



## Building and Facilities – Needs Analysis Report

May 2017

**Purpose:**

This report has been prepared in response to Key Project Activity 7.2 of the Terms of Reference for the Victor Harbor Baptist Church (VHBC) *Property & Facilities Development Planning (PFDP)* Taskforce.

Key Project Activity (KPA)	Outcome/s	Deliverable/s
<b>7.2 Needs Analysis Investigation</b> Primary Task: Strategic consideration of facilities and respective service capacities required to meet projected community service and church needs to 2045.	Service needs identified through consultation workshops with all relevant interest groups and agencies. Effective buy-in to project and ownership by relevant stakeholder groups.	Needs Analysis report submitted to Leadership Team.

Extract: VHBC PFDP Taskforce *Terms of Reference*

This report collates and summarises the information received during engagement workshops with the congregation and membership. It provides recommendations for progression into the Concept Design phase of the project. The outcomes of this document provide an important link to subsequent design. It sets the tone for future development requirements and will inform the brief required for engagement of professional design services.





## Engagement Program Summary:

The engagement commenced with an open letter to the VHBC community (attachment 1) and supported by announcements during worship services, and newsletters. A written & verbal report was also presented to the VHBC Inc membership at the Annual General Meeting held 20 November 2016. Acknowledging that the current land holding has physical carrying capacity limitation, a range of 320-370 persons was estimated for the purpose of preliminary planning and consultation. These numbers are also reflective of projected growth aligning with broader local and regional growth trends (refer to calculation sheet – attachment 2).

Targeted consultation sessions were held with groups within VHBC representative of the following areas of work, ministry and activity within the life of the church:

- |  |                                  |
|--|----------------------------------|
| ✧ Administration                       | ✧ Senior's Groups/Activities     |
| ✧ Children's Ministry (pre-school age) | ✧ Worship & Technical            |
| ✧ Children's Ministry (school age)     | ✧ Hospitality                    |
| ✧ Youth Ministry and Activities        | ✧ Facilities/Grounds maintenance |
| ✧ Young Adults                         | ✧ Community services/support     |

Additionally, general consultation meetings were held to enable an opportunity for those not specifically involved in a ministry area or activity group within the Church to speak into the project.

The consultation sessions encouraged 'blue sky' and visionary thinking. They sought to achieve a corporate understanding of the ministry and community service direction of the Church, those elements of facility and service that work well and should be retained, those that don't and are in need of change, and how these things together might be reflected in a re-developed facility.

Some 65-70 participants were involved across all the consultation groups and sessions, representative of a significant portion of both the VHBC membership and active participants in the life of the Church.

## Key Consultation Messages

The current state of church facilities and their usability was a dominant theme during consultation. Given the apparent scale of land mass availability, most facilities are considered insufficient in size and space, and the built form footprint does not lend itself to optimal and efficient use. The operational impact is a combination of segregated activity areas and conflicting use spaces. For instance, the children's program spaces are segregated across a site heavily dominated by carparking and vehicle movement. This carries safety concerns and is not particularly visitor friendly or welcoming.



For various reasons, a number of elements (with respect to built form), while providing well for the church community in times gone by, are nearing end of usefulness with upgrade impractical. Some examples include:

- Youth hall – requires demolition; at end of useful life.
- Kitchen – too small, aging and dated fixtures and equipment, not anywhere near appropriate standard/specification for food preparation and service for the public.
- Hospitality space – too small, cluttered, competing uses, old and very near end of useful life.
- Toilets and bathroom amenities – don't meet current capacity or standard requirements.
- Worship space – just suffices on a week to week basis (helped by two services – which in itself causes management issues for other spaces).
- Car park – scattered, unformed, ad-hoc, unsealed, unsafe, 5 different car access/egress points to site.
- Outdoor spaces – competes with car domination of site.
- Storage – deficient in virtually all areas for all activities/uses.
- Operational maintenance for buildings– generally the age, separation, some current design features (eg pitched roof), non-compliance with various building code regulations for public buildings inhibit an effective maintenance program.

The consultation identified no particular resistance to development work including, if necessary, the demolition of all existing structures. The one physical feature of current structures that was considered important to retain/re-use if possible was the stained glass window. There also may be equipment (eg. audio equipment, lighting) that can be re-used.

A design response to these concerns needs to focus on an integrated centre. It should demonstrate careful aggregation and connection of use areas. Multi-use opportunities should be used where possible, but should be mindful of the practical needs of the use types. Spaces need to flow and extend from other areas in a natural and fluid way, and not across competing spaces (eg children's activities across a carpark, or toilet facilities through a busy hospitality space). In doing so, extended corridor and funnelling effects should be minimised.

### **Future Development Objectives**

Holistically, the consultation has reinforced the need for a multi-purpose, modern, inter-generational building, with facilities for all ages and families. It needs to have suitable capacity and facilities to provide for a range of community (church and local) based, needs, activity and events – current and future.



To achieve a 'fit for purpose' outcome, future development for the site should aim to:

- Be modern, integrated and multi-functional;
- Be accessible, safe and welcoming;
- Help to prepare for, focus on, and participate in worship;
- Be sensitive to a diverse range of use and user needs;
- Encourage a sense of community;
- Be of service to the community;
- Be environmentally sensitive; sustainable;
- Meet appropriate planning and building code requirements.

### Potential Uses

Some feedback identified the possibility for additional and extended use of redeveloped building facilities – uses that extend beyond Sundays and the more traditional (VHBC) church orientated weekly activities and mission. For the purpose of filtering the consultation feedback, proposed uses for the facilities have been divided into core uses that have specific spatial requirements, and broader or ancillary uses that can tap into the spatial elements of the core functions. Core functions, with careful design consideration may lend to other broader use types. Opportunity for such shouldn't be discounted, but not at the cost of the core or principle use. This is dealt with more completely in the section titled 'Alternative Uses Potential'.

Whilst a considerable diversity of facilities and uses were suggested, the development potential of the site is still ultimately constrained by predominantly size, but also shape and slope. Coupled with planning and building code limitation, the broad spectrum of suggestions cannot be facilitated, and some trade-offs will be required. Some feedback suggested additional land availability with respect to the dwelling (former manse) on Sutherland Ave (the suggestion being that the backyard could be converted to playgroup and children's ministry space if additional outdoor space is required). While this may be an option, appropriate yard space should be maintained for the primary use of that land (residential).

The uses suggested that require a spatial element have been filtered in Table 1 according to a priority ranking of high, medium and low. The ranking assessment has been based on core function and local mission of the church. It is anticipated at this stage that those elements of built form that are ranked as high priority, can be satisfactorily absorbed into the current site footprint. Those that are ranked medium may factor in the footprint, but not at the expense of the high ranked priorities. By and large, it is considered that those ranked low, while certainly worthwhile and of value to local mission and community services, are more removed from core function and are provided for locally through alternative service providers. An alternative VHBC response for these elements may be to partner (where appropriate) with these alternative service providers.

Furthermore, and during the course of the design process, should the high ranked priority facilities exceed site development capacity, additional filtering of higher order priorities will be required.



**Table 1: Facility Inclusions**

<b>Building Element/ Core Function</b>	<b>Priority Ranking</b>	<b>Comments/Notes</b>
Auditorium	High	For corporate worship and related congregational activity. 320-370 capacity, expanded stage capacity with wings and backstage spaces.
Foyer	High	Initial point to receive and direct patrons and visitors to relevant service areas. A flowing movement space, not necessarily also principle egress.
Kitchen	High	Food storage preparation and service area. Fully equipped with sufficient commercial grade facility to meet projected likely capacity of building.
Hospitality Area	High	Common multi use area for informal gathering – fellowship, celebration, coffee, dining.
Parent’s Lounge	High	For parents of infants, particularly during worship services. Incorporating cry room, nursing area and change facilities.
Creche/Play-group Facilities	High	Infant to school age integrated meeting and activities space to meet projected growth to 2045.
Children’s Ministry Facilities	High	Primary to middle school age integrated meeting and activities space to meet projected growth to 2045.
Youth Facilities	High	High school to young adult integrated meeting and activities space to meet projected growth to 2045.
Bathroom/Toilet Amenities	High	Fully accessible and sufficient to meet all code requirements for capacity of facilities. Inclusive of showering facilities.
Administration/ Office	High	Separated from other activities, to meet projected staff and administration needs to 2045.
Cafe	High	Combined with hospitality area and kitchen function for Sunday fellowship. Stand-alone use on week days; easy access to outdoor spaces and children’s play area.
Infants Play Area - indoor	High	Infants wet weather play area. Primarily associated with playgroup and crèche activities.
Playground - outdoor	High	Children’s space catering for a range of ages; highly visual with controlled access points.
First Aid Room	High	Equipped first response treatment area with sufficient bay area for minor/ interim rest and treatment.
Carpark	High	Orderly and safe car parking and passenger set down area with sufficient spaces to meet likely capacity of all building areas at any one time.
Maintenance Workshop	High	Facility maintenance equipment storage and servicing space.
Goods Storage – Westcare, SCCC	High	Part of currently vested and ongoing mission requiring dedicated and controlled space for storage of community support mission related goods.
Outdoor open space activity area	High	Lawn area for multiple sport and physical activities; general outdoor gatherings – picnics, fun & games.



Laundry Facility	Medium	Helpful for kitchen and hospitality uses, and potentially for children's activities. Possibly also a community service function.
Basketball/Multi Court	Medium	Multiple sport and physical energy activities; well lit with hard surface area. Possibly shared with part carpark.
Youth Indoor Recreation Space	Medium	Big open indoor space – cater for indoor ball games and various running around, physical energy type activities.
Community Services and support rooms	Medium	Possibly comprising meeting rooms, counselling services.
Special Interest Rooms	Medium	Multi use type room/s that could cater for various special interest and activities – eg arts and crafts.
Garage Facility	Low	Youth and community bus parking (should future acquisition occur).
Library/Resource Centre	Low	Existing library seems mostly redundant, other well resourced and maintained Christian libraries in close proximity.
Visitor's Lounge	Low	Non threatening space for visitors to be welcomed with chat and a coffee. Perhaps close to hospitality space.
Community Garden	Low	Outdoor area for shared vegetable gardening use.
Op Shop	Low	Not considered appropriate for site, potential consideration for collaboration with other service providers.
Crisis Accommodation	Low	Not considered appropriate for site. Also requires specialist skills for ongoing operation; support to other agencies considered more appropriate.
Men's Shed	Low	Not considered appropriate for site; potential consideration for collaboration with other service providers.

## Alternative Uses Potential

The building elements and uses outlined above occupy specific and dedicated space. Other potential uses have been identified during the consultation that redeveloped facilities could cater for as 'value add' opportunities without necessarily adding to the development spatial requirements. Such uses include:

- Conference/Convention venue
- Community/Soup kitchen
- General purpose meeting rooms
- Function venue – weddings, funerals, celebrations, etc
- Performance venue – concerts, theatre, special events, etc.

It is considered that facilities designed to meet the core spatial requirements (those identified as high priority in Table 1) would likely enable alternate uses potential to be realised, notwithstanding town planning and building code restrictions. It is therefore more a matter of being mindful of such potential use opportunities during design than specifically designing for them. Any additional design consideration that may be required for these uses, should not compromise the core or principle use.



In all of these matters, the ongoing management and sustainability of expanded site development will need careful consideration. Increased building footprint with more expansive and frequented activity areas will result in increased operational costs. This is not only in the area of general building ‘wear and tear’ maintenance, but also in potential service maintenance for systems – fire protection, electronic/sliding doors, communications, air conditioning, mechanical ventilation, security, hydraulic services, etc.

Additional and/or alternative to core function uses may also provide for an enhanced business model to assist with financial sustainability. Without necessarily exercising a judgment on the value of such uses to the VHBC mission at this time, it is acknowledged that these opportunities would likely exist as a result of redevelopment. Ultimately, however, should they become the subject of consideration in the future to support a business model, it is considered that this would best be managed and administered through appropriate governance policy that is reflective of the objects within VHBC Inc Constitution.

### Detailed Submission Analysis

The feedback received through the consultation process was diverse. It ranged from high order, principle ‘motherhood’ type design statements through to detail design concepts; from general spatial comments through to administrative and procedural aspects of the operation. All the information received is valuable and shouldn’t be lost through the process. Subsequently the tables in this section capture all this information, provide design consideration and direction, and allocate against an appropriate stage of planning and development.

This section reviews the detailed feedback received with particular regard to the core, high prioritised functional building elements as determined in Table 1. The following tables are structured to provide a general functional comment relating to an aspect of the core element, appropriate design response/s for each, and some direction as to what key stage of planning consideration for each should be made. The key stages are:

- Concept Plan – fundamental site footprint of core building elements and facilities (current stage of planning);
- Architectural Plans – floor plan and elevation design (including base level materials);
- Design & Specification – technical and detail design; materials and standards of finish;
- Operational – post development administration and management of facilities.

It is important to note that, just because something is identified in the table, it doesn’t mean that it will appear in the final design. The tables serve as guidance to ensure that consideration is given to all the aspects identified, which will need to be balanced against one another during design. The result is then intended to provide for the best possible design for VHBC within the current land holding at this time, **all things considered**. Consequently, there will be aspects of design and preferences that have been received during consultation that won’t make it into the final design outcome.



## Summary and Response Tables

**Table 2: Foyer/Entrance.**

Functionality	Design Consideration	Planning Stage
Provide protection from inclement weather conditions (wind, rain).	Orientation to consider prevailing weather conditions (detail on Site Analysis Plan).	Concept Plan
	Provide undercover entrance canopy area, adjacent to drop off area.	
	Consider airlock area if space allows.	
	Provide storage space for wet weather gear – umbrella stands, coat hooks, etc.	Architectural Plans Design & Specification
	Consider use of automatic doors.	Design & Specification
	Use non-slip flooring materials.	
Opportunity for re-use/relocated stained glass window.	Consider location of window in foyer space, or maybe in open common area as a component of a light well.	Concept Plan Architectural Plans Design & Specification
Needs to feel open and welcoming; spacious, easy to access and navigate through to uses beyond.	Provide easy, wide and obvious access corridors to user spaces – auditorium, hospitality areas, amenities, special purpose areas (youth/children activities).	Concept Plan
	Provide an information/reception counter.	
	Make provision for high ceilings.	Architectural Plans
	Optimise natural lighting opportunities.	
	Ensure suitable wall space and location for notice boards, pigeon holes, handouts etc – close to ushers for ease of functionality.	Architectural Plans Design & Specification
	Provide subtle but distinctive signage (including signage for visually impaired).	Design & Specification
	Digital/interactive display – various media, information, times, services, events, mission activities and support (including Westcare & SCCC info; identify pastors and elders).	Design & Specification Operational
	Provide a rostered officer for assistance at information counter.	Operational
Rest rooms need to be in close proximity to entrance foyer.	Access should become obvious shortly after entry to facilities. Achieved through more open space with appropriate signage.	Concept Plan Design & Specification
Provide for a sense of arrival, particularly for visitors some visibility as to what they are entering into (non-stressful, non-threatening space).	Open, spacious undercover outdoor area adjacent to entry doors.	Concept Plan
	Provide for a wide frontage and elaborate use of glass.	Concept Plan Architectural Plans
Reduce the access/egress chaos – a bottleneck, particularly at service	Articulate immediate entrance foyer for access only, redirecting egress to alternative exit points.	Concept Plan Architectural Plans





changeover times.	Provide separation distance/buffer between entrance doors and auditorium access.	
	Ushers to welcome but also to direct and keep people moving.	Operational
Ensure ease of access for people with disability and impairment (universal design) – compliance with Disability Discrimination Act (DDA).	Provide 'at grade' access.	Architectural Plans
	Access ramps where appropriate.	Design & Specification
	Provide automatic doors (with manual override for ushers to help control congestion and movement).	Design & Specification Operational
Maintain audio capability to foyer area – improve functionality.	Design a zoned audio loop into building for centralised control as required.	Design & Specification
Consider reflective, quiet space to enable preparation for entry into worship.	Provide vestibule/s for entry to auditorium as buffer from foyer area; possibly include prayer room space off vestibules for before and after worship services.	Concept Plan

**Table 3: Auditorium/Worship Area**

Functionality	Design Consideration	Planning Stage
Plan and design for projected growth to 2045 (see projection calculations attachment).	Provide sufficient auditorium space for 350-400 seats.	Concept Plan
	Cater sufficiently and conveniently for overflow space.	
Maintain good line of sight from all seats to front.	Minimise distance (relative to capacity) from front to back of auditorium.	Concept Plan
	Preference to 'landscape' layout design for auditorium.	
	Allow for an arced seating configuration.	
	Keep any tiering or step up that may be necessary at rear of auditorium.	Concept Plan Architectural Plans
	Ensure mezzanine (if required) more practical and usable design – no visual impediments.	
Optimise versatility of auditorium uses, from smaller/intimate through to maximum capacity.	Consider operable partition wall possibilities.	Concept Plan
	Maintain at grade single floor level throughout.	Concept Plan Architectural Plans
	Utilise moveable chairs, easy to move with storage space adjoining auditorium.	Concept Plan Operational
Provide ease of access to all areas of auditorium, including prams and mobility impaired; non stressful access for families and visitors.	Increase aisle widths.	Concept Plan Architectural Plans
	Provide for three aisle lengths (based on landscape layout).	Concept Plan Architectural Plans Design & Specification
	Provide a pram, stroller, capsule parking bay near auditorium entry.	
	Ensure access for people with disability as per code requirements.	



	Maintain good visibility from foyer/entry to worship space – glass panels and doors.	Architectural Plans Design & Specification
	Ensure structural elements (eg portal frames) don't impinge on usable auditorium space and functionality.	
	Incorporate a family friendly section within close proximity to cry/nursing facilities – wider rows; pram, capsule space.	Design & Specification Operational
	Maintain reserved area for visitor use.	
Provide for increased aisle space, but maintain option flexibility for specific uses – weddings, funerals.	Standard (worship service) use layout to provide for 3 aisles.	Architectural Plans Operational
	Develop a set of standardised seating plans to cater for various, alternate uses.	Operational
Reduce noise intrusion into worship space from kitchen and foyer.	Provide buffer by way of vestibule/s into worship/auditorium area.	Concept Design
	Sound insulation to cry and nursing facilities.	Design & Specification
Auditorium aesthetics to lend to intimacy and enhance/draw focus to worship.	Incorporate lighting design.	Design & Specification
	Consider colour, material types and finishes, also opportunities for indoor plantings.	
Ensure practical and safe egress from auditorium – enhance safety and well-being of users.	Provide equipped and maintained first aid room (including bed) in close proximity to hospitality space.	Concept Plan Design & Specification
	Design multiple egress points, including compliant emergency exit facilities.	
	Consider emergency service access (eg ambulance officers) – corridor width, doors, impediments.	Design & Specification
Lighting – natural opportunity (without encouraging visual distraction) balanced with fit for purpose artificial lighting.	Natural light provided with highlight glazing elements.	Architectural Plans Design & Specification
	Provide operable block-out shutters to all natural light fixtures.	Design & Specification
	Include dimmable house lights (warm) in combination with design effects lighting configuration.	
	Light operations to be centralised from audio and multi-media control station/location.	
Ensure auditorium acoustics are maintained and improved.	Engage acoustic consultant for review and assessment of building design following initial concept design	Architectural Plans Design & Specification
	Incorporate sufficient ceiling height into design.	Architectural Plans
	Consider room chorus microphones in audio design.	Design & Specification
Provide quiet reflection and prayer spaces/rooms adjacent to auditorium.	Include private prayer room/s with access directly from auditorium.	Concept Plan
	Provide service preparation space for pastor, leaders, worship team.	Concept Plan
Provide improved and	Provide a dedicated sound insulated cry room	



private facilities for parents with young children and nursing mothers without segregating worship involvement.	(separate to nursing room) connected to auditorium. Ensure sufficient space for toddlers to move around.	Concept Plan
	Provide a dedicated nursing room (separate to cry room) connected to auditorium.	
	Provide buffered/airlock access to each room to avoid noise intrusion into auditorium.	Architectural Plans
	Provide comfortable lounge facilities for parents requiring use of rooms, include operable privacy partitions/curtains.	Architectural Plans Design & Specification
	Provide suitable mini-kitchenette to assist parents with feeding of children (kettle, microwave, sink).	
	Provide change/clean-up facilities within parent facilities.	
	Install one way/privacy glass between each room and auditorium for visual connection.	Design & Specification
	Install audio loop from auditorium through each room.	
	Provide video/screen facilities to each room.	
Consider use of push button auto doors for parents with hands full.		
Ensure opportunities for children to be part of service.	Include sufficient space at front for children talks, items, etc.	Architectural Plans Operational
Remove focus of money counting from front of house.	Provide dedicated room/secured space to side or rear of auditorium.	Concept Plan Operational
Need building climate control/user comfort to be better managed.	Consider building orientation with respect to solar access.	Concept Plan
	Consider building thermal rating of materials in design	Architectural Plans Design & Specification
	Consider location and orientation of glazing elements	
	Provide ducted air conditioning within the mechanical services for the building. Centrally located and serviced.	Concept Plan Architectural Plans Design & Specification



**Table 4: Stage/Front of House/Technical Ministry areas**

Functionality	Design Consideration	Planning Stage
Optimise opportunity for leader interaction with/to congregation.	Maintain teleprompt/screen facilities for speakers, leaders and singers.	Design & Specification
Provide for visual connection between stage/musicians/leaders and audio/multi-media control area.	Keep control station for audio and MM central to auditorium.	Concept Plan Architectural Plans
	Elevate tech control area (3-4 steps).	
	Provide for band set up on stage.	
Include opportunities for stage area/backdrop to enhance and focus worship - improve visual amenity.	Provide focussed, worshipful backdrop – use colour and vibrancy.	Architectural Plans Design & Specification
	Incorporate a stage lighting design with centralised control/mixing.	Design & Specification
	Reduce lead/cable clutter with purpose designed and integrated front of house audio system.	
	Consider digital art projection opportunities.	Design & Specification
	Maximise use of wireless equipment, microphones, etc.	Operational
Improve multi-media screen usability/visibility from auditorium.	Include provision in back-drop design, including height, angle and size of screens.	Architectural Plans Design & Specification
	Consider additional screens (eg L & R).	Design & Specification
Allow for ease of set up for equipment – quick and efficient bump in bump out.	Provide equipment delivery area in close proximity to stage.	Concept Plan
	Consider purpose built roll out platform areas for significant instrument fixtures (piano, drums, organ).	Architectural Plans Design & Specification
	Specify appropriate stage floor finish (not carpet).	Design & Specification
Provide sufficient space and flexibility for stage use – single speakers, bands, concert performance, theatre.	Increase stage area size.	Concept Plan
	Design stage wings and backstage areas.	
	Provide multiple storage closets (stage left, right, rear and under).	
	Provision for change-room space in backstage area proximity.	Concept Plan Architectural Plans
	Keep fixtures low key and simple (eg lectern, not pulpit).	Architectural Plans Design & Specification
	Include opportunity for portable platform areas for multiple shape/use configurations.	
	Provide for preset settings within audio system for different use types and configurations.	Design & Specification Operational
Maintain ease of access to stage from auditorium, while restricting unnecessary access.	Maintain current height of stage.	Architectural Plans
	Provide for disabled access to stage and backstage areas.	Design & Specification
	Restrict access to storage spaces.	Design & Specification Operational
Increase security for all	Restrict access to stage – signage.	



equipment and fixtures.	Secure audio/tech desk area – locked room, pull down shutter, gates, etc.	Design & Specification Operational
	Dedicated lighting for equipment fixtures (turn off when not in use to discourage access).	
Improve Baptistry design.	Provide change area/room in close proximity (including mirror).	Concept Plan Architectural Plans
	Design to reduce impact on stage use.	Architectural Plans
	Ensure water connection and drainage.	Design & Specification
	Provide hot water availability.	
Communion table – reduce hazards associated with handling elements through foyer and auditorium.	Provide more convenient access to communion preparation facilities – maybe small prep area and wash up area close to back stage with storage space.	Concept Plan Architectural Plans Design & Specification
Increase and maintain music resource storage facilities close to stage.	Provide for copy room in off stage or back-stage area.	Concept Plan Architectural Plans
	Sort out music inventory and storage area – improve house-keeping.	Operational

**Table 5: Kitchen**

Functionality	Design Consideration	Planning Stage
Improve functionality of kitchen space to cater for full diversity of uses and users, including: Sunday fellowship Luncheons Restaurant Community outreach Funerals Weddings Cafe for weekdays Men's breakfasts	Increase size to ensure fit for purpose and capable of containing all facilities and fixture required for a commercial grade kitchen.	Concept Plan
	Increase food preparation space with island bench facilities and U-shaped surrounding.	
	Separate food preparation space/area from food service area free from appliance storage impediments.	
	Provision for key appliances and fixtures: Microwave ovens – off benches, underbench Pie warmer – large, easy access sliding doors Dishwasher – industrial quality, in-line process Sinks – several and varied Display fridge – various food/drink selections Coffee machine/s , freezer, crockpots, etc. Provide dedicated power points with sufficient capacity to specific fixtures and equipment.	Design & Specification
Minimise noise impact of kitchen activities (eg coffee grinder.)	Design for sufficient buffer space between kitchen and other uses (auditorium, meeting/prayer rooms, etc).	Concept Plan
Reduce competing uses of space where possible.	Relocate communion preparation space to purpose facility in auditorium stage area.	Concept Plan Architectural Plans
	Include separate doors for access to and egress from kitchen and alternate (restricted) access door (possibly external) for kitchen	



	personnel.	
	Include purpose designed & practical food and equipment storage space.	Concept Plan Design & Specification
	Locate a separate barista kiosk/cart/s in hospitality/common area.	Concept Plan Operational
	Ensure sufficient stock supply of all required cutlery, crockery to cater for optimum capacity.	Operational
Improve management of kitchen related activities for general area safety and food hygiene.	Consider flow/direction of use in design.	Concept Plan Architectural Plans
	Separate the in/out door to separate locations to reflect design flow.	Concept Plan Design & Specification
	Provide half/half door with lockable bottom panels.	Design & Specification
	Include non-slip flooring with no grooves for ease of cleaning.	
	Specify stainless steel bench tops, splash backs; coved corners to wall/floor junctions.	
	Ensure moveability of non-fixed cupboards and appliances – rollers.	
	Provide purpose lighting over all functional areas, sinks, benches that are fit for purpose	
	Ensure appropriate exhaust vent installations vented to external.	
	Ensure appliances are equipped with safety features (eg use of 'Zip' style HWS with 2 step button for hot water dispensing).	
	Meet all food premises code and Australian Standard requirements.	Design & Specification Operational
	Restrict children access to kitchen – signage and management protocols.	Operational
	Orientate urns with outlets to side rather than front of bench.	
	Integrate cleaning and management plan into operations.	
Ensure appropriate environmental management of kitchen related activities.	Ensure appropriate filtering of vented materials/odours.	Design & Specification
	Make provision for appropriately sized and specified liquid waste management receptor.	
	Provide for separation of waste products.	Design & Specification Operational
Enable customer/server interaction and communications.	Provide a separate cafe space.	Concept Plan
	Locate a separate barista kiosk/cart/s in hospitality/common area.	Concept Plan Operational
	Open up serving area space across wider area of bench.	Architectural Plans
	Minimise solid wall barriers.	
	Last call for service announcement over audio.	Operational



**Table 6: Hospitality Area**

Functionality	Design Consideration	Planning Stage
Increase capacity – space needs to be significantly larger and more versatile than current hospitality area.	Integrate a cafe space adjacent to area (but separate from kitchen) with dedicated water/sink for prep & clean up.	Concept Plan
	Allow for opportunities to open out to pleasant external environment – tables, trees, umbrellas, etc.	
	Provision of child-safe play area.	Concept Plan Architectural Plans
A welcoming, inclusive space in open and safe environment with ambiance.	Provide equipped and maintained first aid room in close proximity to hospitality space.	Concept Plan Operational
	Ensure appropriate materials to exude warmth and belonging.	Architectural Plans Design & Specification
	Integrate music system sound throughout.	Design & Specification
	Consider colour palette for finishes.	
Enable multi-purpose use to occur within space.	Include opportunities for divider panels, operable partition walls, or similar.	Concept Plan Architectural Plans
	Glass doors opening out to external mingling, dining areas.	Design & Specification
	Good visibility to external children’s play areas – consider extensive glass to walling and proximity to outdoor activity spaces.	Architectural Plans Design & Specification
Provide a diversity of food choice, ensuring availability of healthy options.	Include display fridge – purchasable drinks, cakes/slices, sandwiches, healthy snacks, fruit.	Design & Specification Operational
	Provide availability to self-serve filtered water.	Operational
Provide ease and safety of access/egress moveability.	Include direct access to outdoor spaces.	Concept Plan
	Flow of space to consider children access/exit. Open out to secured child-safe area.	Architectural Plans
	Ensure sufficient circulation space around tables for food/bev service.	Architectural Plans Operational
	Remove self-service beverage capability/ options – with sugar, stirring utensil receptacle on cafe style tables.	Operational



**Table 7: Children’s Ministry Area**

Functionality	Design Consideration	Planning Stage
Integrate children activity and ministry areas avoiding conflict of activities with other uses (eg carpark).	Integrate children’s facilities into new building space with close/easily accessible proximity to bathroom and toilet facilities.	Concept Plan
	Retain some buffer separation between activity areas.	
	Separate storage spaces for playgroup/crèche from other children’s ministry activities.	Concept Plan Architectural Plans
	Ensure shared space for activities are compatible with each other – eg youth space and children’s ministry classes not compatible.	Concept Plan Operational
	Provide alternative appropriate location and access for bread distribution ministry.	
Playgroup/crèche area needs increase in size and better facilities for the more extreme weather conditions (too hot, cold, windy or wet).	Dedicated facility required (not in shared area with admin, hospitality space).	Concept Plan
	Easy access to bathroom facilities required, inclusive of parent room, change table. (without needing to go outside, or to different building).	
Better cater for needs of parents.	Provide sitting space (indoors and out) with shelter.	Concept Plan
	Enable convenient access to coffee/tea/kitchen facilities and/or cafe.	
	Access to toilet/rest room facilities.	
	Consider outdoor lounge area.	Concept Plan Architectural Plans
	Provide storage facilities – prams, strollers, bags, etc.	Concept Plan Design & Specification
Play areas – provide for variety of play and creative activities.	Provide combination of indoor and protected outdoor space.	Concept Plan Architectural Plans
	Outdoor design to provide for elements like sand pit, bike/race track (figure 8).	Concept Plan Architectural Plans
	Indoor dedicated play area with toy and equipment storage.	Concept Plan Architectural Plans
	Indoor children’s creative (arts/crafts) space with fit for purpose wall and floor finishes and covering.	Architectural Plans Design & Specification
	Provide a space for display of arts, crafts, work etc prepared by children – possibly pin up board or magnetic whiteboard.	Design & Specification
Clean-up and prep facilities required.	Consider wet room and bench space in close proximity and centrally located to all children’s ministry areas.	Concept Plan
	Increase storage space capacity.	Concept Plan
	Provide kitchenette facilities – sink, bench, utensil & crockery cupboard, food storage, fridge, cooking facilities, drinking water availability.	Concept Plan Design & Specification





	Provide storage cupboard for clean up equipment and materials.	Architectural Plans Design & Specification
Ease of access to photocopy and stationery supplies to be retained.	Provide centralised print room and storage facilities.	Concept Plan Architectural Plans
Centralised multi-purpose assembly room for children's group activities.	Provide centralised larger multi-purpose space for combined activities.	Concept Plan
	Provide operable partition walls for flexibility of use.	Concept Plan Architectural Plans
	Access to secured outdoor area.	
	Provide multi media and projection facilities.	Design & Specification
Children's lesson and activity spaces for projected growth to 2045 aggregated in a single service area.	Provide sufficient space for up to 5 individual program rooms.	Concept Plan
	Provide for flexibility in room configuration – room dividers, operable/retractable walls, etc.	Concept Plan Architectural Plans
	Consider possibility of 1 or 2 rooms opening to outdoor space.	
	Dedicated wall space in each classroom for display.	Architectural Plans
	Extensive use of glass for walls facing corridors and access areas.	Architectural Plans Design & Specification
	Equip classrooms with multi-media capability.	Design & Specification
	Dedicated shelves and lockable storage in each classroom.	Design & Specification Operational
	Utilise light-weight and stackable furniture.	
	Utilise furniture and equipment that is age sensitive/appropriate.	Operational
	Back up/contingency space required for occasional spike in group numbers.	
Ensure safety of children and reinforce confidence of visiting parents.	Enable ease of access to playgroup spaces for weekday activity from carpark. Minimise need to navigate through other areas of building.	Concept Plan Architectural Plans
	Extensive use of glass for viewing into activity and classroom space.	Architectural Plans Design & Specification
	Control access to children's ministry area through single point of entry .	Architectural Plans Operational
	Provide notice board with teacher photos and children activities program.	Design & Specification Operational
	Provide for electronic registration – bar-coded cards/tags for regular enrolments.	
	Name/photo ID tags for all children workers, helpers and volunteers.	
	Delegated information/rego officer at registration desk to assist with flow and visitors, information (CACET guidelines).	Operational
	Meet all statutory child-safe requirements.	
Ensure all staff and volunteers receive CACET training and working with children checks &		



	clearances.	
Designate an outdoor play area for bigger kids – open space, lawn, ball games, running around	Keep separate from younger children play areas.	Concept Plan Operational
	Incorporate single point of entry for ease of monitoring.	Architectural Plans Operational
	Improve supervision – maybe parent duty rostering.	Operational

**Table 8: Youth Ministry Area**

Functionality	Design Consideration	Planning Stage
Youth activity spaces for projected growth to 2045 aggregated in a single service area.	Include a creative and focussed room exclusive for youth hangout and retreat.	Concept Plan
	Provide dedicated storage area/space.	
	Integrate kitchenette facilities (or convenient access to kitchen facilities).	
	Include bathroom amenities (or convenient access to amenities).	
Provision for modern electronic accessibility.	Provide for break out/small group areas.	Design & Specification Operational
	Provide multi-media capability to central group area.	
Provide facilities for higher energy activities.	Wi-Fi accessibility to all youth spaces.	Concept Plan
	Close proximity of youth facilities to outdoor open-space activity area, (lawn and hard stand areas).	
	Large indoor area for games, large group activity and wet weather use.	

**Table 9: General Meeting, Outreach and Service Facilities**

Functionality	Design Consideration	Planning Stage
Meet a range of current and potential community service needs or activities and general meeting space requirements.	Make provision for separate and restricted access (secured and separate from other activity areas) while maintaining access to essential services – amenities, kitchen, 1 <sup>st</sup> aid).	Concept Plan Architectural Plans Operational
	Enable flexibility of space through provision of divider panels, operable partition walls or similar.	Concept Plan Architectural Plans
Provide sufficient, practical and easily accessed storage facility – food and goods (westcare, SCCC).	Provide storage with appropriate separation of goods.	Concept Plan Operational
	Provide a dedicated drop off point.	Architectural Plans
	Provide information bay/service about pick up options.	Design & Specification Operational
Maintain a provision for Bread Ministry and similar local service ministries.	Ensure access doesn't conflict with other uses – eg children's ministry class.	Concept Plan
	Maintain space to appropriate food premises standards – food handling, cleaning and room management.	Design & Specification Operational



**Table 10: Administration/Staff Facilities**

Functionality	Design Consideration	Planning Stage
Provide sufficient professional office space to meet projected requirements to 2045.	Design to cater for 4 individual offices, reception area, common area, meeting room, resource room, file/storage room.	Concept Plan
	Integrate office and administration into main building structure for ease of access for staff to other use spaces.	
Provide facilities purpose designed and built as a functional, working, professional office.	Provide adequate separation from other uses to reduce distraction.	Concept Plan
	Provide opportunities for natural light, with filter or screening as required.	Architectural Plans
	Provide opportunities for natural ventilation, with filter or screening as required.	Architectural Plans Design & Specification
	Provide artificial lighting to building code requirements for office environment.	Design & Specification
	Provide artificial ventilation to building code requirements for office environment.	
	Ensure a dedicated zone for office space within building A/C system.	
	Provide communications/data system capability to all offices within admin area.	
Ensure a safe working environment – staff, volunteers and visitors.	Minimise non-planned/ad-hoc access - include a reception desk for first point of contact.	Architectural Plans Operational
	Fit office doors with glazing.	Design & Specification
	Provide work station areas with adjustable elements – to enable standing or sitting.	Design & Specification Operational
	Equip offices with professional office furniture fit for purpose and office environment.	
	Provide and maintain first aid cabinet/facilities.	
	Provide door locks/ FOB access restricted to individual staff for private office spaces, also for secured areas – file room.	
	Provide adequate signage, including emergency exit and evacuation signage.	
	Ensure office management protocols – sign in, sign out procedure.	Operational
Incorporate dedicated and fit for purpose reception area.	Provide a waiting area for visitors.	Concept Plan
	Ensure sufficient space for occasional help when required (part-time admin, volunteers).	Architectural Plans
	Equip with reception desk and counter, with appropriate furniture, cabinets.	Design & Specification
	Provide location for drop-off/pick-up of mail, documents, etc (trays, pigeon holes).	
Provide capacity for resource room.	Provide dedicated room with sufficient space for shelving, seating, AV, data connection.	Concept Plan Architectural Plans



		Design & Specification
Provide for staff and administration amenity.	Provide dedicated tea/lunch room with kitchenette and washing facilities.	Concept Plan Architectural Plans
	Provide dedicated toilet/washroom facilities.	Design & Specification
Corporate records storage.	Provide secured restricted access room.	Concept Plan Design & Specification Operational
	Ensure sufficient space and structure capacity for compactus.	Concept Plan Design & Specification

**Table 11: Bathroom and Toilet Amenities**

Functionality	Design Consideration	Planning Stage
Design for facilities to meet projected building capacity.	Size, location and finishes to comply with building code requirements.	Concept Plan Architectural Plans Design & Specification
Sufficiently sized space and facilities to meet needs of small children and their parents.	Provide a minimum of one (possibly more) dedicated unisex parent room facility.	Concept Plan Architectural Plans Design & Specification
	Include private nursing space and baby change facilities to building code requirements.	
	Provide change-room space.	Concept Plan Architectural Plans
	Increase size of some cubicles – to fit child and parent.	Architectural Plans Design & Specification
	Ensure stock for change table in parents room is maintained, ensure sufficient storage	Architectural Plans Operational
	Include children size toilet facilities (pans, urinals, basins).	Design & Specification
Easily accessible, but discreet area, allowing for improved privacy and reduced nuisance.	Ensure location is not directly off high patronage areas, but off sufficiently wide access corridors.	Concept Plan Architectural Plans
	Include airlock arrangements for entry into bathroom/toilet facilities.	Architectural Plans Design & Specification
	Consider noise ratings for hand driers if specified.	Design & Specification
Ensure appropriate and dignified accessibility for all users.	Provide dedicated disabled bathroom space/s appropriately equipped with grab rails and relevant fixtures.	Concept Plan Architectural Plans Design & Specification
	Include appropriate signage for visually impaired.	
Include a range of vanity convenience features and fixtures.	Provide a dedicated change-room space.	Concept Plan Architectural Plans
	Provide mirrors to bathroom facilities.	Architectural Design Design & Specification
	Provide sanitiser soap dispensers.	Design & Specification
	Include appropriate hand drying facilities.	



Make provision for quick response cleaning (urgent clean-ups).	Cleaning store located in/near bathroom facilities.	Concept Plan Architectural Plans
	Provide additional stand taps to each bathroom facility space.	Design & Specification
	Stock to cleaning store maintained and kept up to date.	Operational
Include facility for laundering of kitchen related linen – aprons, tablecloths, table cloths. (Also potentially for community service/care)	Provide separate space for laundry facilities: Washing machine/s Tub/s Dryer/s	Concept Plan Architectural Plans Design & Specification

**Table 12: General Building Design/Functionality**

Functionality	Design Consideration	Planning Stage
Include integrated heating and cooling - improved design and management.	Provision for accessible plant room location associated with compressor units.	Concept Plan
	Ensure design of appropriate 'all of building' mechanical ventilation and air conditioning system, fully zoned, centrally operated.	Architectural Plans Design & Specification
Ensure capacity for multiple and various electronic service networks.	Integrated communication system design throughout building, including coms, data, audio, emergency alerts, duress alarms, and appropriate zoning configuration.	Architectural Plans Design & Specification
	Provide for wireless networking throughout building.	Design & Specification
Ensure energy efficiency and sustainable capability within design.	Water harvesting, tank storage and reticulation where appropriate.	Concept Plan Architectural Plans Design & Specification
	Consider building orientation with respect to prevailing weather conditions, solar access opportunities, natural ventilation and natural lighting.	Concept Plan Architectural Plans
	Utilise solar technology to supplement building power demand. Consider battery storage capacity.	Architectural Plans Design & Specification
	Consider embodied energy for building material specification.	
	Use materials appropriately located to optimise energy efficiencies where practical.	
	Meet building code energy efficiency requirements for relevant building classification/s.	
Increase storage capacity and useability for all use areas generally.	Designate appropriate and fit for purpose storage spaces to all use areas.	Concept Plan Architectural Plans Design & Specification
	Ensure safety of storage spaces, particularly those containing chemicals; lockable.	Design & Specification Operational



Controlled access points to building areas.	Design primary components/elements of building so that they can be accessed and used independently of each other.	Concept Plan Architectural Plans Design & Specification
	Include centralised electronic security system, with zones and access (utilising key fobs) through authorised listing.	Design & Specification Operational
	Maintain a register of authorisations, reviewed periodically.	Operational
Ensure ease of navigability through premises by all users.	Provide dignified access for people with disabilities – comply with Disability Discrimination Act throughout facilities.	Concept Plan Architectural Plans Design & Specification
	Signage throughout – including international symbol usage and Braille.	Design & Specification
Centralised control of all service equipment centralised.	Include centralised utility services control room – include power, air con, security, data, ventilation.	Concept Plan Architectural Plans Design & Specification
	Provide space for service vehicle parking close to centralised plant/control room.	Concept Plan Architectural Plans
	Ensure ease of access for serviceability of equipment.	Architectural Plans
	Enable zone control of utility service/plant equipment at aggregated/dedicate location for each zone/service area.	Design & Specification
Improve connection / interaction opportunities, particularly visitors.	Information counter at foyer/entry area.	Architectural Plans
	Digital information displays in foyer.	Design & Specification
	Provide name-tags, particularly for stewards, welcomers, servers, etc.	Operational
	Provide recording, streaming, video of services (careful of copyright issues).	
Ensure protection of utility service connections and equipment.	Provide dedicated plant room and control area for services.	Concept Plan Architectural Plans
	Meet utility provider requirements for location and housing of connections (eg power, water, coms).	Architectural Plans Design & Specification
	Prepare utility services plan (or similar) indicating all existing connections and infrastructure service lines through property.	Design & Specification
	Include all proposed connections and service lines on Utilities and Services Plan.	
Avoid negative impacts of development on neighbours.	Engage with neighbours about future plans and activities.	Concept Plan
	Provide buffer (sound and visual) with design parameters for building.	Concept Plan Architectural Plans
	Meet CVH Development Plan requirements.	Architectural Plans
	Meet EPA requirements and development approval conditions during ongoing operations.	Design & Specification Operational



**Table 13: External Elements**

Functionality	Design Consideration	Planning Stage
Provide safe carpark to meet building capacity.	Determine parking space ratio to building capacity based on CVH Development Plan.	Concept Plan
	Minimise intrusion of vehicles into entire extent of site.	
	Consider basement level/undercroft parking opportunities if contours permit.	
	Provide separation between vehicle and pedestrian zones – safe walkways to building access. Separation fences, bollards, kerbs, gardens.	Concept Plan Architectural Plans Design & Specification
	Provide car park size and circulation space to appropriate engineering standards.	Architectural Plans Design & Specification
	Ensure sufficient provision for disabled parks, pram parks, elderly parking.	
	Provide appropriate parking expectation signage and surface line marking.	Design & Specification
	Grade to ensure appropriate shedding of stormwater (including harvesting and re-use opportunities).	
Provide safe access and egress for vehicles to and from the property.	Minimise access and egress points to property.	Concept Plan Architectural Plans
	Design to appropriate swept path standards, considering user demographics.	Design & Specification
	Meet appropriate engineering standards for access/egress design.	
	Provide appropriate surface finish and sealing to carpark.	
	Provide clearly articulated signage for exit and entry points.	
Ensure separation of pedestrian and vehicle access/movement.	Provide undercover passenger set down area in close proximity to building foyer/entry – use of separation elements (bollards, kerbing, garden boxes).	Concept Plan Architectural Plans
	Restrict movement of vehicles through site, allowing for limited/controlled service vehicle access as necessary.	Design & Specification Operational
Integrated stormwater management.	Provide locations and sufficient design capacity for rainwater tanks and storage for receipt from roof elements.	Architectural Plans Design & Specification
	Aim for reduction in run-off . Post-development flow to be an improvement from existing flow (quality & quantity) – consider detention and reuse opportunities.	Design & Specification



Landscaping to be low maintenance.	Consider drought resistance plantings within landscape design.	Design & Specification
	Tree selections to minimise clean-up maintenance – deciduous, non nut bearing trees.	
	Include opportunities for rain-gardens.	
	Include irrigation system throughout soft landscaped areas.	
Provide for some outdoor people space – pleasant, serene ambiance.	Include some higher amenity park-like area/s.	Concept Plan Architectural Plans
	Incorporate some sheltered areas.	Architectural Plans
	Include some outdoor seating fixtures.	Design & Specification
Provide a secured and safe children’s playground area.	Provide in location with good visual casual surveillance.	Concept Plan Architectural Plans
	Restrict casual/walk in access – avoid visibility from street.	Architectural Plans
	Provide shade cover/sails.	Architectural Plans
	Incorporate safe play, public access quality equipment in specification.	Design & Specification
	Child-proof fencing with restricted access points.	
	Include soft fall ground surfacing.	
	Provide some sheltered seating areas for parent/carer supervision.	Design & Specification Operational
Provide signage and usage rules/protocols for parents/carers – supervision, age restrictions etc.		
High quality building presentation and street activation.	Provide for articulated street frontage to Port Elliot Road.	Concept Plan Architectural Plans
	Appropriate and balanced mix of materials, particularly areas exposed to public and street view.	Architectural Plans Design & Specification
	Use quality building code compliant and trade-marked fixtures and materials throughout premises.	Design & Specification
	Clearly branded signage at street frontage access points (relative to pedestrian and vehicle access).	
	Ensure regular maintenance to facilities and grounds.	Operational





**Table 14: Property Maintenance and Care Facilities**

Functionality	Design Consideration	Planning Stage
Spacious and secured storage facilities for equipment, chemicals and goods required.	Consider basement level opportunities if contours permit.	Concept Plan
	Dedicated and secured room for storage of cleaning equipment and chemicals.	Concept Plan Architectural Plans Design & Specification
	Dedicated and secured room for storage of grounds and maintenance equipment.	
	Include secondary storage cupboards at various use areas for immediate access in the event quick response is required – spills and breakages.	
Access to power.	Ensure electrical design includes provision of power to storage area.	Design & Specification
	Power points at strategic locations throughout facilities for cleaning, maintenance.	
Waste facilities.	Dedicated bin storage location with screening and ventilation.	Architectural Plans Design & Specification
	Include waste stations in all key service areas, allowing for separation of recyclables.	
Furnishings and equipment.	Provide for hard-wearing but easy care equipment.	Design & Specification

### Closing Comments

Whilst the information in this report is extensive, it's not exhaustive. It provides a snapshot of corporate thinking at a point in time. Consequently, there will no doubt be many other aspects of design that also require consideration as the relevant planning phases progress. As the process continues to take its course, there will be other opportunities for engagement with the congregation and membership.

Importantly, in drawing together the consultation feedback for this report, there was found to be no considerably divided or divergent views. The sense of unity and common direction reflected throughout the process to date enables a level of confidence to be had in continuing to the next phase of planning. Our hope and prayer is that this togetherness will continue to grow and strengthen on our journey of building in faith and transforming lives.

### Victor Harbor Baptist Church

#### Property and Facilities Development – Planning Taskforce

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