

From: [Mayo, Tracy](#)
To: [Hillcrest, Jessica](#); [Valeri, Teagan](#)
Cc: [Cox, Simon](#); [Jagarinec, Katrina](#)
Subject: RE: Whitlam - Valuation Request
Date: Friday, 17 January 2020 3:26:25 PM
Attachments: [image001.gif](#)
[image002.gif](#)
[image003.png](#)
[Valuation Request Whitlam Affordable RFT May 2020.xlsx](#)

UNCLASSIFIED

Many thanks for your time today Jess.

Attached is the Block list for the Whitlam affordable packages which includes single residential and terrace sites. A total of 140 sites. As discussed we will release by Tender and use the Taylor Affordable tender as a template.

In regards to the briefing to Valuers, the below text is proposed:

Note to Valuers

- There is a price threshold for blocks identified as Affordable;
- Blocks identified as Affordable, must be sold to eligible buyers, in accordance with the ACT Government's Affordable Housing Scheme;
- There will be design requirements for houses on Affordable Blocks
- There will also be Lease Clauses, similar to the attached (Jess if you can kindly provide the draft clauses)

Please let me know if I have missed anything!

Many thanks

Tracy

Tracy Mayo

Sales & Client Services Officer – Molonglo Valley

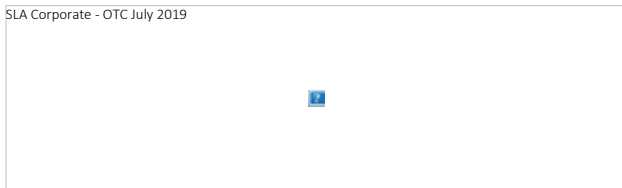
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Suburban Land Agency | ACT Government

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SLA Corporate - OTC July 2019



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From: Hillcrest, Jessica <Jessica.Hillcrest@act.gov.au>
Sent: Thursday, 16 January 2020 4:40 PM
To: Mayo, Tracy <Tracy.Mayo@act.gov.au>; Valeri, Teagan <Teagan.Valeri@act.gov.au>
Cc: Cox, Simon <Simon.Cox@act.gov.au>; Jagarinec, Katrina <Katrina.Jagarinec@act.gov.au>
Subject: RE: Whitlam - Valuation Request

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Hi Tracy,

I'm not quite clear on how the Whitlam EOI is proposed to be structured. A couple of questions/comments below and we'll then be able to confirm.

- There will definitely be a design brief for the affordable housing. If you can give us the details of the block types (eg are they all terrace product or just compact single res etc) we can work out what adjustments are needed to the standard design brief.
- The affordable housing price thresholds are based on turnkey product. We haven't sold blocks of land directly to eligible buyers before (the only sales of this form are the land rent ones, which go through a different process), and the Taylor EOI was limited to builders only. Is the Whitlam EOI also intended to be restricted to builders only? If this is the case then they will not be able to be land rent, as the first lease will go to a builder and not an eligible buyer (unless you are interested in doing a split contract approach but we haven't yet done this).
- Is the intent for the Whitlam EOI to seek innovative proposals? The Taylor EOI was quite broad, seeking creative and innovative proposals from industry with their solutions. A majority of the successful responses from the first stage are based on Put and Call Options, and we'll be refining this as we develop the second stage RFT. If you are not after innovative proposals, it may be more straightforward to go straight to RFT.

Happy to discuss when back in the office tomorrow if it is easier to talk through in person.

Thanks,

Jess

Jessica Hillcrest (Steele) | Senior Director, Built Form

Phone: 6205 8476 | Email: jessica.hillcrest@act.gov.au

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From: Mayo, Tracy <Tracy.Mayo@act.gov.au>
Sent: Thursday, 16 January 2020 4:20 PM
To: Hillcrest, Jessica <Jessica.Hillcrest@act.gov.au>; Valeri, Teagan <Teagan.Valeri@act.gov.au>
Cc: Cox, Simon <Simon.Cox@act.gov.au>; Jagarinec, Katrina <Katrina.Jagarinec@act.gov.au>
Subject: Whitlam - Valuation Request

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Hi Jess and Teagan,

I'm in the process of completing the Valuation Request for the Whitlam Affordable EOI release.

I understand it will be similar to the Taylor release and have an EOI, then RFT component.

With the Taylor EOI, there was a Design Brief for the Affordable Housing, will you be providing one for Whitlam and is it possible to provide to the Valuers, to assist with Valuations.

Additionally if the values come back and are under the land-rent threshold of \$300,000 will these blocks be available as land-rent to eligible purchasers on the Affordable Housing database? As this would need to be incorporated into the sales pack.

Many thanks

Tracy

Tracy Mayo

Sales & Client Services Officer – Molonglo Valley

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From: [Mayo, Tracy](#)
To: [Cox, Simon](#); [Jagarinec, Katrina](#)
Cc: [Valei, Teagan](#); [Hillcrest, Jessica](#); [Terracini, Stephen](#); [Henshaw, Kerry](#)
Subject: Whitlam Affordable RFT -Finishes & Inclusions + Design Brief
Date: Monday, 6 April 2020 11:37:17 AM
Attachments: [image001.gif](#)
[image002.gif](#)
[image003.png](#)
[20191220 Annexure B Finishes and Inclusions Schedule for MUS.V1.3.docx](#)
[20200317 SLA Design Brief Affordable Housing - WHITLAM.docx](#)

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Good morning Simon and Katrina,

In relation to the Whitlam Affordable Housing Tender, Teagan provided the draft Finishes and Inclusions Schedule as well as the Design Brief, which are attached.

As the Design Brief directs Builders to the Housing Development Guide, I just wanted to check whether you are developing a specific HDG for this Affordable Release and each subsequent Whitlam release?

Teagan has highlighted the areas the Design Brief usually refers to the HDG:

- Geotechnical Information (Site Classifications)
- Noise Mitigation
- Bushfire Mitigation
- Service Easements
- Hydraulic Services
- Drainage
- Utility Provider Access
- Grass
- Postal Services
- Driveways

Having looked at other HDGs from our Estates there are certain items such as Turf, Postal Services, Driveways that potentially can be added into the Design Brief, if Teagan is in agreement to that.

Also in regards to the modified Energy Rebate –this will need to be captured in the contract as an Annexure, however should we also look to refer to the Rebate in the Design Brief and/or Finishes and Inclusions Schedule, as I understand it isn't a mandatory requirement for Builders, however currently it isn't mentioned in these documents?

Many thanks
Tracy

Tracy Mayo

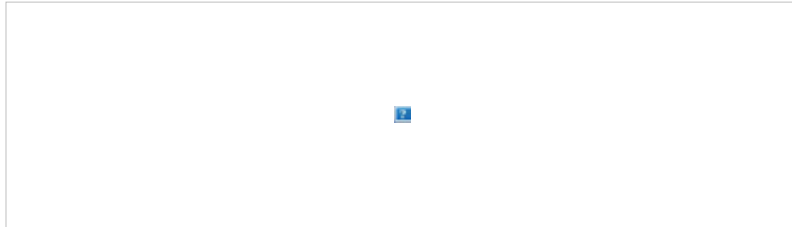
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Annexure B – Finishes and Inclusions Schedule

Solar Access (Other than apartments)

1. Rule 57 of the Multi Unit Housing Development Code applies.

Solar Access (Apartments)

2. Rule 58 of Multi Unit Housing Development Code applies, noting that at least 70% of the Residential Affordable Dwellings within the development must comply with this rule.

General - Interior

3. Minimum ceiling heights in accordance with the National Construction Code (NCC).
4. Doors minimum 820mm wide flush panel with doorstop fitted.
5. Door furniture for hinged doors to be lever action (Lockwood Velocity, or equivalent). Privacy sets to be installed to bathrooms and WC.
6. Allowance for carpet including underlay, minimum \$135.00 per lineal metre. Colour as selected by the Builder and/or Buyer. All bedrooms to be carpeted.
7. Allowance for floor and wall tiles, minimum \$35.00 per m². Floor tiles to be slip-resistant R10 with colour, size and finish as selected by the Builder and/or Buyer.
8. Other floor finishes as selected by the Builder and/or Buyer.
9. Cornice type or “square set” ceilings as selected by the Builder and/or Buyer.
10. Internal trim to be timber, no MDF is to be used.
11. Architraves and skirting (approximately 67 x 13) profile as selected by the Builder and/or Buyer.
12. Low or No VOC paints are to be used throughout. Colours as selected by the Builder and/or Buyer.

General - External Areas, Balconies and Private Open Space

13. External entrance door to be minimum 920mm solid core and weather proofed as required, fitted with key operate deadlock (Lockwood Nexion or equivalent). Doors that open onto an internal corridor must include a door closer and peep hole viewer, made from relevant fire rated materials per AS 1905.1.
14. Expanded mesh or stainless steel security screen doors must be installed to entry doors and all external sliding doors (keyed alike). A security screen door is not required on entry door where building access is controlled by a security system.
15. Slip-resistant R10 external grade ceramic floor tiles, allowance minimum \$35.00 m², graded to floor waste for balconies.
16. External clothesline with a minimum line space of 20 metres. This must be adequately screened from public view and integrated into the design. Location must be shown on the drawings.
17. The placement of air conditioning condenser units on balconies is discouraged, preferential location on roofs or in basements. Where they are proposed to be located on balconies, or in courtyards, the location must be shown on the drawings.
18. Balconies must have a projection or overhead structure that provides adequate shelter and sun shading.
19. The design and transparency of any balustrade or fence needs to consider privacy and the amenity of occupants. Chain wire fencing and timber palings are not acceptable.
20. External tap to be provided to dwellings at ground level.
21. Key operated letter box integrated into the design.

Windows

22. All glazed windows and doors except those to wet areas are to be double glazed (U-Value less than 4.2 against AFRC standards).
23. Sliding windows are preferred to maximise airflow.
24. All windows to have flyscreens and key operated window locks (keyed alike).
25. Awning windows should only be used for windows to wet areas, where possible.
26. Roller or vertical blinds must be installed to all windows and sliding doors except wet areas. Colour type and operation as selected by the Builder and/or Buyer.

Utilities and Communications

27. It is at the discretion of the Builder whether gas is installed to the development.
28. Individual connection and metering for gas (where installed) and electricity.
29. Dwelling provided with TV antenna system. Apartment complexes can share a Master Antenna Television (MATV) system.
30. Telephone and data services in accordance with all NBN requirements.

Electrical – GPOs (all double), where applicable

31.	Living Area	One GPO adjacent to TV antennae outlet, a minimum of two additional GPOs distributed within the space.
32.	All bedrooms	Two GPOs per bedroom.
33.	Study/Nook	One GPO.
34.	Kitchen	Minimum two GPOs adjacent to benchtops in addition to GPOs required for appliances including refrigerator, dishwasher, microwave, cooktop, rangehood.
35.	Laundry	One GPO.
36.	Bathroom	One GPO.
37.	Hall Corridor/Stairwell	One GPO where hallway or stairwell is longer than 3000mm.
38.	External	One GPO to be provided on balcony or private open space.
39.	Other	Allow for additional GPOs for NBN, hot water system, garage doors as required.

Electrical - Lighting

40. LED lighting throughout.
41. Minimum 900 sweep ceiling fan to bedrooms.
42. Combination fan and light to bathroom/ensuite, or equivalent detached LED light and fan.
43. Lighting to garages and basements in accordance with the NCC and relevant Australian Standards.
44. External lighting must be provided to the dwelling entrance, common space and all outdoor areas.

Electrical - Fans

45. All mechanical ventilation to the kitchen and wet areas must be ducted to outside air and installed in accordance with the NCC and relevant Australian Standards.

Electrical - Hot Water Heater

46. Hot water heater installed in accordance with the requirements of the Plumbing Code of Australia for the applicable building class.

Bedrooms

47. All bedrooms to have a built-in wardrobe with a minimum clear internal length of 1500mm. This is to be fitted with an overhead shelf, chrome hanging rail and an open four shelf unit as a minimum.
48. Wardrobes doors to be sliding double (or more).

Kitchen

49. Located to ensure that work surfaces are lit by natural light (i.e. window).
50. All cabinetry to use HMR "whiteboard" with 1mm PVC edging.
51. Minimum benchtop width 600mm with high pressure laminate and roll form edge (or engineered stone).
52. Doors, drawer fronts and end panels to use Polytech melamine board or equivalent.
53. 600mm opening and plumbing for the provision of a dishwasher (dishwasher provided by Buyer).
54. Opening for the provision of microwave in cupboards (microwave provided by Buyer).
55. Four drawer unit to include cutlery tray insert.
56. All doors and drawers to use "soft close" door furniture.
57. Minimum length 96mm, stainless door and drawer handles.
58. Minimum clear opening for fridge 1800mm high x 850mm wide.
59. All wall surfaces adjoining benchtop to having tiling to the underside of overhead cupboards or at least 600mm above the bench where no cupboard above.
60. Sink - stainless steel 1 1/2 bowl with drainer. Clark Punch or equivalent.
61. Under bench oven or built into wall cabinetry - Westinghouse WVE615S or equivalent.
62. Ceramic or Induction Cooktop - Westinghouse WHC642BA or equivalent.
63. Ducted Rangehood - Westinghouse WRR614SA or equivalent.
64. Stainless Steel Mixer - Venecia Sink Mixer 631001C4A or equivalent.

Laundry

65. Minimum clear opening of 800mm for washing machine.
66. Minimum 45L laundry sink. Everhard stainless steel or equivalent.
67. 600mm high splashback to laundry sink and any benchtop.
68. Washing machine cocks to be chrome plated. If located within laundry tub cabinet, hole to be provided for hoses to pass through.
69. Skirting tile to all other walls to a minimum height of 150mm from FFL.
70. Provision of structural plywood sheeting for the installation of a wall mounted clothes dryer (clothes dryer provided by Buyer).

Additional requirement where Euro Laundries installed

71. All wall linings to be fibre cement sheeting.
72. Minimum clear depth of 700mm (wall to back of closed door).

73. Doors to be a bifold opening left and right with a maximum door leaf width of 450mm. Colour to be the same as kitchen cabinets.
74. Wall tiles to all three internal walls to a height of 1500mm from FFL or to the nearest full tile.

Bathroom/ Toilet

75.	Wall linings	Fibre cement sheeting, no plasterboard to be installed.
76.	Wall tiling	2100mm high to shower recess and 1200mm high to all remaining walls. Where toilet is separate, skirting tile to all walls with a minimum height of 150mm.
77.	Vanity	Minimum 600mm wide vanity, as selected by the Builder and/or Buyer.
78.	Mirror	Wall mounted with aluminium frame or frameless design. Length of mirror to be, at a minimum, the same as the vanity unit x 600mm high.
79.	Towel Rails	Double, or two single, wall mounted rails minimum 700mm wide, to each bathroom.
80.	Shower	1000 x 1000 cubicle with aluminium frame, or frameless, laminated glass shower screen.
81.	Floor waste	Builders selection.
82.	Bathroom fixtures	Caroma Cosmo range or equivalent.
83.	Basin mixer	Venecia Basin Mixer CP (5S) 631000CFA or equivalent.
84.	Shower head	Starsafe Ecojet Neu 900mm or equivalent.
85.	Toilet	Stylus Close Coupled PRI400SC-A Prima II or equivalent.
86.	Bath, where installed	Caroma Stirling 1525 Bath or equivalent

Note: Where the room is mechanically ventilated the door must be undercut or have a ventilation grill installed.

SUBURBAN LAND AGENCY DESIGN BRIEF – CLASS ONE SINGLE RESIDENTIAL AFFORDABLE DWELLINGS

Project: Blocks [redacted] Section [redacted] Whitlam
Blocks [redacted] Section [redacted] Whitlam
Blocks [redacted] Section [redacted] Whitlam
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Blocks [redacted] Section [redacted] Whitlam
Blocks [redacted] Section [redacted] Whitlam
Blocks [redacted] Section [redacted] Whitlam

Project Description: Construction of Affordable Dwellings in Whitlam Stages 1 & 2

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Revision History

Document History and Version Control Table				
Version	Release Date	Author	Notes, amendments	Section(s)
1.0	18/01/2019	GB	Original document	
1.1	17/03/2020	TV	Revised for Whitlam Release	All

BASE TEMPLATE

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BASE TEMPLATE

1. Introduction

This Design Brief has been prepared by the Suburban Land Agency (SLA) to provide information and advice to potential Builders for the delivery of Single Residential Affordable Dwellings (Dwellings) in Greenfield Estates in the ACT.

The SLA is committed to the delivery of quality affordable housing for the Canberra community. This document assists in ensuring that Dwellings are well designed and sustainable through the incorporation of mandatory minimum design principles and requirements.

This document is not intended to replace any consenting authority's controls, but rather to compliment them to ensure quality new construction in keeping with community standards.

This document is divided into three key sections:

1. Preliminaries
2. Design Principles
3. Building Specification

A checklist to ensure that potential Builders are compliant with SLA Design Brief is provided at Appendix 1.

2. Preliminaries

2.1 Standards

The Builder must comply with all applicable national standards and local requirements in any design and construction activities including but not limited to:-

- The National Construction Code (NCC) including Deemed-to-Satisfy (DTS) and Performance Requirements
- Applicable Australian Standards relevant to the work
- Territory, Local Authority and Statutory regulations
- Regulations and requirements of any utility providers for electricity, water, sewerage, gas and telecommunications
- Whitlam Residential Estate Housing Development Guide, including any amendments and/or variations

2.2 Materials

Dwellings shall be constructed with low maintenance materials that do not rely on coatings to maintain integrity and durability; (i.e. prefinished materials).

It is preferred that materials such as brick and Colorbond® are used. Construction types or materials with an inherently high level of on-going maintenance costs and/or unproven longevity characteristics shall not be used. A concrete slab on ground should always be adopted except where not possible, or where the use of prefabricated building methods provides lower construction costs. A pitched roof is also the preferred method of roof construction.

The use of second hand building materials is not permitted in the construction of any Dwelling.

2.3 Appointment of Consultants

The Builder is responsible for the engagement and payment of any consultants related to the design and construction of a Dwelling including architects and/or designers, engineers, surveyors and other building professional as required.

2.4 Engagement of Building Surveyor

The Builder shall engage a suitably qualified and practicing Building Surveyor who is licensed under the *Construction Occupations (Licensing) Act 2004* to certify the works.

2.5 Work Health and Safety

The Builder is responsible for the management of the site and all contractors in accordance with the *Work Health and Safety Act 2011*.

2.6 Insurances

The Builder is responsible for acquiring and holding all relevant insurances in relation to the construction of residential building works.

2.7 Applications, Approvals and Fees

The Builder is responsible for obtaining and paying all fees for approvals and permits, applications, notices, inspections, in respect to all public and other authorities including but not limited to:-

- Development Application fees
- Building approval and assessment fees
- Building certification fees
- Connection fees for all utilities including electricity, water, sewerage, gas and telecommunications

2.8 Warranties and Certificates

The Builder shall provide to the Buyer of a Dwelling all relevant warranties and certificates including but not limited to:-

- Certificate of Occupation
- Energy Rating Certificate
- Termite protection and waterproofing certification
- Home Warranty Insurance Certificate
- Warranties and manuals for all installed appliances

2.9 Site Establishment

The Builder is responsible for the provision and management of the following ancillary works in relation to the construction of Dwellings including but not limited to:-

- Temporary fencing to the perimeter of the Lease boundaries
- Appropriate safety signage and builders notification
- Stockpiling and storage of all materials within the confines of the Lease
- Protection of the verge including any street trees, grass, footpaths and verge crossings
- All applicable environmental controls
- The connection of any temporary services including water and electricity
- Rectification works as a result of any damage to Territory assets

It is advisable for the Builder to prepare a dilapidation report to assess and document the condition of any assets on Territory land to avoid any potential disputes related to their condition at a later stage.

2.10 Practical Completion

Upon practical completion, the Builder shall ensure that the following requirements are met.

- The site is cleaned and all temporary fencing and rubbish is removed
- Verge restoration and reinstatement (where required) is completed with the asset accepted by TCCS or the relevant agency
- Telecommunications tested and operational
- All utility services including electricity, water, sewerage, gas and telecommunications are connected, approved and tested ready for occupation

2.11 External Works

The builder must complete all external works as part of a lump sum construction contract. These works cannot be included in any provisional sum including but not limited to:-

- Clearing and stockpiling of topsoil on site
- All bulk earthworks required to achieve benched levels
- Detailed excavation for footings and any retaining walls
- Excavation of service trenches for connection to water and sewer ties
- Construction of retaining walls and associated drainage
- Landscaping works
- Common boundary fencing and side fencing and gates

The Builder needs to ensure that an adequate contingency is allowed in their tender submission to cover unforeseen circumstances such as striking and removing rock. The contract sum cannot exceed the applicable threshold tier. This is based on the net living area (NLA) of the dwelling.

The Builder should refer to ?? Geotechnical Information of the Whitlam HDG for further information in relation to the Building Site Classification.

2.12 Plan Endorsement

The plans for each Dwelling must be submitted to the SLA for endorsement prior to lodging with EPSD or the Builder Building Surveyor for approval. Where plans that are endorsed by the SLA have to be amended due to building approval not being granted or for any other reason, the revised plans shall be resubmitted to the SLA for re endorsement. Builders should refer to Section 5 regarding additional requirements in relation to the Landscaping Plan.

3. Design Principles

3.1 Sustainable Design

The SLA is committed to developing sustainable communities with environmental sustainability a major objective. By targeting this important issue we will reduce the impact of urban development on the environment through specific initiatives in the key areas of energy efficiency, water conservation and reducing waste. The key requirements and features are:-

3.1.1 Energy Efficiency

- Optimising designs and features to maximise energy efficiency that incorporates north facing with associated glazed for living areas and private open space as well as cross flow ventilation
- All dwellings where practicable shall be protected by eaves that are project a minimum of 450mm from the dwelling
- Compliance with the National Construction Code
- Use of lighter roof colours and tree canopy cover to reduce urban heat island effect
- Utilising natural light and ventilation for the amenities
- Design of the roof to allow the optimal installation of solar water heater collector panels and photo voltaic (PV) systems

3.1.2 Water Conservation

- Installation of appliances and fixtures as close to the hot water heater as possible
- Incorporating low water demand and low maintenance landscaping
- Managing roof water as a valuable resource

3.1.3 Reducing Waste

- Minimising the amount of building waste deposited to landfill
- Identifying opportunities for recycling and reusing building materials and waste
- The use of materials that have a lower environmental impact including embodied energy

3.1.4 Protection of the Environment

- Active management of the construction site to mitigate harm and damage to the environment
- Improving the quality of stormwater discharged from the building and the block during construction

3.2 Amenity and Appearance

Dwellings should contribute to an overall improvement in the character and amenity of the neighbourhood in which it is located. Housing should not be readily distinguishable from new private sector housing particularly with regard to:-

- Building setbacks from street alignment
- Treatment for elements of front elevations
- Roof pitches and materials
- Colour schemes

Where a development of two or more Dwellings are adjacent or in close proximity, designs shall offer a mix of external treatments and finishes to provide noticeable variation. For attached housing development linking themes may be appropriate.

3.3 Privacy and Address

Site planning should clearly delineate public spaces from private spaces. Private space includes backyards, courtyards, balconies, utility areas and rear house entry zones. Windows and doors to dwellings should be located to reduce overlooking from adjacent properties. Laundry, bathroom and toilet windows should not be prominent from public areas and are to be screened.

3.4 Safety & Identity

Each Dwelling shall have a “sense of address” within the street and the principal entrance must be easily identifiable and accessible. Internal passive surveillance of public and private spaces should be achieved to the extent possible in order to help minimise security risks and threats.

3.5 Outdoor Area

The outdoor area nominated as the Private Open Space shall be a usable and private area that is readily accessible from the Dwelling.

4. Building Specification

4.1 Minimum Dwelling Size

Dwellings must be constructed with the following net living areas (NLA). This is based on the number of bedrooms in the dwelling.

- 2 bedroom dwelling NLA of between 80m² and 105m²
- 3 bedroom dwelling NLA of greater than 105m²

The NLA is defined as the area measured to the outside face of external walls including internal walls between the living areas and garage (but excluding the area of the garage).

4.2 Minimum Room Dimensions

The SLA has developed a specification for the minimum room dimensions for Dwellings. The guidelines outline the area requirements, and the spatial and functional relationships of the various spaces. Area provisions are indicative only, and include desirable **minimum internal dimensions** from the face of structural wall components.

Room/Space	Approx. Min Area (m ²)	Minimum clear internal dim. (mm)	Comments
Living area(s) 2 BR dwelling	25	3600	
Living area(s) 3 BR dwelling	30	3600	
Kitchen	10	3000	
Main bedroom	12	3500	Area does not include built in wardrobe. All bedrooms must have natural light, (not borrowed), provided by an operable window
Secondary bedrooms	10	3000	Refer Section 4.8.6
Wardrobe to main BR	1.2	2400 x 500	
Wardrobes to sec. BR's	0.75	1500 x 500	
Bathroom	4	1.8	Refer Section 4.8.3 Note requirements of NCC for clearance
Separate toilet (WC)	1.5	900	
Separate laundry	2.0	1500	Must have 800mm clear opening for washing. machine. Refer Section 4.8.4.1
Euro laundry (where installed)	1.1	1500 x 700 from the wall to rear of door	
Linen cupboard	Not applicable	1000 x 500	Refer Section 4.8.5
Circulation, hallways	Dependent on length	1000	
Covered front porch	2.7	1.8	
Car accommodation	In accordance with the requirements of the Single Residential Housing Dev. Code		Can be a garage or a carport structure

Table 1

4.3 General Design Requirements

The following general design requirements shall be incorporated into the design of a Dwelling where practicable.

- A covered porch or roof overhang to protect the main entry door from rain ingress
- Living and meals areas are to have direct access to suitable outdoor private spaces
- Living and sleeping areas should be kept separate for functional and acoustic reasons
- Kitchen areas should be outside the main circulation routes and have natural light provided by an external window where possible
- Laundries should be located so that there is direct access to the external drying area where possible
- A separate entry hall and associated circulation space. The entry door shall not open directly into the living area.
- The bathroom and toilet shall be accessible to the sleeping areas without the need to pass through the living areas
- The toilet should be located so that it is not visible from main living spaces and entrance
- Bedrooms located to maximise privacy and reduce potential noise from neighbours
- Bathrooms and laundries should have direct natural lighting wherever possible. If direct natural lighting is not an option for internal bathrooms then skylights are to be provided

4.3.1 Noise Management Requirements for Block q Section BC, Blocks ■ Section ■ and Blocks ■ Section ■

Due to the proximity of these blocks to major artillery roads, appropriate measures may be required to mitigate traffic noise levels to meet the ACTPLA acceptable levels under the Noise Management Guidelines. Recommendations for this noise mitigation are as follows:

- Construction of noise mounds or other noise attenuation structures between the road and adjacent dwellings;
- Including acoustic features in the building structure; and/or
- A set-back of the dwelling from the road.

4.4 Car Parking and Accommodation

Dedicated undercover car accommodation is required to be designed in accordance with the Single Residential Housing Development Code (Territory Plan). The car accommodation can be an enclosed garage or an open structure and shall include the following requirements.

- Be incorporated in the overall design of the dwelling
- Reinforced concrete slab on ground, graded to falls
- Have a lined and painted ceiling irrespective of whether the space is an enclosed garage or an open structure.
- Include a single GPO for the connection of a remote control garage door where installed by the Buyer at a later stage
- Allow access to the rear yard via a gate or door where possible

4.5 Bushfire Requirements (Bushfire Attack Level)

The Builder should refer to Section ? Home Asset Protection Zone of the Whitlam HDG and the applicable Block Details Plan to determine whether the Block has Bushfire Requirements. Any bushfire requirement shall be constructed in accordance with the NCC, applicable Australian Standards and any local requirements.

4.6 Termite Management System

The Builder shall install a Termite Protection System that is a physical barrier type. Chemical barrier systems shall not be used.

All timber primary building elements are to be H2 treated timber. The system shall be installed in accordance with the NCC, applicable Australian Standards and any local requirements.

4.7 External Materials and Applied Finishes

It is at the discretion of the Builder and/or Buyer as to the external materials and finishes used noting the requirements of Section 2.2 of the Design Brief. Where a Block has Bushfire Requirements, the Builder must construct the Dwelling in accordance with the NCC, applicable Australian Standards and any local requirements.

4.7.1 Fascia Gutters and Downpipes

Material to be Colorbond® prefinished metal.

4.8 Internal Room Requirements

Please note that this Design Brief only rooms to rooms or areas where there are specific requirements including 4.2 Minimum Room Dimensions (Table 1).

4.8.1 Ceiling Heights

The minimum ceiling heights shall be in accordance with the NCC for habitable and non-habitable rooms.

4.8.2 Kitchen

- All cabinetry to use high moisture resistant whiteboard with 1mm PVC edging
- 32mm benchtop, min width 600mm with high pressure laminate and roll form edges
- Doors, drawer fronts and end panels to use Polytech melamine board or equivalent
- 600mm opening including plumbing and GPO for the provision of a dishwasher, (dishwasher provided by Buyer)
- Opening for the provision of microwave, (microwave provided by Buyer)
- Four drawer unit to include cutlery tray insert
- All doors and drawers to use “soft close” door furniture
- 96mm stainless door and drawer handles
- Minimum clear opening for fridge, (fridge provided by Buyer) 1800mm high x 850mm wide
- All wall surfaces adjoining benchtop to having tiling to the underside of overhead cupboards or at least 300mm above the bench where there is no cupboard above
- Sink stainless steel 1 1/2 bowl with drainer - Clark Punch or equivalent
- Oven - Westinghouse WVE615S or equivalent

- Cooktop - Westinghouse WHS642SA or equivalent
- Ducted Range hood - Westinghouse WRR614SA or equivalent externally ventilated
- Stainless Steel Mixer - Venecia Sink Mixer 631001C4A or equivalent

4.8.3 Bathroom and Toilet (WC)

A separate bathroom and toilet shall be provided. Where possible the toilet must adjoin an outside wall so that natural light and ventilation can be provided by an operable window. Where this is not possible a mechanically ventilated roof (sky) light ducted to the outside air is to be installed with a grill in the door to aid ventilation.

- Wall tiling 2100mm high to shower recess. Skirting tile to all other walls to a minimum height of 150mm from FFL
- Vanity Minimum 600mm wide vanity as selected by the Builder and/or Buyer
- Mirror Wall mounted. 600mm high x width of vanity unit
- Shower screen 1000mm x 1000mm cubicle with aluminium frame laminated glass
- Floor waste(s) As selected by the Builder
- Bathroom fixt. Caroma Cosmo range or equivalent
- Basin mixer Venecia Basin Mixer CP (5S) 631000CFA or equivalent
- Shower head Starsafe Ecojet Neu 900mm or equivalent
- Toilet Stylus Close Coupled PRI400SC-A Prima II or equivalent
- Bath (where installed) Caroma Stirling 1525mm bath or equivalent

4.8.4 Laundry

The laundry can either be a separate room or a "Euro" type laundry incorporated within a circulation space or in the kitchen

- Minimum clear opening of 800mm for washing machine
- Minimum 45L laundry sink. Everhard stainless steel or equivalent
- 600mm splashback to laundry sink and any benchtop
- Washing machine cocks to be chrome plated
- Skirting tile to all other walls to a minimum height of 150mm from FFL
- Provision of structural plywood sheeting or a timber ledger fixed to the wall for the installation of a wall mounted clothes dryer, (dryer provided by Buyer)

4.8.4.1 Euro Laundry (Where Installed)

- Doors to be a bifold opening left and right with a maximum door leaf width of 450mm. Colour to be the same as kitchen cabinets
- Wall tiles to all three internal walls to a height of 1500mm from FFL or to the nearest full tile
- Floor waste must be installed

4.8.5 Linen Cupboard

A separate lined storage cupboard shall be installed with an open five shelf unit constructed of 16mm whiteboard. Shelves at approximately 450mm centres.

4.8.6 Wardrobes to Bedrooms

All bedrooms shall have a built in wardrobe. This is to be fitted with an overhead shelf at 1750mm high and an open four shelf unit constructed of 16mm whiteboard with a chrome hanging rail. The wardrobe shall be fitted with double sliding or hinged doors. The size of the wardrobe doors shall be no less than 2040mm x 820mm.

4.8.7 Windows

Windows shall be powder coat aluminium frame. Window performance for solar heat gain coefficient (SHGC) and U-value is to be in accordance with the performance requirements stated on the Energy Rating Certificate. Windows sashes are to be lockable and keyed alike. Flyscreens are to be provided to all sashes. Where a Block has Bushfire Requirements the Builder must construct the Dwelling in accordance with applicable Australian Standards and any local requirements.

4.9 Internal Finishes

4.9.1 Window Furnishings

Roller or vertical blinds shall be installed to all windows and sliding doors except to wet areas. The colour, type and operation are as selected by the Builder and/or Buyer.

4.9.2 Door Specification

Door furniture shall be satin chrome lever type action with a minimum backset of 60mm. All entrance locksets and deadlocks are to be “keyed alike”. All doors are to have door stops fitted. External solid core doors are to have a minimum of three 100mm hinges. Hollow core doors to have 75mm hinges.

Door Location	Min. door leaf dim. (mm)	Construction	Door furniture
Entrance	2040 x 920	Solid Core	Entrance Lockset + Dead Lock
Exterior	2040 x 820	Solid Core	Entrance Lockset + Dead Lock
Living/ Bedroom	2040 x 820	Hollow Core	Passage Set
Bathroom, WC	2040 x 770	Hollow Core	Privacy Set
Laundry	2040 x 770	Hollow Core	Passage Set

Table 2

4.9.3 Security

All external hinged and sliding doors are to be fitted with a meshed security screen door, keyed alike, with a door closer installed to the front security door.

4.9.4 Floor Finishes

It is at the discretion of the Builder and/or Buyer as to the floor finishes selected. Typically living and wet areas will be tiled and bedrooms carpeted.

It is a requirement that the front porch and any exposed edges are tiled. Wardrobes and cupboards are to have an applied floor finish such as carpet.

Ceramic floor tiles shall have a minimum slip resistance of R10/P3, and be suitable for exterior use where installed outside.

4.9.5 Internal Linings and Cornice

Generally the installation of plasterboard installed to the manufacturer's specification is acceptable, noting that in wet areas and the rear of kitchen benchtops that water resistant plasterboard shall be installed.

90mm coved cornice or "square set" shall be used at the junction of wall and ceiling lining.

BASE TEMPLATE

4.9.6 Internal Trim

Skirting and architrave shall be a minimum 67 x 18mm with the profile as selected by the Builder. The use of MDF is not acceptable in wet areas. Finger jointed pine or similar must be used in these areas.

4.9.7 Paint Systems

The pallet of exterior and interior colours is to be selected by the Builder and/or Buyer.

4.9.7.1 Internal Surfaces and Trims

Paint systems to include primer/undercoat plus two coats. Coats to be applied as per manufacturer's specification to achieve recommended dry film thickness. Where paints are applied by spraying, the top coat must be rolled.

- Ceilings Ceiling white
- Walls Wash and wear low sheen acrylic
- Trims & arch Gloss or semi-gloss acrylic or enamel
- Doors Gloss or semi-gloss acrylic or enamel to all vertical surfaces; top & base to be primer plus minimum one coat.
- Wet areas Wash and wear semi-gloss acrylic including ceilings

4.9.7.2 External Painted Surfaces

External high quality low sheen acrylic systems fit for purpose, with primer/undercoat plus two coats to all surfaces including but not limited to soffit lining, eaves, cladding, external face of doors, posts and meter box.

4.10 Metered Services

Water and electricity services are to be individually metered to each Dwelling. The installation of a metered gas service is not required and the installation is at the discretion of the Builder.

4.11 Service Easements

Easements are depicted on the Block Details Plan and the Deposited Plan. The Builder should refer to the Whitlam HDG for further information.

4.12 Electrical Services

4.12.1 Internal Artificial Lighting

Internal artificial lighting with appropriately located switching shall be installed in accordance with the NCC and applicable Australian Standards noting:-

- All light fittings shall be LED type lighting. Fluorescent tube lighting can only be installed for the car accommodation
- Lighting to living areas shall be dimmable
- Two way switching installed where appropriate, (i.e. hallways)
- Surface mounted 'Oyster' lights are preferred due to the reduction in ceiling penetrations

- Down lights where installed must not create an unsealed ceiling penetration
- Refer to Section 4.12.6 in relation to bedroom lighting
- Bathroom to have a combination fan, light, heater ducted to outside air. Refer to Section 4.12.3

4.12.2 External Artificial Lighting

External artificial lighting with appropriately located switching shall be provided in the following locations:-

- Front entrance to the dwelling
- Outside the external laundry door (where installed)
- Outside the rear door
- Motion activated external flood light to adequately illuminate the rear yard including the clothes line area

4.12.3 Mechanical Ventilation

Exhaust fans shall be included in kitchens, bathrooms and laundries. These must be ducted externally to outside air and include back draft dampers. Doors to bathrooms and laundries are to include a grill where the only source of ventilation is mechanical to aid ventilation.

4.12.4 GPOS's (Power Points)

All GPO's installed shall be double type in accordance with the following table.

Room/Area	Minimum Number of GPO's
Living/ dining	2 plus a GPO located next to the antenna outlet
Main Bedroom	2
Secondary Bedrooms	1 per room
Kitchen	2 adjacent to benchtop + appliances (4.12.5)
Bathroom, Laundry, Circulation	1 per room
External	1 x waterproof to POS

Table 3

4.12.5 Appliances and Services

A single GPO shall be provided for appliances and services including but not limited to NBN, hot water system, remote garage door, water tank pump, electric vehicle charge point and fixed appliances.

4.12.6 Space Heating and Cooling

A reverse cycle split system, non-ducted air conditioner shall be installed as the primary source of heating and cooling in the living areas only. Both the heating and cooling cycle must achieve a minimum of 3.5 stars in accordance with the Minimum Energy Performance Standard (MEPS).

900mm sweep ceiling fans with an integrated light shall be installed in all bedrooms.

4.12.7 Water Heater

An electric boost solar water heater or an electric heat pump shall be installed in accordance with the requirements of the Plumbing Code of Australia and relevant Australian Standards.

The water heater must be located as close as practicable to the hot water outlets. External, storage model tanks are preferred.

Where an electric boost solar water heater is installed the solar water heater collector panels must be installed on the roof with a minimum inclination of 15 degrees and be orientated no greater than +/- 45 from true north. Where this is not achievable due to the pitch of the roof a metal mounting frame must be installed.

4.12.8 Electrical Vehicle Charging

The provision for an electrical vehicle charge point shall be located in the car accommodation space.

4.12.9 Smoke Detectors

A smoke detector(s) shall be installed to meet the NCC, relevant Australian Standards and any local requirements.

4.13 Water Supply

4.13.1 General

All water supply works to comply with the NCC and relevant Australian Standards. Appliances using water are required to have a minimum water efficiency rating of 3 star WELS rating. All dwellings shall have hot and cold water supplied to each fixture except the dishwasher which can be a cold water connection only.

4.13.2 Garden Taps

A minimum of two garden taps are required. One shall be installed in the front yard as close as practicable to the car accommodation and the other garden tap installed in the rear yard. Where these are supplied from a non-potable water supply, (i.e. water tank), the garden taps must be clearly labelled such.

4.14 Hydraulic Services

The Builder should refer Section **XXX of the Whitlam HDG** for further information regarding connection of hydraulic services to the Block.

4.15 Drainage

The Builder should refer to Section **XXX of the Whitlam HDG** for further information.

4.16 Communications

4.16.1 NBN

Telephone and data services are to be installed in accordance with all NBN requirements. A cabinet large enough to house NBN equipment and a single GPO is required.

4.16.2 Television Systems

A minimum of one TV antenna outlet shall be located in the living room including cabling and a TV antenna for each Dwelling. The antenna shall not be visible from the street where possible.

5. External Works

5.1 General

The Builder shall prepare a basic landscape plan (1:100) that provides an indicative layout of the proposed works including:

- Site levels and contours
- Location of trees and shrubs
- Nomination of species of street trees
- Turfed and mulched areas
- Position of any retaining walls
- Driveways, footpaths and paved areas
- Position of side fences, gates and the letterbox

5.2 Soft Landscaping

5.2.1 Preparation

Prior to undertaking any landscape works the block must be appropriately prepared for the intended surface treatments and plants. Where there is insufficient quality or quantity of stockpiled site topsoil, areas must have imported topsoil blended to make up quantities required. Prior to placement of soil additives or topsoil, all weeds must be sprayed or removed and the ground must then be ripped and cultivated to achieve de-compaction to the depths to enable plant growth.

5.2.2 Grass Preparation

Weeds and grasses are to be removed site prior to laying turf. Areas to be grassed to be ripped to minimum 150mm depth. Topsoil to be a minimum 100mm depth.

5.2.3 Grassing

The Builder should refer to Section ?? Turf Supply of the Whitlam HDG for further information regarding Fireweed. Areas of the site to be grassed shall be turfed with an appropriate cultivar suitable for Canberra's climate.

5.2.4 Plantings General

The species of shrubs and plants (minimum pot size of 140mm) are to be identified on a landscape plan. Plants should be carefully selected for low maintenance, mature height and shade characteristics where appropriate. They must be hardy, drought and fire resistant, and be of low invasive character. All plantings must be commonly available and sourced from the Canberra area.

Plants should be planted in beds with minimum 200mm good quality topsoil with organic matter. Ground under topsoil to be cultivated to a minimum depth of 150mm. The number of plants in the rear yard should include approximately twenty, in accordance with the Single Residential Housing Development Code (Territory Plan).

5.2.5 Mulch

Organic or gravel mulching may be used where required within a co-ordinated landscape design. Where organic mulch is provided a minimum of 100mm of mulch is required. The use of weed matting is preferred.

5.2.6 Edging

Edging between turfed and mulched areas shall be H4 treated pine or hardwood.

5.2.7 Establishment

The Builder shall ensure that the landscaping is adequately established to ensure plants and turf are healthy and grow prior to handover to the Buyer. This may require extended periods of irrigation during summer and protection from frosts over winter.

5.3 Hard Landscaping

5.3.1 Retaining Walls

Retaining walls shall be constructed from masonry materials. The use of treated timber is not permitted for retaining walls except to reduce any gaps under common boundary fences.

Retaining walls shall be installed where:-

- The slope or batter of the ground exceeds 1:2 or
- The difference between the two adjacent surface levels exceeds 500mm

The services or suitably qualified and practicing engineer should be considered to ensure structural adequacy and drainage of any retaining wall design.

5.3.2 Driveway

The driveways shall be reinforced concrete with a non-slip finish (i.e. "broom finish") and connect from the car space and align with the verge crossing at the property boundary.

Where the grade change from the car space to the verge crossing exceeds 1:10, a suitably qualified engineer should be consulted to assist in the design of the driveway and/or the floor level of the car accommodation.

A grated drain connected to the stormwater system shall be installed where the driveway slopes towards the car space.

The Builder should refer to ?? Driveways of the Whitlam HDG for further information.

5.3.3 Footpaths

Reinforced concrete paths (minimum width of 900mm), with broom finish shall as a minimum be provided from:-

- The driveway and/or car accommodation to the front entrance door
- The external door from the laundry or other external door to the clothes drying area
- To any other external doors extending the full width of the doorway plus a minimum of 100mm on either side of the door opening

5.3.4 Utilities

Concrete pads are required where applicable for:-

- The storage of waste bins for general waste, recyclables and green waste (three bins) where provision is not made within the car accommodation
- Rainwater tanks
- Air conditioning condenser/compressor units
- External hot water storage tanks

5.3.5 Private Open Space

An outdoor area constructed of an impermeable surface such as reinforced concrete or segmental paving units shall be installed for the Private Open Space, sized in accordance with the Single Residential Housing Development Code (Territory Plan).nominated on the drawings to provide a usable outdoor area. This is to be graded to drain any surface water away from the dwelling.

5.4 Clothes Drying Area

A clothes line must be installed to each dwelling. It should not be visible from the street and be as near as practicable to the laundry. The clothes line should receive sunlight during winter and a have minimum of 25 lineal metres hanging length.

Where space allows a rotary type hoist is preferred. The clothes drying area is to be connected to the dwelling with a reinforced concrete path of not less than 900mm wide.

5.5 Common Boundary Fencing

Common boundary fencing must be installed along all common boundaries of each Block.

The Builder is responsible for the entire cost of fencing all individual Blocks. Where fencing adjoins a Lease that this is not part of your Contract, (i.e. a neighbour), the Builder must construct the fence where it is not built in consultation with the adjoining Lessee and negotiate the sharing of costs. The SLA will not contribute to the cost of building and/or maintaining the fence where a First Grant Crown Lease has not been issued on a neighbouring Block.

The fencing can be either:-

- 1800mm metal panel fencing (i.e. Colorbond ®) with posts concreted into the ground. A sleeper to reduce any gaps is required where the fence is stepped on a sloping block, or
- 1800mm hardwood timber close space paling fence with a minimum of three rails and metal posts concreted into the ground

5.6 Mandatory Transparent Fencing

The Builder should refer to 2.7 Mandatory Transparent Fencing of the Whitlam HDG for fencing requirements to applicable blocks.

5.7 Fences and Side Gates

A fence shall be constructed along the front building line to enclose the rear yard and include the following requirements:-

- Inclusion of at least one 900mm wide gate with a lockable latch to facilitate access to the rear yard
- Minimum height of 1500mm
- Maximum transparency of 20%, (i.e. no chain wire fencing allowed)

It is at the discretion of the Builder as to the material(s) selected.

The Builder should refer to ?? Utility Provider Access Requirements of the Whitlam HDG for further information regarding where service access is required to the rear of the Block.

5.8 Postal Services

The Builder should refer to XX Postal Services of the Whitlam HDG for further information.

The letterbox must be securely attached to the ground, be lockable or have the provision for a padlock and be clearly numbered.

5.9 Rainwater Tanks

Rainwater tanks (where required) shall be installed in accordance with Rule 6.1 of the Single Dwelling Housing Development Code.

Where a rainwater tank is installed it must not be visible from the street and shall be located on a concrete pad.

The installation of rainwater tanks and any associated infrastructure including pumps, check valves and connections must be in accordance with Australian Standards and local requirements.

ATTACHMENT 1 – SLA DESIGN BRIEF CHECKLIST

BASE TEMPLATE

From: Valeri, Teagan
To: Mayo, Tracy
Cc: Hillcrest, Jessica; Cox, Simon
Subject: RE: Background Documents - Whitlam Affordable?
Date: Tuesday, 23 June 2020 1:32:49 PM
Attachments: image001.pdf
image002.pdf
Eligibility Confirmation Letter (successful) - Example.pdf
Financial Advice.pdf
Stat Dec.pdf
image003.png

UNCLASSIFIED

Hi Tracy

Danielle was looking after the leases, so I haven't been involved in that one, sorry! Happy to discuss with Danielle though if she needs any assistance.

Re the rest of the list:

Project Delivery Deed

Annexure A – Block Schedule

Annexure B – Eligible Confirmation Letter - Attached

Annexure C – Design Brief – *Just pending a chat with Greg this arvo, I've asked for his comments/amendments by 12pm tomorrow.*

Annexure D – Lot Map

First Grant Contract

Annexure A – Whitlam HDG (stage 1 & 2)

Annexure B – Specimen Crown Leases - Danielle

Annexure C – Application for Land Rent Lease – *to my knowledge this is an online application only via smartforms-*

<https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1274>

Annexure D – Financial Advice Certificate – *attached – can someone please do a proof read of this*

Annexure E – Statutory Declaration – *attached- again can someone please read through*

Cheers

Teagan Valeri | Manager, Affordable Housing
6207 2855 | Suburban Land Agency

From: Mayo, Tracy <Tracy.Mayo@act.gov.au>
Sent: Tuesday, 23 June 2020 12:13 PM
To: Valeri, Teagan <Teagan.Valeri@act.gov.au>
Cc: Hillcrest, Jessica <jessica.hillcrest@act.gov.au>; Cox, Simon <Simon.Cox@act.gov.au>
Subject: Background Documents - Whitlam Affordable?

UNCLASSIFIED

Hi Teagan

Just hoping you might be able to assist with the Background Documents for the Whitlam Affordable Release.

Having a look through the Annexures, we have the items in green, however all the other items we still require, which look like standard items your team may already have?

Also just checking if you had any progression with the Crown Leases and ACTPLA? If you think they could be delayed, we might just work towards issuing them as an Addendum?

Project Delivery Deed

Annexure A – Block Schedule

Annexure B – Eligible Confirmation Letter

Annexure C – Design Brief

Annexure D – Lot Map

First Grant Contract

Annexure A – Whitlam HDG (stage 1 & 2)

Annexure B – Specimen Crown Leases

Annexure C – Application for Land Rent Lease

Annexure D – Financial Advice Certificate

Annexure E – Statutory Declaration

Many thanks

Tracy

Tracy Mayo

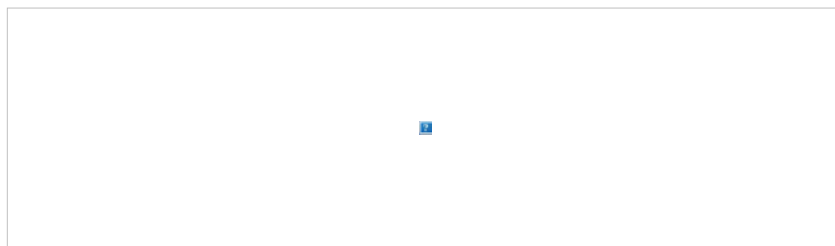
Sales & Client Services Officer

T: 02 6205 4062 | 02 6205 0600

Suburban Land Agency | ACT Government

TransACT House, 470 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

www.suburbanland.act.gov.au facebook.com/suburbanland twitter.com/suburbanland



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FINANCIAL ADVICE CERTIFICATE

To: Suburban Land Agency ABN 27 105 505 367

I, <i>(full name)</i>
being qualified in Australia as a <i>(Financial Advisor or practising Accountant)</i>
of <i>(business name and address)</i>

certify the following:

Buyer

1. I have been retained by the following person(s) (“the Buyer”):

<i>Name of Buyer 1</i>	
<i>Name of Buyer 2</i>	

Financial Advice

2. I was retained by the Buyer to advise them as to the financial impact and effect of certain contract documents listed in paragraph 3 below relating to the following “Property”:

<i>Property:</i>	Block ___ Section ___ Division of Whitlam
------------------	---

3. I provided independent financial advice to the Buyer regarding their financial rights, duties and obligations in relation to the contract documents listed below (“Contract Documents”):

(insert all documents reviewed)

<input type="checkbox"/> First Grant Contract with the Suburban Land Agency as Seller
<input type="checkbox"/> Other: _____ _____ _____

4. In order to advise the Buyer, I have made those enquiries about the Buyer’s financial affairs which I considered reasonably necessary. I am satisfied that I have sufficient information about those matters to adequately fulfil my retainer.
5. As a qualified Financial Advisor or practising Accountant in Australia, I have reviewed the Contract Documents and confirm that, after discussion with the Buyer and explaining to them

the financial effect of the Contract Documents, the Contract Documents are suitable for the Buyer's needs, objectives and personal circumstances.

6. In particular, I explained the following about the Contract Documents:
- (a) the Eligibility Criteria of the Land Rent Scheme from a financial perspective;
 - (b) the financial implications if the Buyer is found ineligible;
 - (c) the financial implications if the Buyer completes the purchase of the Property and subsequently becomes ineligible; and
 - (d) *(specify other things explained)*

--

Meeting Details

7. This explanation took place as follows:

<i>Date:</i>	
<i>Location:</i>	

8. The following persons were present at the meeting referred to above:

(insert names of all persons present)

--

9. The Buyer appeared to be aware of and understand the nature, implications and conditions of the Contract Documents and represented that they freely wish to purchase the Property on the conditions I explained to them.

Interpreter Required/Not Required

(delete one)

10. An independent interpreter, was present at this interview and interpreted the statements made by all persons present. A certificate by the interpreter is held by me.

OR

I believe the Buyer is fluent in the English language in which I conducted the interview.

Date:	
Financial Advisor/practising Accountant signature:	Financial Advisor/practising Accountant name:
Signature of witness:	Full name of witness:

DECLARATION BY BUYER

I/We, the Buyer acknowledge and declare that:

1. The person providing financial advice, as covered by this certificate was approached by me/us to advise on the consequences of the Contract Documents.
2. The person who gave this advice was selected by me/us without any recommendation by the Suburban Land Agency.
3. The financial advice and explanations provided are as described in the above certificate.
4. I/We understand the financial advice and explanations given to me/us.

Date:	
Buyer 1 signature:	Buyer 2 signature:
Buyer 1 name:	Buyer 2 name:

STATUTORY DECLARATION

I, <i>(full name)</i>
being a <i>(occupation)</i>
of <i>(address)</i>

make the following declarations under the *Statutory Declarations Act 1959* (Cth):

Property

- I am the buyer named in the Contract Documents listed in paragraph 3 below relating to the following "Property":

<i>Block, Section and Division:</i>	Block ____ Section ____ Division of Whitlam
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Solicitor Details

- I retained the following Solicitor who advised me that he/she is admitted to practice law in an Australian jurisdiction and holds a current practising certificate:

<i>Name of firm:</i>	
<i>Name of solicitor:</i>	
<i>Address:</i>	

Advice Details

- I received independent legal advice from the Solicitor mentioned above regarding the contract documents listed below ("Contract Documents"):

(insert all documents reviewed)

<input type="checkbox"/>	Contract for Sale with the Land Development Agency as Seller
<input type="checkbox"/>	Other: _____ _____ _____

4. In particular, I received advice about:
- (a) the Eligibility Criteria;
 - (b) the implications if I am determined to be ineligible; and
 - (c) the implications if I complete the purchase of the Property and subsequently become ineligible.

Meeting Details

5. The Solicitors explanation took place as follows:

<i>Date:</i>	
<i>Location:</i>	

6. The following persons were present at the meeting referred to above:

(insert names of all persons present)

Financial Advice

7. I received independent financial advice from a qualified Financial Advisor or practising Accountant in Australia regarding the Contract Documents listed above. A copy of the Financial Advice Certificate is attached to this statutory declaration.

Execution of Contract Documents

8. After receiving the independent legal and financial advice referred to above, I have freely and voluntarily signed the contract documents:

I understand that a person who intentionally makes a false declaration in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959* (Cth), and I believe that the statements in this declaration are true in every particular.

Signed (applicant signature)	Declared at (place)	On (date)
Before me*, (signature of witness)	Full name of Witness:	
Qualifications of Witness:		
Address of Witness:		

**Please note that the Solicitor who is listed in paragraph 2 of this declaration must witness the Statutory Declaration.*

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