



FOOTBALL
VICTORIA

FOOTBALL FACILITIES

BUILDING DEVELOPMENT **GUIDE**



TABLE OF CONTENTS

1. INTRODUCTION	P 3
2. SITING AND MASTERPLANNING CONSIDERATIONS	P 5
3. TYPES OF FACILITIES	P 13
5 KEY DESIGN PRINCIPLES	P 15
6 FIT FOR PURPOSE	P 19
7 PUTTING A PROJECT TOGETHER	P 20

ACKNOWLEDGMENT

JMA ARCHITECTS

Football Victoria would like to acknowledge the work and commitment carried out by JMA Architects for their expertise in architectural design of sporting pavilions which is shown through the development of this building development guideline.

The guideline has been developed to assist Local Council Authorities, consultants, building designers, developers, clubs and associations to plan and deliver successful facility projects.

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INTRODUCTION

Football associations, clubs and facility owners eg. local councils are best placed to determine which facilities should be upgraded and developed.

This Guide is focused on delivery of building facilities projects and should be read in conjunction with other guidelines published by Football Victoria when undertaking new or upgraded football capital works projects:

- Football Lighting – Effective Lighting Guide
- Construction & Management – Natural Pitches Guide
- The Smart Guide to Synthetic Football Fields (including Hybrid Technology)
- Field Dimensions and Pitch Markings Guide
- Football Club Facility Development – Project Planning

This document seeks to provide a brief overview of some of the key issues to be considered when developing plans for any new facilities, broadly including the following:

- Facility siting and Masterplanning considerations – where to locate the

pavilion in the context of the wider sporting precinct.

- Types of facilities – a facility that caters for local & community competitions at junior level would have different functional spaces and requirements to a facility designed to host NPL matches.
- Facilities planning considerations – the spatial requirements of each of the functional areas and the relationship with other areas within the building.
- Key design principles – overview of some of the key design principles to be considered such that the building will cater for people of all abilities, are family and female friendly in order to promote inclusive participation for all users.
- Fit for purpose – the building design must be suitable for its local context with the selected materials, finishes and fixtures ideally being durable and suitable for sporting facility.

- Putting a project together – a brief overview of some of the steps and processes in procuring a building project.

Various Guidelines, rules and regulations, determined on a Council-by-Council basis, must be adhered to before any development works can be undertaken in Victoria and, in some instances, they can be complex to understand.

It will be important to discuss your development needs early with your Council and / or facility manager and work with them to develop and provide the appropriate documentation required.



SECTION 2

Siting and Masterplanning Considerations

The siting and orientation for any new pavilion facility should be considered holistically with regards to the wider precinct masterplan and is critical to the successful activation of the site. The siting of the proposed facilities should be such that it is easily accessible for people with all abilities and are welcoming for all ages and genders.

Where the facility is located within a larger sporting precinct, other users are to be considered as part of the pavilion design. For example, the siting should promote use by multiple groups with a focus on enhancing shared use and consolidation of facilities such as public amenities, change facilities, storage and social spaces. The following are some of the key considerations when undertaking precinct masterplaning and the siting of new facilities:

Orientation of the Pitches & Pavilion Location

Refer to the relevant Football Victoria Guidelines for the design and required dimensions of the pitches.

Ideally playing pitches are to be orientated to be within 10 to 15 degrees

of the north-south axis in order to reduce glare associated with players looking directly into the sun. Preferably, the proposed pavilion is to be located on the western or south/western side of the pitch, with covered spectator areas between the building and the pitch to provide shelter from the prevailing weather and such that the spectators will not be looking into the low afternoon western sun.

Where multiple pitches are proposed (refer to functional relationship diagram under Section 4.0), the pavilion may be located between the two pitches and running in a north-south direction, with the main pitch preferably to the east of the pavilion and the secondary / training / junior pitch to be located on the west side of the pavilion.

The pavilion should also be ideally located on the site to enhance accessibility for all precinct users to all facilities and amenities. It is also preferable that any park / reserve public toilets be consolidated into the main pavilion.

Car Parks & Roadways

Formalised car parking should be located in close proximity with the pavilion, which should be supported by local drop-off points and access for ambulance vehicles. In addition, the general car park can be supplemented with informal overflow car parking opportunities around the park and playing fields. Car parking sizes and space quantities are to be sufficient for the proposed use and both the anticipated participants and visitors/spectators for both the outdoor facilities (pitches) and the pavilion (calculated on a combined basis). Disability Discrimination Act (DDA) car parking spaces must be provided, and a DDA compliant are to be provided from the car park to the pavilion. Appropriate and safe lighting (for all hours) to the car park should be provided to alleviate any perceived or actual security concerns.

In larger sporting precincts, it is preferred that roadways and general accessways be provided around the playing fields in order to enable access by both services and emergency vehicles.

Pedestrian Pathways

Provide DDA compliant pedestrian pathways from the car park to the pavilion. Pathways should have appropriate lighting (for all hours) and should have a clear line of sight to promote safety. Pathways should be integrated with pedestrian pathways throughout the site to encourage activation across the precinct.

Ancillary Amenities

It is preferable to provide ancillary supporting amenities, such as playgrounds, BBQ facilities and general outdoor seating within close proximity and with clear sightlines for supervision from the main pavilion to encourage safe flexible use and to promote a family friendly environment.

SECTION 3

Types of Facilities

A facility used for community competition in a local neighbourhood would have vastly different functional and spatial requirements to a facility designed to host regional competitions or NPL games. It is therefore important when undertaking masterplanning or feasibility studies for a new pavilion that the proposed facility be classified into categories against its intended use, such that the provision of amenities be fit for purpose.

Facilities could be generally classified under the following 3 categories:

NPL Level Facilities

These facilities are designed to host NPL games and are primarily used for regional games / elite level competitions. They have a higher level of amenities provision and designed and maintained to a high standard; with facilities such as a large social / multipurpose spaces and undercover tiered seating which can cater for large numbers of spectators and corporate functions.

Local & Community Competition Level (Senior)

These are local facilities designed to cater for local-level Senior competition within individual suburbs, townships or municipalities. It is often found / likely that these facilities are co-located within a larger multi-sport precinct. These facilities and associated pitches are suitable for “home and away” local league competition sport. The facilities, together with its associated social spaces, are usually the host and the home base of a local and often co-shared / seasonable club.

Local & Community Competition Level (Junior)

Similar to the Local and Competition Level (Senior) category, these facilities have a reduced level of amenities (compared with NPL), which would be suitable for hosting competitions at Junior levels. Junior level facilities are seldom standalone and are usually an extension and or co-located with the associated

Senior level Club / organisation. Should the user needs, project budget and spatial opportunities allow, it is generally recommended that Junior facilities be designed and constructed to the equivalent Senior level facility standards to allow for flexibility in use and future opportunities.

The following is a summary of minimum accommodation requirements for each of the above categories:

	NATIONAL PREMIER LEAGUE	LOCAL & COMMUNITY COMP LEVEL	
		SENIOR LEVEL	JUNIOR LEVEL
OUTDOOR			
Pitch Size	100-105m x 60-68m	96-105m x 60-68m	90-105m x 50-68m
Pitch Runoff (min.)	3m	3m	3m
Covered Players Race	2m wide x 2.2m high covered race from change rooms to playing fields	NIL	NIL
Technical Area	Formally line marked	Marked by cones	Marked by cones
BUILDING			
Players Change Room	4no. @ 35sqm each	2no. @ 25sqm	2no. @ 25sqm
Players Amenities	4no. @ 25sqm (min. 3 pans, 3 showers in each)	2no. @ 16sqm (min. 2 pans, 2 showers in each)	2no. @ 16sqm (min. 2 pans, 2 showers in each)
Match Officials Room	20sqm	20sqm	No min size. (More than 15sqm recommended)

Continued >

	NATIONAL PREMIER LEAGUE	LOCAL & COMMUNITY COMP LEVEL	
		SENIOR LEVEL	JUNIOR LEVEL
Match Officials Amenities	12sqm (Dedicated toilet and shower required - 2 pans, 2 showers)	Dedicated amenities not required. Can be shared use with public DWC	Dedicated amenities not required. Can be shared use with public DWC
First Aid	10sqm	No min. (more than 10sqm recommended)	Screened off area, no dedicated area required
Media Viewing	15sqm	Not required	Not required
Broadcast / Filming	15sqm	Not required	Not required
Undercovered Viewing Area	500 people seated (300sqm). Preferred tiered seating	80-100sqm (approx. standing room for up to 200 people)	25-50sqm
Cleaners	5sqm	5sqm	5sqm
Store	40sqm	15sqm	15sqm
Kitchen Kiosk	Site Dependent	Site Dependent	Site Dependent
Multipurpose / Social Room	Site Dependent	Site Dependent	Site Dependent
Public M/F Toilets	45sqm	20sqm	20sqm
Public Disabled Toilet	7sqm	7sqm	7sqm

SECTION 4

Facilities Planning Considerations

Whilst each individual facility would be designed to suit the site-specific context and requirements, the below functional diagram depicts the general functional and spatial relationships between the key accommodation spaces within the facility, the playing fields and surrounding amenities.

The following is a brief overview of some of the key functional areas (also refer to minimum accommodation requirements in Section 3.0)

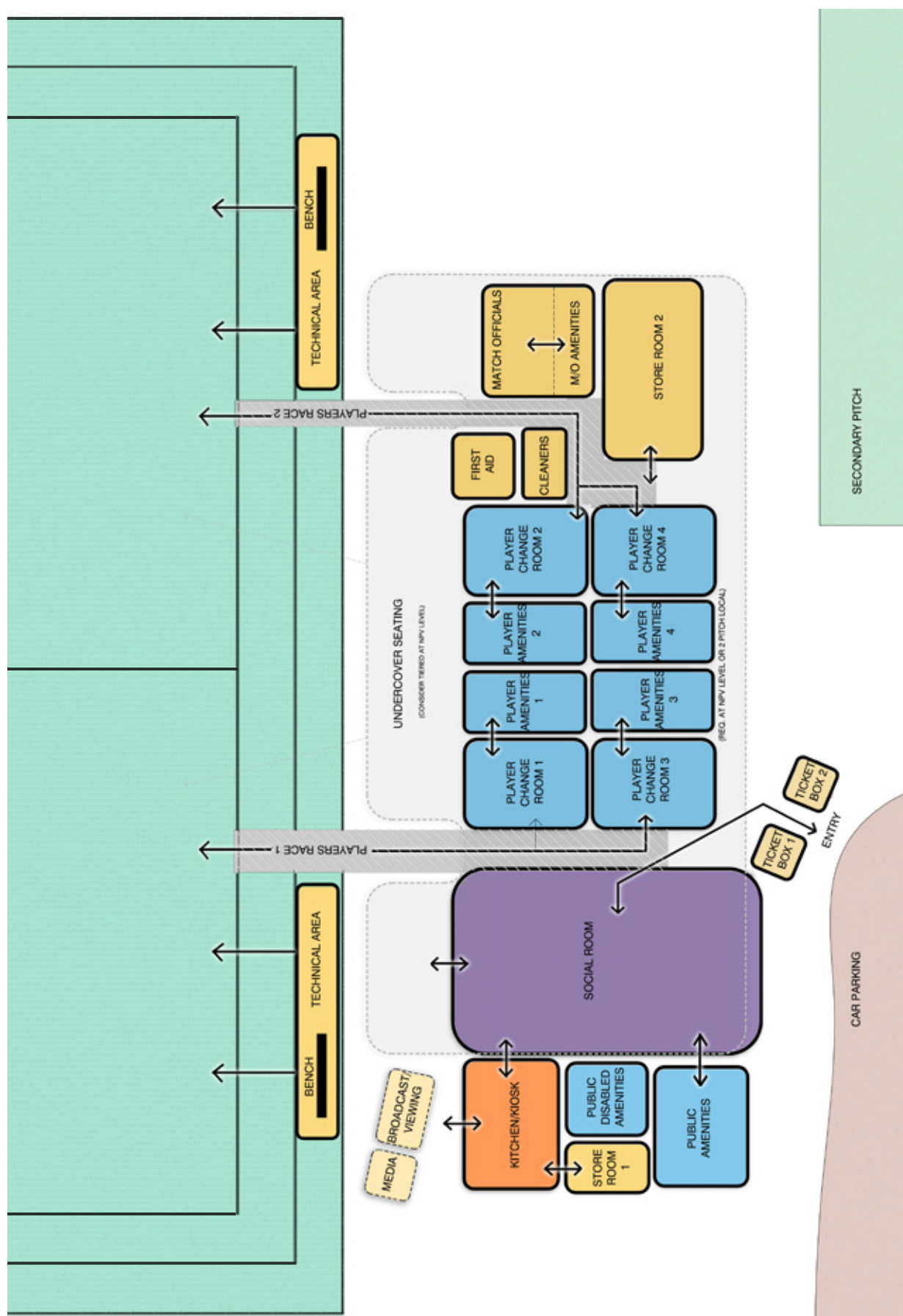
Change Rooms

A minimum of 2 change rooms (1 no. home and 1 no. away) per pitch is required for local and community level and 4 no. change rooms per pitch for NPL Level. The minimum sizes for the change rooms are noted in the minimum accommodation requirements in Section 3.0. Players should ideally access the pitch via a Player's Race (NPL). Bench seating should be provided with clothes hooks to change rooms and direct private access into the players amenities is always required. Consider introducing roller shutter doors between change rooms to enable change rooms to be opened up for flexible use.

Players Amenities

Allow for 1 no. dedicated players amenities space per change room. The minimum size and number of fixtures and fittings requirements are noted in minimum accommodation requirements in Section 3.0. All amenities are to cater for all gender use. The use of urinals should be avoided with individual toilet cubicles with full height partitions being the preferred accommodation. Individual shower cubicles with change areas inside should be always be provided. Provision of a shelf for personal items and a power point adjacent to wash basins is preferred. Where existing facilities are being upgraded, priority should be given to the upgrade of facilities that do not support all gender use, e.g. urinals into toilet enclosed cubicles and open shower areas into enclosed shower stalls.

The below diagram assumes a stand-alone football specific facility and not integrated as part a multi-sport facility:



Consider the provision of a minimum of 1 no. dedicated players accessible (DDA) toilet and shower in each facility, which is beyond the minimum requirement for 1 no. general accessible facility to meet National Construction Code requirements.

Medical / First Aid

Refer to minimum accommodation requirements in Section 3.0 for the facility requirement. The First Aid area should ideally provide a hygiene wash basin, double swinging doors (and at a minimum one and half leaf swinging door) arrangement and be easily accessible from both the playing field and ambulance space within the car park. Ideally the room should be located away from the public spectating area and the Social Room.

Match Officials / Amenities

Refer to the minimum accommodation requirements in Section 3.0 for the facility requirement. Match Officials should have a separate direct access to the pitch / playing field. The Match Officials room should have a write-up area and space to enable referees to congregate and interact. Amenities for Match Officials should be suitable for unisex use as per the Players Amenities. Where dedicated Match Official amenities are provided, consider providing accessible (DDA) showers and toilets for Match Official use.

Media & Broadcasting Areas

This accommodation is generally only required at NPL level and is optional at for Local and Community Level sites. The areas are required to have direct unimpeded sightline to the pitch, an elevated position and also located at a mezzanine level where possible. The Media area should ideally be undercover, or indoors with an openable window to enable protected and undisrupted video recording.

SITE SPECIFIC ELEMENTS:

The follow accommodation elements vary from site to site and are dependent on the project budget, spatial constraints and user group requirements. There are no minimum recommended areas from FV for the following areas:

Social / Multipurpose Space

The social / multipurpose space should have a clear view to the main playing pitch and should be ideally located adjacent to any undercover spectating areas. The provision of such spaces would facilitate social interactions between direct sporting participants and the wider community. The sizing of such a space should be influenced by the likely spectator attendance and any other community user requirements.

Access to the kitchen / kiosk / bar facilities from the Social Room is desirable and public amenities are required and should be functionally located in close proximity. The Social Room should be flexible to enable use by the wider community with independent access from the sporting facilities to enable after hours use.

Public Amenities

The quantity of public amenities to be provided is site specific and should take into consideration the likely crowd attendance numbers. Public amenities must include at least 1 no. accessible toilet. It is preferable to consolidate park / reserve public toilets into the main pavilion building / facility. The public amenities should be directly accessible externally and should have a clear view without any hidden corners for security purpose. Shared use of public amenities with the Social Room amenities via an airlock may be considered.

Kitchen / Kiosk / Bar

Sizing of such facilities should be determined by anticipated use. Access to storage is important and compliance with local municipal Health Department standards is required. It is preferable that the kitchen / kiosk be located to facilitate both an internal servery into the Social Room and external servery for spectators. Where possible, design serveries such that volunteers in the kiosk have a view of the playing field and game. Where

the bar is to be included as part of the building, it is recommended the bar consumables / beverages be visually shut-off from the rest of the Social Room when not in use to promote a family friendly environment.

Office & Administrative Area


Office and administrative areas for club use is dependent on the end user requirements. Such spaces could also be used as a secondary meeting room. Access to kitchenette facilities is desirable where possible. Consider the use of an operable wall for any secondary meeting room to enable the space to be opened up and used as part of the main Social Room.

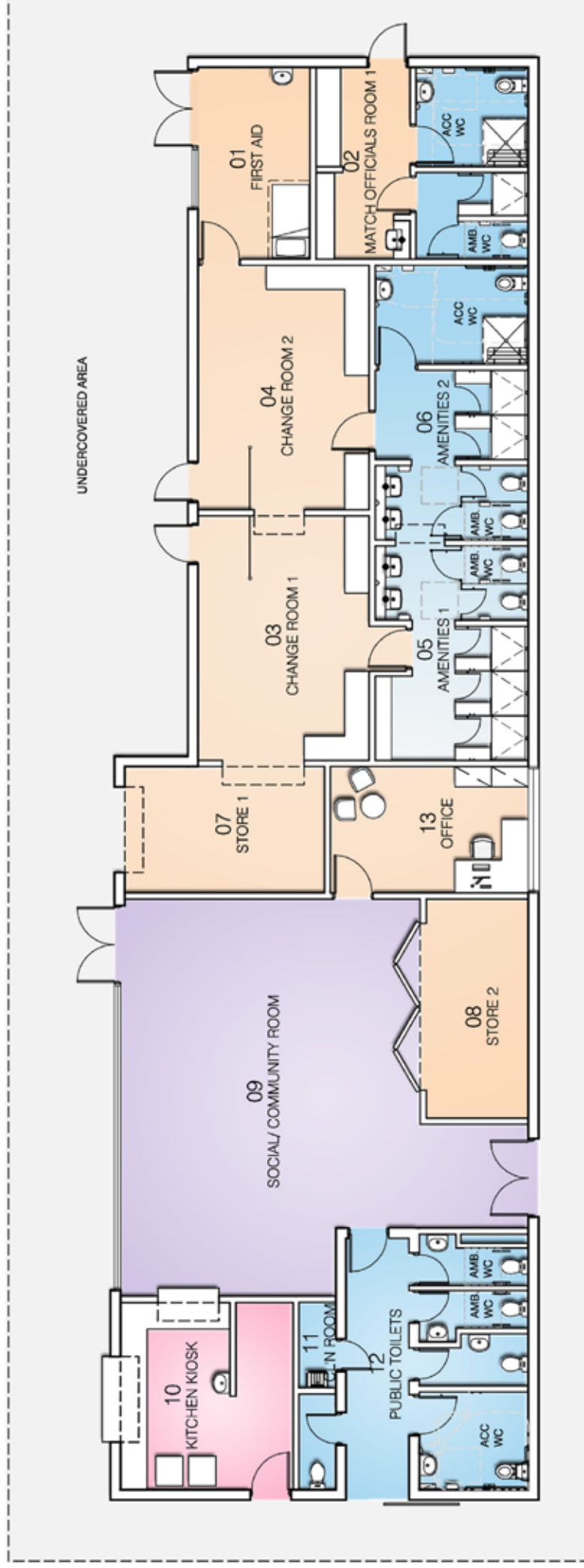
Sample Designs

The following are three illustrative design options of different facilities which meet the preferred FV Facilities standards and spatial requirements:

- Local & Community Level Facility for a single pitch
- Local & Community Level Facility for two pitches
- NPL Level Facility

It should be noted that the drawings provided are not intended for detailed design, construction or costing purposes. Any proposed facility should seek independent architectural advice to ensure that any site specific opportunities / constraints, user group functional needs and budgeting requirements are met.

PITCH #1

 PLAYING AREA



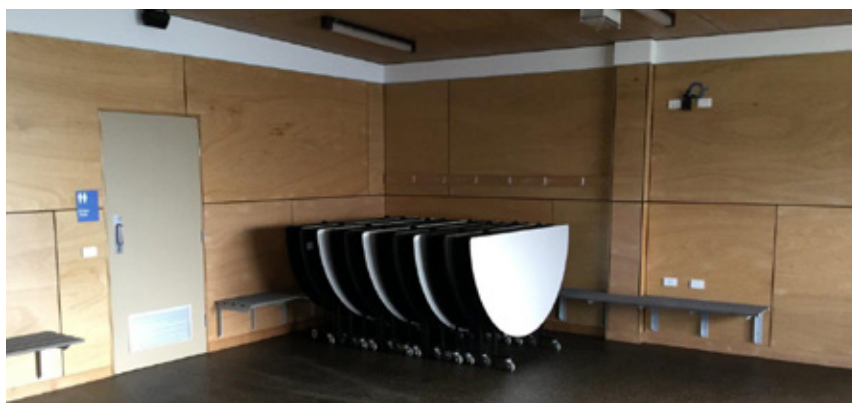
LOCAL & COMMUNITY LEVEL (SINGLE PITCH)

Refer to Page 15 for the Facility Area Summary

Refer to Page 14 for diagram

FACILITY AREA SUMMARY

No.	Room Name	Area (M ²)	
01	First Aid	13	
02	Match Officials Room	23	
03	Change Room 1	26	
04	Change Room 2	25	
05	Amenity Room 1	18	2 WC & 3 SHOWERS INDICATED. PREFER 3 WC & 3 SHOWERS IF POSSIBLE
06	Amenity Room 2	24	
07	Storage 1	15	
08	Storage 2	13	
09	Social Room	75	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
10	Kitchen / Kiosk	19	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
11	Cleaner's Room	2	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
12	Public WC (incl. Acc WC)	28	
13	Office (Optional)	15	
Total		296	
Circulation Area And Wall Thickness		42	
External Covered Area		208	



PITCH #1



PLAYING AREA



PLAYING AREA



PITCH #2

LOCAL & COMMUNITY COMPETITION LEVEL (DOUBLE PITCH)

Refer to Page 17 for the Facility Area Summary

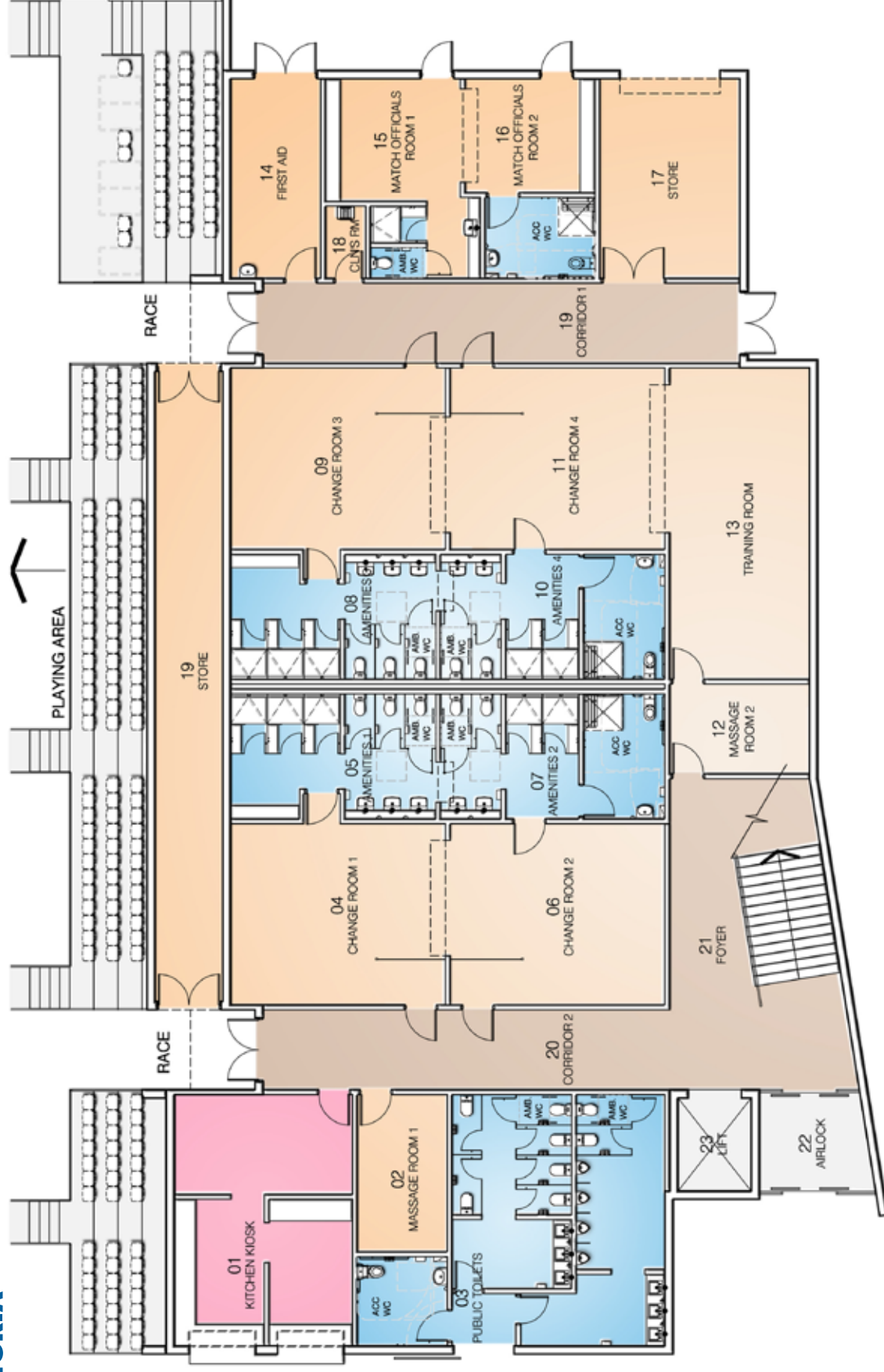
LOCAL & COMMUNITY COMPETITION LEVEL (DOUBLE PITCH)

Refer to Page 16 for diagram

FACILITY AREA SUMMARY

No.	Room Name	Area(M ²)	
01	First Aid	14	
02	Match Officials Room 1	20	
03	Match Officials Room 2	20	
04	Change Room 1	25	
05	Change Room 2	25	
06	Change Room 3	26	
07	Change Room 4	26	
08	Amenity Room 1	18	
09	Amenity Room 2	24	2 WC & 3 SHOWERS INDICATED. PREFER 3 WC & 3 SHOWERS IF POSSIBLE
10	Amenity Room 3	18	
11	Amenity Room 4	15	
12	Storage 1	7	
13	Storage 2	21	
14	Storage 3	16	
15	Kiosk/Storage 4	11	
16	Social/Community Room	126	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
17	Kitchen	21	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
18	Cleaner's Room	4	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
19	Public WC (incl. Acc WC)	45	
20	Office	12.2	
Total		496	
Circulation Area & Wall Thickness		63	
External Covered Area		305	





NPL LEVEL (GROUND FLOOR)

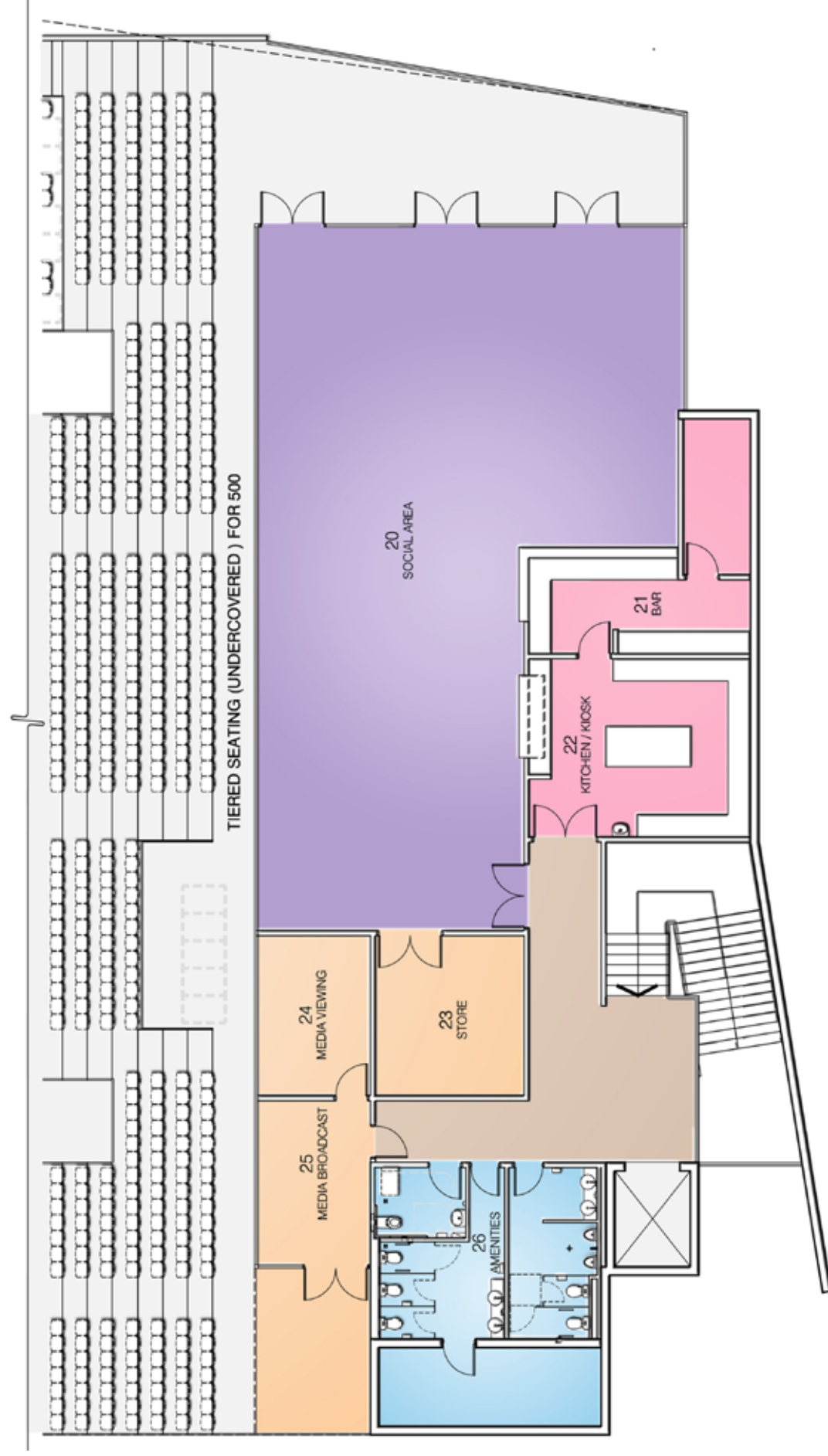
Refer to Page 19 for the Facility Area Summary

Refer to Page 18 for diagram

FACILITY AREA SUMMARY

No.	Room Name	Area(M ²)	
01	Kitchen/Kiosk	39	
02	Massage Room 1	13	(OPTIONAL - INDICATIVE AREA SHOWN)
03	Massage Room 2	11	(OPTIONAL - INDICATIVE AREA SHOWN)
04	Public WC (incl. Acc WC)	54	
05	Change Room 1	36	
06	Change Room 2	35	
07	Change Room 3	36	
08	Change Room 4	35	
09	Amenity Room 1	22	
10	Amenity Room 2	24	
11	Amenity Room 3	22	
12	Amenity Room 4	24	
13	Training Room	39	(OPTIONAL - INDICATIVE AREA SHOWN)
14	First Aid	16	
15	Match Officials Room 1	22	
16	Match Officials Room 2	22	
17	Store	25	
18	Cleaner's Room	3	
20	Social Room	210	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
21	Bar	20	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
22	Kiosk/Kitchen	40	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
23	Store	25	
24	Media Viewing	15	
25	Media Broadcasting	15	
26	Public Amenities	35	
Total		930	
Circulation Area and Wall Thickness		250	
External Covered Area			





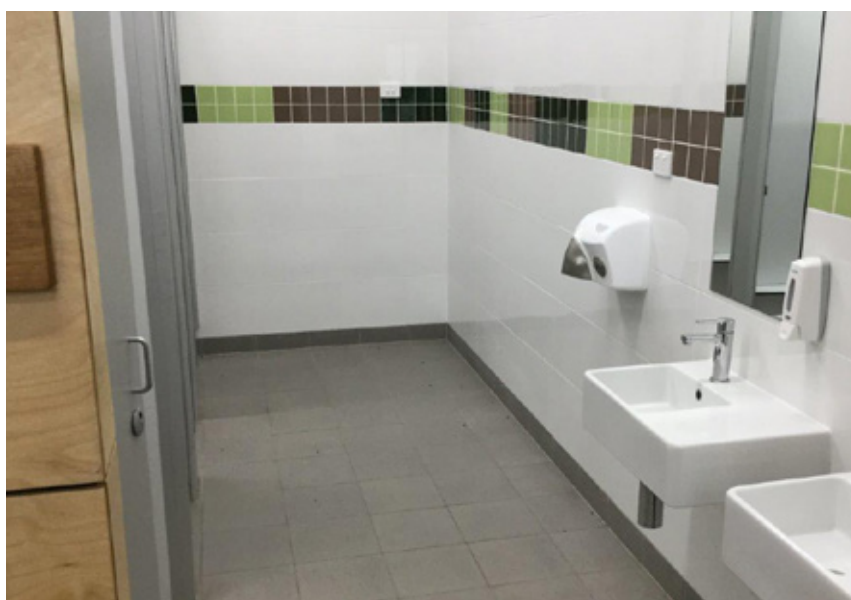
NPL LEVEL (FIRST FLOOR)

Refer to Page 21 for the Facility Area Summary

Refer to Page 20 for diagram

FACILITY AREA SUMMARY

No.	Room Name	Area(M ²)	
01	Kitchen/Kiosk	39	
02	Massage Room 1	13	(OPTIONAL - INDICATIVE AREA SHOWN)
03	Massage Room 2	11	(OPTIONAL - INDICATIVE AREA SHOWN)
04	Public WC (incl. Acc WC)	54	
05	Change Room 1	36	
06	Change Room 2	35	
07	Change Room 3	36	
08	Change Room 4	35	
09	Amenity Room 1	22	
10	Amenity Room 2	24	
11	Amenity Room 3	22	
12	Amenity Room 4	24	
13	Training Room	39	(OPTIONAL - INDICATIVE AREA SHOWN)
14	First Aid	16	
15	Match Officials Room 1	22	
16	Match Officials Room 2	22	
17	Store	25	
18	Cleaner's Room	3	
20	Social Room	210	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
21	Bar	20	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
22	Kiosk/Kitchen	40	(SITE SPECIFIC - INDICATIVE AREA SHOWN)
23	Store	25	
24	Media Viewing	15	
25	Media Broadcasting	15	
26	Public Amenities	35	
Total		930	
Circulation Area and Wall Thickness		250	
External Covered Area			



SECTION 5

Key Design Principles

In addition to Football Victoria Guidelines and fulfilling the user groups and stakeholder's brief and functional requirements, it is important that the proposed design complies with the relevant standards, codes, government acts and regulations.

The following are some of the key standards and acts:

- The Building Act 1993 (Vic)
- The Building Regulations (2018)
- Building Code of Australia / National Construction Code (NCC)
- Relevant Australian Standards
- The Environment Protection Act
- Work Health & Safety Act, Occupational Health & Safety Act
- The Disability Discrimination Act (DDA) and its relevant standards including Disability (Access to Premises Buildings) Standards 2010, AS1428 Parts 1, 2 & 4 Design for Access and Mobility

The following are some Key Design Principles and Considerations when undertaking design for a new building:

Universal Design

Any sporting facilities should provide opportunities to bring together people from different backgrounds, age, gender and ability. It is important that the design goes beyond just fulfilling minimum compliance obligations with the Disability Discrimination Act to provide an inclusive environment for all, including not just sporting participants, but also the match officials, volunteers who assist with running the pavilion and the spectators. Designs should be carefully considered such that that all areas of the facilities are accessible by people of all abilities, both inside and around the building. On a practical level (where feasible), provision of individual accessible amenities for the public, the players and the match officials should be highly prioritised and inclusive elements such as accessible kiosk / kitchen / bar serveries should be considered for all users.

Female & Family Friendly Design

The proposed building design should seek to introduce female and family friendly design principles which expand and maximise participation and use. As noted in Sections 3.0 & 4.0 of this Guideline, some of the measures to promote participation by all genders may include the following:

- Ensure all amenities are unisex in design.
- Provision of family friendly amenities such as baby change tables in the building.
- Ensure the proposed facility is perceived to provide a high level of security, in particular the provision of sufficient lighting for night access.
- Ensure alcohol is not prominently displayed when the bar is not operational.
- Provide family friendly ancillary services, such as playgrounds in close proximity to the main pavilion building to promote interactions with people of all gender and ages and their carers.

OH&S and Safety in Design

All facility design should take into account OH&S considerations such that the proposed facility is safe for both the users and the facilities operators. Some of the measures / considerations may include:

- Ensure the building provides a high level of security through both passive and active design measures,

for example appropriate levels of lighting, elimination of “dead” or hidden areas, orientation and façade design to facilitate active and passive supervision.

- The change of levels around the building should be carefully considered to eliminate any hazards.
- Provision of safe access to all accommodation areas and also for maintenance staff.
- Location of equipment such as condensers for ease of access and servicing – ground level is preferred.
- Avoidance of door swings and awning windows impeding on paths of travels.

Environmentally Sustainable Design

The construction and ongoing maintenance of any built facility would inevitably have an impact on the environment and it is therefore paramount that the design incorporate a range of initiatives that would minimise environmental impacts. Some key initiatives are as follows:

- Consider potential reuse and repurposing of existing spaces and accommodation.
- Passive design and building orientation to minimise solar gain and heat loss.
- Selection of sustainable building materials - materials with a high recycled content (e.g. concrete) come at a considerable additional cost.

- Extensive double glazing and highly rated insulation products, even to areas that are not conditioned is ideal.
- Use of water saving (WELS rated) fixtures, particularly in sporting amenities.
- Preference for natural ventilation of the facility over mechanically operated systems.
- Use of low energy lighting throughout (LED).
- Consider the use of PV cells, co-generation and battery storage.
- Rain water harvesting for irrigation and gray water flushing
- Heat recovery pumps (where appropriate).





SECTION 6

Fit for Purpose

The general design and layout of any facility should always be informed by the facility use and functions. A strong emphasis is placed on constructing buildings that are 'fit for purpose' in order to ensure that user needs are met and that future projects / alterations to new buildings is avoided. In addition to adherence to the Football Victoria Guidelines, any new development should also align with the relevant local Council's Pavilion strategies and Guidelines.

Types of Constructions

Types of construction for proposed facilities are dependent upon site context, user / asset owner preference and budgetary requirements. Whilst most Local and Community level developments are single level, in dense urban precincts with constrained open space, a multilevel construction may be adopted to provide for the minimum required floor spaces.

The level of finishes should also take into account the types of facility and its use and prominence within the local area or wider region. For an example, a local level neighbourhood reserve pavilion may target a medium level of finish, whilst

a regional NPL level facility may strive for a higher level finish.

In order to keep capital costs down, some Councils may elect to use light weight external building construction for all sports pavilions, as compared with masonry (brick, block and concrete) constructions which is comparably higher. Light weight construction may be used in combination, for example fibre cement sheet and metal (colorbond) cladding with stud framing and villaboard or plasterboard internal linings. While the adoption of these materials reduces cost, it also reduces the robustness of the spaces and increases maintenance costs across the life cycle of the asset. However,

there are other Councils where the current preferred (and adopted) building material for external walls is double block or block veneer as opposed to light weight construction.

Appropriate Materials Selection

Building materials, finishes and fixtures selections for sports pavilions should be durable / robust, modern and cost effective. It is preferred that the materials are generally locally sourced (not imported), so that they are readily available, easily maintainable and replaceable should breakages occur. The selection of building materials (internally and externally) should also take into account overall life cycle costs. For example, an externally painted FC sheet product may have a lower initial capital costs but would require routine maintenance / repainting compared with proprietary pre-finished products. Material selection should also take into account impact resistance and whether the building is located in an area that is prone to vandalism and graffiti whilst still adhering to budgetary constraints. Examples of internal finishes that would generally meet a medium level of specification are commercial grade synthetic carpeted or vinyl finished floors to Social areas, vinyl or epoxy floor finishes to players change rooms and amenities, painted fibre cement sheet walls and ceilings to change rooms for impact resistance, laminate finishes to joinery and minimal tiling to wet areas (showers and vanities).

Welcoming Ambiance & Adaptability for Multipurpose Use

The building palette should be chosen to provide a light and uplifting ambiance that creates a welcoming environment for users of all abilities, ages, gender and backgrounds. This requirement should consider the material and finish durability and cost effectiveness over the building life cycle. Colour palettes with historically strong specific gender connotations should be avoided, instead neutral, natural materials that are appropriate to the site-specific context are preferred.

To promote inclusiveness in the design, the facility should cater for users beyond sporting communities. Co-location and sharing of facilities with other community services should be encouraged. Although the display of sporting memorabilia provides a positive sense of identity for the Clubs and forms a critical element within the Club's "home" base, its placement within the facility should be carefully considered such that other users of the facilities (such as community groups or other sporting clubs during the off-season) would feel welcomed.

SECTION 7

Putting a Project Together

A rigorous planning process is vital for the successful delivery of any project. Prior to development of any plans, consultation should be undertaken with all relevant stakeholders, including other users (other sports and community groups) of the grounds, the landlord / leaseholder. As most football facilities are likely to be constructed in public reserves and / or sporting precincts, the Local Government / Council would be the most likely be the landlord / proprietor of the grounds and facilities.

Early engagement with Council is vital, as they would be an invaluable source of advice in relation to any applicable planning controls / restrictions and the longer-term masterplan and capital works plans for the precinct.

Another useful resource to assist with project planning at the early inception stage is *Football Victoria's Football Club Facility Development – Project Planning*. The following is a brief summary and overview of the key steps in the procurement of a building.

Brief Establishment & Project Scoping

For a sporting facility to be successful

and well utilised, it must meet the needs and requirements of the Club. It is critical the Club's needs are clearly defined to formulate a project brief and scope. This would need to identify the likely costs, timeframe for delivery, external and internal stakeholders and potential funding partners. The project brief and scope should form the basis of the commencement of the project 'business case'.

Feasibility Studies & Business Case

Once a project brief has been established, it is important to test the viability and feasibility of the project prior to undertaking significant design work.

At this stage, different development options should be tested, i.e. whether to refurbish and or extend existing facilities, or demolition and rebuild. The potential site(s) should be identified and tested against their benefits, constraints and limitations, with the objective of confirming a preferred site. Engagement with other stakeholders such as tenants, other Sporting Clubs, current & potential users and Council is critical to ensure the requirements and interests are aligned. Different man

Schematic Design, Budget & Funding

Once the feasibility of the project is proven, the functional requirements and brief should be well defined and a clearer vision for the project will emerge. Architects and engineers should be engaged to develop the ideas and undertake spatial planning in line with the brief and Football Victoria's recommended Guidelines, site constraints, engineering and design principles as outlined in earlier parts of this document. A Quantity Surveyor should be engaged to undertake a Cost Plan to establish and confirm the budget for the development. A well-developed Schematic Design will assist in obtaining support from Council and securing funding. Funding avenues that can be sought include the following:

- Funding from Council's Capital Works programmes

- State and Federal Government pledges and promises
- Sport and Recreation Victoria (SRV) grants
- Clubs fund raising activities
- External commercial tenants and financiers

It should be noted that a schematic design prepared by qualified Architects and a Cost Plan prepared by a Quantity Surveyor is a requirement for the application of some of the above noted funding sources.

Detailed Design & Planning Application

Once funding is secured, detailed design should be undertaken to prepare plans, engineering and specifications to a level of detail suitable for tendering and construction. It is during this stage that finer details of the propose facilities, such as external elevations, interior designs, proposed fixtures and finishes, will be developed by the Architect in consultation with the user groups.

Most developments, (especially sites where there are specific planning controls such as heritage overlays, flood zones, vegetation overlays) would require a Planning Permit from a Local Planning Authority, which is most likely the Local Council. It is vital to seek clarification with the Planning Authority to establish whether a Planning Permit is required. The preparation of a Planning Permit

application may require further input from specialist consultants to undertake reviews such as arboriculture and tree assessments, traffic and parking assessments, planning assessments by a planning consultant and acoustic assessments. The purpose of the Planning Permit is to ensure that the development is compliant with the locality master and urban planning objectives and does not adversely affect surrounding neighbours and amenities. There are instances where a Planning Permit may not be required:

- Interior fitout works where the construction does not affect the external elevations / appearance or the footprint of the proposed building.
- Construction of external DDA ramps and pathways.
- Sporting pavilions and amenities in a Public Recreation Use Zones (PPRZ) undertaken for or on behalf of the Local Council where the total construction value is less than \$1.0m.

Regardless of whether a Planning Permit is required, a Building Permit would be required to be obtained from either a private registered Building Surveyor or the Council's Building Department. The purpose of the Building Permit is to ensure that the development is compliant with the current National Construction Code and relevant Australian standards, including but not limited to compliance with the Disability Discrimination Act.

Tendering and Construction

Design documentation is developed to define the required scope of works to enable fair and competitive tenders by different Contractors. Once the design has been completed and Planning approvals granted, a Contractor can be appointed to undertake construction works. Different methods of construction procurement can be selected based on the relevant project size, any specific timing and funding requirements. Where external funding partners are involved, the procurement methods and Contractual requirements will often require Local Council approval.

The selection and the management of the Contractor during the construction phase includes administering the Construction Contract, assessing the Contractors works and ensuring the quality is achieved. This process is typically managed by the Local Council, external Project Manager or the Architect.

Prior to the Contractor commencing on site, detailed planning should be undertaken to establish whether any mitigating measures are required as a result of the construction works. This may include reviewing the construction programme and commencement date to coincide with the off season, the phasing / staging of construction works and whether any temporary amenities and facilities are required on site during the construction works.



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