

Whitehorse City Council Pavilion Development Policy

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Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land on which Whitehorse City Council is situated and we pay our respect to Elders past, present and emerging.



ACKNOWLEDGEMENT OF COUNTRY

CONTENTS

01 Introduction	5	08 Temporary Facilities	31
02 Objectives	7	09 Pavilion Development Priority	35
03 Scope	9	10 Glossary	36
04 Pavilion Principles	11	APPENDIX01 Design Guidelines	40
05 Delivery Approaches	13	APPENDIX02 Provision of Fixtures & Equipment	47
Modular Pavilions		APPENDIX03 List of Pavilion Classification	50
Multi-Storey Pavilions			
Pavilion Development Workflow			
06 Pavilion Classifications & Standards	19		
Pavilion Classification			
Pavilion Components & Funding Contributions			
Pavilion Standards			
07 Funding Options	27		
Council Contribution			
External Funding			
User Group Contributions			
User Group Preferred Suppliers			
Ownership & Responsibility of User Group Funded Items			

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INTRODUCTION

01

01 - Introduction

The City of Whitehorse is an established municipality in the eastern region of metropolitan Melbourne. There are currently 31 pavilions and 53 sports fields within the City of Whitehorse supporting various field sports such as football, cricket, and soccer. There are 58 other venues which caters for sports such as tennis, lawn bowls, etc which are not part of the scope of this policy. The pavilions are located within public reserves and open spaces and provide opportunities to participate in range of sporting and recreation activities for the wider community promoting physical activity and social connection.

The previous Pavilion Development Policy 2019 was developed to guide the planning and design of community pavilions and to ensure a consistent and equitable approach to facility provision across the municipality. The Policy 2019 is supported by the Sporting Facilities Guide – Seasonal and Casual Users (under review), which outlines the terms and conditions for the use of Council facilities by sporting and recreational groups and other casual users.

This updated Pavilion Development Policy 2026 has been developed because, in recent years, the role of sporting pavilions has evolved from single-purpose facilities to versatile, multi-use spaces that support a wide range of community activities. There is also a growing focus on ensuring pavilions are inclusive, female-friendly, accessible, and fit-for-purpose. Rising participation in organised sports by women and juniors, greater community use of pavilions, increasing opportunities for partnerships with other organisations and levels of government amid a heightened capital cost environment, and updates to Building Codes and sporting standards have all driven the need for this updated Policy 2026. The revised Policy 2026 provides a framework for the planning and delivery of pavilions that responds to these emerging needs and challenges.

This Policy 2026 has been developed in alignment with the broader strategic context, supported by reviews of Whitehorse's policies and strategic documents, relevant pavilion policies and strategies from other councils, case studies of pavilions within and beyond Whitehorse, and guidelines from peak sporting associations.

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OBJECTIVES 02

02 - Objectives

This Policy provides Council's framework for the planning, funding and delivery of pavilion development projects. It sets facility standards and funding responsibilities to support consistent decision-making, improve project scoping and value for money, and ensure pavilions are fit-for-purpose, inclusive, and able to support shared community use over the life of the asset. The objectives of this policy are to:

Support pavilions as shared community assets by promoting multi-use design that enables broader community access and optimises the value, function and utilisation of Council assets.

Ensure pavilions are inclusive, safe and accessible, and support equitable participation across age groups, genders and abilities.

Deliver pavilions that are fit-for-purpose and responsive to participation demand and the operational requirements of different sporting codes.

Establish pavilion standards, including component schedules and area provisions, to improve early scoping, cost planning and consistency across projects.

Clarify funding responsibilities and contributions (Council, external funding partners and user groups) and support partnership delivery of pavilion projects.

Guide prioritisation of pavilion renewal and redevelopment using an evidence-based approach that considers condition, service impact and utilisation.

Support efficient, maintainable and durable pavilions that perform well over the asset lifecycle and align with Council's sustainability objectives.

Provide direction on key delivery considerations, including temporary facilities during construction, finishes levels, and preferred delivery approaches where suitable.

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SCOPE 03

03 - Scope

This Policy applies to pavilions that support field sports which are generally under seasonally licensed arrangement (such as soccer, football, cricket, hockey, baseball and lacrosse). Pavilions supporting tennis, bowls and athletics tracks etc under leased arrangement is not covered by this policy. Where a pavilion is leased to a user group, the lease agreement will take precedence in determining capital works funding and maintenance responsibilities.

For the purpose of this Policy, there are generally three categories of capital works project for Council's pavilions:

RENEWAL refers to capital works that involve the refurbishment of existing pavilions to a "near new" condition and compliant with current standards but excludes building extension. Such works includes replacement of kitchen/kiosk joinery, floor and wall finishes, plumbing fittings and fixtures, electrical upgrade, and replacement of roofing or external materials.

EXPANSION /UPGRADE refers to extending the use of existing facilities by increasing functionality or area accommodation to provide the user group(s) with a greater ability to offer a wider range of services or activities. This may include works such as multipurpose room extensions, provision of additional change rooms, addition of first aid room.

NEW DEVELOPMENT refers to projects where a new pavilion is built where there was previously none on site or where an existing pavilion is being demolished and replaced with a new building. It also includes new buildings that replace multiple existing facilities to accommodate the delivery of consolidated/co-located services.

This Policy will be applied to any New Development and Expansion/Upgrade projects. This policy may be referenced for Renewal projects where relevant, noting that works in such cases will generally be guided by existing internal/external conditions and constraints.

This Policy is not intended to be retrospective. The Policy does not apply to pavilions for which detailed design has been completed or construction commenced prior to adoption of the Policy.



PAVILION PRINCIPLES

04

04 - Pavilion Principles

The following principles guide how Council plans, designs and delivers pavilion capital works projects:

1. Evidence-Led Need

Pavilion renewal, expansion, or new development will be supported where there is a clearly identified and substantiated current and future community need.

2. Fit For Purpose Investment

The preferred pavilion development approach, renewal or expansion or new development, will be guided by site suitability, building condition, compliance performance, and value for money for the optimised use of the asset.

3. Functional Design

Pavilion design will prioritise functional performance over architectural form. Facilities will be designed to meet the operational requirements of users, support efficient management and maintenance, and provide practical, fit for purpose spaces that deliver long-term community value.

4. Delivery approach

Modular or prefabricated construction will be the preferred delivery method for pavilion projects, unless it is demonstrated to be unsuitable for the site, project requirements or Council's objectives. This approach aims to improve delivery efficiency, reduce construction time and site disruption, and achieve value for money.

5. Efficient and Integrated Asset Planning

Where appropriate, Council will pursue the consolidation of building assets to improve operational efficiency, reduce duplication, and support integrated service delivery.

6. Shared Community Use

Pavilions are shared community assets that support sporting clubs, community groups, and casual community use, and should be planned and managed to meet a diverse range of community needs.

7. Flexible and Adaptable Design

Pavilions will be designed as flexible, multi-use facilities that accommodate a range of activities and user groups, and can adapt over time in response to changing participation patterns and community needs.

8. Inclusive, Safe and Sustainable Outcomes

Pavilion development will be guided by the principles of Universal Design, Environmentally Sustainable Design (ESD), and Crime Prevention through Environmental Design (CPTED) and other best practices to ensure facilities are accessible, safe, resilient, and environmentally responsible, ease and economical for maintenance and repair.

9. Shared Investment and Partnerships

Council will seek co-investment and funding partnerships with other levels of government, sporting bodies, and key stakeholder groups to support the delivery of pavilion projects and maximise community benefit.

10. Strategic Alignment

Pavilion development will be consistent with adopted Council plans and strategies. Where a reserve or precinct Masterplan is in place, it will guide pavilion scope, siting and design to achieve the Masterplan outcomes.

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DELIVERY APPROACHES 05

05 - Delivery Approaches

5.1 Modular Pavilions

Modular building is a construction methodology in which a building is prefabricated as a series of modules in an off-site factory and then transported to, and assembled on, the project site. Modular construction emerged in the late twentieth century and has been increasingly utilised in Australian public infrastructure since the 1990s, particularly within the education sector.

Unlike temporary accommodations and demountable/portable buildings, modular buildings are intended to be installed on site in the long term and not intended to be moved and reused in another location.

More recently, Victoria Councils are taking up modular building for sporting pavilions in the past decade for the benefits including:

1. Limited Impact on User Groups Operations

Manufacturing modules off-site limits the amount of construction activities and time on spent on site. This reduces the interruptions of user groups' operations both in their existing facilities and impact on the sports fields. The reduced length on site also reduce or negate the requirements for temporary facilities to be provided during construction.

2. Limited Disturbance on Site

The lightweight nature of modular construction, together with the preferred footing system "sure-foot" minimises excavation compared with traditional construction. This approach might be beneficial in sites with challenges such as vegetation extent, cultural heritage considerations, adverse geotechnical condition or soil contamination.

3. Improved Cost Certainty and Risk Management

Manufacturing modules in a controlled factory environment improves cost predictability and reduces exposure to weather delays, labour shortages, and site-based variations. This supports stronger budget control and reduces the risk of cost escalation for Council-funded pavilion projects.

4. Consistent Quality and Compliance

Factory-based construction allows for greater quality control, repeatability, and compliance with relevant building standards. This is well suited to pavilion facilities, which typically require robust, durable, and fit-for-purpose outcomes rather than bespoke architectural complexity.

However, there are some key considerations that will need to be managed when adopting modular building as a construction methodology:

1. Transport and Dimensional Constraints

Module size is constrained by road transport requirements, which can limit maximum ceiling heights, structural spans, and overall module dimensions. While higher ceilings can be achieved through on-site assembly of multiple modules, this may reduce some of the speed and cost efficiencies associated with modular construction.

2. Design Flexibility and Site Responsiveness

Modular buildings are most efficient on relatively flat and accessible sites. Irregular topography, constrained access, or complex site conditions may require additional substructure works or design compromises, reducing the suitability or cost effectiveness of modular solutions in some locations.

3. Lifecycle and Durability Considerations

Modern modular buildings are generally designed to comply with the same Building Code and performance standards as traditionally constructed buildings. However, the longevity of modular buildings is less established than traditional construction, largely due to modular delivery being a relatively recent and rapidly evolving construction method and relatively short history of modular pavilions within the local government sector. Modular buildings' potential service life can be comparable when appropriately designed, constructed and maintained.

4. Limited Adaptability for Bespoke or Complex Facilities

Modular construction is best suited to facilities with repeatable and standardised components. Projects requiring highly bespoke layouts, large uninterrupted internal spaces, or complex architectural expression may be less compatible with modular approaches.

5. Upfront Design Commitment

Modular construction requires a higher level of design resolution earlier in the project lifecycle, as modules are fabricated off-site. This reduces flexibility to make late design changes once fabrication has commenced and places greater emphasis on early stakeholder agreement.

6. Market and Supplier Availability

The availability of suitable modular suppliers, particularly for civic-scale facilities, can vary. This may influence procurement competitiveness, delivery timelines, and the degree of customisation achievable.

7. Cost Benchmarking on a Like-for-Like Basis

Modular construction relies on light weight construction for transportation. When undertaking cost benefit analysis compared with traditional construction, cost benchmarking should be undertaken on a like for like basis with similar construction materials, as traditional/in-situ pavilions are often constructed with solid masonry.

Modular construction will be the preferred delivery method for pavilion projects, unless it is demonstrated to be unsuitable for the site, project requirements or Council's objectives.

Council will undertake an initial site analysis to determine whether the site is more suited for modular or traditional construction. The analysis will take into, but not limited to, site topography, trees and vegetation, cultural heritage, geotechnical conditions, access, risk, longevity and alignment with Council standard specifications.

A hybrid approach combining modular and in-situ construction may also be considered where this delivers better overall project outcomes.

5.2 Multi-Storey Pavilions

For new development projects, Council will prioritise single-storey sports pavilions. A multi-storey design may be considered only where a single-level pavilion is not feasible due to specific site constraints. These may include:

- Topography to the site, sloped sites might be conducive to multistorey pavilion.
- Physical constraints of the site, where the proposed site could not sustain footprint of a single storey pavilion due to spatial constraints, existing vegetation and impact on open space amenities.
- Zoning and Strategic Planning considerations.

Enhanced spectator viewing from the multipurpose room is not a determinant factor to pursue a multistorey pavilion development.

Where multistorey pavilion approach has been approved by Council and where the design adopts a two kitchen/kiosk layout (i.e. kiosk on ground floor and kitchen at first floor multipurpose room), Council will provide a secondary kiosk of 20sqm in addition to the Standard Component kitchen provision.

The design of multi-storey pavilion should also take into considerations of maintenance requirements:

- Any building services and plants are to be accessible in a safe manner, preferably on grade.
- Prefinished materials are preferred for the upper storey to reduce the requirement for external repainting at high level over the life cycle of the building.
- Safe roof access is to be considered during design, as well as ongoing maintenance of gutters and rainwater heads.

5.3 Pavilion Development Workflow

Pavilion projects may be delivered over multiple financial years (typically three) due to the staged nature of project planning and delivery. This may include feasibility, concept design, detailed design, approvals, procurement and construction. In some cases, projects may also require a hold point following concept design/ feasibility to allow for advocacy process and confirmation of external funding, which may influence the timing of delivery.

The number of projects that are funded each year is dependent on the total financial resources available and other Council priorities which will be part of Council's Capital Works Programme, as well as availability of External Funding. The total available funds for pavilion projects will vary from year to year.

The following is an indicative workflow for a typical pavilion project, highlighting key milestones for decisions of project scope and funding of works and co-contribution opportunities:

1. PROJECT IDENTIFICATION

Council undertakes routine pavilion assessments and maintains a priority list for pavilion projects. As part of this process, Council confirms whether the project is a renewal, expansion, or new development. Projects assessed as high priority are incorporated into Council's Capital Works Programme.

2. STRATEGIC ALIGNMENT & USER GROUP IDENTIFICATION

Where available, pavilion planning aligns with the relevant reserve or precinct masterplan and other strategic documents. Council identifies potential user groups and any co-located or shared uses.

3. FEASIBILITY, PRELIMINARY PLANNING & ADVOCACY PLAN

Where reserve masterplan does not exist, Council, in consultation with user groups, prepares a technical functional brief and area requirements to support early scoping and advocacy, and to inform the proposed funding model and contributions. This may include a return brief, functional relationship diagrams and siting considerations. Budget implications are tested through cost planning, including quantity surveying input where required. At this stage, the suitability of modular construction is also assessed and confirms preferred construction methodology for the project.

4. FUNDING ADVOCACY

This stage involves Council and relevant user groups working together to identify suitable external funding opportunities, prepare and submit funding applications.

TRADITIONAL INSITU CONSTRUCTION

5. CONCEPT DESIGN

This stage confirms the proposed building form, siting and layout, key functional areas and room sizes, and the proposed level of fittings and finishes within the approved project budget. Any user group contributions and funded inclusions are also confirmed at this stage. It updates the cost plan and programme, confirms statutory approval pathways, and establishes the endorsed scope to progress to planning and detailed design.

6. DETAILED DESIGN & TENDER DOCUMENTATION

Following endorsed concept design, Council finalises the detailed design, including architectural and engineering documentation, specifications, schedules (including fittings, finishes and furniture responsibilities) and statutory requirements. Design changes cannot be accommodated after early stages of detailed design. This stage confirms the final scope, quality requirements and cost plan, and produces the tender-ready documentation.

7. TENDER & CONTRACT AWARD

Council undertakes procurement in accordance with Council's Procurement Policy, calling tenders, responding to clarifications and evaluating submissions. The preferred tenderer is recommended for approval and a contract is executed.

8. CONSTRUCTION

Following contract award, the contractor undertakes site establishment and construction in accordance with the approved design, and programme.

MODULAR CONSTRUCTION

5. CONCEPT DESIGN & TENDER DOCUMENTATION

This stage confirms the proposed building form, siting and layout, key functional areas and room sizes, and the proposed level of fittings and finishes within the approved project budget. Any user group contributions and funded inclusions are also confirmed at this stage. Key design decisions to be confirmed at this stage. Council produces a reference design and performance specifications, outlining required fittings, finishes and fittings to enable tendering by D&C Contractor.

6. TENDER & CONTRACT AWARD

Council undertakes procurement in accordance with Council's Procurement Policy, calling tenders, responding to clarifications and evaluating submissions. The preferred tenderer is recommended for approval and a contract is executed.

7. DETAILED DESIGN & CONSTRUCTION DOCUMENTATION

The contractor is responsible for the production of detailed design, including full architectural and engineering specifications, certifications to satisfy statutory requirements. Council will collaborate with the contractor to advance the detail design. Minor design changes can only be accommodated at early stages of detailed design. Contractor will submit full construction documentation package to council for review to ensure alignment with project brief and performance specifications.

8. CONSTRUCTION

Once final design has been approved by Council, the Contractor proceeds with manufacturing of pavilion modules ready for installation on site.

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PAVILION CLASSIFICATIONS & STANDARDS 06

06- Pavilion Classifications & Standards

6.1 Pavilion Classification

Pavilions are classified into the following four categories. The assigned classification for each pavilion is provided in Appendix 3. Pavilion components and area allowances vary by classification and are set out in Section 06 - Pavilion Classification & Standards

MAJOR PAVILION

These pavilions support recognised State or National competition tiers, where the facilities are required to meet higher-order sporting association standards beyond local community-level provision. This classification applies to sports with a strong participation base in Victoria and an established higher-level competition pathway, for example AFL, cricket and soccer. In the Whitehorse context, this includes venues supporting competitions such as the Victorian Football League (VFL) and National Premier Leagues (NPL). These facilities will also be designed to support broader community use outside of competition and training needs.

Council will only support development of such facilities where there is a clear and demonstrated need. Any additional components needed to meet higher competition requirements, such as larger change rooms, broadcast facilities, or multipurpose spaces, would require External Funding for which Council will work with key user groups on funding advocacy.

LOCAL PAVILION

These pavilions primarily support community-level training and competition and generally operate as the primary venue for seasonal user groups across summer and winter. These pavilions will be designed to support broader community use outside of competition and training needs. Together, they make up the majority of pavilions across municipality.

SATELLITE PAVILION

These pavilions are provided at sites that operate as secondary venues rather than a primary home venue. They support overflow training and competition demand for multiple user groups, or provide interim capacity when a primary pavilion is unavailable due to construction or other disruptions. Satellite pavilions typically supplement a main pavilion at another location and are designed with a reduced component schedule.

MIXED-USE PAVILION

These pavilions support the co-location/consolidation of services by accommodating traditional field sports alongside sporting uses beyond field sports and/or non-sport community services, such as neighborhood houses. They provide a planned mix of shared and dedicated spaces, where appropriate, to meet the operational needs of different user groups. The development of such pavilion is assessed on a case-by-case basis during feasibility & preliminary planning stage and guided by identified needs outlined through strategic documents, such as a Reserve Masterplan and Community Infrastructure Plan. They are generally located in areas with good accessibility, adequate parking and strong public transport connectivity, often close to activity centres or mixed use precinct.

06.2 Pavilion Components and Funding Contributions

Council will provide and maintain pavilions to meet the needs of sporting user groups and support broader community use. Pavilion provision comprises two categories of components: Standard Components and Non-Standard Components. These categories inform capital funding responsibilities between Council, user groups and other funding partners.

STANDARD COMPONENTS

Standard Components are the essential functional elements of sporting pavilions required to support core sporting operations and broader community use.

This typically includes areas such as change rooms and players amenities, umpires facilities, first aid / medical room, multipurpose room, storage, kiosk / kitchen (as specified in Pavilion Area Provisions Tables on Pages 22-24) and fixtures and equipment identified as Standard in Appendix 2.

Where a size range is specified for Standard Components, Council will deliver the minimum specified size for required Standard Components, funded by Council or co-funded with funding partners where available.

Provision beyond the minimum size may be considered where it:

- is required or recommended by relevant sporting facility guidelines for the level of competitions (e.g. timekeepers' rooms)
- supports enhanced broader community outcomes (e.g. larger multipurpose rooms)
- improves operational efficiency and flexibility (e.g. adaptable change rooms).

Any additional area beyond the minimum standard will be subject to the demonstrated need and the availability of external funding or user group contributions.

NON-STANDARD COMPONENTS

Non-Standard Components are additional spaces or facilities that extend beyond the Standard Components of a pavilion and are not essential to core operational functionality. These components are typically provided to meet the specific needs of particular user groups and are generally intended for exclusive or limited use, with fewer opportunities for broader community or casual use.

Non-Standard Components include components not listed as Standard Components in the relevant pavilion standard schedule (as specified in Pavilion Area Provisions Tables on Pages 22-24).

Examples include:

- dedicated beverage server/bar, ice bath, gyms, fitness room, broadcast room etc.
- fixtures, fittings or equipment not identified as standard in Appendix 2.

Council will not fund Non-Standard Components; these must be funded through user group contributions or external funding, provided the funding commitment specifies the delivery of such components.

All Non-Standard Components require Council approval and must be supported by a demonstrated need.

This section shall be read in conjunction with Section 07- Funding Options for definitions of Council Funding, External Funding & User Group Contributions and the prioritisation of external funding towards standard and non-standard components.

06.3 Pavilion Standards

This section outlines pavilion components (standard, non-standard) and component sizing for various sporting code (AFL, Soccer, Cricket, Baseball, Hockey, Rugby, Lacrosse).

Sporting activities without widely adopted facility planning guidelines (for example Archery, Ultimate Frisbee) are not specifically included within the pavilion standards tables. Where such activities are accommodated within a pavilion project, facility requirements will be assessed by Council during the feasibility and concept design stages, having regard to operational needs, guidance from relevant governing body, participation levels and opportunities for shared use of pavilion spaces.

The area provisions for each pavilion classification and sporting code are based on the following considerations:

- 2no. of change rooms and associated players amenities will be provided for each oval up to a maximum of 8 change rooms and associated players amenities per pavilion.
- Where a pavilion services multiple sporting codes, the area provisions (including room sizes) and required components (such as medical rooms) will be based on the sporting code with the greater spatial requirements.
- Pavilions standards will comply with all relevant legislation, standards and codes. This includes but not limited to the National Construction Code, Disability Discrimination Act, Child Safe Standards, Gender & Sex Discrimination Acts Requirements, Food Safety Standards.
- Number of accessible amenities are to be determined as per building code and DDA Standards & regulations requirements, as well as general universal design principles inline with Whitehorse Disability Action Plan.
- Council will seek to deliver facilities in accordance with the pavilion standards; however, it may exercise discretion to vary from the standards where constraints including budget, site conditions, structural requirements, limit the ability to fully meet the standards.
- Where an existing pavilion is to be demolished and replaced, the new pavilion footprint will be based on the current Policy's standard components area allocations for the relevant pavilion classification. This applies irrespective of the size, layout or amenity provision of the existing pavilion, including where the existing pavilion exceeds those allocations.
- In expansion/upgrade projects, where existing footprint and amenities exceeds policy (over allocation areas), the existing footprint may be maintained. Where the pavilion has shortfalls against the policy's Standard Components, any new or expanded amenities, where feasible, should aim to repurpose any over allocated space in the first instance, rather than increasing the building footprint.
- Area provision should be appropriately future-proofed to accommodate foreseeable changes in use or sporting codes.

MAJOR PAVILION AREA PROVISIONS

	Cricket	AFL	Soccer
Players Change (2no)	35-55	50-75	25-35 ^C
Players Amenities (2no)	25	25-35	16-25 ^C
Umpires Briefing	25	20-40	16-20
Umpires Amenities		12-24	0-12
Trainers / Strapping (per change room)	N/A	0-20	N/A
Gymnasium	40	0-50	40
First Aid / Medical Room	15	15-30	15
Time Keepers/Scorer	0-10	0-15	N/A
Media Viewing/Third Umpire	N/A	0-15	0-15
Broadcast / Filming	N/A	N/A	0-15
Office/Admin	0-15	0-15	N/A
Multipurpose Room	100-200	100-200	100-200
Multipurpose Amenities	By Code	By Code	By Code
Kitchen / Kiosk	30-40	30-40	30-40
Bar/ Dedicated Beverage	15	15	15
Kitchen Store/Cool Room	0-10	0-15	0-10
Kitchenette ^e	3	3	3
Multipurpose Store	15-30	15-30	15-30
Community Store ^a	10	10	10
Tenants Store (per tenant)	30-40	30	30
Undercover Viewing	Site Specific	Site Specific	min. 300sqm ^d
Cleaners	5	5	5
Public Toilets ^b	min. 7	min. 7	min. 7
Council Equipment Store (as required)	12-80	12	12
Waste management	15	15	15

All areas shown in this table are in square metre (m²)

^a Community store provision for casual community use.

^b Public toilets refers to external accessible toilets for park and non-pavilion users. Number of public toilets to be assessed on a site specific basis. Provision of 7sqm reflects 1no. Accessible WC to be provided as a minimum.

^c For Major Pavilion, minimum 4no. change rooms and amenities are required.

^d Requires space for 500 spectators (tiered seating preferred)

^e To be integrated into Multipurpose Room.

	Standard Components
	Standard Components (Additional areas beyond minimum requires External Funding or User Group)
	Non-standard Components

LOCAL PAVILION AREA PROVISIONS

	Cricket	AFL	Soccer	Baseball	Hockey	Rugby Union	Lacrosse
Players Change	25-35	45/50 ^c -60	25-30	30	25-30	30-45	20-30
Players Amenities	25	25	16	20	16	20-25	15-20
Umpires Briefing	25	20-25	20	25	20	20	15
Umpires Amenities		12					
Gymnasium	40	40	40	40	40	40	40
First Aid / Medical Room	15	15	15	15	15	15-20	10
Time Keepers/Scorer	0-10	10	N/A	0-10	N/A	10	N/A
Multipurpose Room	100-150	100-150	100-150	100-150	100-150	100-150	100-150
Multipurpose Amenities	By Code	By Code	By Code	By Code	By Code	By Code	By Code
Kitchen / Kiosk	30	30	30	30	30	30	30
Beverage Servery	15	15	15	15	15	15	15
Kitchen Store/Cool Room	10	10	10	10	10	10	10
Kitchenette ^d	3	3	3	3	3	3	3
Multipurpose Store	15-22	15-22	15-22	15-22	15-22	15-22	15-22
Community Store ^a	10	10	10	10	10	10	10
Tenants Store (per tenant)	30	30	30	30	30	30	30
Undercover Viewing	Site Specific	Site Specific	Site Specific	Site Specific	Site Specific	Site Specific	Site Specific
Cleaners	5	5	5	5	5	5	5
Public Toilets ^b	min. 7	min. 7	min. 7	min. 7	min. 7	min. 7	min. 7
Council Equipment Store	12	12	12	12	12	12	12
Waste management	15	15	15	15	15	15	15

All areas shown in this table are in square metre (m²)

^a Community store provision for casual community use.

^b Public toilets refers to external accessible toilets for park and non-pavilion users. Number of public toilets to be assessed on a site specific basis. Provision of 7sqm reflects 1no. Accessible WC to be provided as a minimum.

^c Where there is a single field, Council will provide 50sqm changeooms to enable rooms to be divided into smaller change rooms to support mixed competitions programming. Where the pavilion supports multiple fields (i.e. there are to be 4 change rooms or more), Council provision for change room will remain at 45sqm.

^d To be integrated into Multipurpose Room.

	Standard Components
	Standard Components (Additional areas beyond minimum requires External Funding or User Group)
	Non-standard Components

SATELLITE PAVILIONS AREA PROVISIONS

	Cricket	AFL	Soccer
Players Change	20-30	45-55	25-30
Players Amenities	25	25	16
Umpires Briefing	25	20-25	20
Umpires Amenities		12	
Gymnasium	N/A	N/A	N/A
First Aid / Medical Room	15	15	15
Time Keepers/Scorer	0-10	10	N/A
Multipurpose Room	Changerooms to be used as Multipurpose Rooms		
Multipurpose Amenities	N/A	N/A	N/A
Kitchen / Kiosk	15	15	15
Beverage Servery	N/A	N/A	N/A
Cool Room	N/A	N/A	N/A
Kitchenette	N/A	N/A	N/A
Multipurpose Store	N/A	N/A	N/A
Tenants Store (per tenant)	15	15	15
Undercover Viewing	N/A	N/A	N/A
Cleaners	5	5	5
Public Toilets ^a	7	7	7
Council Equipment	12	12	12
Waste management	10	10	10

All areas shown in this table are in square metre (m²)

^a Public toilets refers to external accessible toilets for park and non-pavilion users. Number of public toilets to be assessed on a site specific basis. Provision of 7sqm reflects 1no. Accessible WC to be provided as a minimum.

MIXED USE PAVILIONS AREA PROVISIONS

Area provisions for mixed use pavilions will be assessed by Council on a case-by-case basis with reference to the following:

- Sporting provision will be guided by the relevant pavilion area provisions (Satellite, Local, Major), based on the level of competition played for each sport.
- Provision for other uses will be determined through consultation with relevant user groups and by referencing industry benchmarks and standards, assessed on a case-by-case basis.

	Standard Components
	Standard Components (Additional areas beyond minimum requires External Funding or User Group)
	Non-standard Components

PROVISION OF MULTIPURPOSE ROOMS

MAJOR PAVILIONS

Council will deliver a standard multipurpose room provision of up to 100 m², funded through Council contribution and/or external funding. Provision beyond 100 m², up to a maximum of 200 m², may be supported where there is demonstrated need and the additional area is funded through external funding or user group contributions.

LOCAL PAVILIONS

Council will deliver a standard multipurpose room provision of up to 100 m², funded through Council contribution and/or external funding. Provision beyond 100 m², up to a maximum of 150 m², may be supported where there is demonstrated need and the additional area is funded through external funding or user group contributions.

SATELLITE PAVILIONS

Satellite pavilions will not include multipurpose rooms as part of the standard provision.

CONSIDERATIONS FOR ADDITIONAL MULTIPURPOSE ROOM PROVISIONS

Where an increased multipurpose room provision is proposed (above the standard provision of 100sq.m.), Council will assess the proposal having regard to the following considerations (as relevant):

- Demonstrated high participation levels and evidence of demand for the additional space.
- Evidence that the additional area is required for regular ongoing use.
- Site capacity and supporting infrastructure, including parking, access, circulation, and the ability of the site to accommodate increased patronage.
- Strategic need and service gap, including whether the facility addresses a gap in the provision of social or meeting spaces in the local area.
- Design and ancillary provision
- Multipurpose rooms will be designed to enable flexible use, including use as offices and meeting spaces where required.
- Where a larger multipurpose room is supported, consideration should be given to any associated increase in ancillary space requirements, including amenities, storage, cleaners' facilities, and additional furniture and equipment.
- Any additional ancillary space and associated furniture and equipment required due to increased multipurpose room provision will be delivered through external funding or user group contribution.

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FUNDING OPTIONS 07

07 - FUNDING OPTIONS

Pavilion projects are delivered through a shared funding approach using three contribution types: Council Contribution, External Funding, and User Group Contribution. Project budgets are established based on costings of an agreed technical functional brief and preliminary concept design developed between Council and key user groups, and may comprise one or more of these contribution types.

7.1 Council Contribution

Council Contribution refers to funds provided by Council from rates, development reserve and/or open space reserves towards a pavilion. Council contributions will be used for to fund or partially fund the delivery of Standard Components only.

7.2 External Funding

External Funding includes funding from the State or Federal Government, or other organisations, where Council is responsible for administering the funding, meeting any funding conditions, and delivering the funded works.

Availability of External Funding is not, on its own, a basis for increasing project scope beyond what is supported by assessed need and demand.

The total project budget, including External Funding, is prioritised to deliver all required Standard Components at the minimum area specified in the Facility Standards.

Provision above the minimum (up to the maximum area specified) may be considered where it is demonstrated to be required in accordance with the Policy criteria and is fully supported by External Funding or User Group Contribution. External Funding may only be applied to Non-Standard Components where

this is explicitly permitted or required under the funding agreement.

External funding agreements that includes Non-Standard Components will only be supported where funding to deliver all required Standard Components has already been secured.

EXTERNAL FUNDING PROCESS

Council values external funding opportunities and will pursue them in collaboration with user groups, in line with agreed Council advocacy priorities. Any advocacy initiatives or funding submissions proposed by user groups must be approved by Council prior to submission to State, Federal, or other external funding bodies.

The following outlines the processes for seeking External Funding:

Confirm Project Priority

Confirm the project aligns with Council's pavilion priority list and is sufficiently defined to support a funding submission. Advocacy support for higher priority projects will take precedence over lower priority projects.

Establish Council Capital Allocation

Confirm Council's capital allocation through the Capital Works Program, based on the minimum baseline standard for the relevant pavilion classification and sporting code.

Prepare the Brief and Preliminary Concept

In consultation with user groups, prepare the technical functional brief, component schedule and preliminary concept design aligned with the Pavilion Standards (refer Section 6.2). Confirm the total project cost through cost planning.

Confirm Advocacy Priority and Funding Request

Through Council's advocacy priorities process, confirm whether the project will be progressed for external funding and determine the requested funding amount.

Identify and Submit Applications

Identify suitable grant programs and funding partners and submit applications based on alignment with the project scope, intended outcomes, timing and eligibility requirements.

Confirm Funding Conditions and Manage Scope

Where funding is secured, confirm funding conditions, reporting requirements and any implications for scope, staging or delivery. Where external funding is insufficient or unsuccessful, review the scope and delivery approach to align with the confirmed budget, including refining the scope to the minimum baseline standard in accordance with the Pavilion Standards. User groups may elect to supplement any remaining funding gap through User Group Contributions, subject to Council approval.

Deliver, Report and Acquit

Deliver the project in accordance with Council's governance and procurement arrangements, meet reporting milestones and complete funding acquittal requirements.

7.3 User Group Contributions

User Group Contributions are funding sources distinct from External Funding and may include user group's own resources, sponsorships (subject to Council's approval), fundraising proceeds.

They may also include State or Federal grant funding awarded directly to the user group, where the user group is the recipient and responsible for meeting the grant conditions and administering the funds.

User Group Contributions may be used to deliver Standard Components beyond the minimum size, and Non-Standard Components where a demonstrated need is established.

Funding and Agreement Conditions:

- All funding sources must be clearly identified. User Group(s) must demonstrate the ability to raise the required funds and to ensure the funding sources identified are secured and available to contribute to the Pavilion project.
- User Groups must familiarise themselves with all relevant Council policies, such as the Pavilion Development Policy and Sporting Facilities Guide (Active Facilities Guide).
- The scope of the User group Contribution will be agreed with Council and the costs of delivery of such scope will be determined by independent a Quantity Surveyor. Agreement on User Group Contributions for any additional building footprint must be confirmed as part of concept design. User Group Contribution on fit-out items and equipment must be agreed with Council during detailed design phase, prior to the issue for tender of the construction contract.
- A formal written agreement between Council and the user group will be prepared

and executed by both parties in accordance with the timeframes outlined above.

- The total User Group Contribution must be paid to Council in full prior to practical completion, or as directed by Council.

In-kind Contribution

In-kind contribution refers to a non-cash contribution provided by user groups, such as labour, goods, materials or services, that supports delivery of a pavilion project.

Any proposed in-kind contribution must be assessed and approved by Council prior to delivery, and implemented in accordance with Council's Procurement Policy. In-kind contributions are also subject to Council's risk and quality controls, including but not limited to:

- Confirmation of appropriate insurances, and where relevant licences and qualifications
- Compliance with Council's workplace health and safety and risk management requirements
- Compliance with Council standards, specifications and approved products, including the Fixtures, Fittings and Specifications schedules.
- Council approval of delivery arrangements, access, supervision and quality assurance.

7.4 User Groups' Preferred Supplier

Council acknowledges that user groups may nominate preferred suppliers where this may add value to a pavilion project. Any nomination must comply with Council's Procurement Policy and does not guarantee engagement.

Where a preferred supplier is nominated for specific project elements, the supplier may, subject to Council approval, be included

for consideration through the relevant procurement approach (for example, market testing, request for quotation, or tender) and will be assessed on an equal basis with other suppliers in accordance with the procurement requirements. Council is under no obligation to appoint a nominated supplier.

Preferred supplier nominations must be submitted formally and approved by Council prior to the commencement of the relevant procurement process and remain subject to the applicable procurement terms and conditions.

7.5 Ownership & Responsibility of User Group Funded Items

A funding contribution towards a pavilion project does not confer ownership, control or exclusive use of the facility. Council remains the owner of pavilions located on Council land.

Access arrangements for seasonal user groups, along with maintenance, management and insurance responsibilities, will be formalised through the relevant tenancy or licence agreement and guided by Council's Sporting Facilities Guide: Seasonal and Casual Users (currently under review).



TEMPORARY FACILITIES 08

08 - Temporary Facilities

Council recognises that pavilion redevelopment projects may disrupt seasonal use and community activities. The approach below outlines how continuity of operations will be managed during construction. The level of temporary or alternative provision will be proportionate to the scale and duration of impact.

1. As a first consideration, the pavilion concept design will explore opportunities for the existing pavilion to continue operating during the construction period, with decommissioning occurring once the new pavilion is available for occupation. This is subject to site and budget constraints.
2. Where continued operation is not achievable, Council will prioritise relocating affected user groups to alternative venues wherever practicable, in preference to providing temporary facilities.
3. Where relocation and continued operation of the existing pavilion are not achievable, and where no practical on-site alternatives exist, Council will provide temporary facilities at a level proportionate to the disruption, site constraints and service availability. This includes:

Minor Distruption (part-season impacted):

Where construction is expected to partially disrupt a season of competition, Council will provide a limited level of temporary facilities to support continuity of basic operations. This will generally be restricted to essential amenities such as portable toilets and storage.

Major Distruption (full-season impacted):

Where construction is expected to materially disrupt full seasons of competition for multiple user groups, Council will provide a broader set of temporary facilities to support essential operational requirements and any statutory or contractual obligations Council must meet. Where this higher level of temporary provision is approved, total costs for temporary facilities will be capped at \$200,000 (exclusive of GST) per project, indexed annually in line with CPI (Melbourne) from the date of policy adoption. This budget is intended to accommodate the hire costs for temporary facilities and potential service and infrastructure requirements (such as connections to power, water or sewer) rather than an increase in the scale of facility provision.

The scope of temporary facilities will be determined in consultation with affected primary user groups to confirm the minimum facilities required to maintain continuity of operations within the approved cap. Provision will focus on core functional spaces typically required to support sporting activities, such as change rooms, amenities, first aid, umpire facilities, storage, and kiosk facilities. Items that are considered non-essential to basic operations such as bars, social space, spectator stand, meeting rooms, etc will not be included.

Location of any temporary facilities will be determined to best suit the construction works and site services. Any temporary facilities for the preparation or sale of food and/or drinks must be inspected by Council's Environmental Health Team to ensure compliance with food standards.

Where temporary facilities cannot be provided due to site constraints, service limitations or other feasibility issues, Council may consider alternative continuity measures, including: Operational continuity support equal to 50% of demonstrated loss attributable to the impacted period, capped at \$25,000 per primary user group, payable following completion of construction, or applying up to \$50,000 towards agreed non-standard fit-out components within the new pavilion, subject to Council approval.

4. Where user groups seek temporary facilities beyond the approved level of provision or funding cap, they will be responsible for all associated costs, including procurement, service connections, permits, design and certification (where required), and decant and make-good works, subject to Council approval.

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PAVILION DEVELOPMENT
PRIORITY
09

09 - Pavilion Development Priority

Council maintains a pavilion development priority list to guide the order in which pavilions are considered for renewal, upgrade/expansion or new development. The priority list is based on a structured scoring framework that combines asset need and community benefit, with higher scores indicating a higher priority for investment.

The assessment considers two broad categories:

SUITABILITY

Suitability which is weighted more heavily than utilisation and reflects the extent to which the pavilion is safe, serviceable and fit for purpose. This includes:

- **Physical condition**, drawn from the latest building condition audit and reflecting the overall state of the asset (from good condition through to very poor or out of service).
- **Fit for purpose**, drawn from Council's fit-for-purpose/service impact assessment and reflecting how strongly the pavilion limits service delivery or user outcomes.

UTILISATION

Utilisation reflects the scale and breadth of use. This includes:

- **Intensity of use** for sport and recreation participation and for social activities, using participation bands (from no participation through to high participation).
- **Diversity of users**, recognising broader participation beyond traditional senior men's use, including cohorts such as women's and girls' participation, juniors, inclusive participation, veterans/masters and informal recreation users.

Each criterion is rated and weighted, with results combined into a single overall score (out of 100). The higher the total score, the higher the pavilion's priority ranking for renewal or redevelopment.

The priority list will be reviewed and updated annually as source data is refreshed (for example building condition audits, fit-for-purpose assessments and participation data). Project sequencing may also be adjusted where confirmed advocacy outcomes or external funding opportunities arise and alignment with Council priorities.

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GLOSSARY 10

10 - Glossary

The following defines the terms used in this policy:

COMPONENTS/TERMS	DEFINITIONS
Accessible Car Parking Bay	Car park having features enabled to be used by people with a disability.
Amenities	Includes the showers and toilet facilities within the pavilion for the use by sporting clubs.
Association	A State or National Sporting Association is the pre-eminent governing body for a sport.
Bar/ Dedicated Beverage Servery	Refers to a dedicated room with access to the multi-purpose room for the purpose of selling both alcoholic and non-alcoholic beverages.
Casual User Group	Refers to user groups which may use the pavilion on an adhoc basis and not a long term tenant or seasonal license holder of the pavilion.
Change rooms	Refers to the area within the pavilion used for the purpose of changing into sporting apparel.
Cool room	A refrigerated storeroom.
Council	Refers to Whitehorse City Council and any officer or Councillor representing the Council.
Council Equipment Shed	Refers to a dedicated area for storage of Council equipment such as turf wicket rollers, mowers, etc.
External Funding	Refers to grants from State or Fenderal Government or any other organisations where the funding agreement is held with council.
First Aid / Medical Room	Refers to a separate room set up for the purpose of administering first aid.
Gymnasium	Refers to a separate room to house weight training and other forms of gym equipment.
Ice Bath	Facility used to assist sports therapy generally following a period of intense exercise in which a substantial part of the human body is immersed in a bath or ice / ice water.
In-Kind Contribution	Refers to a non-cash contribution provided by user groups, such as labour, goods, materials or services, that supports delivery of a pavilion project.
In-Situ/Tradition Construction	Refers to construction methodology where all building elements are constructed on site.
Kiosk	Refers to an area with external selling access, dedicated to the preparation of pre-packaged food and non-alcoholic beverages.
Kitchen	Refers to a room dedicated to the preparation and cooking of food. May have access to the multi-purpose room.
Kitchenette	Small area for preparing tea and coffee. Includes the supply of a bar fridge to store milk, to be incorporated into Multi-purpose Room
Local Pavilion	Facilities that cater for senior and junior training and competition. These facilities are generally a user group's primary / home venue.
Major Pavilion	A pavilion that supports national and state level of competition for mass participation sports such as AFL, cricket and soccer.
Meeting Room	Refers to a separate room set up for the purpose of club/community meetings.

COMPONENTS/TERMS	DEFINITIONS
Mixed-use Pavilion	A pavilion that may accomodate sporting clubs beyond traditional field sports and other community organisation such as U3A and neighbourhood house.
Modular Construction	Refers to a form of construction methodology where "modules" of the building are pre-fabricated in a factory off-site and delivered and assembled on site.
Multi-purpose Room	Refers to an area within the pavilion dedicated for multi-purpose activities/functions, meetings or programs by sports clubs and broader community groups.
New Development	Refers to capital works projects which involve the creation of a new asset where there previously was none, or where the existing facility has is demolished and replaced with a new building, which may incorporate additional co-location services.
Non-Standard Components	Non-standard Components are additional functional elements of pavilion that are not essential to the core operations of the pavilion. Council will not fund Non-standard components.
NPL	Refers to the National Premier League (NPL) or equivalent competition top level state competition in Football (Soccer). NPL Victoria is the latest iteration of first division competitions in the state.
Pavilion	The Council building utilised by user groups to support the provision of their activity. The pavilion includes standard and non-standard components as outlined in this Policy.
Primary User Group	Primary User Group refers to user groups that the pavilion is specifically designed for. They are usually seasonal licensed holders of the pavilion.
Public Toilets	This refers external access toilets (usually an accessible toilet facility) that are for the park / precinct users and not the pavilion users. Non-sports amenities for the pavilion users are separate to the Public Toilets
Renewal/Refurbishment	Those Capital Works that, involve the upgrade of existing pavilions to a condition, which is compliant with current standards but does not involve an extension of existing footprint or increase in functionality of services.
Satellite Pavilion	A pavilion that services an isolated sports field not appropriately accommodated by the main pavilion. A satellite pavilion will generally be smaller in size and provide basic room components.
Standard Components	Standard Components are the essential functional elements of pavilions required to support core sporting operations and broader community use.
Storage	Refers to separate areas for the storage of equipment, furniture, uniforms, stock, and cleaning equipment.
Temporary Amenities	Refers to amenities provisions such as change rooms, toilets & showers during the construction of the pavilion
Timekeeper/scorer	Refers to the area set aside for the scorers and timekeepers of the sporting competition.
Undercover Viewing	Refers to the external covered area for the purpose of weather protection whilst viewing the sports field. The spectator cover generally abuts the pavilion with bench seating however may be located as a separate structure away from the pavilion or as a second level to the pavilion.
Umpires/ Match Officials	Refers to a separate change room, amenities area and meeting space for the umpires and referees of the sporting competition.

COMPONENTS/TERMS	DEFINITIONS
Universal Design	Universal Design is a design philosophy that ensures that products, buildings, environments and experiences are innately accessible to as many people as possible, regardless of their age, level of ability, cultural background, or any other differentiating factors that contribute to the diversity of our communities.
Upgrade / Expansion	Those Capital Works involve an extension of existing footprint or increase in functionality of services, e.g. the construction of a new first aid room to an existing pavilion.
User Group Contribution	Refers to funding from the User Group's own resources into the project budget. This may be in the form of sponsorships or fundraising activities.
User Group	User Groups refers to all organisations which may use the pavilion. This would include sporting clubs, community groups and other external organisations.
VFL	Refers to the Victorian Football League (VFL) or equivalent competition top level state competition in Australian Rules Football (Football/AFL).
Waste Management	An enclosed secure area designated for the storage of rubbish bins.

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A photograph of a modern building's exterior, showing a flat roof and large glass windows. The image is partially covered by a semi-transparent teal overlay on the right side, which contains the title text. The sky is overcast and grey.

DESIGN GUIDELINES

APPENDIX 1

Appendix 1 - Design Guidelines

The following section provides guidance on key design requirements, reference designs and specifications to support fit-for-purpose, flexible and accessible pavilions that accommodate broader community use, create welcoming and inclusive environments, and comply with relevant regulations and safety standards. The guidelines also encourage practical and considered innovation where it improves functionality, adaptability, shared use, construction efficiency, maintainability or long-term value.

The proposed layouts, design principles and specifications are provided as guidance only. Example siting plans and spatial diagrams are included to illustrate best-practice design approaches and are not intended to be applied as a fixed standard or template. Site-specific design responses will be developed for each individual pavilion project, including alternative or innovative solutions where these better achieve the intended functional and community outcomes.

Innovation and Functional Design

1. Pavilion design should prioritise simple, functional and efficient building forms. Complex architectural features should generally be avoided unless they are supported by a clear functional or site-specific justification.
2. Design spaces and building elements to support multiple functions where appropriate, rather than limiting them to single or infrequent uses.
3. Consider opportunities to combine, reduce, reconfigure or adapt spaces to improve community use and operational efficiency.
4. Assess design decisions against demonstrated need, frequency of use, capital cost, maintenance implications and broader community benefits.
5. Identify opportunities for broader community, casual and complementary uses early in the concept design phase, and engage relevant user groups to understand their functional and spatial needs so these can be considered in an integrated pavilion layout.
6. Support design solutions that enable spaces to be hired, shared or used by a wider range of community users.
7. Consider innovative construction methods, materials, systems where they improve project delivery, cost efficiency and whole-of-life value.
8. Incorporate environmentally sustainable design measures where appropriate to improve building performance, reduce resource consumption and support lower whole-of-life costs.

Building Form & Siting - Design Guidelines

1. Pavilion Siting and Orientation

Pavilions should be oriented to maximise functionality, visibility, and user comfort, maximise viewing opportunities to playing fields, and respond to prevailing weather. For sites with multiple playing fields, pavilions should be centrally located to support shared use.

2. Planning and Neighbourhood Interface

Pavilion siting should respond to planning requirements and minimise impacts on surrounding neighbourhoods. Designs should consider building scale, setbacks, overlooking, and noise, as well as strong connections to surrounding footpath and open space networks.

3. Traffic, Access and Parking

Pavilion siting should consider traffic movement, pedestrian safety, and car park layout. Car parks and public toilets should be designed to provide clear sightlines from both the street and pavilion to support passive surveillance and improve safety.

4. Safety and CPTED

Pavilion design and siting must incorporate Crime Prevention Through Environmental

Design (CPTED) principles, including clear visibility, passive surveillance, appropriate lighting, and avoidance of concealed or inactive spaces.

5. Orientation, Views and Passive Design

Buildings should be oriented to maximise views to playing fields and key activity areas, while incorporating passive design principles such as solar orientation, shading, and natural ventilation to improve comfort and reduce energy demand.

6. Accessibility and Inclusivity

Pavilions must be designed to be accessible and inclusive, providing equitable access to facilities for all users. This includes clear wayfinding for users and visitors, accessible paths of travel, and safe, discreet access for emergency and service vehicles.

7. Integration with Supporting Facilities

Where appropriate, pavilion siting and design should consider the co-location of complementary facilities such as playgrounds, BBQ areas, and informal gathering spaces to support multi-use and broader community activation of the reserve.

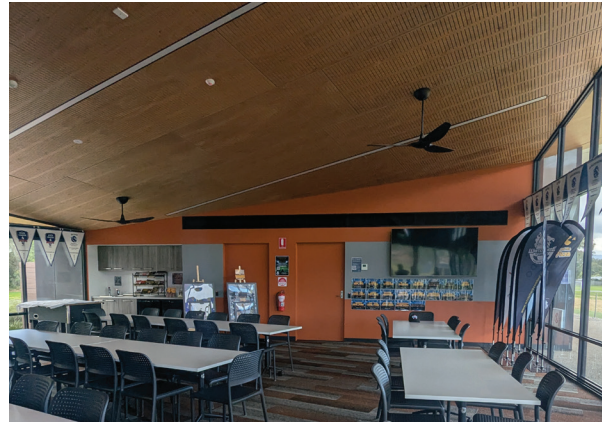


Best Practice Design Guidelines

Multipurpose Rooms

Consider the following best practices to support support shared community use:

- Design multipurpose rooms to be flexible, include operable walls that allow larger spaces to be divered into smaller rooms. For example: 150sqm Multipurpose Room may be subdivided into 100sqm & 50sqm Multipurpose Rooms or 100sqm & 2no. 25 sqm Meeting Rooms
- Incorporate Office and Time Keepers functions into the Multipurpose Room area where appropriate.
- Adjoining multipurpose rooms and change rooms may also be designed to open up through operable walls to create larger flexible space.
- Select furniture that can be rearranged for different uses and layouts, and stored efficiently when not required.
- kitchenette should be positioned to enable use by all user groups at all times.
- Consider how long-term tenant's history, identity and recognition can be appropriately incorporated in a way that also supports a welcoming and shared community environment. Where memorabilia, honour boards or tenants displays are included, locate and design these in a considered and co-ordinated manner, including the use of digital displays where appropriate, to balance recognition of long-term tenant with broader sheared community use.
- Design bars or dedicated beverage areas so they can be secured or closed off when not in use.
- Use a neutral colour palette that supports shared use while allowing opportunities for tenant club identity to be expressed in appropriate ways.
- Location of the room to provide maximum viewing potential to the sportsfield from inside the room.



Storage – Multipurpose Room

- To be located in close proximity to Multipurpose Room
- Design the store room so it can be opened to the adjoining multipurpose room to create additional usable space where appropriate (for example through an operable wall, sliding partition or curtain).

Players Change Rooms

- Direct access to playing fields if possible
- Consider the use of robust wall and ceiling linings
- Consider sightline and ensure appropriate privacy screening is incorporated in the design
- Consider promoting natural ventilation and light using high level glazing and grilles
- Prioritise the use of operable walls or roller shutter between change rooms to promote flexible use.
- Consider mobile change benches in preference to fixed central benches to improve flexibility and circulation.
- Where mixed-gender scheduling is required, prioritise dividing larger change rooms (for example with a roller shutter) to create an ante-room, rather than increasing the number of change rooms per playing field.



Players Amenities

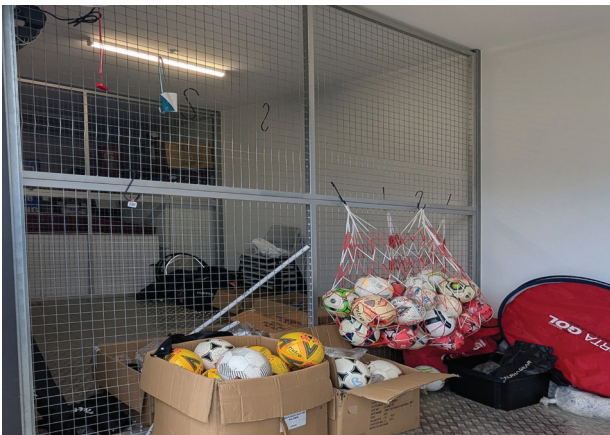
- Direct access into Players Change Rooms
- Consider provision of 1no. Accessible Amenities per 2 Change Room if feasible
- Consider sightline and ensure appropriate privacy screening is incorporated in the design
- Consider promoting natural ventilation and light using high level glazing and grilles
- Consider full height partitions to enhance privacy to suit increased number women and junior players
- Consider flexible layout of Players Amenities where amenities can be divided into smaller compartments, and / or open up with adjacent amenities.
- Consider provision of shelving or vanity to handbasins.
- Consider provision of power outlets in Players Amenities

Umpires Facilities

- Consider separate pathway / race to playing field if feasible.
- Umpire Facilities require 2 separate amenities for multi-gender use. Consider providing 1 of the facilities as accessible amenities
- Consider sightline and ensure appropriate privacy screening is incorporated in the design
- Consider promoting natural ventilation and light using high level glazing and grilles
- Consider full height partitions to enhance privacy.
- Consider provision of shelving or vanity to handbasins.
- Consider provision of power outlets in amenities area

First Aid / Medical Room

- Consider placement of first aid / medical rooms to enable stretcher / ambulance access, provide a wider door (or double door).
- Provision of handwash basin / sink to room
- Locate first-aid room near change room with door access to enable it to be doubled up as a strapping / trainers room.



Storage – Tenants Storage

- Consider placement of Storage with regards to access to playing fields and car park.
- Consider robust and basic finishes (i.e. painted block walls and sealer on concrete floors)
- Where there are multiple tenants, consider the use of metal cages in a large consolidated store room for increased spatial efficiencies.

Kitchen / Kiosk

- Consider sight lines from the Kitchen to playing fields
- Consider incorporating an accessible servery if feasible
- Consider use of robust finishes.
- Consider the layout of kitchen, kitchen should be designed in a way suitable for wider community use, as well as specialised equipment for the User Group.
- Consider provision of kitchen stores, lockable cupboards and fridges to enable the kitchen to be hired out to casual community use.



Reference Local Pavilion Spatial Diagram

*Based on AFL/Cricket Pavilion with 1no. Playing Field, assume 2no. Primary User Groups



REFERENCE INDICATIVE FOOTPRINT	Standard (Minimum)	Standard (Additional)	Non Standard
Players Change	2no. x 50	2no. x 10	
Players Amenities	2no. x 25	2no. x 8	
Umpires Briefing / Amenities	32	5	
First Aid / Medical Room	15		
Time Keepers/Scorer	10		
Gymnasium			40
Multipurpose Room	100	100	
Multipurpose Amenities	27	22	
Kitchen / Kiosk	30		
Beverage Servery			15
Kitchen Store		10	
Kitchenette	3		
Multipurpose Store	15	15	
Community Store	10		
Tenants Store (per tenant)	2no. x 30		
Council Equipment Store	12		
Cleaners	5		
Public / External Toilet (1 accessible)	min. 7		
Nett Area	476	188	55
Circulation (assume 10%)	48	19	6
Total Internal Funded Area	524	207	61
Potential Maximum Footprint*	524	731	792
External Areas			
Total Plant Area (assume 5% of footprint)	26	36	39
Undercover Viewing	Site secific		
Waste management	15		

*The above table indicates potential indicative footprint for new pavilions under the policy. The final footprint will be approved by council for new pavilions on an individual based on, but not limited to factors such as site constraints, available budget, available external funding & user group contributions and use and demand for the proposed pavilions.

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A photograph of a modern building with a flat roof and large glass windows, partially obscured by a teal geometric overlay consisting of several squares and rectangles of varying sizes. The text is overlaid on the bottom right portion of the image.

PROVISION OF FIXTURES & EQUIPMENT APPENDIX 2

Provision of Fixture & Equipment

The table below outlines standard and non-standard fixtures, fittings and equipment. Ongoing maintenance and renewal responsibilities for seasonal and casual users will be set out in Council's Sporting Facilities Guide: Seasonal and Casual Users (currently under review) and the relevant tenancy or licence agreement. Installation of any Non-Standard items would require Council approval.

General Building	
Standard	Non-Standard
• General Wall and Floor Finishes • General Plumbing Fixtures, Fittings and Finishes • Electrical Services – Light fittings, power and data. Data as per current Council's policy • Mechanical Services as per Building Code • Electronic Door Access Control • Solar PV system • External Security Lighting (sensor and time clock)	• Soft furnishing • IT - comms rack, phones • Building Security - CCTV & Alarms in line with relevant council's policy • Blinds and Curtains - depending on orientation
Player Changerooms	
Standard	Non-Standard
• Ventilation (non-air conditioned) • Roller Shutter Doors to enable flexible use (as appropriate) • Privacy Screens • Bench Seating • Clothes hooks	• Audio Visual / TV without camera • Lockers / enhanced joinery • Whiteboards • Drinking Fountain
Player Amenities	
Standard	Non-Standard
• Ventilation (non-air conditioned) • Roller Shutter / Door to enable flexible use • Toilet & shower partitions • Mirror • Vanity or shelving to handbasin	• Ice Baths – the User Group will also need to fund the cost of increased amenities footprint and building services to suit Ice Baths
First Aid	
Standard	Non-Standard
• Ventilation (non-airconditioned) • Hand wash basin • Enlarged door for stretcher access	• Bed / Plinth • Blinds • Air-conditioning
Storage Facilities	
Standard	Non-Standard
• Shelving units / hooks for tenant stores • Lockable cupboard units for community storage areas.	

Umpire Facilities	
Standard	Non-standard
• Ventilation (non-air conditioned) • Roller Shutter / Door to enable flexible use • Privacy Screens • Bench Seating • Clothes hooks • Write up Bench • Full height toilet & shower partitions • Fixtures and Fittings • Mirror • Vanity or shelving to handbasin	• Whiteboard

Multipurpose Room	
Standard	Non-Standard
• Air Conditioning (Fans as required) • Operable Walls for flexible use • Hearing Loops • Memorabilia display cabinet (10 lineal metre of shelving) • Cabling for TV & Audio Visual Equipment • One TV to be used as digital hour board and/or presentation • Chairs and Tables in accordance with the approved occupancy capacity.	• Curtains and Blinds • Supply, installation and commissioning of additional TV and Audio Visual system (TV should be without cameras) • Furniture over and above Council allocation to the Multipurpose Room

Kitchen / Kiosk	
Standard	Non-Standard
• Commercial Rangehood • Joinery - cabinetries, drawers or open, hand basin, sink, benchtop • Soap & Paper Towel Dispensers • Electric Oven and stove top (domestic) - 1no. per pavilion • Plumbing including greasetrap • Hot Water Unit • External / internal roller shutter	• Dishwashers • All other appliance as required • Cool Rooms • Commercial Oven • Bar Facilities and associated fittings

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LIST OF PAVILION CLASSIFICATION APPENDIX 3

Appendix 3

List of Pavilions Classification

This appendix identifies the primary sports serviced by each pavilion and the corresponding sporting classification. Some pavilions may also accommodate broader community or mixed uses. These uses are not reflected here. The following list is current at the time of the publication of the Policy.

PAVILION	SPORTS SERVICED	CLASSIFICATION
Ballyshannassy Park Pavilion	Cricket/ Soccer	Local
Bennettswood Sports Pavilion	Cricket/ Football	Local
Billabong Park Pavilion	Baseball	Local
Box Hill City Oval South & West Pavilions	Cricket/ Football	Major
East Burwood South Pavilion	Cricket/ Football	Local
East Burwood North Pavilion		Local
Eley Park Pavilion	Cricket/ Football	Local
Elgar Park North Pavilion	Hockey	Local
Elgar Park South Pavilion	Cricket/ Football	Local
Forest Hill Reserve Pavilion	Cricket/ Football	Local
Heatherdale Reserve Pavilion	Cricket/ Football	Local
Kalang Park Pavilion	Cricket/ Football	Local
Koonung Park Pavilion	Cricket/ Football	Local
Livingstone Reserve Pavilion	Cricket/ Football	Local
Mahoneys Reserve North & South Pavilions	Cricket/ Soccer	Major
Mirrabooka Reserve Pavilion	Cricket/ Soccer	Local
Mont Albert Reserve Pavilion	Cricket/ Lacrosse	Local
Morton Park Pavilion	Cricket/ Football	Local
Simpson Park Community Facility	Cricket	Satellite
Sparks Reserve South Pavilion	Rugby	Local
Sparks Reserve North Pavilion	Archery	Local
Sparks Reserve West Pavilion	Soccer	Satellite
Springfield Park Pavilion	Cricket/ Football	Local
Surrey Park South West Pavilion	Cricket/ Football	Local
Terrara Park Pavilion	Cricket/ Soccer	Local
Vermont Reserve Pavilion	Cricket/ Football	Local
Walker Park Pavilion	Cricket/ Football	Local
Wembley Park Pavilion and Grandstand	Soccer	Major
Whitehorse Reserve Pavilion	Cricket/ Football	Local

Title	Pavilion Development Policy
Date of Adoption	TBC
Review Date	Four years from date of adoption
Responsible Department	Active Whithorse
Human Rights	This policy has been reviewed for Human Rights Charter compliance
Related Policies & Plans	Whitehorse 2050 Community Vision Integrated Council Plan 2025-2029 Whitehorse Recreation Strategy 2015-2024 Whitehorse City Council Asset Plan 2025-2035 Climate Response Strategy 2023-2030 Council Buildings and Infrastructure ESD Policy Whitehorse Fair Access Action Plan 2024-2028 Disability in Whitehorse Action Plan (2022-2025) Open Space Strategy 2025 Sporting Facilities Guide - Seasonal & Casual Users 2019 (Currently Under Review)

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