply with the current standards.

This switchboard provides a 20 Amps 3 phase supply to the large demountable shed located next to the car park. The other big supply is a 20 Amps 3 phase supply to the Commercial dishwasher and all the other remaining supplies are general power and lighting and air-conditioning loads. Lighting, power and mechanical loads are all fed from combined chassis and there is no provision for energy monitoring and all circuit breakers do not have RCDs. Switchboard consists of 3 panels with 36 poles, 36 poles and 24 poles chassis.

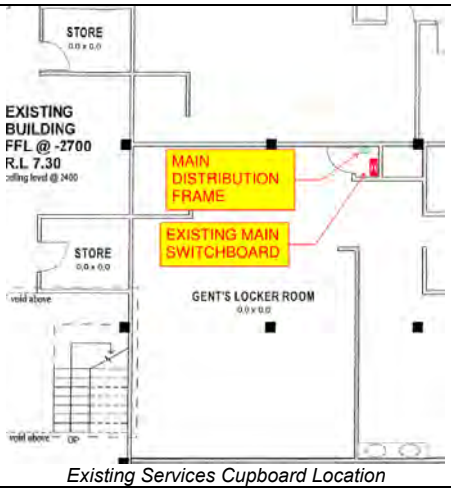
All the Kitchen equipment is mainly gas-powered. It is noted that there is no provision for standby power supply and Photo-Voltaic supply.

The existing services cupboard is non-compliant as there are Electrical, Communications and Hydraulics services located within the same cupboard and does not meet the required segregation as per AS 3000. Maintenance access is also not provided in front of the switchboard and MDF. Labelling is not adequate therefore origin of the power supply cannot be ascertained.

The fire rating of the cupboard does not comply with the code and the penetrations are not sealed with fire-stopping materials.

Recommendation for Upgrade:

A full upgrade of the existing Main Switchboard is recommended. All other services shall be diverted outside the services cupboard and clear maintenance access shall be provided in front of the switchboard.



Existing Services Cupboard Location

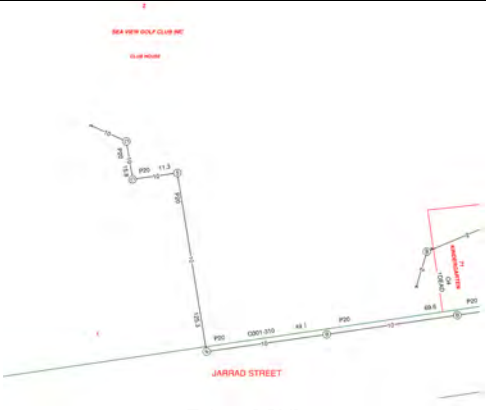
Existing Services Cupboard

3.5 Communications

DBYD shows that existing Telstra lead-ins are connected to the Telstra pit located on Jarrad Street. The existing Telstra (Main Distribution Frame) MDF is located within the Services Cupboard, and it does not comply with the current standards. An Individual Distribution Frame (IDF) is located on the Ground Floor in the Store behind the office. NBN equipment/server is located in the Clubhouse manager's Office.

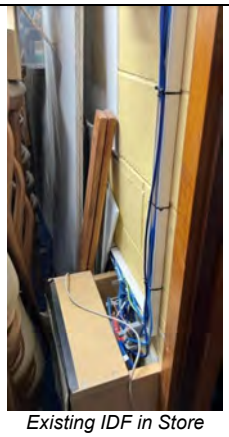
Recommendation for Upgrade:

Upgrade of existing lead-in to optic fibre cables is recommended. Further coordination is required with Telstra and NBN on the existing network capacity and shall be investigated in the next design phase.



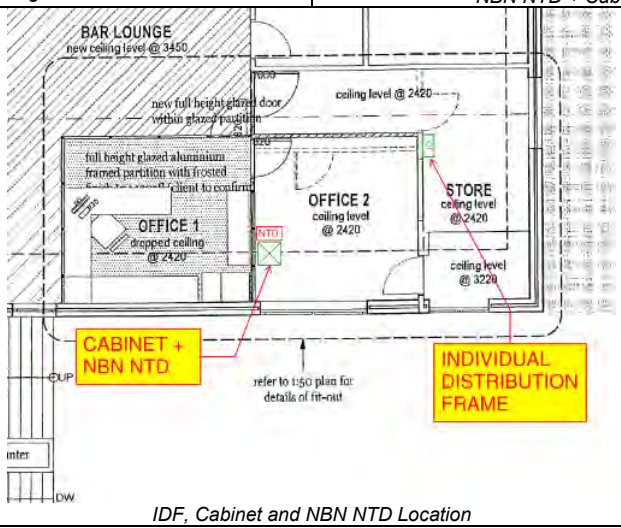
Telstra DBYD

Existing MDF in Services Cupboard



Existing IDF in Store

NBN NTD + Cabinet

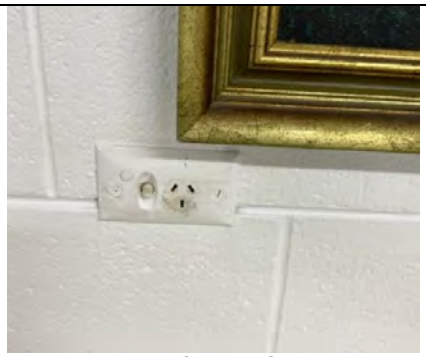


IDF, Cabinet and NBN NTD Location

3.6 Power Outlets and associated cabling

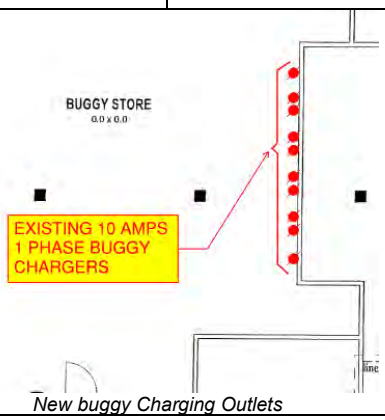
Some outlets are old and almost at the end of their serviceable life, however, some outlets appear to be in good condition.

New 20 Amps 1 Phase power supply isolator are installed in the Buggies store for charging of buggies.



Existing Old Type Outlets

New buggy Charging Outlets



New buggy Charging Outlets

Recommendation for Upgrade:

Upgrade of existing old type outlets is recommended considering the outlets are almost at the end of their serviceable life.

3.7 Data outlets and associated cabling

Not many data outlets exist.

Recommendation for Upgrade:

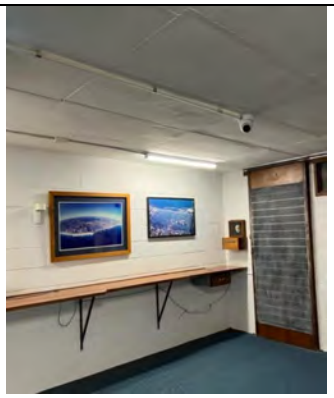
Existing can be retained, however, it is recommended to check and ensure all the comms cable run lengths are within the 90m to ensure compliance with the current standards.

3.8 Security System

It is noted that CCTV cameras are installed and operated by Golf Clubhouse, and they are responsible for maintaining the Security CCTV system along with any other intruder detection and access control system.

Recommendation for Upgrade:

Not in scope as security systems are maintained by Golf Clubhouse.

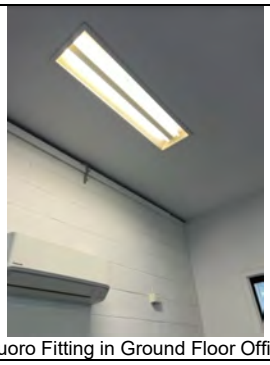


CCTV Camera

3.9 Internal Lighting

The clubhouse manager has confirmed that the lighting for Lower Ground was recently upgraded and has been changed to current technology LED fittings.

The current lighting on the Ground Floor is old fluorescent technology. It would be recommended to review the option of replacing all lighting with new LED type fittings.



Fluoro Fitting in Ground Floor Office

Inadequate Lighting in Buggy Store

Recommendation for Upgrade:

It is recommended to review the option of replacing all non-LED lighting with new LED type fittings. Generally, it is highly unlikely that the existing lighting design will comply with NCC 2022 and AS/NZS 1680. Consideration should be given to dimmable lights to the perimeter glazing for the implementation of daylight harvesting.

3.10 External Lighting

External Lighting around the perimeter of the building and car park does not appear to be sufficient.

Recommendation for Upgrade:

It is recommended to provide external lighting in accordance with AS/NZS 1158 and AS 4282

3.11 Lighting Control System

Lighting control is via: -

- PIR sensors
- Master switches
- Local switches

Programmable scenes and dimming functionality do not appear to be available.

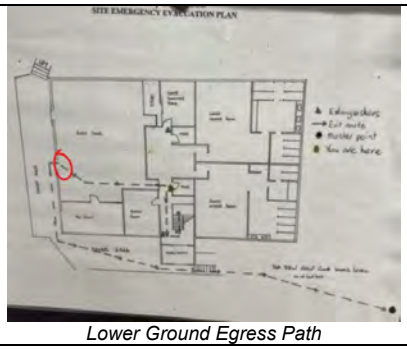
No provision for a computer-based lighting control system with scene and programmable dimming control. No daylight harvesting dimming was deployed.

Recommendation for Upgrade:

It is recommended to upgrade the lighting control system to include more motion sensors, photoelectric sensors and dimming switches.

3.12 Exit and Emergency Lighting System

Clevertronics Exit and Emergency lights are installed, and it appears that all the exit signs were recently upgraded. It is noted that Exit and Emergency lights are missing in a few areas. A centralised system for monitoring and testing the Emergency and Exit lights was not evident during the site inspection.



Lower Ground Egress Path

Buggy Store EXIT Sign Missing

Recommendation for Upgrade:

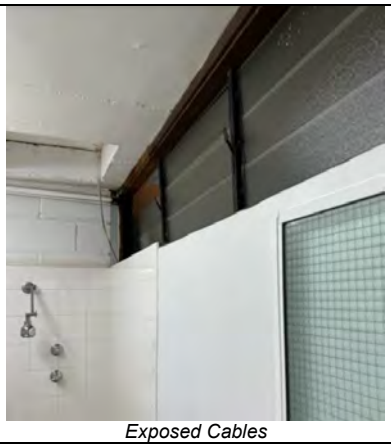
Reviewing the existing Exit and Emergency design and providing additional fittings to comply with the current standards is recommended. It is recommended to consider a centralised monitoring and testing system for Exit and Emergency lighting.

3.13 Cable Reticulation System

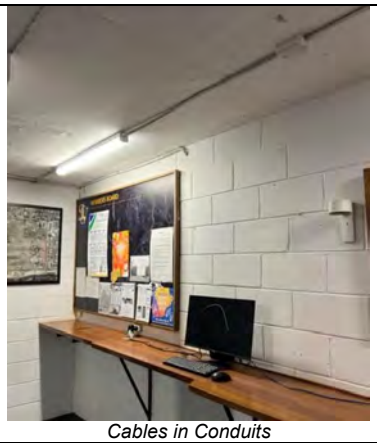
There are no cable trays, and the cables are installed in conduits. It is noted that in some locations, the cables are exposed and not installed in conduits.

Recommendation for Upgrade:

No upgrade is required.



Exposed Cables



Cables in Conduits

3.14 Existing Electrical Services Compliance

The electrical services appear to comply with the regulations applicable at the time of construction, but would not comply with current standards.

3.14.1 Main Switchboard

The existing Main Switchboard and the Services cupboard do not comply with current standards.

Main Switchboard shall be provided with maintenance clearance in front of the board in accordance with AS/NZS 3000. RCD circuit breakers shall be provided. Segregation between the power and other services shall be provided in accordance with AS/NZS 3000.

Surge Protection on the Main Switchboard shall be provided including communications and other services to ensure transient protection is in accordance with AS/NZS 1768.

3.14.2 J7D4 Interior Artificial Lighting and Power Control

Generally, it is highly unlikely that the existing lighting design will comply with NCC 2022 and AS/NZS 1680. Consideration should be given to dimmable lights to the perimeter glazing for the implementation of daylight harvesting.

Programmable scenes and dimming functionality do not appear to be available.

No provision for a computer-based lighting control system with scene and programmable dimming control. No daylight harvesting dimming was deployed.

3.14.3 J9D3 Facilities for Energy Monitoring

Distribution boards are required to be provided with separate metering for lighting and power switchboards in accordance with NCC Section J requirements.

Energy meters are to be capable of recording time of use consumption and be interlinked by a communications system that collates data to be stored, analysed and reviewed in accordance with NCC Section J requirements.

3.14.4 J9D4 Facilities for Electrical Vehicle Charging Equipment

The current design does not comply with the below requirements from NCC.

Electrical distribution boards dedicated to serving electric vehicle charging in a carpark must—

- *a. be fitted with a charging control system with the ability to manage and schedule charging of electric vehicles in response to total building demand; and*
- *b. when associated with a Class 5 to 9 building, have capacity for each circuit to support an electric vehicle charger able to deliver a minimum of 12 kWh from 9:00 am to 5:00 pm daily; and*
- *c. be sized to support the future installation of a 7 kW (32 A) type 2 electric vehicle charger in 20% of car parking spaces associated with a Class 3, 7b, 8 or 9 building; and*
- *d. contain space of at least 36 mm width of DIN rail per outgoing circuit for individual sub-circuit electricity metering to record electricity use of electric vehicle charging equipment; and be labelled to indicate the use of the space is for the future installation of metering.*

3.14.5 J9D5 Facilities for solar photovoltaic and battery systems

The current design does not comply with the below requirements from NCC.

(1) The main electrical switchboard of a building must—

- *a. contain at least two empty three-phase circuit breaker slots and four DIN rail spaces labelled to indicate the use of each space for—*
  - *i. a solar photovoltaic system; and*
  - *ii. a battery system; and*
- *b. be sized to accommodate the installation of solar photovoltaic panels producing their maximum electrical output on at least 20% of the building roof area.*

(2) At least 20% of the roof area of a building must be left clear for the installation of solar photovoltaic panels, except for buildings—

a. *with installed solar photovoltaic panels on—*
   i. *at least 20% of the roof area; or*
   ii. *an equivalent generation capacity elsewhere on-site; or*
b. *where 100% of the roof area is shaded for more than 70% of daylight hours; or*
c. *with a roof area of not more than 55 m^2; or*
d. *where more than 50% of the roof area is used as a terrace, carpark, roof garden, roof light or the like.*
e. *equipment.*

3.14.6 J7D6 Exterior Artificial Lighting

The current design does not comply with the below requirements from NCC.

(1) Exterior artificial lighting attached to or directed at the facade of a building, must—

a. *be controlled by—*
   i. *a daylight sensor; or*
   ii. *a time switch that is capable of switching on and off electric power to the system at variable pre-programmed times and on variable pre-programmed days; and*
b. *when the total lighting load exceeds 100 W—*
   i. *use LED luminaires for 90% of the total lighting load; or*
   ii. *be controlled by a motion detector in accordance with Specification 40; or*
   iii. *when used for decorative purposes, such as façade lighting or signage lighting, have a separate time switch in accordance with Specification 40.*

(2) The requirements of (1)(b) do not apply to the following:

a. *Emergency lighting in accordance with Part E4.*
b. *Lighting around a detention centre*

3.14.7 Passive Protection

The current design does not comply with the below requirements from NCC.

Room	Passive Protection By Code and Recommendations
Electrical Main Switchboard Cupboard	Smoke Sealed and Non-Combustible as per NCC D2.7 and NCC 2022 D3D8. Part H 2019 and 2022 NSW I4D51 60/60/60
MDF Cupboard	Smoke Sealed and Non-Combustible as per NCC D2.7 and NCC D3D8 Plus 60/60/60

3.15 Electrical Services Expansion for the Clubhouse Redevelopment

The following is a list of restrictions and possibilities for Utilities supply into a redevelopment of the Club House.It is noted a redevelopment would exclude residential or commercial development options and assumes the existing clubhouse building is either demolished or gutted for redevelopment.

The redeveloped clubhouse would be built to the building regulations at those points in time that any works occurred.

3.15.1 Power

Based on DBYD, it appears that Clubhouse is fed from the Western Power pillar located on Jarrad Street. The existing capacity of the Club House is 80 Amps 3 Phase, and a pillar can provide up to 250 Amps. There is scope for existing supply upgrades without the need for a substation provided there is spare capacity on the Western Power network.

3.15.2 Communications

Based on DBYD, it is noted that there is an existing NBN and Telstra network on Jarrad Street. There is scope for existing comms connection updates without major network augmentation works, provided there is spare capacity on the network.

3.16 Summary

The following summary provides a brief overview of the recommended scope of work for each system:

- Power Supply - Upgrade of existing consumer mains are recommended considering the consumers mains are almost at the end of their serviceable life.
- Main Switchboard - Full upgrade of existing Main Switchboard is recommended. All other services shall be diverted outside the services cupboard and clear maintenance access shall be provided in front of the switchboard.
- Communications - Upgrade of existing lead-in to optic fibre cables is recommended. Further coordination required with Telstra and NBN on the existing network capacity and shall be investigated in next design phase.
- Power outlets and associated cabling - Upgrade of existing old type outlets is recommended considering the outlets are almost at the end of their serviceable life.
- Data outlets and associated cabling - Existing can be retained, however, it is recommended to check and ensure all the comms cable run lengths are within the 90m to ensure compliance with the current standards.
- Security CCTV System - Not in scope as security systems are maintained by Golf Clubhouse.
- Internal Lighting - It is recommended to review the option of replacing all non-LED lighting with new LED type fittings. Generally, it is highly unlikely that the existing lighting design will comply with NCC 2022 and AS/NZS 1680. Consideration should be given to dimmable lights to the perimeter glazing for the implementation of day light harvesting.
- External Lighting - It is recommended to provide external lighting in accordance with AS/NZS 1158 and AS 4282.
- Lighting Control System - It is recommended to upgrade the lighting control system to include more motion sensors, photoelectric sensors and dimming switches.
- Exit and Emergency Lighting - It is recommended to review the existing Exit and Emergency design and provide additional fittings to comply with the current standards. It is recommended to consider a centralised monitoring and testing system for Exit and Emergency lighting.
- Cable Reticulation System - No upgrade required.

4.0 Hydraulic Services

4.1 Hydraulic Services Overview

Alteration works to ground floor offices are shown on plans dated September 2012.

Wear and tear and age have seen sanitary fixtures and tapware replaced or at least significantly overhauled, and services repaired, which is evident from our site walk around.

The clubhouse services information gathered indicates they have a range in condition from poor, fair and good whilst still operating. To gauge those conditions:

- Poor is exemplified by the bar beer tap drip tray drain and the bar coffee machine drain, each draining to separate buckets below the bar bench, which of course is non-compliant with any regulation.
- Fair is exemplified by the private residence bathroom fittings.
- Good is exemplified by the players' change room fittings.

From what we could see of the exposed services are detailed below.

Waste pipes are considered in fair condition and showing no signs of leaks or sagging in alignment, albeit the PVC waste pipes to the kitchen and particularly the dishwasher may be of poor internal condition due to the dishwasher's high water temperature discharge and grease build-up and also the cast iron toilet pipes have an industry history of internal corrosion.

Water services are considered to be in fair condition and showing signs that certain pipe sections and isolation valves have been replaced, however, there are no signs of the thermostatic temperature control valves being serviced.

Gas service is considered to be in good condition showing no sign of replacements or leaks.

The hot water unit is considered in fair condition, manufactured in April 2015 and 9 years of age, with no evidence of it being serviced.

Roof-down pipes are mostly external of galvanised metal and in fair condition with signs of replacements.

Taps and fixtures range through poor, fair and good conditions, with poor being the laundry trough/washing machine set up, fair being the private residence bathroom and good being players change rooms.

Operating efficiency of the existing services can only be improved by total replacement, and at best to be marginal with replacement unlikely to be an acceptable cost to benefit, if the clubhouse is retained as is going into the future.

Replacement or expansion of the clubhouse building would likely show design for replacement of all of the existing services up to some point of pre-determination connection to the external services.

A wet fire service of hydrant and hose reels could not be located in the building or externally.

The clubhouse manager Mr T. McCallum was asked about the functionality of the existing plumbing, and he reported they are satisfying the needs of the clubhouse

4.2 Utility Mains and Connections to the Clubhouse

Information obtained by EHMS from Dial Before You Dig shows the following details about the hydraulic services.

4.2.1 Sewer Water Corporation

The record shows a 150mm dia connection branch in their Forrest Street manhole # 0549 on the north side of Forrest Street at approximately 2.54 metres below the surface level at the connection point.

This size connection would have the capacity for commercial development.

As per the Clubhouse Property Sewer Building and Energy Division of the Department of Mines, Industry Regulations and Safety WA records of the clubhouse Drainage Plumbing Diagram indicates

the clubhouse property sewer connection to manhole # 0549, however, the pipe size of the connection is not shown but is expected to be the same size as the Water Corporation pipe being 150mm dia. as it crosses from the north side to the south side of Forrest Street then to the Golf Course site.

The record drawing also indicates by dimension the location of the underground clubhouse property sewer, which has several rising shafts which would usually indicate a steep ground contour falling away from the clubhouse to the connection point. It is not clear if the rising shaft tops terminate at surface level which would make clearing of blockage much easier and cheaper than if buried.

The size of the property sewer is not shown, however, at its smallest size it would be 100mm Dia and at its largest 150mm dia. The smaller size has a carrying capacity approximately equivalent to about 7 regular homes, whilst the larger size would have the capacity for commercial development.

4.2.2 Water from Water Corporation

The records indicate a Water Corporation Street ring main in Forrest Street of 75mm Dia, in Marine Terrace of 100mm Dia dead end main for only the northern part, in Broome Street of 150mm Dia ring main with 205mm Dia feeds and Jarrad Street of 75mm Dia dead end main for only the eastern part.

The records do not indicate water pressure in the street mains.

The records do not indicate the water meter location for the clubhouse however building license drawings indicate the meter to Marine Terrace due west of the clubhouse with a 50mm diameter service running from the meter up to the clubhouse building.

They have indicated via telephone that the meter is 50mm Dia, which would have a capacity ranging from 180 to 230 litres per minute.

The meter does not have a containment backflow valve at its outlet. The backflow valve protects the Water Corporation mains from cross-contamination from the clubhouse water services. Should the clubhouse be expanded with alterations and additions or redeveloped, or the Water Corporation discovers a backflow valve is not currently fitted, then a backflow valve will be required by Water Corporation.

The water service is reported to be satisfying the clubhouse's current demands, however, due to the small size of the Water Corporation Street mains its capacity to supply alterations, additions or redevelopment would require design input.

4.2.3 Natural Gas from ATCO

The records indicate an ATCO gas street main in Forrest Street of 155mm dia at 70kpa, in Marine Terrace of 50mm dia at 70kpa for only the northern part, in Broome Street of 155mm dia at 70kpa and Jarrad Street of 100mm dia at 70kpa for only the eastern part.

Site information shows the clubhouse gas meter being an AL12 which would usually have a capacity of 940 megajoules per hour with an outlet pressure of 2.75kpa, housed in a galvanised metal box with a non-locking door and located close to the building on its northern side.

The gas service is reported to be satisfying the clubhouse's current demands, however, its capacity to supply alterations, additions or redevelopment would require design input.

4.3 Clubhouse Services

4.3.1 Sanitary Plumbing And Drainage

Records indicate this service is to be a full gravity system from the clubhouse to the sewer connection point.

Upper-floor pipe services gather on the underside of the slab to drop in the lower ground floor duct.

Lower ground piped services gather on the east outside of the building.

Overflow relief for blockages is difficult to identify on-site.

A grease trap for the kitchen wastewater could not be located nor is it located on the record plans.

The kitchen waste pipes look to be undersized for loading that it carries.

Upper floor pipe material consists of cast iron soil pipes with mechanical joints, and copper waste pipe with PVC waste pipes above the floor at the bar and kitchen.

Lower floor pipe material consists of underground although not visible, probably due to age, of vitrified clay rubber ring joints for soil pipes and copper waste pipes.

The condition of cast iron pipes has an industry history of corrosion internally and at joints late in their life and would be suspect to frequent maintenance.

PVC waste pipes in the kitchen are suspected of degradation due to the dishwasher's high wastewater discharge temperature and internal buildup of grease.

Copper waste pipes should be in good condition.

Vitrified clay pipes are suspected of tree and vegetation root ingress.

4.3.2 Cold Water Service

Records indicate a 50mm diameter service from the meter to the clubhouse. Its location at the clubhouse is shown possibly under the lower ground floor or suspended on the underside of the upper floor slab, then branching off to taps.

A riser is shown in the lower floor duct to service the upper floor.

Site observations indicate several water services exposed on walls with sections of the service placed along with several isolation valves and bar and kitchen water pipes exposed on walls under benches.

There are several instances where non-compliance for backflow control occurs at the laundry trough, appliance dishwasher connection and hose taps. There may be more which would require a detailed survey to identify.

Pipe material from what can visually be seen, consists of mostly copper with braised joints for the original install and press fit for changes and repairs. The pipe material for the existing underground service from the meter to the clubhouse is unknown.

Isolation valves and hose taps – brass

Condition – pipes visually appear to be in good condition, albeit some sections have been replaced and some exposed sections are untidy and out of square. Replacement valves visually appear to be in good condition, but the original valves appear to be frozen.

4.3.3 Hot Water Service

There are no records available of this service.

Site observations indicate several water services exposed on walls with sections of the service placed along with several isolation valves and bar and kitchen water pipes exposed on walls under benches.

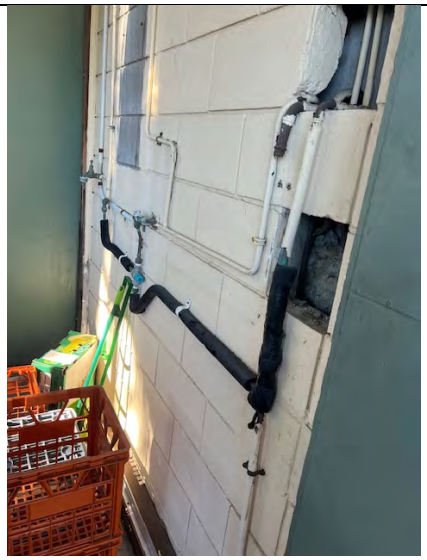
Hot water unit is a gas Rinnai tank pack demand duo with an attached data plate indicating model DD1 200e/250 with 65C hot water outlet temperature, stainless steel tank and 46KW energy input.

The hot water temperature from the hot water unit is above 65 ^{0}C. Two thermostatic temperature control valves were observed exposed on outside walls. It is uncertain what these valves service, but possibly the showers.

Pipe material from what can visually be seen, consists of mostly copper with braised joints for the original install and press fit for changes and repairs. Pipe insulation is not constant on the service and is in poor condition.

Isolation valves – brass

Condition – pipes visually appear to be in good condition, albeit some sections have been replaced and some exposed sections are untidy and out of square. Thermostatic mixing valves appear to be in good condition and a label on the hot water unit indicates an install date of 13th April 2023, but unsure to which valve it applies. The service history of the valves is not known. The hot water unit was manufactured in April 2015 and is 9 years of age, with no evidence of it being serviced.



4.3.4 Natural Gas Service

There is a record of the incoming gas service from Forrest Street. This incoming pipe is owned by ATCO gas as it's on the supply side of the meter.

A plan is in the meter box. There are no records available of this service inside the building.

Site observations indicate the gas is connected to Kitchen gas appliances for a 4-burner cooktop/griddle with oven and two baskets deep fryer. An emergency gas shut-off valve could not be found. There is a gas connection to the external hot water unit.

Pipe material inside the building from what can visually be seen, consists of copper

Isolation valves – brass

Condition – pipes visually appear to be in good condition, albeit with grease build up on the outside.

4.3.5 Fire Services

A wet fire service of hydrant and hose reel could not be located on site. There are several fire extinguishers inside the building and a fire blanket in the kitchen next to the deep fryer. A fire equipment plan could not be located.

4.3.6 Taps and Sanitary Fixtures

As mentioned previously was their general range in condition.

Players and Staff Toilet amenities indicate Water closet pans are much the same style throughout with dual flush poly cisterns and a lightweight double flap toilet seat, all in good condition

Basin range is a style from a few of the original builds with the balance being replaced with new. Their waste pipes range from chrome copper of the original build with balance in PVC. Taps also range in style from what looks like some of the original build and others as replacements, but all are chrome twist handle hot and cold hob sets and in good condition.

Showers mostly have a chrome brass drainage outlet grate in between two showers and their taps are in wall twist hot and cold sets with an adjustable shower arm with the shower rose. All are in good condition.

Male toilet urinals are of original build stainless steel slab and trough wall types, with a front step up and an exposed top push button poly cistern with chrome copper sparge flush pipe. An over-trough wall-mounted chrome hose tap is fitted above the urinal, but its does not have backflow control.

Private Residence indicates bathroom taps and fixtures are much the same as the players' and staff toilets and in good condition.

Kitchen indicates Sinks, stainless steel of commercial style with well-worn standard sink outlets with PVC under bench trap and waste pipe. Taps are hot and cold wall sets with twist grip handles and are in fair condition.

Basin is a white vitreous China with PVC exposed on the wall trap and waste and chrome hob single lever mixer and in good condition.

The dishwasher is a Norris pass-through type with a PVC trap and waste pipe under the bench.

Bar indicates Sink, stainless steel of commercial style with well-worn standard sink outlets with PVC under bench trap and waste pipe. Taps are a hot and cold wall set with twist grip handles and in fair condition.

Ice machine is a Scotsman cube type with a PVC trap and waste pipe under the bench. The coffee machine is fitted with a hose drain discharging over a bucket. The beer tap drip tray is fitted with a hose drain discharging over a bucket.

The following photos illustrate the above descriptions.

Female change room amenities:

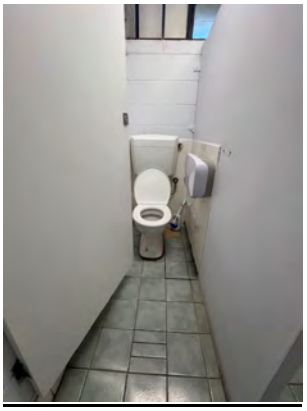
Hand wash facilities

Typical water closet

Typical shower cubical - showing hot and cold water taps and shower hose

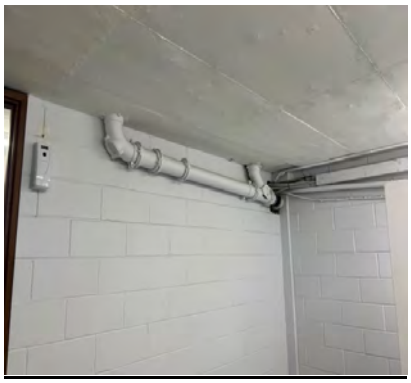
Male change room amenities:

Urinal



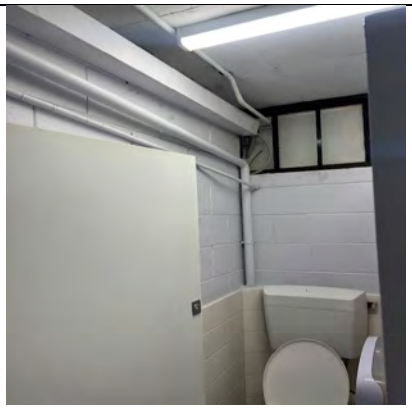
Typical toilet cubical

Hand Wash Basin

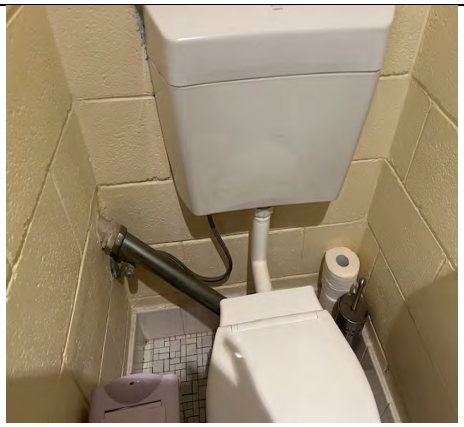


Waste pipe dropping from male and staff toilet

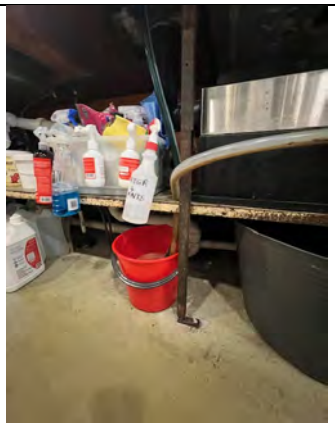
Shower cubical



Staff toilet with waste pipe from hand wash basin

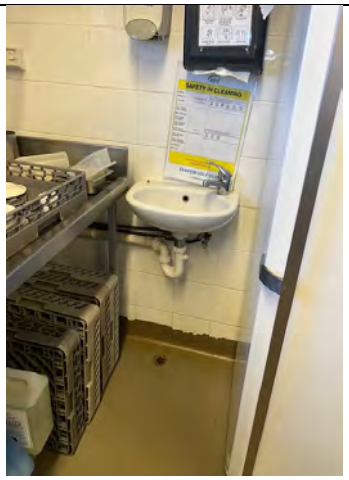


Toilet with exposed vent and water services



Coffee machines drain into the bucket

Beer taps drip tray into bucket



Kitchen Handwash basin

Dishwasher

4 Burner cooktop/griddle with oven, two baskets deep fryer and Combi oven

4.3.7 Roof Down Pipes

Records indicate two perimeter box gutters to the west and east sides of the roof.

At the north and south ends of the gutters, there are metal external down pipes, which mostly spill to the ground with runoff. Condition is fair with sections showing repairs.

4.3.8 Car Park Drainage

There are no records of this service. Site observation indicates several drainage sumps in the bitumen car park. It is suspected these sumps act as soak wells, but not known if they are interconnected.

Condition – surface grates are in good condition; however the condition of underground sumps and pipes is not known. The clubhouse manager has reported flash flooding in one location of the car park, probably to the southwest where watermarks on retaining walls are evident.

4.3.9 Air Conditioning Drainage and Water Services

There are no records available of the service. Site observations indicate rooftop evaporative air conditioning drainage and water supplies are located on external walls with drainage spilling to the ground and a water isolation valve on the pipe riser to the wall.

Pipe material – PVC for drainage and copper for water service. Condition of the PVC drainage in fair condition albeit exposed to sunlight causing degradation over time. The water service is in good condition. The isolation valve is probably frozen and should be replaced.

4.4 Existing Clubhouse Services Compliance

Building license conditions for the original build in 1969/70 would probably have been the Uniform Building By Laws and for Plumbing Services the Metropolitan Water Sewage and Drainage By Laws and for natural gas works the Gas Standards Regulations. This report assumes that is the case and the building did comply with those by laws.

The building license for September 2012 would have been the Building Code of Australia and for plumbing services AS/NZS3500 suite of standards, however, there is no indication that plumbing services were included in the September 2012 works.

Any subsequent building, plumbing or natural gas works are assumed to comply with the regulation at those points in time that any works occurred.

From the site walk around a few items of compliance come to notice. These are:

Natural gas – there is no emergency isolation valve to the kitchen gas supply, which would be required by current AS/NZS 5601 – Gas equipment isolation valves should be checked for correct operation.

Hot water thermostatic mixing valves should be checked for servicing and inlet isolation valves should be provided.

The hot water unit should be checked for servicing to manufacturer specifications.

Water service backflow requirements should be attended to at the laundry trough, appliance connections, and hose taps, particularly over the urinals, water meter, irrigation etc.

The kitchen waste pipe header looks to be undersized and also not rated for hot dishwasher temperature. The kitchen basin should have a hands-free tap action.

Kitchen waste and water pipes on the wall should be on standoff brackets to allow cleaning all-round the pipe and wall.

Box gutters to have overflows to AS/NZS3500.3;2021.

The fire compartment size would require a wet fire service of hydrant hose reel and fire extinguishers to the Building Code of Australia.

4.5 Hydraulic Services Expansion for the Clubhouse Redevelopment

The following is a list of restrictions and possibilities for Utility supply in a redevelopment of the clubhouse.

It is noted a redevelopment would exclude residential or commercial development options and assumes the existing clubhouse building is either demolished or gutted for redevelopment.

The redeveloped clubhouse would be built to the building regulations at those points in time that any works occurred.

4.5.1 Sewer

Capacity in the Water Corporation Forrest Street connection will require checking with them and the time of design, however, it being 150mm dia of commercial size capacity should be available.

Capacity and sufficient depth for gravity drainage use in the existing property sewer will require checking at the time of design. Concerns are it may 100mm dia restricting capacity to match the Water Corporation connection and of insufficient depth for a full gravity discharge and it may be also be damaged or partially blocked along its length, in which case a CCTV inspection would be required.

4.5.2 Water

The Marine Terrace's existing 50mm diameter water meter connection is limited to 180-230 litres per minute and connected to a Water Corporation dead end main smallish size at 100mm dia.

When a containment backflow valve device required by Water Corporation is fitted to the existing meter a pressure drop of approximately 100kpa can be expected.

The existing property water main size would need checking against the design for capacity.

A larger Water Corporation ring main of 150mm diameter is located in Brome Street and this could provide a greater water supply. The main is not dead ended like the Marine Terrace main it gives greater redundancy to supply.

Fire services design requirements for a redeveloped clubhouse would see a water connection coming from the Broome Street ring main as the other street mains are either too small or dead ends.

4.5.3 Natural Gas

Atco Gas Forrest Street main at 155mm dia and 70kpa pressure should have the capacity to supply regular sized for a clubhouse kitchen and water heating.

Broome Street has a similar gas main and is another possibility for connection to the clubhouse redevelopment.

The existing meter may require relocation depending on the clubhouse redevelopment design.

The supply pipe into the meter is of varying material and size and comes from Atco's Forrest Street main. Any alteration or increase in capacity is under Atco's control with liaison by the consulting design team.

4.5.4 Stormwater Drainage

The Town of Cottesloe building conditions will require on-site containment of all stormwater runoff. This is usually achieved by soak wells, swales, and capture for reuse in irrigation or washdown.

The car park area seems regularly flooded and it doesn't seem adequate soak wells are provided. Some stormwater pits are blocked.

4.6 SUMMARY

4.6.1 Water Supply

- Incoming water supply size is adequate and does not need an upgrade.
- The water pressure is satisfactory for domestic use.
- Should the premises undergo a complete redevelopment, then all existing water supply pipework needs to be removed.
- Hot water temperature is not regulated
- The existing water heater needs to be upgraded to meet the number of showers within the change room. The hot water unit also looks worn out.

4.6.2 Fire Services

- No incoming fire service was observed and there is a significant cost to the redevelopment project to comply with current Australian and NCC requirements.

4.6.3 Natural Gas Services

- The incoming gas service and meter set has adequate capacity to run similar size club/community centre. No incoming gas and meter set upgrade is required.

4.6.4 Sanitary drainage, Sanitary Fixtures and Tap wares

- Sanitary fixtures and tapware are outdated.
- Tap wares do not comply with current flow restrictions
- If new fit out is considered there would be extensive floor slab cutting.
- No disabled facilities within the toilet amenities.

4.6.5 Stormwater drainage

- Roof drainage looks functional. Roof drainage could contribute a significant cost should there be any changes to the existing roof layout.
- Inadequate surface drainage to the carpark area.

5.0 Mechanical Services

5.1 Mechanical Services Overview

The report intends to provide energy efficient and sustainable design solutions for mechanical services upgrade works. The design criteria contained in this report are the minimum requirements and shall be developed further during detailed design to meet the Town of Cottesloe's requirements.

The condition report of the mechanical services upgrade works involves the review of various elements as noted below.

- Review the option of upgrading the existing mechanical services.
- Review code compliance of each space and associated mechanical services
- Cost analysis
- Operational Analysis

The condition report details the following information in further sections:

- Possibility of existing services upgrade
- Review of code compliance as per the current standards
- The details of each option proposed with Pros and Cons
- General details and illustration of each system
- Controls and electrical requirements
- Probable order of budget and cost analysis
- Provide recommendations for mechanical services upgrade works as required in the building.

Based on the approved service upgrade options, further conceptual design and detailed design documentation will be developed.

5.2 General

The Golf Club building of the Town of Cottesloe comprises the below mechanical services.

- DX Split Units Serving the office areas, Pro Shop, Kitchen and accommodation block.
- Evaporative Cooling units serving the main clubhouse dining and bar areas
- Ventilation fans for Amenities
- Kitchen exhaust hood and exhaust fan.

5.3 External Weather Design Conditions

	Design Criteria	Reference / Comments
Summer	36.6 ° C (DB) 22.4 ° C (WB)	As per AIRAH Perth Metro (Comfort non-Critical process)
Winter	7.4 ° C	As per AIRAH Perth Metro (Comfort non-Critical process)

5.4 Mechanical Services Design Criteria

5.4.1 Concept Design Cooling Load Allowances

Area	Load Allowances (W/M^2)	Comments
Office Private	180	Reference AIRAH Design Guide
Meeting rooms or	275	Reference AIRAH Design Guide

conference room		
Auditorium	280	Reference AIRAH Design Guide
Conference Room	275	Reference AIRAH Design Guide
Food Stores	160	Reference AIRAH Design Guide
Restaurants	330	Reference AIRAH Design Guide
Foyer (general office perimeter)	170	Reference AIRAH Design Guide
General Store	100	General Design Practise
Back of House areas	100	Reference AIRAH Design Guide
COMMS/server room	480	Reference AIRAH Design Guide

5.4.2 General Ventilation Design Criteria:

Space	Outside Air	Extract Air	Comments
Bars	10L/s per Person	Nil	Occupancy to be 1 person per net floor area
Dining Rooms	10L/s per Person	Nil	Occupancy to be 1.5 person per net floor area
Commercial Kitchen	80% of the extracted air	As per AS1668.2 5L/s per m^2 floor area	Further, the commercial hood exhaust and makeup air will be as per the Hood application and compliant with AS 1668.2
Lockers & Change Rooms	80% of the extracted air	As per AS1668.2 5L/s per m^2 floor area	
Toilet Area	Make-up Air Through BOH Supply air system OR Mechanical air-conditioning system	As per AS1668.2 25L/s per Fixture OR 10L/s/m^2 floor area	The maximum of either per fixture or floor area to be considered.
Dry Cleaners & Laundries Commercial	80% of the extracted air OR 10L/s per Person	As per AS1668.2 15L/s per m^2 floor area	Nil

5.5 Economic Life of Equipment

Below is a list of equipment with a recommended life cycle span. Most of the mechanical services on-site are close to their life cycle and require upgrade or replacement.

Equipment Type	Economic Life
Evaporative Coolers	20 Years
Direct Expansion (DX) Package Air-Conditioning Units	10 to 15 years
DX Split type Units (Ducted Units)	7 to 10 years

Electrical Duct heaters	20 to 25 years
Fans	15 to 20 years
Pipework & Valves	20 to 25 years
Refrigeration Chillers (Screw/Scroll)	15 to 25 years
Variable air volume terminals (VAV)	15 to 25 years

Note: Data Reference is provided from AIRAH design guidelines.

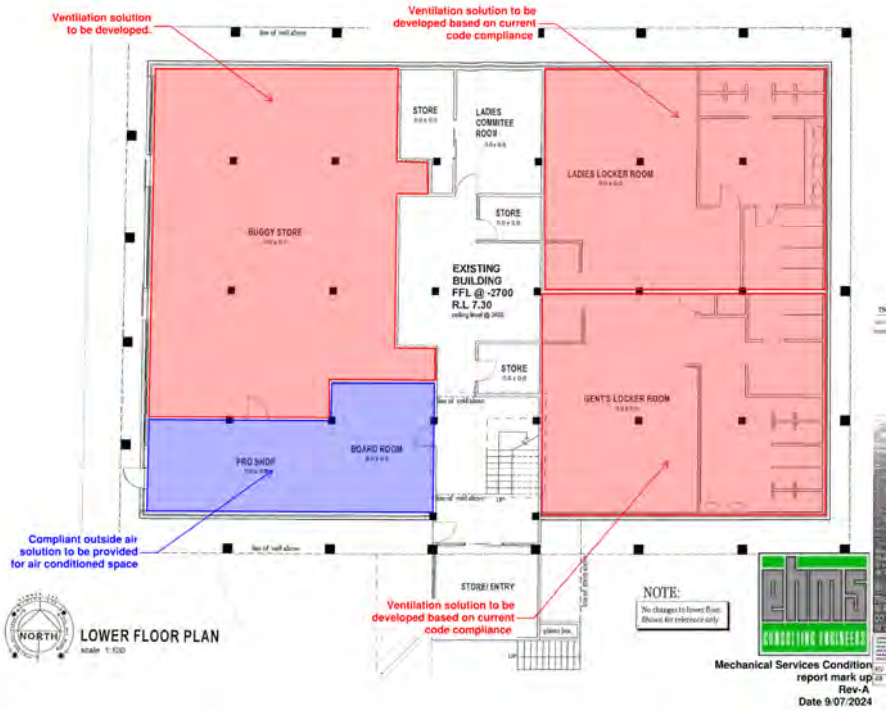
5.6 Mechanical Services Plant Areas

The Golf Club at Cottesloe comprises multiple mechanical services including but not limited to the following services:

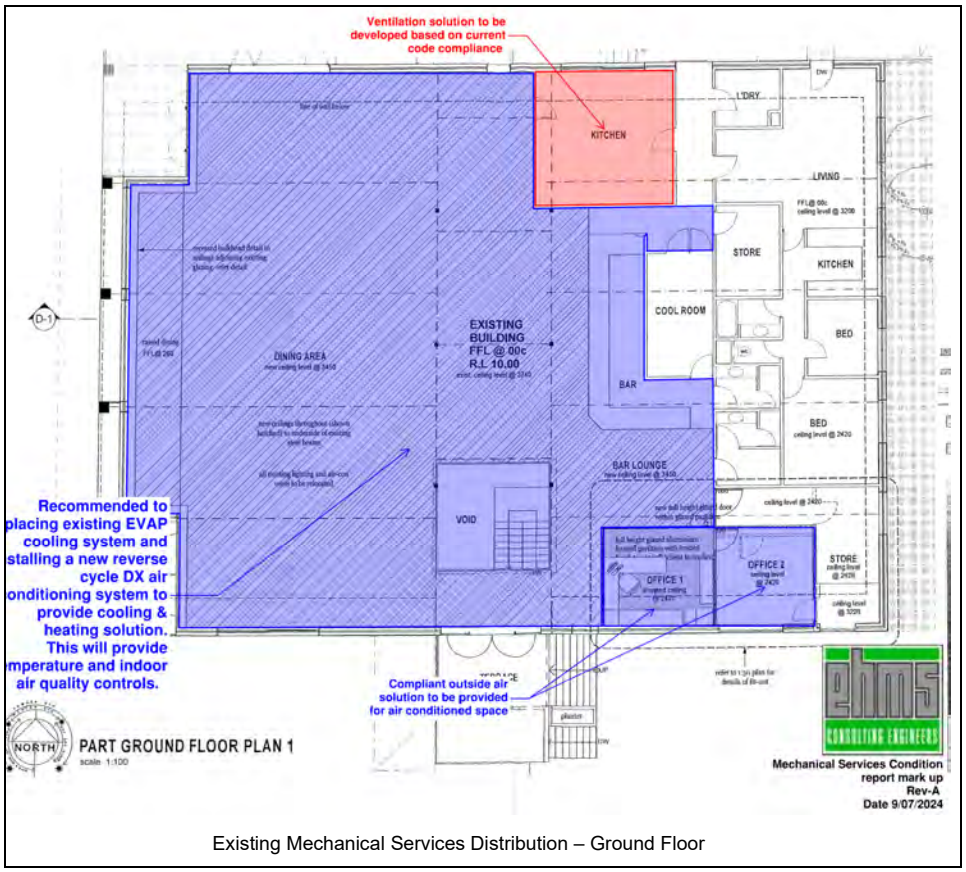
- Roof-mounted Evaporative cooling system
- DX Air-cooled Condensing units serve multiple indoor air-conditioning units.
- Kitchen exhaust hood and associated exhaust fan.
- General ventilation fans.
- Space airflow distribution

5.7 Existing Mechanical Services Condition

The mechanical services associated with each space and floor are detailed in the following sections. The below floor plan details the individual zones/spaces and relevant mechanical services locations.



Existing Mechanical Services Distribution – Lower Ground Floor



Existing Mechanical Services Distribution – Ground Floor

5.7.1 Lower Ground Floor – Pro Shop

The Pro Shop has a reverse cycle split system air conditioning unit with no outside air ventilation. The external door openings can provide the minimum air changes to comply with the ventilation outside air requirements.

As per current standard AS 1668.2 – 2012, each enclosed space shall be provided with a minimum outside air requirement of 10L/s per person and occupancy shall be designed for 3.5 m^2 net floor area per person.

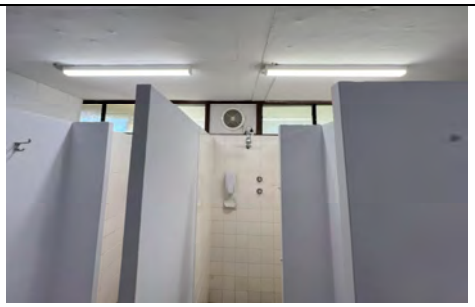
5.7.2 Lower Ground Floor – Lockers Ladies & Gents Rooms

The existing Ladies and Gents lockers, associated showers, and toilets are maintained in good environmental conditions.

As per the current ventilation standard AS 1668.2 – 2012, the below minimum ventilation requirements shall be provided for these areas.

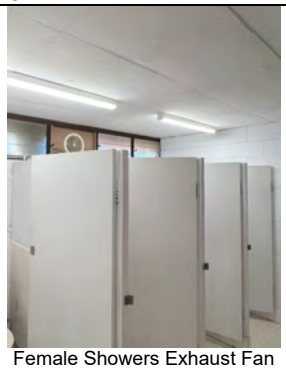
- Change rooms and Lockers must have exhaust ventilation of 5 L/s.m^2 net floor area.
- Showers and Toilet areas must have a greater value of either 25L/s per fixture OR 10 L/s.m^2 nett floor area.
- The make up air for these spaces shall be provided through mechanical ventilation or naturally through permanent openings if there is no mechanical air conditioning provided.

The exhaust fans provided in the Toilet and Shower areas are undersized and also found non-functional during the site inspection.



Gents Showers Exhaust Fan

Gents Toilet Exhaust Fan



Female Showers Exhaust Fan

Female Toilet Exhaust Fan

5.7.3 Lower Ground Floor – Stores

In general, the enclosed Stores have no ventilation as per existing site conditions. The storage spaces based on application type require natural or mechanical ventilation as per the current codes and standards.

5.7.4 Ground Floor – Dining Area & Bar

The Clubhouse Dining Area and Bar areas are provided with an Evaporative cooling unit. The system cannot provide controlled cooling. There is no heating system available for these areas. Further, the Evaporative cooling system can function efficiently within a given range of external ambient temperature and humidity levels.

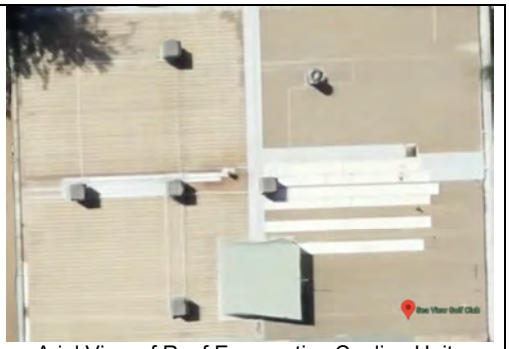
There are 5 no Braemar Evaporative cooling units with low and high-speed controls provided for these areas. The below image represents the unit controls and Dining area airflow distribution.

The airflow grilles are uniformly spaced across the floor to provide air circulation. The capacity of the system and airflows are not verified at this stage.

The roof mounted Evap unit is provided with a water connection and drain on the roof. The water flow isolation valves were found to be frozen and non-functional.

The Evap filters are also required to be replaced or serviced regularly.

Evaporative Cooling unit controls


Arial View of Roof Evaporative Cooling Units

5.7.5 Ground Floor – Kitchen

The commercial Kitchen associated with the Clubhouse is provided with a Commercial hood and exhaust ventilation only. There is no dedicated makeup air and general kitchen ventilation provided in the space. There is a reverse cycle high wall split unit provided for cooling & heating application of the space.

The Kitchen hood appears to be not serviced by qualified technicians including hood cleaning, degreasing, filter cleaning and duct cleaning.

Based on the visual inspection and operation of the fan, the overall system appears to be working in above average conditions.

The Hood exhaust fan is provided with an On/Off control switch and speed controls.

There is no makeup air provided for the Kitchen exhaust system and within the Kitchen areas.

5.7.6 Ground Floor – Offices

There are two Offices located on the ground floor for the Clubhouse services. These offices are provided with reverse cycle high wall mounted split type air conditioning units to provide cooling & heating applications. The Units appear to be of average condition with no outside air provision.

The windows are also fixed type, thus not allowing to provide natural ventilation.

5.7.7 Ground Floor – Amenities

The amenities such as Stores and Laundry areas on the floor are not provided with a dedicated ventilation system. As per AS 1668.2, these areas shall be provided with exhaust ventilation and proportionate makeup air.

The Wine & Food Storage has no ventilation and temperature and humidity controls.

5.8 Existing Mechanical Services Compliance

Based on the visual inspection and desktop review of the system, the following compliance issues were found for mechanical services across the building.

5.8.1 Lower Ground Floor Compliance Issues

Below is the list of compliance concerns for each space/zone within the Lower Ground Floor.

- The Ladies and Gents lockers and changerooms do not have a dedicated natural or mechanical ventilation system as per the current code & standards.
- The Toilets and Shower areas exhaust ventilation fans, and airflow rates, do not comply with the current codes & standards.
- The Storage areas have no ventilation and do not comply with the current codes.
- The Pro Shop has no outside air provision and relies on natural ventilation depending on the door openings and achieving air changes to comply with the code.

- There are significant upgrades required on the floor to ensure code compliance.

5.8.2 Ground Floor Compliance Issues

Below are details of each space/zone compliance issue on the Ground Floor.

- The Dining areas are provided with Evap cooling as such no control of temperature and humidity. However, the system appears to be code compliant based on visual inspection. The overall capacity is not verified.
- The offices have no outside air provision to maintain required air changes and indoor air quality as per AS 1668.2 ventilation requirements.
- The Commercial Laundry is not provided with natural or mechanical ventilation including no dryer exhaust system.

5.9 Mechanical Services Expansion for the Clubhouse Redevelopment

Based on the visual site survey we note the following works as immediate remedial works to be completed to ensure code compliance safe and efficient performance of the system. The other works are recommended for indoor environmental conditions and human comfort.

5.9.1 Lower Ground Floor Recommendations

- The Lockers (Ladies & Gents) must be provided with dedicated natural or mechanical ventilation to achieve code compliant exhaust ventilation.
- The Showers & Toilets must be provided with a new mechanical ventilation exhaust system and introduce required makeup air to be code compliant.
- The Storage spaces based on application type and usage of the space must be provided with a ventilation system and possibly air conditioning if temperature controls are required.

5.9.2 Ground Floor Recommendations

- The existing Evap system shall be replaced with a new reverse cycle air conditioning system to provide cooling & heating demand in the space.
- The Bar area shall be reconfigured based on the mechanical ventilation and temperature controls.
- The Kitchen hood and exhaust fan shall be serviced by a qualified technician regularly as per the code requirements.
- Introduce makeup air and outside air in the Kitchen to operate the system efficiently.
- The Laundry must be provided with a dedicated exhaust system, makeup air and dryer exhaust to be code compliant.
- The offices shall be introduced with outside air provision to be code complaint.

5.10 Energy Efficiency and Sustainable Solutions

The current configuration of Mechanical services appears to be a major energy concern. The type of systems used for cooling & heating and operation is resulting in major energy/power consumption. Further, the extent of carbon emission due to mechanical plants is significant.

As part of the Western Australian climate policy plan for a climate-resilient community and a prosperous low-carbon future, the proposed work can reduce a significant footprint.

There are multiple ways of reducing the current energy consumption as listed below:

- Replace the Evap cooling system with a reverse cycle air conditioning and controls.
- Review overall floor air distribution for each space/zone and update.
- Replace existing Fans with EC motors or modulating fans.
- Introducing indoor air quality management and the addition of CO_2 sensors and outside air management will enhance the overall performance of the system.

5.11 Summary

Based on the building services condition report completed, we conclude and recommend the following works.

- Upgrade mechanical services across the building as recommended above to provide better temperature and humidity controls.
- Upgrade existing ventilation systems to comply with the current code requirements.
- Replace Evaporative cooling with a reverse cycle air conditioning system to provide cooling & heating demand.
- There is the possibility of designing a completely new air conditioning system across the building such as a Variable Refrigerant Flow (VRF) system with a Single outdoor condenser and multiple indoor units for each zone.

TOWN OF COTTESLOE

SEA VIEW GOLF CLUB COMMITTEE MEETING

ATTACHMENT

ITEM 8.1.1C:
ATTACHMENT C - COMMUNITY AND ENGAGEMENT STAKEHOLDER PLAN - SVGC REDEVELOPMENT ADVISORY COMMITTEE WORKSHOP

nicheplanningstudio.com.au

COMMUNITY AND STAKEHOLDER ENGAGEMENT PLAN (CSEP)

Sea View Golf Club Redevelopment – Town of Cottesloe

We acknowledge the Aboriginal and Torres Strait Islander peoples as the first Australians and traditional custodians of the lands on which we work. We pay our respect to their Elders past and present.

Planning and Urban Design

ABN 35 334 392 034
W nicheplanningstudio.com.au

VIC **BOONWURRUNG COUNTRY**
Unit 1, 286 Ferrars Street
South Melbourne VIC 3205

WADAWURRUNG & DJA DJA WURRUNG COUNTRY
Suite 8, 11 Davey Street
Ballarat Central VIC 3350

WA **WHADJUK NOONGAR COUNTRY**
Level 2, 896 Canning Highway
Applecross WA 6153

TAS **PALAWA COUNTRY**
Level 1, 14 Molle Street
Hobart, TAS, 7000

CONTENTS

Prepared – JC
Reviewed – TV
Date – 4 July 2024
Version – 1

This report is subject to copyright the owner of which is Niche Studio. All unauthorised copying or reproduction of this report or any part of it is forbidden by law and is subject to civil and criminal penalties as set out in the Copyright Act 1968. All requests for permission to reproduce this report or its contents must be directed to Niche Studio.

1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

This report outlines the Community and Stakeholder Engagement Plan (CSEP) associated with Stage 1 of the Sea View Golf Club (SVGC) redevelopment project, undertaken by the Town of Cottesloe (the Town).

Stage 1 – Needs and Community Aspirations Analysis will respond to the following objectives under Objective 1 of the SVGC Strategy:

- *Establish the community need and desirable outcomes for the utilisation and operation of the Golf Course.*
- *Establish the Town's operational cost benefit and explore the alternatives to the current operation and lease arrangement.*
- *Explore and establish acceptable alternate (community and Town) complementary uses for inclusion, adaption and addition, and / or additional to the existing facilities.*

Carried out concurrently with the Stage 1 - Site Assessment, consultation with stakeholders and the wider community will contribute to the design concept of the SVGC in the next Stage of the project.

The CSEP will allow the consultants, Niche Planning Studio, to understand the relevant opportunities and constraints and community priorities regarding redevelopment of the SVGC.

The proposed plan aims to adhere to the Town's values and facilitate thoughtful engagement with a range of stakeholders.

1.2 OUR COMMITMENT

Niche Planning Studio is committed to effective and meaningful stakeholder and community engagement. Our commitment is to:

- Ensure our consultation method is in keeping with best practice techniques.
- Ensure transparency in process.
- Ensure clear messaging to the community to prevent confusion regarding statutory notification processes (i.e., formal opportunities for submission etc.).
- Draw upon a variety of communication techniques to ensure maximum coverage over the whole community.
- Listen, integrate and take community views into account in the final proposal.

1.3 WHAT IS BEST PRACTICE

Utilising best practice techniques in this strategy will lead to better outcomes and greater support and acceptance. A best practice engagement process is respectful, mutually beneficial, flexible, accountable and transparent.

We have utilised the Town's current engagement principles as outlined in its *Community Engagement Policy 2019* to enable us to prepare this strategy taking into consideration the Town's strategic approach.

The Town has an existing engagement web page on the Town's website called *'Engage Cottesloe'* that enables participants to publicise feedback on key Town strategies and projects. This will be utilised as part of this plan.

Niche's policy and engagement methods are in line with the International Association for Public Participation (IAP2) standards. As members of IAP2 we are committed to the promise that our consultation will *"...keep the public informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision"*.

Our strategy will deliver a consistent and robust approach to engagement activities, spread across three key areas:

- Plan – Develop Strategy
- Action – Prepare & Engage
- Report – Provide Feedback

Figure 1 - Example Community Engagement Framework (Source: City of Launceston)

2. PURPOSE, OBJECTIVES & KEY MESSAGES

2.1 PURPOSE

The purpose of the consultation process is to engage with key authorities, stakeholders, business owners, the local community and wider public who help determine the 'Vision' for the SVCG Redevelopment. The consultation process will allow for a better understanding of the opportunities and constraints associated with the project.

Encouraging collaborative and sustained engagement with these stakeholders will ensure continuing support for the planning & design guidance shaping the redevelopment concept.

2.2 OBJECTIVES

To achieve the purpose and to ensure efficient communication within the project timelines, the following SMART Objectives (Specific, Measurable, Achievable, Realistic, Timely) have been developed and will be implemented by all members of the team:

1. To ensure a wide-reaching awareness of the opportunities and constraints associated with the SVGC redevelopment.
2. To test previous engagement action items in relation to the Planning Scheme, capital works, and social infrastructure priorities.
3. To ensure transparency and collaboration between all parties.
4. To undertake consultation in line with best practice methods.
5. To provide accurate and timely response to queries.
6. To support a shared view of the draft Design Concept.

2.3 KEY MESSAGES

The key communication messages will be communicated via a series of mediums that are discussed later within the report. Key messages must be simple, free of jargon and direct. The number of messages should be limited to between three and five and vary dependent upon the target audience.

The key messages for the project are:

- The Town is keen to work together with the relevant key stakeholders to ensure the SVGC redevelopment can occur without major barriers.
- The Needs and Community Aspirations Analysis will support the preliminary design concepts.

The key messages to be conveyed regarding the proposed consultation methods and process are:

- The purpose of consultation is to raise community awareness of the project and to understand the aspirations and priorities for development within the subject site;
- Our consultation supports the Town's statutory notification procedures – we are not consulting 'instead' of the Town;
- We are providing additional opportunities through best practice engagement to enable the community to be further informed on the proposal;
- This is an opportunity to better understand the proposed rezoning, broad land uses and proposed framework – not detailed design; and
- Community and stakeholder views will inform the draft concepts.

3. COMMUNITIES OF INTEREST

3.1 DETERMINING THE EXTENT OF CONSULTATION

To plan this CSEP, the extent of consultation must be agreed to with the SVGC Redevelopment Advisory committee.

We have outlined a clear list of internal and external stakeholders derived from the tender document from the Town and review of the Project Brief. This list can be amended and updated as the project progresses.

3.2 INTERNAL STAKEHOLDERS

Internal consultation with the Town's officers will be undertaken by Niche to ensure sufficient information is disseminated to respond to any community or stakeholder concerns. It will also ensure that any relevant departmental matters required to be discussed with other stakeholders during the process will be uncovered.

3.2.1 Internal – Town of Cottesloe Departments

- Development Projects – Peter Ng
- Engineering Services – Shaun Kan
- Communications and Marketing – Lisa Mattiske
- Sea View Golf Club Redevelopment Advisory Committee

3.3 EXTERNAL STAKEHOLDERS

A list of external stakeholders with specific interest in the subject site has been compiled.

3.3.1 External – State Government

- Heritage Council of WA
- Western Australia Planning Commission (WAPC)
- Department of Planning, Lands and Heritage (DPLH)/Minister

3.3.2 External – Targeted Stakeholder

- Sea View Golf Club

3.3.3 External – Broader Community

- Cottesloe local community including residents and visitors.
- Golf club membership and users.
- Cottesloe Businesses
- General Public

4. CONSULTATION & ENGAGEMENT

4.1 CONSULTATION

Consultation traditionally attracts the vocal leaders, the time-rich and motivated. Best practice engagement programs require carefully designed invitation processes to ensure the target audiences are aware, engaged and heard in the process.

Based on our existing analysis of the communities and groups of interest there are a variety of stakeholders, local groups, authorities and businesses that need to be informed and engaged throughout the project. Whilst the key messages will not change, the means of delivery should be altered to reflect the target demographic.

The delivery methods to be utilised include:

- Interactive online survey
- Community Visioning Workshop
- One-on-one phone calls/meetings to government agencies
- Intercept Surveys
- Business Traders Evening

4.1.1 Informing & Gathering Information from Stakeholders

The table on the following page illustrates a variety of techniques that we propose should be utilised in the engagement process with all stakeholders.

As described within this table, we have proposed differing techniques for different stakeholders, each method appropriate to its respective audience.

Table 1 – Stakeholder Techniques

TARGET AUDIENCE	EXPECTED ISSUE	TYPE	LOCATION	DESCRIPTION/ FURTHER INFORMATION
Internal Departments				
(Complete) • Development Projects – Peter Ng • Engineering Services – Shaun Kan • CEO – Matthew Scott	• The Town's assets – opportunities • Commercial benefit – opportunities • Potential uses, complimentary to golf course – opportunities	Round-table discussion with all the Town's officers involved.	In-Person	• This will enable the consultant team to understand existing constraints to site. • Local issues will be understood from the commencement of the project.
Council Committees: • SVGC Advisory Committee				
STATE GOVERNMENT				
• Heritage Council of WA • Western Australia Planning Commission (WAPC) • Department of Planning, Lands and Heritage (DPLH)/Minister	• Proposed use to be consistent with Development Control Policy 5.3 – Use of Land Reserved for Parks and Recreation and Regional Open Space.	One-on-One Phone Calls/Online Meeting	Phone call and email discussions.	• This correspondence will help to understand extent of re-use/re-development options, any high-level planning constraints. • This will inform Land Tenure and ability to lease for a term greater than 21 years.

TARGETED STAKEHOLDER				
• Sea View Golf Club	• Barriers to existing management and operation – servicing and repairs • Commercial competition • How to continue attract additional economy and business opportunities.	One-on-One Meeting	Online or face to face location to be confirmed.	• Niche will communicate with the Sea View Golf Club and confirm meeting as face to face or online. • One-on-one interview will allow for stakeholders to comfortably discuss opportunities and their Vision for the redevelopment.
WIDER COMMUNITY				
• Cottesloe local community including residents and visitors. • Golf club membership and users. • Cottesloe Businesses • General Public	• Impacts to public open space (limited), coastal landscape and aesthetic amenity. • Local aspirations • Local economy needs • Existing customer base, any existing/future barriers	Intercept engagement sessions as required by the Town on a Sunday. Visioning Workshop following Intercept Engagement. Business Traders Evening on a Thursday evening. Online survey	Venue: • SVGC Golf Course • Napoleon Street • Boatshed Market • Local café • The Grove Library	• A letter will be delivered by the Town to each resident to ensure all residents are aware of what is happening and the details of each Engagement session. • Communication material will include posters, social media text and online survey (may include images/maps) • Consistent speech guide etc.

5. COMMUNICATIONS STRATEGY

5.1 PURPOSE

Active participation by stakeholders in the consultation process will only occur if they are aware of the proposed engagement processes and associated timeframes.

To ensure a successful preparation, consultation and implementation process, a clear communication strategy needs to be executed to manage community and stakeholder expectations about the purpose of the engagement, their role in the project as well as the Town's role in the process.

5.2 MATERIAL TO BE PREPARED

The following communication material will be prepared as part of the community engagement process:

Letterbox Drop – Prior to the community information sessions, the Town's officers will prepare a letter in collaboration with Niche. This will outline the project background and timeframes, as well as details of the engagement sessions.

The letters will then be delivered by the Town's staff to all residents of Cottesloe.

Subsequent availability for vocal members who want an additional opportunity to discuss the project – email to be provided is planning@nicheplanningstudio.com.au on survey and letter drop.

Key Direct Stakeholder One on One Sessions – Material will need to be prepared for these meetings. We are happy to prepare these in consultation with the Town. This will likely include:

- Creation of questions to ask at targeted one-on-one meetings/phone calls.

Intercept Engagement Sessions – Material will need to be prepared for discussion on Sunday. This will likely include:

- Display material/poster
- Creation of questions to ask

Visioning Workshop and Business Traders Evening - Material will need to be prepared for attendees on the Sunday afternoon and Thursday evening. This will likely include:

- "Postcards" with QR Code linked to online survey.
- Display material/poster

Online Community Consultation – Material will need to be prepared for online consultation. Niche will prepare content for an online survey to be published via the Town's online survey platform. We are happy to prepare these in consultation with the Town's officers. This will likely include:

- Creation of questions for online survey.

All material will need to be vetted by the respective council department processes prior to their release. It is important that the language that is used in the materials is simple, concise and direct.

6. TIMELINE GUIDE

This section should be used as a guide only. The information provided within this timeline is subject to change depending on timing of the Town's availability, availability of venue and attendance by relevant community stakeholders. Please note – the timeframes below are to be discussed with the Town's project committee to confirm final available dates.

MONTH	KEY DATES	ACTIONS/ COMMUNICATIONS	DELIVERABLES	THE TOWN'S RESPONSIBILITIES
Pre - Consultation Period				
Early July	(In progress)	• Phone call/email liaison with key stakeholders to understand any key issues.	• Confirm final list of stakeholders.	• Confirm final list of stakeholders
Mid July	15 July 2024	• Provide draft CSEP to the Town for review and timeframe discussions. • Finalise CSEP following endorsement at Council Meeting (23 July 2024) • Finalise key messages and associated questions. • Obtain relevant contact details for targeted stakeholder – SVGC. • Prepare survey questions.	• Provide final CSEP to the Town.	• Review CSEP • Confirm list of stakeholders • Provide relevant contact details, as needed.

Mid/ End August	09 August 2024 (Publish online survey, open for four weeks until 06 September 2024)	• Contribute to Online Survey, as required. • Correspondence with the Town's communications department to include notification on website regarding consultation. • Book/confirm venues for Visioning Workshop and Business Traders Evening.	• Consultation material provided to the Town for review	• Prepare Letter for letterbox drop – Niche to assist as required. • Deliver letters to residents of Cottesloe. • Prepare text to introduce online survey on the Town's website/social media platforms.
August		• Finalise different consultation sessions: o Time o Venue • Finalise consultation material to be used during information sessions. • Town to review and provide feedback on consultation material.	• Final consultation material issued to the Town. • Online community consultation commencement (survey).	• Advertise consultation sessions on the Town's social media platforms and website. • Review and publish online survey. • Review and confirm consultation collateral.

In Person – Consultation Period				
Late-August	22 August 2024	• In-person consultation with a Panel presentation and Q&A discussion.	**Business Traders Evening** • Thursday evening (6pm-8pm) – (Venue TBC)	• Attendance at Business Traders Evening.
End - August	25 August 2024	• In-person consultation	**Intercept Engagement Session** • Sunday daytime (7am-12pm) – SVGC Golf Course, Napoleon Street, local café **Visioning Workshop** • Sunday afternoon (4pm-6pm) – The Grove Library	• Attendance at Intercept Engagement session. • Attendance at Visioning Workshop
Post - Consultation Period				
Mid-September	13 Sept 2024 (Online Survey closes 06 Sept 2024)	• Collate findings into draft Consultation Summary Report	• Meeting with the Town on the consultation process, the techniques applied and an evaluation of the outcomes.	• Review draft Consultation Summary Report and provide comments, as required.
End-September		• Finalise Consultation Summary Report	• Deliver final Consultation Report	

7. EVALUATION OF RESULTS

7.1 PURPOSE

A Consultation Summary Report will be delivered following the Community and Stakeholder consultation and presented to the Town. This report will include the methods undertaken, a collation and coding of feedback received during the consultation process and an evaluation of the findings.

The report will be provided to the Town and the stakeholders which were involved in the consultation process to ensure a transparent, effective and informative process has been undertaken as part of the SVGC redevelopment. In addition, the report will summarise and provide a detailed overview of the consultation plan undertaken.

7.2 EVALUATION

The final report will evaluate the findings during consultation by collating, coding and analysing all information and feedback obtained during the proposed consultation activities.

In detail, the Consultation Summary Report will group themes which were raised during the consultation sessions, key interested parties and provide responses to each theme.

TOWN OF COTTESLOE

SEA VIEW GOLF CLUB COMMITTEE MEETING

ATTACHMENT

ITEM 8.1.1D:
ATTACHMENT D - DRAFT INTERCEPT QUESTIONS - SVGC REDEVELOPMENT ADVISORY COMMITTEE WORKSHOP

INTERCEPT QUESTIONS

SUNDAY

- 7am-9am Golf Course
- 9am-10am Local Café (location TBC)
- 10am-12pm Napoleon Street

This session has been planned to capture those residents who are intrinsically hard to include in engagement activities. By allocating short periods of time where incidental engagement can occur, the consultant team believe residents and visitors to Cottesloe will be easily able to share their ideas and opinions on the Sea View Golf Club.

People will be approached with the intention of asking three short questions. These three questions are direct and can easily be asked in a short timeframe. Ideal for people who are time-poor, the target audience will be people walking along Napoleon Street, patrons at the golf club, and customers entering/exiting the local café.

Suggested questions:

1. *Do you live in Cottesloe?*
2. *Have you visited SVGC?*
    a. *Yes – What for?*
    b. *No – What would make you visit?*
3. *What additional uses and activities would you like to see at SVGC?*

SEA VIEW GOLF CLUB REDEVELOPMENT

SURVEY QUESTIONS

Background Context

Established in 1931, Sea View Golf Club is a historical 9-hole links course that offers incredible ocean views. Over the decades, the club has expanded its amenities to include a clubhouse, pro shop, and dining facilities.

Recognizing the potential for growth and improvement, the Town has prepared a strategy for adaptive re-use and/or redevelopment of the outdated golf club facilities. A site assessment and needs analysis is being undertaken as the first stage, which will then guide the preparation of a design concept.

As context and when providing responses, participants are asked to consider the 19 September 2023 Ordinary Council Meeting Resolution, where Council adopted the following key principles pertaining to land associated with Reserves 6613 and 1664, commonly referred to as the SVGC:

a. The Sea View Golf Course is a Class "A" crown reserve(s), under the management of the Town of Cottesloe for the purposes of Park Lands and Recreation;

b. The Sea View Golf Course cannot be used for residential or commercial development which is not compatible with the purposes of the crown reserve(s);

c. As Public Open Space, the public access to the Sea View Golf Course needs to be maintained;

d. The continued use of the Sea View Golf Course as a golf course is supported, acknowledging its heritage significance to the Cottesloe and Greater West Australian Community; and

e. All activities on the Sea View Golf Course must provide positive environmental sustainability and public safety outcomes for the Cottesloe Community.

The Town is undertaking consultation with the community as part of a key input into the redevelopment design concept for the Sea View Golf Club. We are interested in your opinions on existing features and values of the golf club, as well as your thoughts and aspirations for future redevelopment.

The Town is looking for the community's support in developing the design concept. The community's input will help inform the design vision and assist the Town in developing partnerships for the future utilisation and operation of the golf club.

GENERAL

1. Please select one or more of the following that applies to you:
   (select all that apply)
   - ◯ Resident
   - ◯ Golf Club Member
   - ◯ Business Owner
   - ◯ Visitor

2. What key areas do you visit regularly within the Town of Cottesloe?
   (select all that apply)
   - ◯ Beach and foreshore
   - ◯ Health and wellness
   - ◯ Culture and arts (Sculptures by the Sea)
   - ◯ Offices/office space
   - ◯ Cottesloe Surf Life Saving Club
   - ◯ Napoleon Street and surrounding shops
   - ◯ Cottesloe War Memorial Town Hall & Civic Centre
   - ◯ Sea View Golf Club
   - ◯ Restaurants and cafés (located outside of Napoleon Street)
   - ◯ Sport and recreation (Cottesloe oval, skate park, tennis club etc.)
   - ◯ Other (*comment box)*

3. Do the existing services and resources within the municipality meet your needs and requirements?
   Yes/No

a) If no, what would you like to see improved and/or provided within the suburb? *Comment box*

SEA VIEW GOLF CLUB (SVGC)

4. Have you visited SVGC?
   Yes/No

a) If **yes**, what were the main reasons you visited Sea View Golf Club?
   - ◯ Recreational (golf course, dog walking etc.)
   - ◯ Natural amenity (public open space)
   - ◯ Food and drink
   - ◯ Other (*comment box)*

b) How would you rank the existing facilities:
   Poor, fair, good, very good, excellent
   - ◯ Car Parking
   - ◯ All ability access
   - ◯ Golf club facilities (Golf cart parking, buggy store, office)
   - ◯ Change room, toilets and showers
   - ◯ Bar/Lounge
   - ◯ Dining Area
   - ◯ Meeting Room
   - ◯ Outdoor seating area
   - ◯ Pro Shop
   - ◯ Store

c) If **no**, what could be provided/improved at SVGC for you to visit?
   Comment box

5. Thinking about your responses to Question 4, is there any further comment you would like to add?
   Comment box

6. How likely would you utilise the following facilities if they were made available for the community:
   Likelihood sliding scale for each option

Not Likely	Somewhat likely	Likely	Very Likely

a) Health and Wellness

- Meditation & Yoga
- Mat & Reformer Pilates
- Dance – Barre, Zumba, Body Pump
- Spa & Sauna

b) Sport and Recreation

- Gym facilities – modern electric, pin-loaded and free weight equipment, including stationary treadmills and bikes.
- Golf simulator, indoor golf, golf practice net
- Personal and group training
- Cardio boxing
- Children's play area

c) Food and Drink

- Outdoor alfresco dining area
- Morning café
- Evening restaurant
- Bar area

d) Function Space/Venue Hire

- Function room
- Meeting room
- Outdoor event space

e) Culture and Arts

- Exhibition/showroom space
- Painting, creative art studio
- Music
- Multipurpose drama/theatre space

***f)* Other** *(Comment box)*

FINAL THOUGHTS

1. If you were to make ONE improvement to the Sea View Golf Club what would that be?
2. What two words, or short sentence reflects your vision for the future of Sea View Golf Club?
3. Do you have any other concerns or comments you would like to share?

ADDITIONAL QUESTIONS (OPTIONAL)

1. What is your gender?
   - ◯ Male
   - ◯ Female
   - ◯ Non-binary
   - ◯ Prefer not to say

2. What age group do you represent? (optional)
   - ◯ Under 19 years
   - ◯ 20 -29 years
   - ◯ 30 - 39 years
   - ◯ 40 - 49 years
   - ◯ 50 - 59 years
   - ◯ 60 - 69 years
   - ◯ 70 - 79 years
   - ◯ 80 years and older

3. What is current employment status
   - ◯ Employed full-time
   - ◯ Employed part-time
   - ◯ Casually employed
   - ◯ Self employed
   - ◯ Student
   - ◯ Retired
   - ◯ Other

We are conducting community workshops to explore and build on the findings from this survey. Please provide you name and contact detail below if you would like to be involved. Please be assured that your responses to the questions above and contact details will remain confidential.

Thank you for taking part in our survey.