

01 – General Requirements

Version	Date	Authors	Summary of Changes
1.0	7 August 2012	Ben Crossling	New document
1.1	21 November 2012	Ben Crossling	Various changes across the document
1.2	15 January 2013	Ben Crossling	Reviewed and modified 1.12 & 1.13
2.0	05 February 2016	Neill Daly	General Revision
2.1	01 August 2016	Neill Daly	ITS Cabling Specification updated
2.2	11 January 2017	Neill Daly	Building Code requirements revised
2.3	09 June 2017	Neill Daly	National Construction Code 2016 added
2.4	25 September 2018	Sarah O'Callaghan	ITS Cabling Specification updated
2.5	18 February 2019	Neill Daly	ANU General Electrical Specification update

2.6	5 June 2019	Sarah O'Callaghan	Update to Building Code requirements, Cabling Specification and general revisions.
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Purpose and Objectives

01.01 The Campus and Buildings Requirements Manual (the CBRM, the Requirements or the Manual) documents the minimum design and construction requirements for new, refurbishment or repurposed building works, landscapes and engineering/infrastructure projects on buildings, facilities and campuses of the Australian National University (the ANU or the University). The Requirements are prepared for the direction of a Consultant, Designer or Project Manager in the preparation of project specific documentation and in the delivery of project works.

01.02 The CBRM is intended to be read and distributed electronically. This does not preclude printing sections of the Requirements; however, the University takes no responsibility for the completeness and currency of printed/hard copy material distributed amongst the Consultant team. Notwithstanding any Consultants particular discipline or area of responsibility, each Consultant and/or designer shall consider the document in its entirety.

01.03 The CBRM is part of a suite of ANU documents which are intended to be applied across the full life-cycle of capital works projects. Documents outlining space allocation, signage, specific installation requirements for certain elements and project Hand Over requirements may be referred to within the Manual. Consultants and Project Managers with design and/or construction responsibility are required to become familiar with all or any relevant material.

01.04 Subject Matter Experts (SME's) are responsible for preparing and maintaining the Requirements.

Scope

01.05 The ANU requires 'commonality' of material, plant and equipment across a number of systems to ensure Institutional continuity in operation, maintenance, spare parts and as far as practical local technical support. This includes carpets, furniture, lighting fittings, plumbing fittings, boilers, chillers, standby and other generators, air conditioning and refrigeration equipment, pumps, air compressors and other items.

01.06 In some sections the CBRM lays out performance-based criteria for building elements. Consultants specifications should be designed not to restrict competition, reflect bias to any brand, product or contractor, or act as a barrier to the consideration of any alternative unless sound reasoning exists. The reference to brand names is to indicate the performance and/or quality of the finished element; and/or product continuity for maintenance and economy of scale. The ANU has a preference for proprietary manufactured items over those items custom built (where a number of component parts would be utilised to create an equal or equivalent item).

01.07 The nomination of a product in the Manual does not relieve the Consultant from any duty of care in the assessment of suitability for a specific use. Where a product is considered unsuitable the Consultant is to formally advise the Principal's Representative (the Principal or the Principal's Project Manager).

01.08 Identification of a proprietary item does not necessarily imply exclusive preference for that item, but indicates the required properties of the item. The Consultants, Designers or Project

Managers may request to offer an alternative to any proprietary item. The request must be accompanied by all available technical information and describe how, if at all, the alternative differs from the proprietary item and how it will affect other parts of the System and performance of the Systems.

01.09 Except to the extent that the approval, if any, of the Principal includes a contrary provision, the approval is deemed to include the conditions that:

- use of the alternative must not directly or indirectly result in any increase in the cost to the Principal;
- the Consultant must indemnify the Principal against any increase in costs; and
- use of the alternative must not directly or indirectly cause any delay to the Project.

01.010 The Consultants should request, from the Principal's Representative, a list of approved plant and equipment. Design documentation including drawings, should be based the approved equipment.

01.011 Full technical specifications including local maintenance support (or documented evidence of a support network), details of the source of spare parts, their availability and nearest spare parts and service outlet shall be provided to the Principal's Representative for any deviation or design alternatives proposed. The Principal's Representative will seek formal approval to proceed on compliant and alternative proposals. The final determination of whether to proceed will be provided in writing from the University, via the Principal's Representative.

01.012 Colour schedules are to be approved by the Principal's Representative in consultation with relevant ANU stakeholders. All projects will require the submission of proposed colours and finishes (of relevant materials) indicating accurately the projects (or elements) intended finish.

Consultants Obligations

01.013 The Requirements do not relieve any person or company commissioned by, or contracted to, the University from the preparation of comprehensive specifications for inclusion in tender or construction documentation. Whilst the information contained in the relevant sections of the Requirements should be applied in the preparations of specifications, no part of the CBRM shall be used as a substitute for those specifications.

01.014 Extracts from the Manual may be incorporated within specifications where deemed appropriate by the Consultant. It is the Consultants responsibility to fully investigate the needs of the University, the particular application and to produce designs and documentation entirely fit for purpose and in accordance with the requirements described in the Commissioning Brief.

01.015 Where the Consultant is requested to confirm any details, deference to the University for any matter does not obviate Consultants statutory and contractual obligations.

01.016 Nothing in these requirements may in any way be construed as relieving the Consultant of their obligations to make proper enquiries and to advise the Principal's Representative of the technical requirements necessary to achieve the technical performance and general requirements described in the Brief.

01.017 In the event that the Consultant is subsequently of the opinion that any aspect of these Requirements are not suitable for the project, or a more appropriate solution may exist, the Consultant shall immediately notify the Principal's Representative and seek a written direction.

Deviation from the Campus and Building Requirements Manual

01.018 The Requirements are to be complied with unless formal approval is obtained from the Associate Director, Projects or delegate.

01.019 The Consultant will be required to certify that all requirements have been met. If any of the requirements have been waived, the request to vary and waiver should be attached to the certification.

Statutory Framework

01.020 As a basic requirement, work is to comply with external statutory requirements. However, higher standards may be required by the University in many instances and assumptions as to acceptable standards should not be made. Where the CBRM requirements conflict with legislature, standards and authority requirements, the highest standards are to take priority.

01.021 The CBRM is predominantly established and informed by the requirements of the campus, buildings and grounds of the Acton campus. As such, much of the statutory and authorities framework, relates to works in the ACT. However, Consultants engaged to undertake works in other jurisdictions should make enquiries as to state, local statutory and other authority requirements.

01.022 The Acton campus is located on Commonwealth land nominated a *Designated Area* of the *National Capital Plan* administered by the *National Capital Authority* (NCA):

- "Any alteration to buildings or structures, demolition, landscaping or excavation works in these designated areas require the prior written approval of the NCA or 'Works Approval."

<https://www.nca.gov.au/planning-heritage/works-approval/works-approval-process>

Disability (Access to Premises - Buildings) Standards

01.023 The *Disability (Access to Premises – Buildings) Standards 2010*, as amended take effect subject to subsection 31(4) of the *Disability Discrimination Act 1992*.

The objects of these Standards are:

- to ensure that dignified, equitable, cost-effective and reasonably achievable access to buildings, and facilities and services within buildings, is provided for people with a disability; and
- to give certainty to building certifiers, building developers and building managers that, if access to buildings is provided in accordance with these Standards, the provision of

that access, to the extent covered by these Standards, will not be unlawful under the Act, refer to <https://www.comlaw.gov.au/Details/F2011C00214>

National Construction Code

01.024 The National Construction Code (NCC) – 2019 applies to all works at the ANU.

01.025 A building, plumbing or drainage solution will comply with the NCC if it satisfies the Performance Requirements, **which are the NCC legal requirements.**

Australian Standards

01.026 All design and construction work will comply with the relevant current Australian Standards and Codes of Practice unless otherwise required under any statutory or authority requirements. It is the Consultants responsibility to ensure all work covered by any Consultant documentation fully complies with the current editions of the relevant Australian Standards.

Environment Protection and Biodiversity Conservation Act

01.027 The heritage, environment and biodiversity requirements of the ANU arise from the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and its regulations and are enforceable.

Building Code

01.028 On 1 December 2016 the Building Code 2016 replaced the Building Code 2013. The Commonwealth has ceased the operations of the Office of the Fair Work Building Industry Inspectorate and transitioned the agency to the Australian Building and Construction Commission. Suppliers of design and construction services to the ANU will discuss any legislative requirements with the Project Coordinator prior to commencing any works for the ANU.

Services on ANU campuses

01.029 Consultants will familiarise themselves with all campus infrastructure impacted on or effected by the Project. Services briefings and design review meetings with the Consultant and appropriate members of the design team and internal stakeholders will be arranged by the Principal's Representative.

01.030 Major infrastructure services such as electricity, sewer, water, natural gas, data and telephone have various ownership models across ANU campuses. The Consultant will engage with the local service authorities to carry out any proposed augmentation or relocation works in consultation with the Principal's Representative.

01.031 Generally the following services are available or in use at the Acton campus:

- Potable water networks with fire hydrants that vary from 595kPa to 1120kPa are available.
- Reticulated fire systems are available.
- A gravity sewer network is available.
- Storm and reuse water networks are available.

- Overhead and underground HV and LV electricity networks are available.
- Telecommunication networks comprising of voice and data are available.
- Computing and audio visual infrastructure is available.
- Natural gas networks comprising high and medium pressure are available.
- A Building Management System (BMS) is available.
- A Security Access System is available.

01.032 For other campuses the relevant information shall be obtained from relevant local authorities.

01.033 Consideration must be given to the ongoing maintenance and operational requirements for any new or upgraded facility and for the need to match existing elements.

Document Structure

01.034 The ANU Facilities and Services Division (F&S or the Division) are responsible for procuring, managing and maintaining the built, heritage and natural environments of the ANU. The CBRM is part of a suite of documents. For those responsible for, or commissioned to undertake delivery of, projects are to familiarise themselves with the objectives, intent and structure of the documents. Some or all of the documents may be referred to in contracts and commissions as is required by the scope of each project.

01.035 It is envisaged a project life cycle would necessitate accessing and application of the following documents in the course of a standard project.

Part I Brief, incorporating Statement of Requirements. Outlines the specific project scope, objectives, parameters, budget and project and includes any previously prepared relevant material specific to the project.

Scope of Works. Includes details on the specific nature of each individual engagement against each project stage and assigns accountabilities and responsibilities.

Part II Brief, the Campus and Buildings Requirements Manual.

Constituent Documents:

Commissioning Requirements: For some elements of buildings and building projects, in which various contracted project members will be responsible for ensuring compliance prior to the ANU occupying and utilising any project areas.

- Space Allocation Standards
- Signage Manual
- ANU General Electrical Specification

Part I Brief – Project Specific Statement of Requirements

Part II Brief – Campus and Building Requirements Manual

Section 01	General Requirements
Section 02	Architectural Requirements
Section 03	Roads, Car Parking & Civil Works
Section 04	Soft Landscaping
Section 05	Roofing, Roof Fabric & Roof Safety
Section 06	Building Management Systems
Section 07	Electrical Services
Section 08	Fire Protection Systems
Section 09	Hydraulic Systems
Section 10	Mechanical Services
Section 11	Lifts, Cranes & Vertical Transportation Systems
Section 12	Security, CCTV & Access Control

Commissioning, Operations and Maintenance Requirements

Information Technology Services

01.036 ANU Information Technology Services (ITS) provides services and infrastructure to support and enhance teaching, learning, research and administration across ANU campuses and facilities.

01.037 F&S works collaboratively with ITS through all project stages to ensure the ITS requirements for technologically enabled and enhanced infrastructure are met. These requirements are outlined in the following documents for which the Project Team are to comply with, and adhere to, by applying the CBRM usage principles.

- [Cabling Specifications](#): 2019, Version 2.0 (Optical fibre—Single Mode, UTP, F/UTP Cabling—Category 5e/6 UTP and Category 6a U/FTP)
- **Audio Visual Technology Standard V1.4**: ITS AV Services

Disability Access and Facilities

01.038 The ANU requires that all new buildings, surroundings and approaches comply with *AS 1428 Design for Access and Mobility*.

01.039 The ANU is committed to the provision of equal and dignified access to all students, staff and campus users. The CBRM contains general advice and there may be instances where design decisions will reflect the specific needs of the project.

01.040 The ANU requires consideration for access in specialist spaces such as libraries, laboratories (wet and dry) and teaching and learning spaces. Consultants and designers are to identify any area where the inclusion of accessible facilities requires ANU direction. ANU will endeavour to advise all/any project specific access requirements at project inception.

01.041 Section 23 of the Disability Discrimination Act (DDA) makes it unlawful to discriminate on the grounds of disability in providing access to or use of premises that the public can enter or use. For new building approvals or upgrades from May 2011 on, there are more specific Premises Standards, refer to <https://www.comlaw.gov.au/Details/F2011C00214>.

01.042 Consultants may include the services of an Access certifier/audit Consultant on certain projects. Where a Consultant is required to procure such services, as directed by the University, they will be advised at time of consultant commissioning. The University may elect to, at any project stage, seek independent advice on any solution designed or built to confirm compliance of the designed element/s.

ANU Disability Policy

01.043 The ANU [Disability Policy](#) outlines the University's objectives for equitable access for people with disabilities and the goals, targets, strategies and time frames for implementation of the plan. Consultants should ensure that the proposals are consistent with the Disability Policy.

Application of Standards

01.044 All new building projects at the ANU will comply with the intent and principles of the ANU Disability Policy.

01.045 In case of existing buildings there may be exceptions due to buildings of varying ages and the proposed scale of intervention. Exceptions may include (but may not be limited to) retrofit, repurposing and churn projects, repurposing of heritage buildings and the like. In such cases design decisions pertaining to access/ disability provisions will be taken after due consultation with the Principal's Representative. It is desirable that all such projects be reviewed by an Access Consultant or Building Certifier in early planning stages. The solution should however comply with the current relevant legislation.

01.046 ANU has considered the application of Standards in the case retrofit and refurbishment projects. The application of standards relates to the scale of intervention and nature of the project:

- **Full compliance:** every project should be evaluated against full compliance. However, this may not be feasible due to the scale of intervention and scope of the project.

- **Partial compliance with a management plan:** this would be applicable to instances where some components of compliance can be achieved as a part of the project scope while a management plan is put in place to address specific requirements.
- **Exemption:** in certain instances exemption against requirements of the premises standards may be possible due to the nature of the building or scope of work. For instance where the heritage values of the building are overriding any other legal requirements or the scope of works is too small.

General Considerations

01.047 Following is a list of general considerations for design. These need to be provided as specified in the current relevant codes and standards. The CBRM incorporates building accessible buildings and fitout in various sections

- Car parking and kerb ramps
- Access parking bay design
- Steps, stairs and ramps
- Pedestrian crossings and kerbs
- Accessible routes
- Ramps
- Corridors and paths of travel
- Floor finishes
- Doors, hatches
- Door hardware
- Joinery
- Handrails
- Toilets
- Signage
- Audiovisual provisions
- Miscellaneous objects
- Lifts

Accessible Campus

01.048 Accessibility should not only include buildings but shall extend to linkages between buildings to enhance the student experience of on campus study. While designing new projects or undertaking landscape works the connections between buildings should also be considered. Accessible connections and paths of travel should be provided between buildings. These should also have appropriate signage.

01.049 Provision of accessible parking is essential to provide an accessible campus. Accessible parking should be provided as per the current relevant standard from the AS 1428.

Sustainability

01.050 The ANU is not a conventional property developer since it will typically own a building from design, through refurbishment and or extension to demolition. Consequently the ANU directly benefits from whole of life efficiencies that are not realised to a typical property developer. In addition, the ANU is subject to aggressive emission reduction targets whilst growing its operations and has committed, via an [Environmental Management Plan](#), to achieving world leading environmental performance as an organisation. Membership of the 'Group of 8' provides significant external pressure to demonstrate effectiveness of their policies.

01.051 Ecologically Sustainable Design (ESD) initiatives are often 'value managed' out of the design and construction process as being too costly when the design and construction process is managed as a conventional property development. Consequently the ANU requires a building standard that requires building stock to improve environmental performance significantly faster than the NCC requires. This is complicated by the cost associated with achieving certification with more stringent standards such as Green Star. If the ESD initiatives are implemented throughout the design and construction process the direct cost of achieving a Green Star rating has no environmental benefit. In addition, many projects the ANU undertakes such as extensions, minor works and small structures are not eligible, or financially feasible to obtain a Green Star rating. The tendency is therefore that the projects that do not target a Green Star rating do not follow as rigorous an ESD framework. Therefore the ANU has chosen to develop Sustainability requirements of which ESD considerations are to be taken into account on all projects.

01.052 The goal is that the Sustainability requirements will facilitate implementation of ESD initiatives through:

- Improved internal ESD knowledge and expertise;
- Understanding amongst external service providers (design teams, builders & contractors) of the ESD requirements
- Capture of ESD improvement strategies when they arise during repair, refurbishment and new construction;
- Reduced cost in achieving ESD goals, enabling increased spending on ESD initiatives;
- Improving performance of existing building stock;
- Affecting a culture change from 'deemed to satisfy' to 'world's best practise'.

01.053 Whenever the ANU undertakes a building project that is intended to demonstrate world's best practise, and improve the knowledge and expertise of Facilities and Services a formal Green Star rating may also be undertaken. The alignment of the Sustainability requirements with the Green Star tools will enable the ANU to make this commitment, when appropriate, from a well-informed position.

01.054 It should be noted that the Sustainability requirements are the base level of ESD performance the ANU will require of all projects. All projects will be encouraged to go beyond these requirements and to achieve higher levels of ESD performance.

01.055 The Sustainability requirements have been developed in a number of categories which are embedded in the CBRM and are expected normal practice by all Consultants engaged on capital works projects.

01.056 The Sustainability requirements are intended to be used for maintenance, minor works and new construction activities at the ANU. Whilst the requirements are a comprehensive coverage of ESD issues, the scope of application will be defined by the nature of the work being undertaken. Separate operational processes will be developed and documented for the different types of work that are summarised below.

Major Works

01.057 Major Works covers all work that is delivered by Facilities and Services and typically involves major refurbishments and new extensions or stand-alone buildings.

Minor Works

01.058 Minor works typically involve small refurbishments or building upgrades in existing facilities to improve amenity or to adapt a space to a new mode of usage. Whilst they are termed 'minor' they can still have a significant cost and potential for environment impact.

Maintenance & Asset Replacement

01.059 Maintenance works are carried out in an ongoing manner at the ANU, either in response to failure or damage and requiring repair, or through a preventative maintenance program. The individual projects are typically small scale and numerous.

Sustainability Information Display (Applicable Works: Major; Minor)

01.060 An environmental information display must be located at the main entrance of the building in a clearly visible and accessible location and display information that clearly communicates building and site attributes that serve as an environmental learning resource to all building users and visitors. The building's environmental attributes are to be displayed in a manner that can be readily understood by building users, and meet the following criteria:

- A minimum of five (5) environmental features of the building must be displayed using a combination of text and graphics;
- Performance targets for energy and water consumption as well as greenhouse gas emissions must be provided.

01.061 A facility for displaying actual performance data must be provided. This can either be an electronic display that is regularly updated from the BMS or a space where performance data can be manually posted (e.g. cork/black/whiteboard space).

Workplace Health and Safety Requirements

01.062 The Consultant shall advise the Principal's Representative of any conflicts or omissions in the briefed requirements for the project that are specific to the Workplace Health and Safety (WHS) provisions for the type of activity to be undertaken in the building or the nature of any hazardous materials to be used by building users.

01.063 Where the Consultant commission includes developing the project brief, any WHS requirements stated or implied by the purpose for which the building is to be used shall be specifically identified within the brief and building specifications.

Design Obligations

01.064 The Consultant responsible for design shall, in developing the design for the project, take cognisance of WHS issues so that the use and maintenance of the building or facility will not incur infringement of relevant WHS Acts, Regulations and Codes of Practice and to ensure health and safety of all legitimate uses of the ANU's facilities.

01.065 For WHS purposes, the ANU comes under the Commonwealth legislation, regulations and Codes of Practice. ACT legislation may be taken into consideration, but where Commonwealth legislation exists, it shall override that of the ACT. Any discrepancies should be notified to the WHS Branch via the Principal's Representative.

01.066 Some aspects of the ANU's WHS expectations for Consultants can be found within the ANU's [Health and Safety Management Arrangements](#).

Safety in Design

01.067 Consultants are required to coordinate and report on Safety in Design. Workshops are to be coordinated and reported on at various design and documentation stages. An outcome of the workshops is to document any identified issues for rectification or highlight any areas of the design deemed to reflect good practice and noteworthy.

Heritage

01.068 The ANU has a diverse range of heritage places, many of these being operational buildings. The existence of heritage values in particular buildings provides both constraints and opportunities in their management. The heritage obligations of the ANU arise from the EPBC Act and its regulations and are enforceable.

ANU Heritage Strategy and Management Manual

01.069 The overarching requirements for heritage conservation and management of heritage (natural, historic and Indigenous) at the ANU is detailed in the ANU Strategy. This Strategy is a requirement of the EPBC Act and outlines the procedures for conservation, management, consultation, interpretation and record keeping for heritage.

01.070 The ANU Heritage Management Manual is an outcome of the Heritage Strategy, and provides practical guidance on the day to day management of heritage places at the ANU.

01.071 These documents should be referred to when making decisions about heritage buildings, and are available on the ANU Heritage Website (heritage.anu.edu.au).

ANU Acton Campus Heritage Study

01.072 The ANU Acton Campus Heritage Study was developed in 2012, this document is the primary reference document for the conservation and management of the heritage values of the ANU. The Heritage Study includes an assessment of the Acton campus and individual inventories for each building or group of buildings and major landscape features. The Study is available on the ANU Heritage Website (heritage.anu.edu.au), and should be considered a working document, as any changes made to the campus will be updated in the individual building inventories.

01.073 Each individual and/or group of buildings on campus is subject to a heritage assessment, with each individual building being prescribed a 'ranking' of significance and a 'level' of tolerance for change. These two rankings are integral in decision making about heritage places, as they provide guidance on the level of change each building can tolerate without adversely impacting upon its heritage values.

01.074 For example a building of 'exceptional' or 'high' heritage values would usually have a 'low' level of tolerance for change, whereas a building of 'low' or 'neutral' significance would usually have a moderate or substantial level of tolerance for change.

Individual Heritage Studies and Management Plans

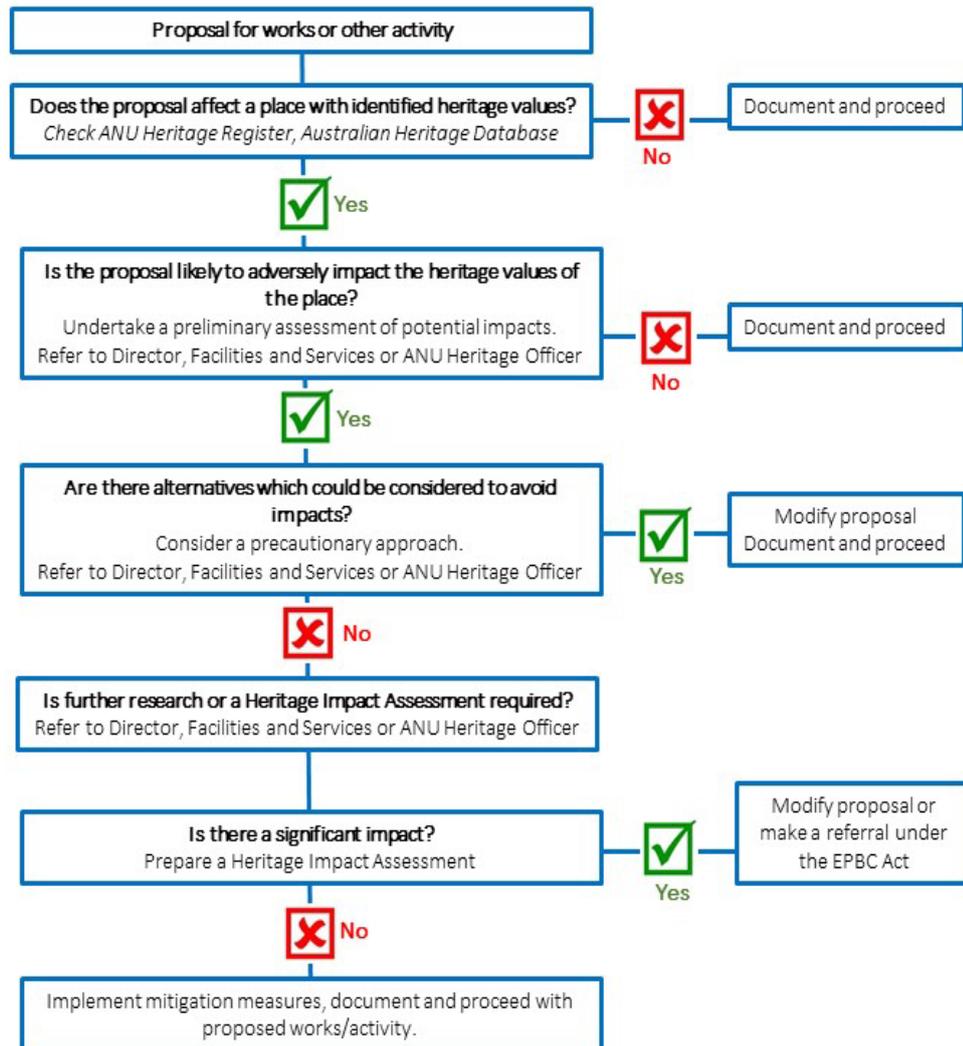
01.075 Several of the buildings and areas on campus also have individual heritage studies and management plans which include more detailed guidance on the conservation and management of their heritage values.

Procedures

01.076 When proposing to take an action on a building of significance the following procedure should be undertaken. However, it is essential to engage the advice of the ANU Heritage Officer in making these determinations.

01.077 Actions which may have an impact on heritage values may include demolition, refurbishment, changes to the setting of the building and replacement of original building fabric. Alternatives to any actions should be explored to ensure potential impacts can be mitigated, minimised or ideally eliminated.

01.078 If impacts cannot be appropriately mitigated, the action may be subject to 'Referral' to the Minister for the Environment under the EPBC Act. This is a formal process in which the Minister makes the determination on the likelihood of the action to impact upon heritage values, and the measures to be introduced to mitigate these impacts.



01.079

Contacts

- Director, Historic Heritage
- Department of the Environment
- Phone: (02) 6275 9123
- Email: jennifer.carter@environment.gov.au

Space Allocation and Accommodation

01.081 The ANU will where possible follow the Tertiary Education Facilities Management Association (TEFMA) [Space Planning Guidelines](#). The Space Planning Guidelines include spatial allocation and design guidelines for:

- Academic, Administrative and Research Staff;
- Specific disciplines and functions; and
- Ratios indicating efficient spatial allocation for broad areas and specific academic disciplines.

Space Data and Drawings Specifications

01.082 Consultants are to comply with the ANU's requirements and guidelines for the provision of space data and documents associated with the construction of new buildings and the reconfiguration and refurbishment of existing buildings and /or spaces within existing buildings.

01.083 The [Space Allocation Procedure](#) and [Space Allocation Guideline](#) applies to all designers commissioned by the ANU and has been developed to assist in the effective and efficient management and use of ANU resources and infrastructure.

01.01. The requirements and guidelines contained in this document have been developed in accordance with the:

- Tertiary Education Facilities Management Association (TEFMA) Space Planning Guidelines; and
- Group of 8 (Go8) Data Dictionary (Classification of Space).

01.084 At various project stages the Consultant will be expected to provide project documents for the Principal's Representative review. These documents will include drawings indicating:

- the general spatial and room arrangement for the purposes of reviewing compliance with the above-mentioned documents;
- confirmation the proposed built areas of the project are consistent with F&S expectations for the project; and
- the room naming and numbering applied to the project is consistent with University requirements for corporate systems and ongoing building operations and management.

Signage

General

01.085 ANU signage (internal and external) shall comply with the ANU Sign Manual (available from space@anu.edu.au) and the current ANU Parking and Traffic Statute (available from parking@anu.edu.au).