George Town Redevelopment Project

Functional Design Brief Development

GEORGE TOWN COUNCIL

MAY 2024

sport&leisure SOLUTIONS

TABLE OF CONTENTS

1. INTRODUCTION

1.1 Project Background

In 2021, @Leisure developed *An Aquatic, Health and Well-being Centre for George Town: Business Case* (Business Case*)*. The business case findings were used to seek funding from state and federal governments for developing a new indoor aquatic centre (Centre).

In 2022, election promises were made by the federal Labour and Liberal parties to provide $15 million to develop a new Centre. The Labour government confirmed this commitment. In addition, the state government has committed $2.5 million to the project.

In late 2023 and early 2024, very high-level feasibility testing was undertaken to test the capacity of the project scope to be delivered within a construction budget of $16 million.

Council is now in the position to explore design options in more detail. This document expands on the recent testing, provides prospective architects with an understanding of the requirements for the new Centre and will be used by the successful Architect to inform design. Regarding project phases, the brief should direct the creation of concept plans after the EOI process and serve as comprehensive guidance for the detailed design phase.

1.2 About George Town

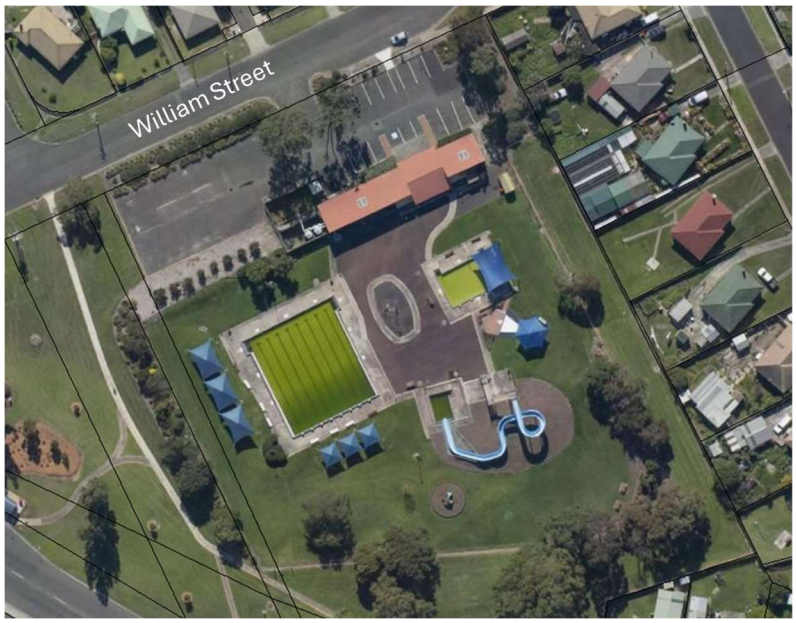
George Town Council is approximately 55 km from Launceston and 250 km from Hobart. It

It is located at the mouth of the Tamar River, where it enters Bass Strait. George Town is the service centre for the region and is one of the oldest European settlements in Australia. It is one of North Tasmania's fastest growing municipalities, with an estimated population of 7,330.

While George Town is one of the most disadvantaged communities in Tasmania, it is also home to industrial facilities, including the Bell Bay Aluminum smelter, a significant employer in the region. The presence of such industries bolsters the town's economy and provides a source of revenue and employment for its residents. The existing industry and the future growth in the Hydrogen Industry provide the platform for significant population growth in the future.

1.3 Project Site

The project site is the current location of the George Town Swimming Pool at 24 William Street, George Town. The current facility uses approximately 11,000m2 of land space, with a 90m frontage onto William Street. It can be presumed that all current buildings and facilities can and will need to be demolished.



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1.4 Functional Design Brief

The key objectives of the Functional Design Brief are as follows:

1) To communicate the Council's objectives and priorities for the new Centre
2) To provide architects with an understanding of the scale and scope of the project to assist with the development of fee proposals.
3) To provide clear guidance on the budget constraints for the project
4) To provide detailed information on the functional design requirements for facility elements included in the project.
5) To provide a list of priorities to assist with the value management process if required during the design development process.

1.5 Project Budget

The project must be delivered within the $16M construction budget. Council is aware that the project budget is extremely tight and therefore encourages Architects to identify and investigate innovative initiatives to deliver the project outcomes within the budget. Council also recognises there may be a need to reduce scope, but scope reduction is an option of last resort. Therefore, innovation and nuance design are critical in avoiding this.

1.6 New Centre Principles, Objectives and Priorities

1.6.1 Principles

The Council has developed several strategic principles to guide the planning and design of the new Centre. The project Architect should ensure that design exploration and response reflect these principles.

Creating a Healthy George Town

The Centre will support and enhance the Healthy George Town initiative to foster a safe, vibrant, and positive community that promotes connectivity and holistic well-being.

Community Hub

Council is ambitious about the new Centre becoming a community hub. The design should enhance opportunities for community connection.

Affordability

The development of facilities needs to be affordable for Council given the many competing demands for capital expenditure and limited, if any, capacity for additional project budget to be obtained.

Viability

While there is acceptance that the new Centre will not break even, Council requires operational costs to have the least possible impact on operational budgets.

Innovation

The need for innovation is driven by the need to meet the project budget while providing services and facilities for diverse users. Council is therefore keen to explore how design teams will achieve this through material selection, adopting new technology and nuanced design.

1.6.2 Council Objectives

During the early planning phase of the project, George Town Councillors were asked to address two key questions:

1. What are the key objectives for the Centre and its design?
2. What are the priority elements to be included in the new Centre?

The tables below reflect the Councilor's response to those questions. This information should inform the initial planning and be used in any value management that needs to occur as the design and associated cost plan evolves.

Councilor Objectives for the Centre	Ranking of importance
Providing gentle exercise and rehabilitation opportunities to people with a disability, older adults, and those with mobility issues.	1
Financial sustainability	2
Access for all	3
Helping children develop swimming skills	4
Year-round lap swimming opportunities	5
Minimal impact on the environment - Environmentally sustainable design	6
Opportunities for swim squads	7
Elite swimming programs	8

Table 1: Council Objectives for the Centre

1.6.3 Council Priorities

Council Priority Elements	Ranking of importance
Warm water program pool	1
Areas for learning to swim	2
Indoor lap swimming pool	3
Gymnasium and group fitness rooms	4
Café	5
Health consulting suits	6
Outdoor water play	7
Spa, sauna steam	8
Outdoor 50m pool	9

Table 2: Councilor Priority Elements

2. DESIGN REQUIREMENTS

2.1 Introduction

The following information are factors that should be considered in the planning and design phase for the new Centre.

2.2 A local community facility

- Council is ambitious about the new Centre becoming a community hub. The design should enhance opportunities for social interaction and community connection.
- Council wants to engender a strong sense of community ownership and pride in the new Centre, and this should be considered and facilitated through the design.
- The Centre is located in a residential area, and as such, the design planning should consider the potential impact on residents in terms of the following:
  - Noise generated by users.
  - Noise generated by plant and equipment.
  - Noise generated through audio and music systems.
  - Traffic and parking
- The Business Case suggests that annual visits will be approximately 100,000 people. By industry standards, this is a low number but is consistent with the size of the catchment population. Design responses should be responsive to this level of use.

2.3 Operator functionality and efficiency

- Consideration of initiatives to reduce staff numbers for supervision and service requirements without compromising safety (including responding to emergencies) and customer experience.
- The use of technology for operational effectiveness and efficiency.
- Consideration of how emergencies will be responded to by staff and first responders.

2.4 Customer Experience

- The design must be sensitive to people who may find exercising in public a *nerve-racking* experience. There should be a strong focus on making people feel safe when using all elements of the Centre.
- Consideration of intuitive wayfinding for first time users, efficient entry, and exit scenarios.
- Design of indoor pool hall and mechanical air conditioning to optimise customer comfort, including air temperature and noise.
- Ensuring appropriate temperatures in various rooms and spaces based on activities undertaken.
- Provision of good socialisation spaces to support customer experience and community engagement.

2.5 Colour Schemes and Interior Design

- Colour schemes are to be consistent with the Council's corporate colour scheme.
- Floor finishes should be able to handle high traffic and have acoustic and performance vibration ratings qualities appropriate to the functional and activity requirements of the room where the finish is to be installed.
- Interior finishes are to be durable, easy to clean, and maintain.
- The purchase of Australian products and equipment is encouraged.

The successful Architect will be required to provide detailed information on all interior design and finishes with Room Data Sheets. In developing the room data sheets, the Architect should consult with Council, centre operators and industry experts to ensure that the materials and finishes

specified are fit for purpose in the context of Council's objectives, principles and requirements as detailed in this document and through discussions with Council representatives.

2.6 Environmentally Sustainable Design (ESD)

The main objective of ESD is to enhance energy efficiency, minimise water usage, and prevent environmental degradation caused by the Centre's construction and operation. Council has identified the following fundamental ESD principles, which should be considered:

- Minimise energy use and expenditure.
- Conserve and recycle water.
- Use environmentally sustainable products.

ESD must be investigated in the design phase, and Council is made aware of the options available, the comparative capital and operational costs, and the environmental impacts.

Initiatives could include but are not limited to:

- Enhancing natural ventilation in occupied areas and employing innovative design to optimise passive building performance.
- Leveraging technology to achieve maximum energy efficiency and minimise water consumption.
- Specifying electrical systems to accommodate renewable or alternative energy sources and enable energy storage.
- Considering the whole-of-life environmental impact of materials

2.7 Universal Design

Universal Design Principles need to be incorporated to ensure that the Centre is accessible irrespective of a person's age, ability level, cultural background, or any other factors that contribute to community diversity.

When implementing Universal Design, the following principles need to be considered:

- The design is usable by people with diverse abilities.
- The design accommodates a wide range of individual preferences and abilities.
- Using the Centre is easy, regardless of the user's experience, knowledge, language skills, or current concentration level.
- The design minimises hazards and the adverse consequences of accidental or unintended actions.
- The facility can be used efficiently and comfortably and with a minimum of fatigue.
- Appropriate size and space are provided for approach, reach, manipulation and use regardless of the user's body size, posture, or mobility.

Specific issues that Council would like the Architect to focus on to assist with access and inclusion include:

- Ease of access to aquatic areas, particularly the program pool, including minimising the distance from the car park to the warm water program pool.
- Paths of travel and distance from parking to facility entrance.
- Access to and use of change facilities
- Internal wayfinding to and between facility components.
- Signage and lighting.
- Furniture and equipment positioning and design.
- Type and size of doors, their weight and opening force requirements.

2.8 Building Management System

The Architect, through specialist consultants, shall design and document an integrated Building Management System (BMS)for the Centre. Elements of the BMS shall include but not be limited to:

- Integration into a single platform
- Real-time monitoring and fault identification
- Automated responses and adjustments based on pre-defined parameters.
- Data Analysis and Reporting to facilitate improved efficiency and operational outcomes.
- Remote access and control to enable proactive management and troubleshooting, even when off-site.
- Energy management capability to optimise operations and reduce energy consumption.
- Fault detection to facilitate timely maintenance and repairs.
- User friendly interface to provide clear visualisation of data and controls, and customisable dashboards to meet the specific needs of different users,

2.9 Access Control and Security

Where feasible, the access control security systems should be incorporated into the BMS. The access control and security system should consider the following as a minimum:

- Access to various centre areas with appropriate restrictions depending on the user (staff, customers and contractors) via a variety of methodologies, including card readers, biometric scanners, PIN codes and mobile phones.
- Turnstile of gate access for customers
- Door controllers and electronic locks
- Intruder detection and duress alarms, including perimeter security.
- Surveillance and incident review through CCTV (internal and external) static and pan/tilt cameras with capacity for high-resolution image production.
- Digital video recorders (DVRs) or network video recorders (NVRs) for storing and managing video footage.
- Emergency Warning and Intercommunication System.
- Public address system and intercoms
- Panic alarms

The security and monitoring system of the Centre should be centrally managed, either from the reception area or the duty manager's office, along with other controls for the Building Management System.

2.10 Data, Communication and Audio Visual

The design team must consider and discuss the client's requirements, including but not limited to the following:

- Network Infrastructure:
    - Wi-Fi access points for wireless connectivity, including specifications for coverage area and capacity.
    - Ethernet cabling for wired connections.
    - Routers and switches for network routing and management.
    - Network cabinets or racks for housing equipment.
    - VPN (Virtual Private Network) capabilities for secure remote access.
    - Network segmentation to isolate sensitive data and systems from general network traffic.
- Data storage and backup:
    - Servers or network-attached storage (devices for storing data.
    - Backup solutions, such as tape drives, external hard drives, or cloud-based backup services.
    - UPS (Uninterruptible Power Supply) units for power backup and surge protection.

- Audiovisual Equipment:
    - Flat panel displays or digital signage for information dissemination.
    - Sound and lighting requirements for program areas
    - Broadcasting music in facility components
    - Television (flat panel displays) for program areas.
    - Television points/antenna (if required)
    - Projectors for displaying presentations, videos, or other visual content.
    - Projection screens or display surfaces.
    - Audio systems, including speakers, amplifiers, and mixers.
    - Consideration for accessibility features, such as hearing loop systems or closed captioning for visual displays.
- Communication devices
    - Phones
    - Intercoms
    - Paging and public address systems.

2.11 Asset Maintenance and Centre Operations

To facilitate safe, efficient, and cost-effective operation and maintenance, the design team should consider the following:

- Safe and easy access to plant and equipment to facilitate efficient operation, inspection, repairs and replacement.
- Safe and efficient internal and external window cleaning and replacement
- Safe and efficient roof access and movement
- Safe and efficient gutter cleaning
- Ease of replacement of light globes, lights, and the like without the need for additional equipment such as scissor lifts and scaffolds to be used.
- Ease of accessing elevated cleaning areas
- Non-slip surface compliance with consideration to ease of cleaning.
- Appropriate temperatures and humidity to minimise corrosion and enhance asset life span.
- Maintenance safety consideration of working from heights, in confined and isolated locations.
- Waste storage and removal.
- Minimising areas that may support collection of rubbish and dust, particularly areas that are hard to clean such as air ducts and pool hall structure.
- Locating plant and equipment to facilitate delivery and maintenance efficiency.
- Selecting materials, equipment and components that can be easily sourced o minimise maintenance downtimes.
- Safe chemical handling and storage requirements
- Manual handling and equipment requirements for operations.
- Potential fume, chemical hazard isolation and prevention.
- Security, cash handling, behaviour management, surveillance.
- Supervision following Royal Life Saving Society Standards.
- Traffic and pedestrian movement management and public access.
- Airborne and waterborne hazards, contaminants and bacterial risks
- Electrical safety

2.11.1 Crime Prevention Through Environmental Design

The design must adhere to the principles of "Crime Prevention through Environmental Design" to create facilities that enhance community and user safety. Adequate security lighting is mandatory around the building, and the building layout should eliminate potential hiding spots for criminal activities. Maintaining clear sightlines and supervision throughout the Centre is crucial, along with incorporating appropriate access controls and wayfinding elements into the design.

2.12 Design Life of Building Elements

The following design life of building elements is required, subject also to functional suitability, long term maintenance performance and sustainability characteristics.

- Building structure – 50 years.
- External wall cladding – 25 years.
- Roof cladding – 25 to 50 years (subject to manufacturer's warranty).
- Building services equipment – 20 to 25 years.
- Hydraulic pipework – 50 years.
- Internal fit-out (walls, partitions, joinery) – 20 years.
- Doors and window frames – 20+ years.
- Reception joinery – 20+ years.

2.13 Staging and Construction Logic

The existing Centre will not be required to operate during construction. There will be no staged opening. Therefore, the new Centre should be designed to be constructed as a single project with a single, with all aspects to be opened to the public on the same opening day.

2.14 Car Park

The existing car park should be reconfigured and extended. A car parking consultant/traffic engineer should be included in the consulting team.

2.15 Aquatic Centre Development - Industry Review

Council has consulted with the local government industry regarding some of the risks and challenges associated with the design and construction processes. These have been considered and, where necessary, by Council and, where appropriate, should inform some of the Architect's approach to the project.

- Develop a clear strategic framework, including guiding pillars (principles) to drive concept planning, detailed design, value management and future operations.
- Ensure there is a whole-of-council understanding of the strategic framework and that there are constant reminders of the framework throughout the project process. In addition, ensure that there is a project 'champion' at the executive level who will ensure discipline is applied to decisions and that those decisions reflect the framework.
- Ensure a clear communications plan is in place to make the community and stakeholders aware of project progression, including relevant non-construction issues.
- In the planning phase, undertake site tours with councillors and community groups to provide context to the project and understand the possibilities and how the finished product may look.
- To inform the detailed design phase, develop clear operational plans, including staffing requirements, office accommodation and reception layouts.
- Ensure there is clarity regarding the ESD objectives to be achieved and ensure this is communicated to stakeholders and consultants early in the project.

- Ensure that cost plans are completed at every stage of the process. That is concept plan development, design development, tender and for construction variations. Budgeting for future construction should also take into account a reasonable level of project escalation.
- Due to the highly corrosive nature of the chlorine used in aquatic centres, stainless steel and other material products need to be of the highest quality. Lower-grade materials tend to corrode more quickly in aquatic environments.
- Ensure the Architect's team has extensive experience in aquatic and leisure centre design.
- Where possible, ensure essential service works are undertaken well before construction commences to prevent overall project delays.
- Ensure detailed geotechnical studies are completed on the site.
- Develop a detailed commissioning strategy, including hiring a commissioning consultant to ensure all subcontractors provide detailed documentation regarding plant and equipment, including operational manuals. Ensure the centre operator has substantial engagement with the commissioning consultant during the handover period to a) ensure a smooth handover to the contractor and b) correct operation of all plant and equipment.
- The procurement process and timelines must be considered in any purchasing decision outside the construction contract. Delays in delivery that impact the centre opening could result in the escalation of the builder's cost.
- Future proofing proved not to be cost effective, as changes within the market/industry and consumer demand have meant that the potential developments identified as part of the future proof plan are unlikely to occur.

2.16 Stakeholders

- Project Team. Key decision makers. Primary members are:
    - Peter Rickards, Project Manager – George Town Council
    - Andrew McCarthy, Director Infrastructure and Development – George Town Council
    - Client Team (current members are Sam Tucker, Director - Commercial Project Delivery; Jim Corbett, Director - Sport and Leisure Solutions Pty Ltd; Julian Cook, Senior Mechanical Engineer – COVA)
- Councillors. Will need to be regularly informed with detailed updates throughout the design process.
- George Town Community. Will need to be informed with updates throughout the design process, with public consultation of final design required.

3. FUNCTIONAL AREA BRIEFING INFORMATION

3.1 Introduction

Considering the preliminary work on this project has not included a detailed feasibility study, there are inevitably questions to address and aspects to incorporate during the design phase. It is expected that the Architect will identify these issues, discuss them with Council, and resolve them throughout the planning and design stages. For instance, regarding plant rooms, allowances have been allocated for both indoor and outdoor spaces. Yet, specific guidance regarding plant and equipment remains undefined beyond the previous sections of this brief. Early analysis of available options and their implications will guide the development of concepts and detailed designs.

3.2 Component Areas and Requirements

Health and Fitness		
COMPONENT DETAIL	**GUIDING PRINCIPLES & USERS**	**Operational requirements and customer experience considerations**
Health Club – Strength training, cardio equipment, functional training and stretching		
175 m^2 Plus Store 12m^2	**Viability** **Healthy George Town** Key Users ▪ Adults ▪ Teenagers ▪ Older adults ▪ People with disabilities	▪ Ceiling height to be preferably not less than 3.6 m – reduction can be considered as part of the VM process. ▪ Provide maximum natural light into the Gymnasium. ▪ Lighting should be accessible for maintenance issues. ▪ A variety of floor surfaces may be incorporated for the key functional areas - cardio, stretch and strength training equipment. To be finalised during the design development process ▪ Regupol or similar for free weight area (exact areas to be confirmed during the detailed design process) ▪ Temperature range to be 18 to 24 degrees – to be discussed through design as customer expectations seem to be changing.

Health and Fitness		
COMPONENT DETAIL	**GUIDING PRINCIPLES & USERS**	**Operational requirements and customer experience considerations**
		▪ Utilise additional industrial wall fans throughout, especially where the cardio equipment is situated. These fans should be easily accessible for regular cleaning and maintenance. Switching on/off should be convenient for staff. ▪ Acoustics need to be considered for feedback to ensure minimal disruption to adjacent program areas. ▪ Provide mirrored wall finish in the free weights area. Mirrors are to be located 600 mm off the floor to a height of 2400 mm. The 600 mm buffer protects the mirrors from breakages. ▪ Provide steel or aluminium kick plates for walls around the gym. ▪ Ensure power and data outlets meet the requirements of the proposed equipment. ▪ The power and data should also be within the floor cavity (or similar) and easily accessible. There is to be no drop-down wiring to machines. ▪ Provide maximum flexibility for future layout of cardio equipment, including consideration of additional power and data requirements within a zoned sub-floor service set-down. ▪ Provide drink fountains, including water bottle refill options. ▪ Sound system speakers wiring and PA system. Functionality to enable wireless control by instructors/staff. ▪ Structure allowing wall or roof mounted TV and antenna access if required. ▪ Open bag storage –number to be determined. ▪ Electronic lockers – for wallets and phones (to be investigated) ▪ Provide concierge desk in entry area in lieu of office (optional – discuss with Council)
Health Club – Program Room 1 – Group Fitness classes, lifestyle classes		

Health and Fitness

COMPONENT DETAIL	GUIDING PRINCIPLES & USERS	Operational requirements and customer experience considerations
120 m^2 Must be able to be divided into two rooms of 60m^2. Storage 10m^2	**Viability** **Healthy George Town** Key Users ▪ Adults ▪ Teenagers ▪ Older adults ▪ People with disabilities	▪ A ceiling height minimum of 3.6 m - reduction can be considered as part of the VM process. ▪ Include an operable wall. ▪ Ensure the provision of acoustic treatment to limit sound breakout through the operable wall to the adjacent program space. ▪ Cooling and heating capabilities to reflect the different temperature needs of users. Minimum 18 degrees and maximum 24 degrees with individual control capability. ▪ Provide industrial ceiling/wall fans to both sides of the room. Switch by zones to provide flexibility. ▪ Flooring must be suitable for high-impact group exercise classes, easily cleaned, durable, and present minimal odour due to prolonged use. If using carpet, ensure that an antibacterial underlay is used. ▪ Provide mirrors behind the stage on one side and each side wall as reasonably achievable. ▪ Provide a lockable storage room at the back of the program room for equipment used in activities. i.e., exercise mats, step boxes, barbells, weights, etc. The storage room should have adequate ventilation and lighting with dual access points preferable. ▪ Investigate options for audiovisual equipment and lighting to provide a unique program experience. ▪ The PA control system should be able to be muted during classes except in emergencies.

Aquatics

COMPONENT DETAIL	GUIDING PRINCIPLES & USERS	Operational requirements and customer experience considerations
25 m pool - lap swimmers, learn to swim program, aqua aerobics, schools swim program, Junior squads, Aqua play, swim club training, water walking, gentle exercise		
Approximately 330 m^2, including ramp. First aid room 12m^2 Cleaners Cupboard 7 m^2	**Viability** (Learn to swim) **Healthy George Town** **Innovation** Key Users ▪ Adults ▪ Older adults ▪ People with disabilities ▪ School groups ▪ Clubs ▪ Children	▪ 5 lane 25 m pool – lanes widths 2.0 m add additional rope connections for 4 lanes at 2.5 metres (detail finalised in DD) ▪ DDA-compliant ramp entry ▪ Poolside seating for parents and spectators ▪ Maximum depth 1.5 metres ▪ Minimum water depth 1.0 metres ▪ Water temperature to be constant to a maximum of 32 degrees to facilitate the learn to swim program with the option for increased temperature if required. ▪ Poolside seating for parents and spectators ▪ Monotek concourse – could be changed during the VM process. ▪ Wet deck at concourse level. ▪ Drink fountain in proximity. ▪ Pool tiles to be installed on floors and walls – could be changed during the VM process. ▪ Pool tile colours are to be determined in consultation with the project team. ▪ Pool blankets to be used - consider including pool blanket storage under seating. ▪ Include floor anchors for inflatable connection to the pool. ▪ Include floor waste on the pool concourse. ▪ High-pressure taps shall be provided on the concourse for cleaning purposes. ▪ Water-resistant electrical supply connection points. ▪ Provide mobile on-deck aquatic desk for aquatic education administration and pool test.

Aquatics

COMPONENT DETAIL	GUIDING PRINCIPLES & USERS	Operational requirements and customer experience considerations
Warm Water Program Pool - rehabilitation activities, gentle exercises, classes, swim lessons (parent-child)		
170 $m^{2,}$ including ramp.	**Healthy George Town Community Hub** Key Users ▪ Adults ▪ Older adults ▪ People with disabilities ▪ People with mobility issues ▪ School groups ▪ Clubs ▪ Children and infants	▪ DDA-compliant ramp entry ▪ Temperature ranges from 32 to 36 degrees Celsius. ▪ Wet deck at concourse level. ▪ Depth 1.1 m to 1.4 m (pool depths to be determined through further consultation and investigation) ▪ Small concourse shower (4 m2) ▪ Removable hoist or pool pod ▪ Provision for lane rope attachments to all sides for flexible division of water area. Lane rope spacing is to be determined during design development. ▪ Drink fountain on the concourse. ▪ Monotek concourse (VM option) ▪ Pool tiles are to be installed on floors and walls. (VM Option) ▪ Pool tile colours are to be determined in consultation with the project team. ▪ Consider including pool blanket storage under seating. ▪ Drinking fountains shall be provided near the pools. ▪ High-pressure taps shall be provided on the concourse for cleaning purposes. ▪ Water-resistant electrical supply connection points. ▪ Include floor waste on the pool concourse. ▪ Investigate a small spa seat with jets in the pool – perhaps connected to the ramp.
Change rooms – all Centre users		

Aquatics		
COMPONENT DETAIL	**GUIDING PRINCIPLES & USERS**	**Operational requirements and customer experience considerations**
Aquatic change 100 m^2 2 x Accessible Change 16 m^2 Changing Places 14 m^2 2x Group Change 24 m^2 (in total)	**Innovation to deliver affordability.** Key Users ▪ Adults ▪ Older adults ▪ People with disabilities ▪ School groups	**Change Rooms** ▪ Showers to have separate cubicles fitted with lockable doors. Include clothes hook and storage bench. ▪ Toilet cubicles and pans ▪ Provide ample ventilation and natural light. ▪ Particular attention is to be paid to drainage. ▪ Floor-level airflow to assist with keeping change spaces dry. ▪ Provide basins and mirrors. ▪ Provide bench seating and clothes hooks in change areas. ▪ All fittings are to be vandal-proof. ▪ Provide hand dryers in a range of heights - 2 in each change room. ▪ Ensure PA system coverage. ▪ Power points for hair dryers/shavers in proximity to basins. ▪ Minimum 20-degree Celsius constant temperature. ▪ Locker provision should be considered in both the change areas and within zones around the concourse. ▪ Include floor waste in change rooms. ▪ All materials need to be compatible with wet area requirements. **Accessible change rooms** ▪ Comply with DDA 1992 requirements, Universal Design principles, and the Disability (Access to Premises — Buildings) Standards ▪ Monotek flooring or similar.

Aquatics		
COMPONENT DETAIL	**GUIDING PRINCIPLES & USERS**	**Operational requirements and customer experience considerations**
		▪ 2 x accessible change rooms -2 adjacent to the aquatic zone, ▪ 1 x Changing Places change room in the aquatic zone. **Group Change** ▪ 2 x Group change rooms with a dividing wall (12m^2 each) ▪ Male and female to be separate. ▪ Seating and hanging space. ▪ Change rooms to be lockable. ▪ No toilet or shower is required. ▪ Provide external (On deck if possible) showers near the entry of the group change room. ▪ Open lockers on the pool deck for bag storage. ▪ Ventilated and natural light. ▪ Monotek flooring. ▪ Include floor waste in change rooms. ▪ If possible accessible without the need to enter through the main reception/foyer. ▪ All fittings are to be vandal-proof. ▪ All materials need to be compatible with wet area requirements.
▪ **Plant and building services**		
Internal spaces -	Innovation to deliver affordability	**This section of the functional brief provides the space allocation only.** <u>Pool Plant</u> Aquatic Plant Room (internal) – 125 m^2 Bunded delivery area (external) - 50 m^2

Aquatics

COMPONENT DETAIL	GUIDING PRINCIPLES & USERS	Operational requirements and customer experience considerations
Approximately 150m^2 External spaces (Compound) – Approximately 150m^2		CO2 enclosure (internal) - 4 m^2 Pool Chemical Store (external) - 12 m^2 <u>Building Services</u> Mechanical Air Handling - 20m^2 (internal) and 50m^2 (external compound) Hot water service (external) - 25m^2 Electrical and communications 9 m^2 (assumed external – pole mounted) Fire Hose reels (internal) – 4m^2

Entry Foyer and Administration Area

COMPONENT DETAIL	GUIDING PRINCIPLES & USERS	Operational requirements and customer experience considerations
▪ **Administration Offices**		
Manager's Office 9 m^2 Shared office 25 m^2	**Operational performance** Key Users	▪ Provide one small lockable office for counting cash (could be DM office), Manager's office, plus an open plan office area for 3 staff. ▪ Ensure adequate power supply points, data points and WIFI connectivity in all workspaces. ▪ Offices to include desk spaces and associated office equipment.

Entry Foyer and Administration Area

COMPONENT DETAIL	GUIDING PRINCIPLES & USERS	Operational requirements and customer experience considerations
Utility and data communications 6m^2 Secure storage 4 m^2	▪ Staff	▪ Provide Utility area for photocopier, fax, collating documents, and stationery. ▪ Provide space for pinboards, whiteboards and filing cabinets. ▪ Floor treatment to be hardwearing carpet. ▪ Include an electronic timekeeping system (finger or retinal scan) - to be confirmed with an operator. ▪ To be connected to the reception area to assist with high volumes of customers having a view of aquatic activities via one-way glass if possible. ▪ No staff room
Reception/Café Serve/ Entry Foyer/ Administration area		
Areas Foyer – 50 m^2 Reception – 15 m^2 Cafe lounge – 30 m^2 Dry Lounge – 340 m^2 Waste holder area – 2 m^2	**Viability** **Social, Inclusive City** **Operational performance** Key Users ▪ All customers ▪ Staff	**ENTRY FOYER** ▪ Provide an airlock and potentially additional protection via an external wind barrier if required. ▪ Ensure high visibility of the main entry from the car park to assist with customer navigation. ▪ Identify the need and potential location for a self -serve (recharge) kiosk in the entry foyer. ▪ Ensure there is an airlock between the front-of-house and the pool hall. ▪ Swipe card entry and exit gates are to be installed. ▪ Ensure the foyer design and layout facilitates efficient customer flow and circulation for people entering and exiting the facility. ▪ Floor treatment of all areas to be non-slip, easy to clean and extremely hard wearing. ▪ Address requirements for timetable display, centre information and community information– this could be addressed through the provision of points for electronic visual display.

Entry Foyer and Administration Area		
COMPONENT DETAIL	**GUIDING PRINCIPLES & USERS**	**Operational requirements and customer experience considerations**
		▪ Consider how to cater for entry by school groups. **RECEPTION** ▪ The foyer, café and reception area are to be air-conditioned. ▪ The reception desk should be linked to the administration area to facilitate assistance with peak-period customer flows. ▪ Reception desk orientation should be "front on" to the main entry point to enhance customer interface and transition through the foyer area. ▪ Provide a low-level counter area for people with disabilities (The reception desk design is to be undertaken in consultation with various reception staff during detailed design). ▪ Consider and incorporate security requirements for daily takings and retail stock (including storage) in the reception area - provide a lockable office/room for counting the daily takings adjacent to the reception area. This could act as the duty manager's office. ▪ Provide spaces for 2 staff to work behind reception. ▪ Consider requirements for duress alarm and cash handling and security, including CCTV. ▪ Consider the requirements for the reception desk to function as the Emergency Control Centre of the facility. ▪ The reception desk must include a public address system, lighting controls for aquatic, circulation spaces and health fitness areas and the emergency evacuation announcement system. ▪ The layout of the reception area must facilitate be integrated with the Café to ensure cost effective provision of Café services.

Entry Foyer and Administration Area		
COMPONENT DETAIL	**GUIDING PRINCIPLES & USERS**	**Operational requirements and customer experience considerations**
		RETAIL AND MERCHANDISING ▪ A small merchandising outlet shall be located adjacent to the Centre Reception area and shall be highly visible. Size to be determined during design development. All sales to occur at the reception desk. ▪ Items to be sold include fitness apparel, bathers, goggles, kickboards, and other aquatic accessories. Dietary supplements and the like are also likely to be sold from the café area. (It should be noted that turnover will be relatively low and minimal stock held on site) ▪ Moveable racking and merchandise security scanners at all centre entry/exit and reception area entry/exit. ▪ If possible, include a single change room within the foyer, together with adequate behind the counter storage. **CAFÉ** ▪ Reception staff will be required to serve café customers. Consequently, only a small range of prepackaged food and drinks will be sold. There may be some demand for onsite drinks. The logistics of this will be explored through the planning phase. ▪ Space and layout for café seating should encourage and facilitate social interaction between patrons. ▪ The seating area is to be incorporated into the foyer. ▪ A full production kitchen will not be required. However, some onsite preparation may be required. (To be confirmed during design development. ▪ Careful planning of equipment and food preparation areas to occur during the detail design process to ensure the specific needs of an aquatic environment are reflected.

Entry Foyer and Administration Area		
COMPONENT DETAIL	**GUIDING PRINCIPLES & USERS**	**Operational requirements and customer experience considerations**
		▪ Provide a small holding area for café waste. ▪ Grease trap installation is to be investigated once the scope of the café service is finalised. ▪ Investigate cool and dry store options to suit menu strategy. ▪ Consider locations for vending machines to service patrons when the café is not operating. ▪ Provide vented roller grilles to close off when needed. ▪ Furniture and fixtures must be durable over a long period with high levels of use and be easily cleaned. ▪ Other requirements (to be finalised during detailed design with consideration to the construction budget): o Hot Beverage equipment o Cold Beverage equipment o Hot food storage, display, and servery o Cold food storage, display, and servery o Freezer o Plate/cutlery/glass washing bay and dish washer. o Rubbish Treatment System o Crockery/cutlery/glass storage

4. CENTRE OPERATIONS – MANUALS AND TRAINING

The Architect is required to deliver comprehensive plant operations and maintenance manuals to facilitate the effective and efficient operation of the Centre. These manuals must be complemented by a robust staff training program focused on plant and equipment operations, ensuring that personnel are well-equipped with the requisite knowledge and confidence to manage the facility effectively. Furthermore, the manuals must include a detailed maintenance schedule and outline periodic servicing requirements.

The first draft of the manual(s) is to be provided for review three months prior to the opening of the Centre. Manuals are to be written in a style that will be able to be translated into the day-to-day operations of an aquatic centre. This may necessitate the re-writing of manufacture information. The manuals will require approval by the Council and the Centre operator at least one month prior to the opening of the Centre. This is a critical component of the Architect's performance and the future operation of the Centre.

Manuals should include, but not be limited to:

- BMS and building automation.
- Pool hydraulics
- Water treatment systems
- Heating and ventilation systems
- Electrical installation and switching systems
- ESD initiatives and installations
- Lightning
- Communication
- Fire protection
- Building automation
- Building security systems
- Cleaning systems
- Waste control and recycling systems
- Emergency evacuation lighting
- EWIS
- Chemical handling and safety data sheets

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