

## ***4.0 The Key Elements of a Design Brief***

The following key elements should feature in a design brief for a sport or recreation facility. (Refer to sections 5.0 through to 9.0 for more detail).

### **Introduction**

- A brief description of the project and the client agency.
- An overview of the project history to date, outlining of key events.
- The purpose and nature of the facility.

### **Design Specifications**

- General design characteristics including integration with other community facilities and adjoining land uses. Detail any public involvement to be incorporated in the design process.
- A management plan detailing the intended management structure and the intended usage of the various components of the facility.
- A concept diagram, or at least a schedule of the required facility components (rooms / spaces). Indicate the function and required capacity for each component based on expected usage ranges / usage peaks. Where possible, provide floor areas and height limitations. Explain the inter-relationships between the various spaces. Bubble diagrams are a useful way to indicate relationships in terms of juxtaposition and strength.
- Specific requirements in relation to utilities and services, maintenance of plant and equipment, and external works (e.g. power and water supplies; mechanical and electrical services; security; lighting; signage; landscaping).
- Environmental issues which need to be addressed (e.g. traffic, parking, noise, waste, visual amenity).
- The standards of quality and finishes required.
- Details of any existing facilities to be demolished or upgraded. Indicate any planned / possible future developments.

### **Site Description**

- Site details and any clearing constraints.
- An overview of any town planning constraints and / or conditions.

### **Design and Construction Timetable**

- Key dates for the commencement and conclusion of the project.
- Details of the type of Construction contract to be utilised.

### **The Project Budget**

- A revised project budget which distinguishes between construction costs, fees, equipment costs and other costs outside the construction budget. If necessary, specify the cost limit of the project.