

FROM HERE TO THERE
Our Circle
Dairy Road Tenant Fit-Out Guide

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1 Introduction

Our vision for Dairy Road is to create an interconnected and diverse neighbourhood that slowly emerges over the next 10 to 15 years. It will be a place that allows for work, play and different types of living; engulfed in open spaces and cultural meeting places. The overarching philosophy of this place is one of care, kindness, generosity and ecological thoughtfulness. We have conceived of Dairy Road and its amenities as common resources accessed on equal grounds – everyone is welcome here.

This guide intends to support the process of creating a space for your business to operate, in line with the broader objectives of Dairy Road. The guide helps you understand the processes, documents and approvals that will be required in a typical fit-out sequence. We share our careful research on materials and products that you may find helpful. And we introduce a constellation of consultants and contractors – our trusted collaborators – who share our focus on quality, economy, timeliness and sustainability.

This document will be read in conjunction with the Managing Agent's Tenancy Fit-Out Guide.

2 Fit-Out Approval Process and Requirements

STEPS

Below are the key steps during your fit-out design in which you will engage with Molonglo, to obtain landlord approval prior to submitting your design to the ACT Government for approval. Submissions are to be made via your Managing Agent who will provide you with a set of fit-out requirements.

Step 1

Briefing: A brief including concept sketches, detailed written explanation and preliminary programme (see [Appendix A](#)) is to be provided for Molonglo's review and comment.

Step 2

Concept Design Review and Approval: Concept design documents are to be submitted for Molonglo's review and approval, when the brief has been further developed to include concept drawings, material palette and integration with the base building.

Step 3

Detailed Design Review and Approval: Detailed design documents are to be submitted for Molonglo's review and approval, including architectural drawings, services drawings and schedules.

Step 4

Landlord Engineer Approvals (if applicable, at the landlord's discretion): If Molonglo deems engineering reviews are necessary these will be carried out by our appointed engineers. Unless otherwise advised, tenants will pay for the review costs.

Step 5

Appointment of Builder and Certifier and Commencement of Works: These forms are to be filled out and issued to Molonglo for signing prior to sending to your Certifier.

Step 6

Pre-start (includes insurance, safety planning, etc.), **Handover to Builder and Fit-Out Commencement:** further details on required documents and statutory approvals to be lodged with Molonglo prior to fit-out commencement can be found on this page.

Step 7

Completion and Consent to Trade: Further details on required documents and statutory approvals to be lodged with Molonglo prior to occupation and commencement of trade can be found on this page.

REQUIRED DOCUMENTS AND STATUTORY APPROVALS

Documents and approvals for commencement of fit-out

and prior to trade are listed below. [This link](#) provides further guidance.

Required documents

- As-built drawings (dwg/pdf formats)
- Health and safety file
- Operational and maintenance manuals
- Test and commissioning certificates
- Asbestos management plan (if applicable)
- Environment file (if applicable)
- Building rules

Required statutory approvals

- Building permit or commencement notice
- Planning permit or development application (if applicable)
- Plumbing permit
- Electrical certification
- Liquor license (if applicable)
- Food safety permit (if applicable)

KEY CONTACTS

- Molonglo contacts
Attention your email to a specific manager and cc the Development Manager in all correspondence.

Development Manager: Andrew Cox,
andrew@molonglo.com

Senior Design Manager and Architect: Tom Fryer,
tom@molonglo.com

Facilities Manager: Chris Olley, chris@molonglo.com

Leases Coordinator: Ashleigh McGregor,
ash@molonglo.com

- Local Council/State Authority
Establish the key authorities to be involved in discussion with the building certifier.
planning.act.gov.au

- Water Authority (required for hospitality and some industrial/retail tenants)
Icon Water
12 Hoskins St, Mitchell ACT 2911
+61 2 6248 3111
iconwater.com.au/Developers-and-Renovators.aspx

Trade Waste Section
iconwater.com.au/Developers-and-Renovators/LiquidTradeWaste.aspx

- Managing Agent
Canberra Commercial (formerly Raine and Horne)
Level 1, 22 Giles Street, Kingston ACT 2604
Property Manager: Katrina Guigni, +61 418 688 350
katrina.guigni@canberracommercial.com.au
Building Manager: Daniel Vandenberg, +61 418 688 414

OVERVIEW

We aim to deliver environmentally responsible, healthy and inclusive places. Each project teaches us in different ways; we learn what to do and what not to do next time. Below, we have compiled some of our learnings in the hope that it will help to inform your own fit-out. All fit-outs must be considered operationally, aesthetically, materially and always with regard to the greater Dairy Road community.

CONTEXT

Creating relationships with the existing buildings, structures and landscapes can help integrate your tenancy with others at Dairy Road. The heights and position of existing doorways, windows, seating and other elements can be used to inform the positioning of the components of your fit-out.

1. Work with Molonglo collaborators to achieve a considered and intentional relationship with the base building elements.
2. Remind your designer that these elements are important and that aligning with them or intentionally responding to them through their design will make for a more cohesive outcome.

SIGN OFF

The interior tenancy fit-out (including intent for servicing), external appearance, signage and common building and outdoor areas affected by a tenant fit-out will be subject to approval and written sign off by Molonglo.

All outward facing facades, including retained heritage facades, will be handed over in a finished state by Molonglo. Any changes proposed by a tenant to the general design intent, and particularly the external appearance of the building, must be made in consultation with Molonglo and will require written sign off.

A-Z OF FIT-OUTS

Our preferences on what and how we build are learned through careful trial, error and research. We encourage tenants to pursue their own ideas, but we seek alignment with our best thinking. Materiality is very important to us, and we seek to always align with our best thinking as it relates to Molonglo's architectural and environmental approach to using materials.

Accessibility

Beyond building codes and universal design, we are considering what it means to design and deliver truly accessible spaces. This encompasses spaces that recognise and value the enormous variety of human embodiments, perceptions and experiences. We have published a research series that looks at how to deliver built spaces through a design process that starts with difference as a creative generator, entitled [Designing with Difference](#). We are sharing it with you in the hope that it will be a useful provocation and resource for you and your design team.

As a baseline, your fit-out must follow the [Australian Standards \(AS1428.1\)](#) for general access and mobility.

Base building (landlord works)

The 'base building' refers to the built fabric (floors, wall, ceiling) and services (lighting, heating and plumbing) that Molonglo provides the tenant to occupy and use.

Equipment

Light industrial equipment installations are a real part of making Dairy Road an industrious neighbourhood. Depending on your equipment requirements, you may need to engage electrical, mechanical, hydraulic or other consultants to document your proposed equipment installation. The total use of equipment will draw from the base building's services capacity. As a result, Molonglo may need to upgrade base building services to meet demand in your and/or others' tenancies. Your consultants should audit your requirements and provide a schedule of anticipated electrical and hydraulic demand as part of the documents for sign off by Molonglo.

We discourage gas uptake where alternative methods are available. If your business is gas-dependent, let us know and we can discuss options.

Facade

Major facade modifications are important to consider carefully because they have the potential to substantially alter the external public spaces at Dairy Road. Depending on the extent of the proposed works, these modifications might also trigger the requirement for a Development Application.

Finishes	<p>Architectural finishes refer to both soft and hard elements such as plaster, render, paint, metal finishes, timber cladding, etc. They serve both a protective and an aesthetic function. Consider the following approaches:</p> <ol style="list-style-type: none"> 1. No finish – we prefer durable materials in their natural state. This often avoids chemical processing and allows for patina. 2. Natural finishes – limes, washes, plasters, burnishing, polishing, hammering. 3. Products that do not negatively impact indoor air quality. 4. Products that have a longevity of life (or that may be reusable) and are fit for purpose.
Fixtures	<p>Molonglo may enforce consistency of fixtures across tenancies within some buildings if it supports our maintenance or aesthetic requirements. We will advise if your tenancy is subject to certain requirements.</p> <p>LED lighting is specified as a rule, with warm (3,000K) lighting temperature generally preferred over colder lighting temperatures (4,000K+).</p>
Furnishings	<p>Furnishings include items such as indoor and outdoor furniture, blinds, shutters, roller doors, door frames and the like.</p> <p>When possible, we try to reuse furniture or create furniture from salvaged wood. Please refer to the supplier list included in this guide for a selection of vintage furniture suppliers that you may consider.</p> <p>Timber doors and windows are our preference, for their lower embodied energy, renewable sourcing (provided from certified sources) and good insulating properties.</p>
Local	<p>Where practical, Molonglo seeks to engage with local suppliers and source local materials. Sourcing locally benefits local economies, reduces transport emissions and can create built form with connection to local context.</p> <p>Local materials exist in Canberra, but you have to look for them. Consider Wee Jasper bluestone (basalt), regionally sourced softwoods for framing and even soil from the Dairy Road site itself. We have excellent purveyors of recycled building materials. Local artisans and fabricators are plentiful, especially in neighbouring Fyshwick, Quaeenbeyan or Hume. See our Directory.</p>
Materials	<p>The Molonglo Materials Library collates a selection of materials that Molonglo has researched and recommends for their quality, aesthetic and sustainable properties. We are sharing our materials research with you, to preserve your valuable time and cost resources. The list is by no means exhaustive and will continue to evolve. If you have specific ideas on materials, contact the Design Manager.</p>

<p>Mezzanines</p>	<p>Mezzanines are reasonably simple to design and construct, but are more complex from a leasing perspective. Mezzanines are included in the calculation of Gross Floor Area (GFA), so they have an impact on GFA limits that are prescribed in a Crown lease and/or Territory Plan.</p> <p>Mezzanines are also defined as a 'storey' under the Territory Plan. Because of this, mezzanines are included as an additional storey when we calculate the overall number of storeys in a building, compared to the maximum height limits of the Territory Plan: currently a maximum of eight (8) storeys. Tenants should raise their proposal for a mezzanines with Molonglo's Development Manager as early as possible to determine the rent, permit and construction implications.</p>
<p>Public areas</p>	<p>The areas of a tenancy that are open to the public realm are particularly important to us, and we will review fit-out proposals relating to these areas carefully. If you have furniture or other requirements for these spaces, we encourage you to contact the Development and Design Manager to review the ways in which we have previously assisted tenants in treating their tenancies.</p>
<p>Signage</p>	<p>Molonglo has produced the Dairy Road Signage Guidelines which include details on Molonglo supplied tenant signage, as well as guidance on acceptable additional signage produced by tenants.</p>
<p>Structure</p>	<p>Structural upgrades generally require building approval and will need structural engineering input. Lightweight framing of partitions above a certain height, suspended ceilings and mezzanines may all constitute structural works. Ask your builder which components of your fit-out will require structural engineering.</p>

OPERATIONAL ENVIRONMENTAL PERFORMANCE

The environmental and social impact of your tenancy's operation will be influenced by design choices. To operate in the most sustainable manner, we ask that you ensure all components of your fit-out are fit for purpose and include careful consideration of the following areas. In some instances, Molonglo may have sustainability goals or obligations for the space. We will make you aware of these requirements, so that you can ensure your fit-out aligns with the building's overarching goals.

Tenants who have their own specific requirements, objectives or ideas around base building or tenancy upgrades relating to environmental performance are encouraged to approach Molonglo to discuss. Should you wish to engage a professional ESD Consultant, Molonglo recommends Atelier 10, or Umwelt – see the [Directory](#).

Energy

Selecting energy efficient LED lighting, supplementary cooling (where required) and appliances will reduce ongoing energy demand and operational costs of your tenancy. Look for [energy rating](#) comparisons when selecting equipment.

Molonglo discourages the use of natural gas appliances where viable alternatives are available.

Water

The selection of tapware, toilets and appliances that consume water should consider water efficiency to minimise operational water demand and costs. Look for [water rating](#) comparisons when selecting equipment and fixtures.

Waste

Consider your likely waste streams and specify appropriate receptacles to allow for separation. If your operations produce unique waste streams, consider whether your design can provide for the collection and disposal of these items without contamination so they can be reused or recycled effectively. Speak to Molonglo's Development Manager to understand whether specialised waste collection services or systems are already operating at, or anticipated for, Dairy Road.

Your Tenant Handbook contains further information on available waste management facilities.

Indoor Environment

Furnishings and coatings can impact indoor air quality as these items can release chemicals post-installation, or 'off-gas'. Where possible, minimise the impact of off-gassing by selecting items that have zero or low levels of Volatile Organic Compounds such as formaldehyde.

Landscape and Plants

When selecting plants for your fit-out, you are encouraged to consider the following criteria in your selection process:

- Prevailing light conditions
- Drought and frost tolerant
- Low allergen

- [Non-invasive](#)
- Native to Australia and endemic to Canberra

The [Local Native Plant Guide – Molonglo Valley](#) provides a number of species suggestions.

The [Australian National Botanic Gardens](#) holds regular native plant sales and [Cool Country Natives](#) is a good local retailer.

4 Site Procedure and Conduct (during construction)

Molonglo expects that the Tenant and all their representatives will conduct themselves in a professional, safe and considerate manner at all times while on-site. The Managing Agent will provide you with a full set of on-site construction requirements prior to commencement of works and will be responsible for policing. Should you witness any breach of these requirements please report this immediately to the Facilities Manager.

ARCHITECTS AND DESIGNERS

Dairy Road strives to achieve a diverse range of light industrial, commercial and retail functions, and we recognise that creating an environment to support this diversity requires a spectrum of design inputs. Tenants are free to bring their own designers provided that their work is carefully considered and of high quality, noting that our lease agreements require fit-out design work to be approved by Molonglo prior to construction. Alternatively, if you need help with your fit-out design, listed below are some architects and designers that Molonglo has engaged for projects at Dairy Road and beyond. We trust these consultants to create functional and compelling designs for your requirements; if you can't find a collaborator here that meets your needs, contact Molonglo directly and help us understand what you're looking for.

Richard Stampton Architects

A small architecture practice on Phillip Island, specialising in residential, education and commercial work.

Richard Stampton
info@richardstampton.com
richardstampton.com

Craig Tan Architects

An experienced Melbourne-based firm with a long association with Dairy Road. They specialise in commercial fit-outs.

Craig Tan
+61 3 9036 3136
Level 2, 41–45 A'Beckett St, Melbourne VIC 3000
craigtanarchitects.com

Previous work at Dairy Road:

- Building 3 landlord works including entrances, circulation, common spaces and toilets
- [KeepCo](#) fit-out
- [Jasper and Myrtle Chocolate Factory](#) fit-out
- [Grainger Gallery](#) fit-out
- [Flow Yoga](#) fit-out

Jane Irwin Landscape Architecture

Jane has more than 30 years experience. Her studio provides landscape architecture design, horticultural and planning/approvals services with an innovative and considered sensibility.

Suite 203, Level 2/61 Marlborough St, Surry Hills NSW 2010
+61 2 9212 6957
info@jila.net.au
jila.net.au

Bluebell 2509

A small Canberra-based landscape practice focused on water sensitive design, soil regeneration and native plantings.

hello@bluebell2509.com
bluebell2509.com

N.WE Design

A small Canberra-based interior design studio, focused on materiality, colour and furniture.

Nina Wilde-Exarhos
nina@nweinteriordesign.com.au
nweinteriordesign.com.au

Skeehan

A Canberra-based industrial design studio developing bespoke and production furniture lines.

Tom Skeehan
96 Hoskins Street, Mitchell ACT 2911
skeehan.com.au

CONSULTANTS

Mechanical Engineer

AECOM
Stephanie Donnelly
stephanie.donnelly@aecom.com
aecom.com

Hydraulic Engineer

Plumb Design
A Building 7, Unit 6, 1 Dairy Rd, Fyshwick ACT 2609
Tony Valeri
tony@plumbdesign.com.au
plumbdesign.com.au

Electrical Engineer

AECOM
Tharsshan Manuel
tharsshan.manuel@aecom.com
aecom.com

Structural Engineer

MSH Structural Engineering
Matthew Hill
matthew.hill@mshstructuralengineering.com
mshstructuralengineering.com

Environmentally Sustainable Design Consultants

Atelier 10
150 Langridge Street, Collingwood VIC 3066
David Ritter
david.ritter@atelierten.com
atelierten.com

Umwelt (Australia) Pty Limited
2/99 Northbourne Avenue, Turner ACT 2612
Karina Carwardine
kcarwardine@umwelt.com.au
umwelt.com.au

Building Certifier
CBS Building Surveyors
1/25–35 Buckland Street, Mitchell ACT 2911
John Mihaljevic
john@cbscanberra.com.au
cbscanberra.com.au

BUILDERS

This guide is a tool to share Molonglo's learnings in creating spaces and invite you on our shared journey at Dairy Road. Rather than impeding your vision for your space, our hope is that this guide will ease some of the burden and provide inspiration for your fit-out.

Head Contractors
BAL Building
Adam Langhorn
20 McCulloch St, Curtin ACT 2605
adam@balbuilding.com.au

Previous work at Dairy Road:

- Building 3.4 common spaces and tenancy walls
- Building 7 foyer upgrades, Molonglo office, Crowther's property office
- Building 2 new timber entries and windows/doors on east and west sides of building

NMC Construction & Commercial
Nicholas Collins
ncollins@nmconstruction.com.au

Previous work at Dairy Road:

- Building 3.3 Landlord works and most fit-outs

Preferred Subcontractors

Plumbing and Gasfitting
Monaro Plumbing
Peter Roberts/Matt Cockram
+61 2 6298 1621
admin@monarodrainage.com.au

Nexgen Plumbing Solutions
Brendan Moy
brendan@nexgenplumbingsolutions.com.au

Electrical Contracting
Icon Electrical
Adrian Di Cuollo
adrian@iconelectrical.com.au

Mechanical Contracting
Icon Air Conditioning
Unit 1/4 Lyell St, Fyshwick ACT 2609
Josh Day
josh@iconmech.com.au

Structural and Architectural Metalwork, Finish Carpentry
Eifer
13 Wiluna Street, Fyshwick ACT 2609
Jackson Roberts
jackson@eifer.com.au
eifer.com.au

Roller Door Install/Repair
Capital Doorworks
42 Raws Crescent, Hume ACT 2620
Craig Lanson
info@capitaldoorworks.com.au
capitaldoorworks.com.au

Security System
ARA Security
(mandatory to use ARA if your tenancy interacts with a base building or site security system)
1/9 Lithgow St, Fyshwick ACT 2609
Andrew Buchan
Andrew.Buchan@arasec.com.au
arasec.com.au

Door Hardware/Locking
Class Locksmiths
51 Kembla St, Fyshwick ACT 2609
+61 2 6280 6611

Metalwork – Architectural and Decorative
Laffan Metalworks
Luke Laffan
+61 458 188 756
nedmoss@gmail.com
laffanmetalworks.net

Joiner (Kitchen, Laundry, Bathroom)
Interior Constructions
4 Blaxland Road, Wagga Wagga NSW 2650
Dean Heffernan
+61 2 6921 3855
dean@interiorconstructions.com.au
interiorconstructions.com.au

Custom Joinery and Furniture (Office and Residential)
Designcraft
Monaro Hwy and Sheppard St Hume, Canberra ACT 2620
Bob Fenderson
+61 2 6290 4900
bob@designcraft.net.au
designcraft.net.au

Structural, Framing, Finish Carpentry
BAL Building
20 McCulloch St, Curtin ACT 2605
Adam Langhorn
adam@balbuilding.com.au

Custom Timber Doors and Windows
Country Style Windows
11/13 Silva Ave, E Queanbeyan NSW 2620
+61 2 6299 2557
sales@cswindows.com.au
cswindows.com.au

Concrete Polishing
Onyx Polished Concrete
Ash Lindsay
ashlindsay300@gmail.com

Painter
Prestige Painting & Coatings
Dylan de Montis
d@prestigepaintingandcoatings.com

GARDENING SERVICES

Bluebell 2509
hello@bluebell2509.com
bluebell2509.com

INDOOR PLANT SUPPLY AND MAINTENANCE

Instyle Plants
Andrew Dimoff
+61 2 6161 6317
andrew.dimoff@instyleplants.com.au
instyleplants.com.au

PREFERRED SUPPLIERS

Office Furniture
Nine Two Five Interiors
Studio 4, Building 3, 1 Dairy Rd, Fyshwick ACT 2609
Rodney Waghorn
+61 2 6239 1683
info@ninetwofive.com.au
ninetwofive.com.au

Designcraft
Monaro Hwy and Sheppard St Hume, Canberra ACT 2620
Bob Fenderson
+61 2 6290 4900
bob@designcraft.net.au
designcraft.net.au

Schiavello
2-6 Collie St, Fyshwick ACT 2609
Silvio Boriani
+61 2 6124 0500
act@schiaavello.com

Vintage Furniture
Twentieth Century Modern
Darlinghurst, Sydney
Ken Neale
kennealevintage@gmail.com
Twentieth Century Modern

The Modern Object
Dairy Road, Canberra
hello@themodernobject.co
The Modern Object

Canberra Antiques Centre
37 Townsville St, Fyshwick ACT 2609
ellavale@webone.com.au
canberraantiques.com

Heritage and Salvage
Thor's Hammer
10 Mildura Street, Griffith ACT 2603
+61 2 6282 9900
hammer@thors.com.au
thors.com.au

Handymans Trading Post
34 Geelong St, Fyshwick ACT 2609
+61 2 6280 4036
Handymans Trading Post

6 Appendix A – Programme Template

Below is a high-level programme template describing key approval milestones of relevance to the landlord. If you haven't undertaken this type of work before, you may wish to engage a professional to assist you in this process. For smaller, more simple projects, tenants should discuss whether the builder or architect will carry these responsibilities. For complex fit-outs, the services of a specialised Project Manager may be useful.

Molonglo recommends David Carey of Colliers Project Management.

David Carey
 Level 8, 68 Northbourne Ave, Canberra, ACT 2600
 +61 2 6225 7365
 +61 413 277 200
colliers.com.au

STEP NAME	TASK DESCRIPTION	PERIOD/DATES	DURATION
Step 1 – Briefing	Concept proposal and program. Landlord meeting.	From–To	days
Step 2 – Concept Design	Spatial concepts and materials.		days
Landlord Review Period and Sign Off			Allow 7 days
Step 3 – Detailed Design	All architectural drawings, services drawings and schedules.		days
Landlord Review Period and Sign Off			Allow 7 days
Authority / Certifier Approvals			days
Step 5 – Appointment of Builder and Certifier	Submit Commencement of Works forms.		
Step 6 – Pre-start	Insurance, safety planning, etc.		days
Step 7 – Completion and Consent to Trade	Submit required documents and statutory approvals prior to occupation.		days
As-Built Documentation, Post-Completion Commissioning Checklist	Provide to Molonglo per lease conditions. See Appendix B .		days

7 Appendix B – Pre-Start Agenda

The Managing Agent will provide you with a comprehensive pre-start agenda which includes all conditions that must be met prior to tenant works commencing on-site.

8 Appendix C – Commissioning Checklist

The commissioning checklist provides an extensive list of items that may be required for sign-off of your completed fit-out. Please review with your appointed consultants to nominate applicable items. The Property Manager will review and alert you to any areas that may prevent sign off.

9 Appendix D – Permit System

A number of permits are required at Dairy Road when undertaking construction works, including those listed below:

- [Chubb Fire Isolation \(Molonglo Insurance Requirement\)](#)
- [Chubb Hot Works Permit](#)
- Working at Heights
- Roof Access Permit
- Confined Space Permit
- Core-Hole Permit
- Incident Report Template
- Licence for Storage Outside Construction Zone