



The Station @ Korumburra

TS@K

Community Use of the Korumburra Railway Station Nomination to VicTrack

21 June 2017

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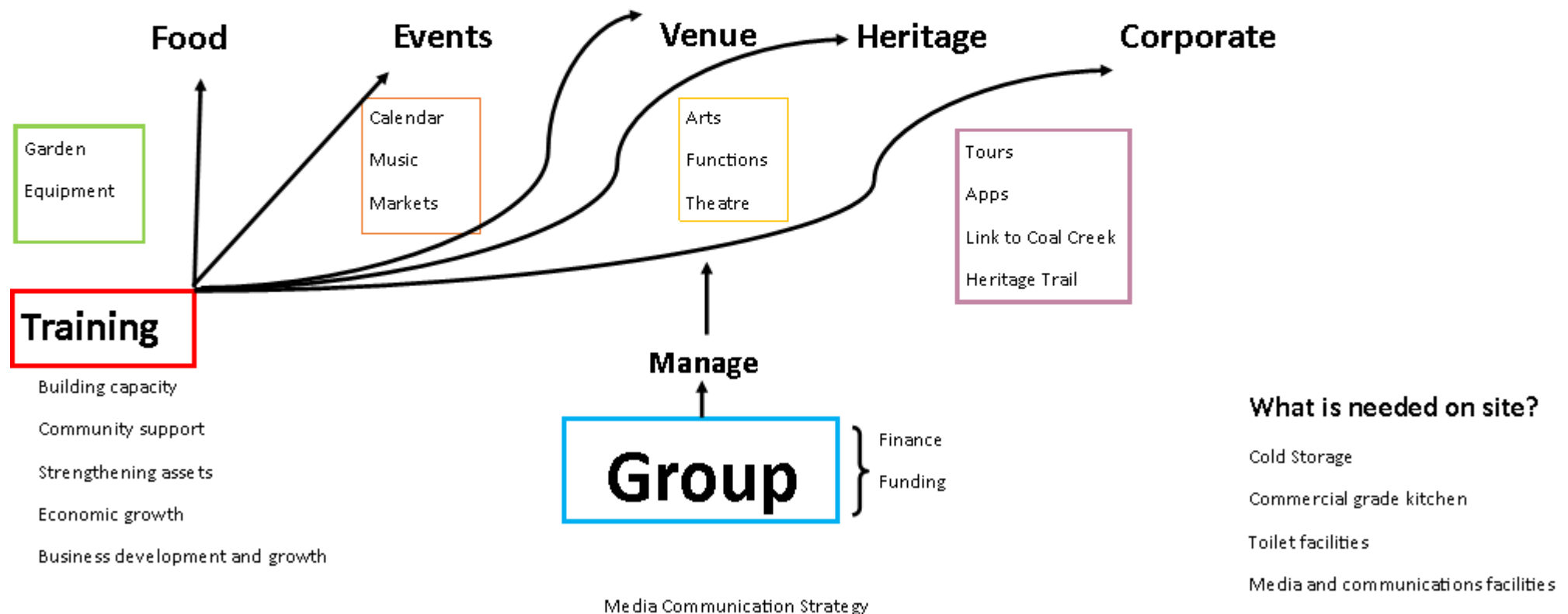
The Station @ Korumburra

Accessibility

Link and Access to town



Multi-functional community facility



1. **A themed facility for hire to birthday receptions and wedding receptions (Dave)**
2. **Two large meeting function rooms for business functions with catering**
3. **Business use for organic fruit and veg processing and distribution (Gil)**
4. **Hospitality/Event/Admin/Customer Service/Retail training for local students (Jenni)**
5. **Meeting rooms for community**
6. **Programs once a month, events to bring in visiting clubs, tours, refreshments**
7. **Annual events, festivals, markets**
8. **Corporate training facility for workshops (Viv)**
9. **Cooperative incubator and start up space (Cam)**
10. **Music venue, rehearsal for local theatre and music groups, music therapy for special needs people (Barbara/Maria)**

Food
Events
Venue
Heritage
Corporat

These were distilled into the following:

Number 1	Dave
Receptions	
Numbers 2, 5, and 8	Viv
Corporate functions	
Number 3	Gil
Organic	
Numbers 4 and 8	Jenni
Training	

ACTION 1: To be done before the next meeting **16 November @ Milpara 6pm for 6.30pm start**

Each member of the Working Group is to complete the nomination form, answering the questions using their knowledge, experience, interest and practice in the specific areas.

These documents are then to be forwarded to Barbara Look who will collate the information into one nomination form, condensing the information to limit repetition.

What is our HOOK?
standout?

What makes our application

ACTION 2

What is our **point of difference?**

Our Vision

Our Aims and Objectives

Our Heritage working for our future

UNIQUE

COMM

Soul of the
community

Position

Cornerstone

The Station@ Korumburra unique (heritage)
architecture

utilised, embraced, enhancing our community

(enriching/powering/driving)

Community Use of the Korumburra Railway Station.

The Station @ Korumburra TS@K

Introduction:

The Railway Station has been an integral part of the growth and development of Korumburra since the Station opened in 1891. This facility is well-known and valued and this opportunity to build on this unique asset for the benefit of the community is widely applauded. The Station is a big part of the town's heritage and now has the potential to shine again as an important community space. *'Our heritage working for our future'*.

Working in partnership with South Gippsland Shire Council, the community came together in a series of public gatherings and workshops to consider and discuss potential activities within the Station building, always keeping in mind the driving criteria i.e. responding to community needs, complementary activities, sustainability and more.

From this foundation, the Station Working Group was formed, with community leaders embracing their role to build on the recommendations put forward from community consultation and to incorporate them into a concept to deliver a community facility that will work for the community in many different guises.

The proposal is for a multi-purpose community place, operated and managed as a not-for-profit organisation. To achieve our vision, and respond to the identified community's needs, this organisation intends to generate sufficient revenue to be financially self-sustaining.

Potential activities will be identified in the Business Plan and may include:-

- Venue hire for business and social functions
- Real work place applied learning for local students
- An events calendar including festivals, markets, music, art shows and more
- Community spaces for Arts
- Organic food co-operative

1 What will the activity achieve?

1.1 What is the role and objectives of the groups involved?

The Station Working Group will collate and combine the proposed activities into a working management plan for the site. They are diligently working to ensure the synergies are viable and applicable to the community.

Their role will then also be to propose and establish a Station Management Group.

The Management Group for the facility will be an incorporated, not-for-profit body with representation from a range of community groups. This Management Group will actively communicate and engage with the wider community. They will also bring a range of skills and experience that will add value to the role.

The objectives are to be financially self-sustaining, low carbon footprint, to provide an exciting, vibrant, productive venue for the community.

1.2 What are the proposed community activities and uses proposed for the rail building?

Building on community feedback and input, the proposal is for a multi-purpose community place, operated and managed as a not-for-profit organisation.

Potential activities will be identified in the Business Plan and may include:-

- Venue hire for business and social functions
- Real work place applied learning for local students within the venue activities
- An events calendar including festivals, markets, music, art shows and more
- Community spaces for Arts – practical workshops and displays

See **Attachment 6** Station layout map

As a community, not-for-profit organisation, these are core activities, identified by the community, and managed by a governing body. In a small rural town these are all core activities driven by volunteers within the community.

1.3 How many hours a week will the building be used and for what time periods?

With the range of activities envisaged, the group intends this facility to be available for use 7 days a week and during the hours from 6 am to 12 midnight. These times frames and requirements are sufficient as they will be consistent with the guidelines of use of the facility.

The planning will involve full consideration of multi-purpose rooms to ensure optimum use of the facility.

See **Attachment 6** Station layout map

2 Why is the activity needed?

2.1 What will be the benefits of the proposed activities to the local community/region?

The feedback from the community consultation has been very clear that the proposed usage of the Station will provide a 'whole-of-community' approach to showcase the great things within Korumburra and its place within the South Gippsland community. It was a very clear message that the station can and will complement, enhance and build on existing business activities in the main street, and also the heritage and tourism value of the region. The partnerships will provide a more comprehensive experience not only for the local community but also for visitors to the region encouraging them to stay longer.

The capacity to be able to offer real work learning opportunities within the activities at the Station @ Korumburra reflects the information available from the Workforce Development Plan for 2017 (DET) that identifies the following key skills shortage areas across Gippsland:

Hospitality & Tourism: Baristas, Waiters, Kitchen Hands, Bar Attendants, Cooks & Chefs

Retail Trade: General Sales Assistants & Sales Persons

Digital Technology: Office worker, IT and Technical Support Worker, Data Communication Technician, Mechatronics Tradesperson

Food Processing/Horticulture/Agriculture: Food Processing Worker, Machine Operators, Horticulture Worker

The opportunity for job seekers, trainees, and students etc to develop employability skills in real work environments is not currently available in this area. Being able to offer this at the Station will complement the education being provided by Milpara Community House at its current location. Milpara has been delivering community education to this community for over 20 years. This opportunity will also provide practical opportunities for other training and education providers such as the local Secondary College, Community College Gippsland and Federation Training.

The availability of a venue such as The Station @ Korumburra as a workplace training facility providing a real working workplace environment for local jobseekers, trainees and students to gain and reinforce employability skills, would have immense benefit to our local community and local business. All of the activities identified by the working group have key operational roles incorporated in them and trainees could be utilised (with supervision and training) to supplement the staffing requirements at this site, making the viability and sustainability of the venue more probable.

2.2 Are the proposed activities in demand and responding to identified needs in the community?

(Please provide any available evidence eg: community needs analysis, identification of priorities, local plans etc.)

The Korumburra community gave clear directions during the community consultation process and this local drive is supported by the following documents.

➤ **SGSC Housing & Settlement Strategy HSS 2013**

- to provide Council with a shire-based integrated framework for managing the future growth and development of its settlements to 2013.
- Key issues include – providing direction for non-residential uses within its settlements to maintain a sustainable economy and employment opportunities.
- Strategic directions guiding the development of the HSS include ‘the larger settlements that are serviced by reticulated sewer will be the focus for growth in the Shire, including Leongatha, Korumburra, Foster and Mirboo North. These settlements will also be the focus for diversifying the municipal economy particularly through industry and business

➤ **SGSC Strategy and audit for social community infrastructure 2014 – 2029**

- This represents a review of community facilities, to better manage and plan for sustainable population and infrastructure growth into the future.
- Recognition that community facilities are those spaces for individual and organisations to conduct and engage in a range of community development, recreational, social and cultural activities that enhance the community’s wellbeing
- The Community Facilities Resourcing Strategy will be used to inform decisions on provision of community facilities
- Reflects the following guiding principles for community facilities:
 - Multi-purpose and flexible
 - Promote a positive local identity and social connection
 - Managed in partnership with key stakeholders and communities
 - Financial and environmentally sustainable
 - Accessible

➤ **SGSC Blue Print for social community infrastructure 2014 – 2029**

- Identified community facility needs:

- There is a need for a range of multifunction facilities that allow for the co-location of a number of existing services and functions that can operate collaboratively;
 - Identification for need for multipurpose district community hub
 - Eight Key Directions:
 - 3. Support the development of smaller multi-purpose social infrastructure projects in smaller towns, through the development of a business case which also includes funding sources.
 - 5. Community hubs will incorporate a range of compatible groups and functions, be designed with ultimate flexibility in order to cater for more than one concurrent activity and may incorporate a commercial component;
 - 8. Community Facility Actions 2014 – 2029
 - Action # 1: In collaboration with the community, review underutilised facilities to optimise use to a smaller number of strategically located multipurpose facilities.
 - Action # 2: Investigate staffing of future multipurpose community centres by
 - Identifying a lead agency such as a neighbourhood house, library or Visitor Information Centre and
 - Consider the location of commercial activities on site and a range of government and non-government services should also be considered.
 - Action # 3: Provide spaces for the delivery of youth programs and services within future multipurpose community facilities
 - Action #11: Develop 2 strategically located community hubs in Leongatha and Korumburra that are well connected to public transport (where available), pedestrian and cycle links, commercial, retail and community activity centres;
 - Guiding Principles – as stated above in SGSC Strategy and Audit
 - Best Practice Trends - Current best practice in community facility design and provision recommends a range of different spaces and functions within the one building or a cluster of buildings. Managing facilities as networks allow co-operation between managers on similar management, equipment and cost issues. E.g. the successful Halls Network.
- **SGSC Municipal Public Health & Wellbeing Plan 2013 – 2017**
- Lifestyle – employment, healthy and accessible food
 - Community Wellbeing – Social connection, citizen engagement, community participation, create settings and facilitate use of community infrastructure
- **SGSC Korumburra Town Centre Framework Plan October 2013**
- Revitalising Korumburra, strengths of the area – heritage value of railway station & its potential for tourism opportunities
 - Direction 1: Strengthen the retail role and serve local catchment,
 - Direction 2: Improve diversity/balance of activities on either side of Commercial Street [2.1 Promote tourism and other activities at and around the Korumburra Railway Station]
 - Direction 11: Be a place known for its art and creativity,

- Direction 12: Identify a central meeting place for all people
- **SGSC Korumburra Town Centre Streetscape Plan 2016**
- **Korumburra Community Directions Statement 2017**
 - Repurpose Station Building was identified as a priority project for Korumburra at the Futures Workshops held in 2015 (page 14)
- **Milpara Community House – Community Consultation 2015** – identified themes and messages.
- The South Gippsland Shire Council 4 Year Plan 2017 – 2021 was released and also supports this drive.
- **South Gippsland Arts, Culture and Creative Industry Strategy 2017 – 2021**
 - South Gippsland Shire Council and the Arts, Culture and Creative Industry Sector work collaboratively and advocate for art, culture and creative industry in South Gippsland. Strong partnerships between art, culture and creative industry sectors and the broader civic and commercial sector create sustainable arts, culture and creative activity in South Gippsland.
 - All community members are able to participate in arts and cultural activities. Social cohesion, connectedness, reduction of isolation and overall community wellbeing is enhanced through participation in artistic, cultural and creative activity.
 - The Creative Industry sector is supported through a focus on collaboration and the innovative use of facilities.
 - Artists across all art forms are able to present their work in a wide range of places and spaces

2.3 Do you see opportunities to promote and expand your activities to encourage wider community participation in the new location?

There is already clear evidence from the feedback gathered during the consultation process that the facility would be widely supported and the benefit of such a facility has been acknowledged widely within many existing groups (e.g. Korumburra Business Association, Korumburra Round Table, Korumburra Community Development & Action Group etc.) and the broader community. We feel that with this community support our future proposals are strengthened. Community feedback clearly shows that Korumburra residents are excited about the use of the Korumburra Railway Station.

Further partnerships will offer more potential for community identity, heritage trails and links to other regional attractions that were not possible before.

As the community builds on this opportunity, it will be able to respond to future options and challenges as they arise and also to broaden the scope accordingly. The Business Plan for the venue will reflect this capacity to respond and build on these strong foundations to embrace expansion eg Rail Trail, other community activities (eg Men's Sheds, Bike events, community gardens and more)

See **Attachment 1** Letters of Support

2.4 How have you engaged the wider community to develop and generate support for your proposal?

The South Gippsland Shire Council invited and consulted local business, service clubs, organisations and individuals to “*have their say*” on how the Korumburra Railway Station could be best used to benefit the local community.

A series of well attended meetings were held to gather recommendations and to test the potential of the proposed uses and their suitability for the site. An online consultation process was implemented to engage with broader networks.

A working group was established incorporating interested community members. The information collected was put to the working group for compilation into the nomination for funding. Throughout this process, other community members and organisations were invited to participate in the development of the concept plan and to provide industry expertise.

3 Who will be involved in the activity?

3.1 Who are your current customers or participants and what are the current rates of involvement?

The facility is currently closed however the venue has been well utilised for local meetings, functions and a museum of railway artefacts.

Current participation and involvement, not only community representation in the Station Working Group, but also the interest and support shown by the broader community, is very high and acknowledges a long-term commitment, and is results-driven.

Past, current and future customers of the proposed activities include a database of regional community groups who participated in previous events and activities, relationships with the local business community through the Korumburra Business Association, Grow Lightly, the Korumburra Community Development Action Group, and the Korumburra Round Table, and support from the Korumburra community who have expressed enthusiasm for this project. The South Gippsland Shire Council is fully supportive of the initiative.

3.2 Who will the enterprise employ (either paid or volunteer) and will your activities build capacity in the community?

To ensure the viability and sustainability of a venue such as envisioned for The Station @ Korumburra, the Management Group will aim to employ a suitable candidate to oversee the operations of this facility. Volunteers will also play significant roles in ensuring the smooth running of the venue. (Rates of volunteer involvement statistically are higher than both the State and regional averages!) Until such time as this employment commences, Milpara Community House offers to encompass a supportive facilitative role, through its existing administration.

Funding sources for staffing will be identified following a detailed business plan and budgeting process for the operations of the venue. Volunteers would be drawn from the community, especially those involved in the various activities planned for this site. Also with the mutual obligation requirements introduced there are many skilled volunteers seeking placements within the community and this facility could potentially be a recipient of these placements.

The activities on offer and the potential availability for training and volunteer roles have significant opportunity to build capacity in the community. And as stated in 2.1 above, the activities will build capacity in local youth seeking real work experiences locally.

3.3 What might be the effects on the town/region of moving your activity to the railway site?

Community activities at the Station have the capacity not only to provide opportunities for community involvement and participation at the site, but also to attract visitors to the area. This has the development capacity to:

- Enhance the centre of Korumburra
- Complement the retail high street area
- Build on heritage links eg Heritage walking trail around town, encouraging visits to Coal Creek, showcasing rail heritage
- Encourage longer stays within Korumburra – providing a broader tourism activity
- Build on Korumburra's place as the secondary service centre for the shire
- Offer a facility and opportunity for workplace training that would be viewed positively by many sectors of the community.

4. How will you support your activities?

Governance and Management

4.1 Will one of the participating groups be a lead group or is an equal partnership proposed?

See 4.2 below

4.2 Will you need to establish a management committee ? (Community or council-appointed.)

The Station @ Korumburra will be governed by a Management Group comprised of representatives from stakeholders of the site and the community. This Management Group will be an incorporated body, able to enter into a lease arrangement with Council, employ staff and embrace the leadership role. For leasing purposes, incorporation is required before the proposal can be accepted by VicTrack.

4.3 Do you really need a new entity?

This will be a new “for-purpose” entity, dedicated to the Station, with support from each of the other community groups via their representatives and can thus operate well across the community needs and aspirations for the operation of the site. The advantage and strength of a new entity will be its independent but collaborative nature built on a solid, risk-managed Business Plan.

The preferred structure being sought would be with Council as Head lessee.

Business Case

See **Attachment 2** Business Case/Business Plan

4.4 How will the proposed use of the building be sustained over a period of time?

The Working Group, in preparation for the succession to the Management Group, has constructed a *work in progress* Strategic Business Plan, planning for the future of The Station @ Korumburra, taking in all proposed activities, forward planning and budgeting, marketing plan with planned growth, openings for future complementary activities, funding and sponsorship possibilities and more.

Each of the representative community stakeholders have their own supportive collegiate networks and audiences – that will all play an important role, and provide the basis for future growth.

As an example, Milpara Community House has been operating on its current site for 28 years and has connections and networks to further education providers who would be keen to utilise a venue such as the Station to deliver work placement and work experience opportunities for clients and students. The cost of training delivered would be covered in the enrolment fees for participants and the student contact hours of delivery as well as fee for service by the JobActive networks. The venue as a training site could be self-sustaining and the Station would not need to bear the cost of the implementation of onsite experience/training/placement. Ideally, the availability of training staff could effectively reduce the operational costs of staffing the facility.

The full Business Plan, will be backed by a solid Financial Plan to ensure sustainability. Future long term planning will include exploration of future opportunities as part of the sustained growth of this enterprise.

4.5 What are your estimated start-up and ongoing operational costs (including overheads)? Do you have the capacity to support this?

Refer to **Attachment 7** Wish List for estimated start-up costs.

The costings from the operational overheads of the Station are based on the actual records of the previous tenants (South Gippsland Tourist Railway). We have also researched two other like entities with similar activities (Maryborough and Daylesford) and with this research we feel our set up costs and ongoing operational expenses can be met. See **Attachment 5** Revenue and Expense Statement.

In-kind support, existing equipment and activities will also be brought into the equation. This will be sourced from corporate sponsorship and other community groups and organisations as appropriate (e.g. Rotary, Lions etc.)

4.6 How will maintenance, insurance and service costs be met during the funding period and beyond

Maintenance, insurance, service costs etc will be covered within the forward budgetary planning of the venue – activities will be charged at rates set by the Management Group, rental charges will be factored in, and there will be a funding/sponsorship plan developed and implemented.

For the Community House, the cost of training delivered could be covered in the enrolment fees for participants and the student contact hours of delivery as well as fee for service by the JobActive networks. The venue as a training site could be self-sustaining and the Station would not need to bear the cost of the implementation of onsite experience/training/placement. Activities conducted under the organisation of the House could be covered by the Insurance of Milpara Community House and the training organisation referring participants into activities.

4.7 How much weekly/annual income do you estimate you will be generating?

Refer to **Attachment 5** Revenue and Expense Statement.

4.8 Will you be seeking funding from other sources?

The clear aim of the community and the representatives involved is to make the venue self-sustaining as a valuable asset to the community and to build on the economic multiplier effect of dollars generated within the community as a result of the activities at the venue.

The Working Party clearly understands the criteria of the CUVRB Funding and for internal fit-out, equipment, furnishings etc applications for grants and funding will be submitted to Regional Development Victoria, the William Angliss Foundation, Regional Arts Victoria, Workforce Innovation

Training Fund, Regional Infrastructure Fund, Stronger Regional Communities Plan, RE Ross Trust, Rotary Club of Korumburra, Gardiner Foundation, Andrews Foundation.

The projects required within the Station will be prioritised to ensure the earliest operational occupation. A funding strategy will be developed to maximise opportunities and will be reviewed regularly.

4.9 Will you be seeking other cash or in-kind contributions from within the community, local business or council?

Funding has been successful in applying for from the South Gippsland Shire Council to cover the cost of Incorporation of the Korumburra Railway Station Working Group; the South Gippsland Shire Council have advised that they will cover the cost of insurance for the facility; a fundraising strategy will be developed and community fundraising activities are proposed, however specific details of these events are not available at this stage; crowd funding will be sourced; and local community members have already asked if they can contribute financially.

4.10 How does the proposed use align with local plans and strategies described in 2.2?

This nomination targets the existing enquiry of demand in the local region. So this proposal aligns very well to 2.2. These activities have been identified within the plans detailed in 2.2 and also from the Community in its community planning activities.

Leasing Requirements

4.11 If you already undertake this activity, where are you currently located, how long have you been operating and how do you support your current lease arrangements?

The recently formed Korumburra Railway Station Working Group do not currently undertake the proposed activities for this site however the working group has undertaken research into two other like operations (Maryborough and Daylesford Stations). The leasing hierarchy is still under discussion as there are negotiations currently being conducted between VicTrack and the South Gippsland Shire Council. Once formal advice has been received by the group we will be able to formalise lease arrangements.

4.12 Is the proposal supported by your local council? If so, please note name, role, dates and brief summary of discussions and outcomes.

The South Gippsland Shire Council initiated the community consultation in August 2016. A series of 3 events were held and from this event the current working was established. Council officers Ned Dennis (Community Strengthening Team Manager), Chris van Der Ark (Manager Property), Barbara Look (Community Strengthening Team Member), Ken Griffiths (Strategic Planning Co-ordinator), Cr Andrew McEwen (Strzelecki Ward), Cr Lorraine Brunt (Strzelecki Ward), were in attendance at these three consultation meetings. The Shire has also supported the working group by providing Secretarial support and direct liaison to Ned Dennis and Chris Van Der Ark throughout this process. The Shire supports the Korumburra Community Directions Statement developed from 2015 and launched May 2017 of which the repurpose of the Korumburra Railway Station is a priority project.

The Working Group presented to full council on 14 December 2016 seeking support to move forward with the nomination to VicTrack for CUVRB funding to refurbish the Korumburra Railway Station.

4.13 Has an in-principle lease agreement been negotiated with council? In terms of the process under CUVRB the Head Lease is signed after the nomination is accepted by VicTrack to enable

concepts and plans for the building to be developed. Eg: VicTrack will not tender for works until everything is agreed and commitments made.

Negotiations are in progress between VicTrack and the South Gippsland Shire Council. As per 4.11

If not with council, is an alternative entity being proposed?

N/A

4.14 What insurances does your group or proposed lessee currently hold?

Each community group represented on the Working Party and intending to have a role in the proposed activities at the site have their own insurance.

As an example, the Community House has public liability insurance to \$20M that covers participants involved in House activities at the Shellcot Road site and at identified community locations.

The Management Group, as an incorporated body, will take out the necessary insurance and funding has been applied for to meet this expense in the first instance.

Building Maintenance

4.15 Who will be responsible for the building?

South Gippsland Shire Council will be head lessee, and the Management Group will take on responsibility to oversee the day to day operations of all the community uses and scheduling.

4.16 How will the participating group/s contribute to regular general maintenance and upkeep of the building and surrounds?

In accordance with the Council's leasing policy an agreement on responsibility for maintenance will be established.

The facilities of this venue will be available for use by the community, and to hold functions, events, dinners, meetings, training sessions arranged by external parties. The space will be provided at a nominal costs to the user, based on a sliding scale. The role of the management of the facility will be to organise, coordinate availability, and maintain a calendar for the required space.

All venue income will be used to cover costs of all utilities and minor maintenance of the facility.

Building requirements

4.17 What kind of building space will be needed for each activity and can some spaces be combined to enable multiple uses?

The Building space with all the interested parties and their activities will be fully utilised. As a multifunction multipurpose centre, each activity will be calendar scheduled to get full and comprehensive multi-use.

4.18 Are there any activities, events or equipment you are proposing to use that have specific building requirements eg: power points, ramp access, telecommunication connections, storage, plumbing, ventilation / exhaust, lighting, wall fixtures, air conditioning etc?

These will be detailed for each activity to make it viable and to the public standards of today. There will be a requirement for disability ramp and toilet access.

Air-conditioning for cooling in summer and heating in winter (external compressor hidden).

- Efficient heat pump and Thermaskirt for heating Refreshment Rooms (external heat pump hidden) (See **Attachment 4** or <http://www.thermaskirt.com.au/Default.aspx>)
- Draft proofing doors of building.
- Possible insulation in ceilings to reduce heating energy.
- The Level 2 standard kitchen has a gas cooker (not installed), the kitchen requires a range-hood that complies with the roof penetration, but out of sight as heritage requirements.
- The gas line is connected to the outside of the building. The gas plumbing connection for the gas stove.
- Installation and upgrade of electrical outlets in kitchen facilities, bathroom facilities, and throughout the facility
- Connections to the facility for telephone, internet, wifi, information technology etc.
- Adequate and suitable storage space for tables, chairs, training materials, office equipment etc.

Research from prior tenants of this facility has provided evidence that a significant plan needs to be established to address the challenges of a 19th century building to make it cost effective and viable. The Working Group is currently liaising with relevant peak bodies in sustainable energy. We aim to make this Station a showcase for the future and an example that other community groups can adopt. For further details please refer to the Sustainability overlay contained in the Business Plan.

ATTACHMENT 1	Letters of Support
ATTACHMENT 2	Business Case
ATTACHMENT 3	Council Agendas setting out discussion and support for the nomination
ATTACHMENT 4	What is a Thermaskirt
ATTACHMENT 5	Revenue and Expense Statement
ATTACHMENT 6	Station layout map
ATTACHMENT 7	Wish List