



Town Planning Architecture Project Management

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Peter Thompson Architects

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1.0 INTRODUCTION

Peter Thompson Architects is an architectural, town planning, and project management practice that was founded by Principal Architect Peter John Thompson in 1976. From the raw enthusiasm of the young graduate (Peter Thompson) a practice grew in size and structure, currently located in sunny Bacchus Marsh, Victoria. This practice's focus has been on all aspects of commercial architecture including design, documentation and project management, specialising in the areas of education, recreation, accommodation, hospitality, health care, aged care, and all ranges of residential projects.

Peter Thompson Architects is committed to delivering outstanding concepts and designs and have built an impressive folio of completed projects that demonstrate their uniqueness, functionality and practicality. Our staff's ability to produce work to the highest standard is made even more impressive by our record for completing projects on time and budget, with works that provide refreshing and aesthetically pleasing architectural solutions for our clients. Our office is managed by Peter Thompson and comprised of award winning architects, design and drafting staff with a vast and ever increasing knowledge base of all aspects of the industry.

The nature and variety of projects that Peter Thompson Architects have undertaken in the past have increased our experience in specialist projects, such as the Novatel Forest Resort (RACV Forest Resort, Creswick) and the Taronga Zoo 'Roar and Snore' facility. Peter Thompson Architects have been involved in many accommodation projects over the past 15 years ranging from 5 star hotels to youth recreation camps. The architectural solutions that we have provide are of the highest quality and have in the past, well exceeded client expectations. Our experience in dealing with varied budget restrictions in this niche area also gives us the confidence to produce exceptional work within any budget range. Our acclaimed accommodation projects prove our design and documenting excellence in any project. Included in this document is an overview of our recent relevant projects, and also a detailed description of the role of Peter Thompson Architects in each.

2.0 COMPANY OVERVIEW

2.1 HUMAN RESOURCES

The practice currently employs six full time staff who are continually honing their skills and keeping up cutting edge contemporary trends within design. Additionally, the practice maintains a continual relationship with Landscape Architects, Interior Designers, Town Planners, Quantity Surveyors, Building and Land Surveyors which complement the professional consultancy services that operate from our Melbourne office. Other expertise is outsourced to suit individual project requirements as to best facilitate the specific needs of the Project and Client.

Peter Thompson – Director

Design
Town Planning
Project Management
Master Planning
Practice Management

Registered Architect and Fellow of the Australian Institute of Architects
Registered Commercial Builder
Registered Domestic Builder

Asaka Natsume

Design
Documentation
Project Management

Registered Architect and Member of the Australian Institute of Architects

Peter Lalor

Design
Documentation
Town Planning

Kyle Davidson

Design
Documentation
Town Planning
Project Management

Graduate Architect & Landscape Architect, Member of RAIA and AILA

Alastair Christian

Design
Documentation
Town Planning
Project Management

Graduate Architect & Landscape Architect

Helen Cotter

Office Management
Accounts

2.2 STAFF CIRRICULUM VITAE'S

Peter Thompson – DIRECTOR

Curriculum Vitae

Qualifications and Affiliations

Diploma in Architecture	– RMIT
Graduate Diploma in Engineering in Project Management	– Victoria University of Technology
Certificate in Architectural Drafting	– Box Hill Technical College
Registered Architect	– 13975
Registered Builder	– CBL 24263

Architectural Experience

Draftsman, multiple companies	– 1979 – 1985
Completed Architecture Studies	– 1985
Gained Registration	– 1986
Founded Peter Thompson Architects	– 1986 – 2017

As the director, Peter has had a deep involvement in all of Peter Thompson Architect's projects, from design to documentation oversight, planning and project management.

Significant Projects

Project:	Novotel Creswick (Currently RACV Forest Resort, Creswick)
Budget:	\$54m
Description:	143 room hotel and 18 luxury villas set in the beautiful Hepburn Spa Region in Victoria. Peter's role was design architect, interior architect and project manager.

Project:	Howman's Gap Alpine Centre
Budget:	\$5m
Description:	Peter was the design architect for the new universally accessible accommodation block at the YMCA Alpine Centre. The new block caters for people with all levels of impairments or disabilities; sleeps 36 people and has the facilities to allow self-catering.

Project:	Bacchus Marsh Grammar Woodlea Campus
Budget:	\$28m
Description:	Peter is the design architect, project manager and planner for Bacchus Marsh Grammar's new campus in Woodlea, Rockbank, Victoria. The campus has been designed to cater for 4 streams from prep to year 8. The project is currently in town planning phase, with an anticipated opening in 2019.

Asaka Natsume – Senior Architect

Curriculum Vitae

Qualifications and Affiliations

Bachelor of Architecture – AIT (Japan)
Masters in Architecture – RMIT

Architectural Experience

Commenced work at Peter Thompson Architects – April 2017

Significant Projects

Project: Bacchus Marsh Grammar, Home Economics
Budget: \$1.7m
Description: Bacchus Marsh Grammar's continuing expansion necessitated the need to upgrade its home economics facilities. The new building is modelled to look similar to the kitchen set ups in TV's 'Master Chef'.

Project: Bacchus Marsh Grammar Administration Building
Budget: \$1.47m
Description: Bacchus Marsh Grammar's rapid growth necessitated the need to expand the administrative facilities to cater for the growing student and staff numbers, whilst helping to create and maintain the school's modern, contemporary aesthetic.

Project: Broken Hill Golf Club Resort, NSW
Budget: \$95m
Description: The proposed Broken Hill Golf Club Resort is to be Broken Hill's premier resort, providing the ideal setting for visiting the mid-west region of NSW. The Resort presents an international venue that provides conferencing, gold and gaming facilities for tourists and residents alike, as well as a multifaceted lifestyle opportunity for those who desire to live in a resort and golf course environment.

Jim Shea – Senior Draftsman

Curriculum Vitae

Qualifications and Affiliations

Diploma in Building Design (Architecture)
Certificate IV in Building and Construction (Contract Administration)
Drafting, Production Planners and Technical Workers Award

Architecture Experience

Commenced work at Peter Thompson Architects - June 2000

Significant Projects

Project: Westcare Medical Centre, Melton, Victoria
Budget: \$8m
Description: Jim prepared working drawings in accordance with the design from Peter Thompson for the new medical centre 'super clinic'. The centre has 26 general practitioner consulting rooms, endoscopy and day procedures unit, pathology, radiology, dentistry, pharmacy, optometry, mammography and café facilities.

Project: Little Giants Child Care Centres,
Location: Templestow, Ballarat, Alphington, Preston and Reservoir, Victoria
Budget: \$3m
Description: Design, planning, interior design, documentation and project management of Child Care facilities including planning submissions and application to council etc.

Project: YMCA Phillip Island
Budget: \$4.5m
Description: Jim prepared planning drawings and assisted with the design and layout of the facilities for the proposed YMCA site at Phillip Island. Planning permit has recently been granted, with works now progressing into design development.

Kyle Davidson – Graduate Architect

Curriculum Vitae

Qualifications and Affiliations

Bachelor in Architectural Studies – Victoria University of Wellington
Graduate Diploma in Designed Environments in Project Management
Post Graduate Diploma in Landscape Architecture

Architecture Experience

Nicoll & Blackburne Architects, Gisborne, NZ - 2008
Peter Thompson Architects - June 2016

Significant Projects

Project: Bacchus Marsh Grammar's Early Learning Centre, Woodlea, Victoria
Budget: \$2m
Description: Bacchus Marsh Grammar has secured land in the new Woodlea Estate in Rockbank, Victoria. The school has begun works to construct a second campus for prep to middle year's students, with plans to increase catering to year 12 in the near future as well. The Early Learning Centre is currently located in the Woodlea Display Village and serves as a precedent to the school campus, giving the school insight into enrolment predictions and popularity. The ELC is of modular design and will be disassembled and transferred to the permanent campus in late 2018.

Project: Howman's Gap Alpine Centre
Budget: \$5m
Description: Kyle assisted with design resolution, contract drawing and administration for the new universally accessible accommodation block at the YMCA Alpine Centre. The new block caters for people with all levels of impairments or disabilities; sleeps 36 people and has the facilities to allow self-catering.

Project: Bacchus Marsh Grammar, Staughton Vale Campus
Budget: \$1.5m
Description: Kyle prepared the working drawings for the new agricultural and natural history campus for Bacchus Marsh Grammar in Staughton Vale, Victoria. He also assisted with site layout and landscape design of the project. The campus will be used for day trips and excursions to study natural history, agriculture and other natural sciences.

COMPANY OVERVIEW – CONTINUED

2.3 TECHNICAL & OTHER RESOURCES

Technology & Equipment

The Practice uses the latest technology including AutoCAD, Revit, 3D Studio Max, Microsoft Office, Adobe Photoshop, Illustrator, InDesign, GoLive, Acrobat Professional, along with the latest computer hardware, operating systems, printers and scanners which are capable of printing and scanning up to and including A0 size in full colour.

Standards, Codes, and Regulations

The Practice has access to the complete library of Australian Standards, the NCC Building Code of Australia, Building Regulations, and Planning Schemes. This ensures that only the most up to date information is used throughout each project. We also maintain subscriptions to bulletins and updates from the Australian Institute of Architects, Australian Building Codes Board, Building Commission, Dept. of Planning & Environment, and Master Builders Association.

Texts, Journals and other Publications

Peter Thompson Architects have an extensive architectural library that includes the architectural journals *Architectural Review*, *Architecture Australia*, *(inside)*, *Architectural Product News*, *In Design*, *Desktop*, *Wallpaper* and *Monument*

We also have a wealth of architectural resource texts, architectural texts, and major architectural publication such as *The Phaidon Atlas of Contemporary World Architecture*, *20th Century Design*, *10 x 10* etc. We also have a number of historical and biographical publications that are accessible to all. We find that having these resources readily available to our staff enhances knowledge and inspires creativity when undertaking design projects. The internet is also used as a major resource when accessing catalogues and other reference documents

Materials and Technical Resources

Our Architectural Library also consists of a vast number of product information and technical manuals that are a combination of independent, industry and company publications. This section of the architectural library also houses the materials samples, swatches and specific product information.

COMPANY OVERVIEW – CONTINUED

2.3 COMPANY POLICY

Quality Assurance

Peter Thompson Architects maintain well documented policy covering all aspects of the design process and related fields ensuring efficient in-house work practices and assurances of quality and value to the client. We practice established Quality Management methods ensuring that all the activities necessary to design, develop and implement of the project are effective and efficient through a focus on three main components: control, assurance, and improvement, and the use of developed standard checklists, pro forma, and drawings.

Risk Management

Peter Thompson Architects recognises that a proactive, planned and systemic approach to risk management during design can help reduce unnecessary injury, illness and fatalities. Peter Thompson Architects will ensure effective consultation and communication with relevant persons (such as Clients, Health and Safety Representative, experienced workers, other Duty Holders/Contractors) to manage hazards and risks during this design project

Utilising consultative arrangements in place, Peter Thompson Architects will identify all reasonably foreseeable, or “in-scope” hazards that may be introduced, affected or increased as a result of the design.

Peter Thompson Architects will incorporate a multi-level risk management approach including pre-design discussions and workshops, onsite assessments, preliminary hazard analysis, risk management and risk control strategies. The Risk Management Checklist in Appendix C will be utilized for this purpose. This information will be discussed further with the client until agreement is reached on the strategies that will be utilized to ensure risk reduction. Upon agreement, the information will be included as part of the OHS Design Brief (Appendix A).

The hazard assessment will address all relevant factors, including:

- Siting (Location of structure and surrounding environment)
- Construction activities
- Workplace activities (including likely or intended work-flow analysis, cleaning, servicing and maintenance)
- Incident Management

Occupational Health & Safety

Peter Thompson Architects believes in providing a safe and equitable work environment for all staff in all situations. As a company, we have an outstanding track record in providing the highest standard of Occupational Health and Safety for our staff. This includes sponsoring staff to complete the relevant Work Safe qualifications for entering construction sites, briefing staff on OH&S issues that are both general and project/ site specific. It is also our ethos that ‘A happy worker makes a productive worker’, and so try to provide our staff with comfortable and professional equipment and work environments. As part of this practices involvement in OH&S we ensure that all OH&S issues are identified and reviewed for each projects design and during each stage of the project from design to construction. It is also a policy of Peter Thompson Architects to make sure that all staff are appropriately qualified and equipped when on site. Our documents require both builder and end user are aware of their duties in the OHS act.

Environmentally Sustainable Design

The onset of drought, a growing awareness of diminishing resources and the effects of the building industry on the environment have seen Environmentally Sustainable Design (ESD) become a prominent issue in recent years. Peter Thompson Architects is aware of the importance of conserving natural resources and energy whilst maintaining quality design work. We pride ourselves on using environmentally viable products and have become passionate in the implementation of water-saving systems and recycling schemes. The creation of low environmental impact designs enables us to know that we’re contributing to a wiser building community that has conservation as a top priority.

3.0 RECENT PROJECTS OVERVIEW

Our ability to deliver outstanding architectural solutions, along with the vast amount of combined knowledge and experience are evident in the following project summaries;

3.1 BACCHUS MARSH GRAMMAR GYMNASIUM & EXTENSION



Location	Bacchus Marsh, VICTORIA
Description	Peter Thompson Architects was tasked to design a multiple sports facility featuring two large multi-purpose basketball courts that can also be utilised as 10 badminton courts. Seats 1000 students, a Dance Studio, Weights and equipment, Tutorial rooms and a Physical analysis laboratory.
Budget	3 million dollars.
Role	The role of Peter Thompson Architects in the Terraces Building project was as Design Architect, Interior Architect and as the Project Manager.
Completed	September 2016

RECENT PROJECTS OVERVIEW – CONTINUED

3.2 BACCHUS MARSH ADMINISTRATION BUILDING



Location	Bacchus Marsh Grammar, VICTORIA.
Description	Peter Thompson Architects was engaged to design and manage the new additions and alterations to the Administration Building at Bacchus Marsh Grammar. The focus of the brief was to significantly expand the current administrative faculties to cater for the growing student and staff population, whilst creating a space that maintains the schools modern image.
Budget	1.47 million dollars.
Role	The role of Peter Thompson Architects in the Administration Building project was as Design Architect, Interior Architect and as the Project Manager.
Completed	August 2013.

RECENT PROJECTS OVERVIEW – CONTINUED

3.3 BACCHUS MARSH ADMINISTRATION BUILDING EXTENSION



Location	Bacchus Marsh Grammar, VICTORIA.
Description	Peter Thompson Architects was engaged to design and manage the new additions and alterations to the Administration Building at Bacchus Marsh Grammar. The focus of the brief was to expand the current administrative faculties to cater for the growing student and staff population, whilst creating a space that maintains the schools modern image. The building also houses the school's new health centre.
Budget	1.1 million dollars.
Role	The role of Peter Thompson Architects in the Administration Extension project was as Design Architect, Interior Architect and as the Project Manager.
Completed	January 2017.

RECENT PROJECTS OVERVIEW – CONTINUED

3.4 BACCHUS MARSH GRAMMAR TERRACES BUILDING



Location Bacchus Marsh Grammar, VICTORIA.

Description Peter Thompson Architects was engaged to design and manage the art and science (Terraces) building for Bacchus Marsh Grammar. The building consists of 13 classrooms for the school's art and science department, which takes advantage of the sweeping views of the Bacchus Marsh Township as well as other points of interest for the benefit of the students such as an energy monitoring system of the building which the students can study as well as a conservatory and an observatory for the school's science department to utilise.

Budget 5.62 million dollars.

Role The role of Peter Thompson Architects in the Terraces Building project was as Design Architect, Interior Architect and as the Project Manager.

Completed June 2011.



RECENT PROJECTS OVERVIEW – CONTINUED

3.5 Howman's Gap, Accessible Accommodation, Falls Creek



Location	Falls Creek, VICTORIA
Description	Peter Thompson Architects was engaged to design and manage the new wholly accessible accommodation block at the Howman's Gap Alpine Centre. The building is the first of its kind in Australia and has won awards for its inclusiveness and uniqueness. The building sleeps 36 people in 6 dorms, each with two accessible ensuites. The building also has its own kitchen facilities, change rooms and manager's quarters. The building heavily utilises Structural Insulated Panels (SIPs) in its design in order to ensure energy efficiency and comfort for its tenants.
Budget	5.5 million dollars.
Role	The role of Peter Thompson Architects in the Howmans Gap project is Design Architect, Interior Architect and assistant to the project manager.
Completed	Currently under construction – forecast Q4 2017 Completion.

RECENT PROJECTS OVERVIEW – CONTINUED

3.6 FOREST RESORT CRESWICK



Location	Creswick, VICTORIA.
Description	Set amongst the natural bush of the beautiful Hepburn Spa Region in Victoria, his multiple staged project has to date involved the completion of 18 luxury villas, 143 room hotel, residential subdivision, and par 72 championship golf course.
Budget	54 million dollars.
Role	The role of Peter Thompson Architects in the Forest Resort project was as Design Architect, Interior Architect and as the Project Manager.
Completed	Hotel completed April 2008.

RECENT PROJECTS OVERVIEW – CONTINUED

3.7 350 MURRAY ROAD PRESTON APARTMENT BUILDING



Location	350 Murray Road, Preston, VICTORIA.
Description	The apartment building meets the demand of higher density residential living in the city of Preston by providing 90 apartments spread over 7 storeys, with ground floor access to a cafe restaurant, gym and provisions for local businesses to rent out the available tenancies. The building was designed with ESD design principles in mind, with recyclable materials used in the construction of the building, with provisions for natural ventilation and stormwater retention to minimise the building's environmental footprint.
Budget	10 million dollars.
Role	The role of Peter Thompson Architects in the Murray Road project was as design Architect, Interior Architect and as the Project Manager.
Completed	Planning approval received with work currently in progress.

RECENT PROJECTS OVERVIEW – CONTINUED

3.8 340 PLENTY ROAD PRESTON APARTMENT BUILDING



Location	340 Plenty Road, Preston, VICTORIA.
Description	The design of the multi-storey residential building at Plenty Road Preston also meets the need for higher density residential living through its design of 25 apartments, consisting of one or two bedrooms. Car parking on site is provided via the basement and ground floor of the building, with one car park being provided for each apartment, as well as the provision of seven visitor car parking spaces and spaces to park 10 bicycles. Environmentally Sustainable Design was also incorporated heavily into the design of the building, with the building exceeding all ESD performance targets due to on site stormwater retention, the incorporation of photovoltaic solar panels and other energy efficient design principles.
Budget	5.7 million dollars.
Role	Peter Thompson Architects are involved in the design and project management of the Plenty Road Apartment building project.
Completed	Planning approval received with work currently in progress.

RECENT PROJECTS OVERVIEW – CONTINUED

3.9 BROKEN HILL GOLF CLUB RESORT



Location	Broken Hill, NEW SOUTH WALES.
Description	The Broken Hill Club Resort presents an international venue that provides conference, golf and gaming facilities for tourists alike and a multi faceted lifestyle opportunity for those who desire to live in a resort and golf course environment. The Broken Hill Golf Club is to be Broken Hill's premier Golf Club Resort, providing the ideal setting when visiting Broken Hill in the Mid West of New South Wales. The resort offers the best in accommodation, golf and hospitality facilities.
Budget	95 million dollars.
Role	The role of Peter Thompson Architects in the Broken Hill Club Resort project was as Design Architect, Interior Architect and as the Project Manager.
Completed	Planning approval received with work currently in progress.

RECENT PROJECTS OVERVIEW – CONTINUED

3.10 TARONGA ZOO ROAR AND SNORE



Location Taronga Park Zoo, Sydney, NEW SOUTH WALES.

Description Intended as a part of the Taronga Zoo refurbishment scheme, the Roar and Snore project consists primarily of sleeping and dining areas that allow the visitor to experience nightlife with the animals. The project required that the facilities be responsive to the landscape whilst also sensitive to harbour views and accompanies a night-tour of the zoo itself. Eco friendly design ensured.

Budget 800 thousand dollars.

Role Peter Thompson Architects will be involved in the full design process, from the initial concept to design development, documentation and contract administration in addition to mastering the challenge of inter-state communication with the Taronga Zoo.

Completed November 2008.



3.11 OTHER RECENT PROJECTS

- **Mt Clear Recreation Reserve Change Room Upgrade**
Location Mt Clear, VICTORIA
Description Design, design development and building permit attainment for the refurbishment of the Mt Clear Recreation Reserve change rooms. The changes included removing a structural wall; bringing toilet facilities to code, adding an umpire change room and refitting the canteen.
Budget \$100,000
- **Bacchus Marsh Grammar, Woodlea Campus**
Location Rockbank, VICTORIA.
Description Peter Thompson Architects was engaged to design and manage the construction of the new school campus at the Woodlea.
Budget 40 million dollars.
- **Bacchus Marsh Grammar, Staughton Vale Campus**
Location Rowsley, VICTORIA.
Description Peter Thompson Architects was engaged to design and manage the relocation of some existing portable classrooms to their new farm campus for natural history and agricultural lessons.
Budget 1.5 million dollars.
- **Lady Northcote Recreation Camp**
Location Rowsley, VICTORIA.
Description Peter Thompson Architects was engaged to design and manage the refurbishment of all existing buildings and new accommodation.
Budget 1.5 million dollars.
- **Camp Manyung**
Location Mornington Peninsula, VICTORIA.
Description Design, planning, interior design, documentation and project management of new accommodation and recreation buildings.
Budget 3.0 million dollars.
- **Howmans Gap Alpine Centre**
Location Falls Creek, VICTORIA.
Description Design, planning, interior design, documentation and project management of the refurbishment of all existing buildings and new, award winning universal access accommodation.
Budget 5.0 million dollars.
- **Sundance Resort**
Location Echuca/Moama, VICTORIA.
Description Design and planning of the Resort including full conference facilities and luxury accommodation right through to overnight camping facilities and private marina. The site is near the waterfront of the Murray River, and is also located within the Perricoota Wine District. It includes tennis courts, pool, restaurants, and a central recreation centre.
Budget 40 million dollars.

OTHER RECENT PROJECTS – CONTINUED

- **Perricoota Holiday Village**
Location Barham, NEW SOUTH WALES.
Description Design and planning of the Holiday Village consisting of holiday bungalows and caravan camping huts set on the Murray River. Mooring facilities for boats and house boats are also include in the scope of the project.
Budget 40 million dollars.
- **Westcare Medical Centre**
Location Melton, VICTORIA.
Description Design, planning, interior design, documentation and project management of a medical 'superclinic' that contains 26 General Practitioners consulting rooms, an Endoscopy and Day Procedures Unit, Pathology, Radiology, Dentistry, Pharmacy, Optometry, Mammography and Cafe facilities.
Budget 8 million dollars.
- **Maribyrnong River Tourist Precinct**
Location Melbourne, VICTORIA.
Description Design of Tourist precinct Master plan involving local State and Government
Budget 12 million dollars.
- **Matraville Luxury Apartments**
Location Surry Hills, NEW SOUTH WALES.
Description Design and documentation of luxury apartment block and related facilities.
Budget 32 million dollars.
- **Multipurpose Halls**
Location Myuna Bay & Point Wolstoncroft, Lake Macquarie, NEW SOUTH WALES.
Description Design and documentation of multipurpose and dining halls for the Department of Sport and Recreation.
Budget 2.5 million dollars.
- **'Little Giants' Child Care Centres**
Location Templestowe, Ballarat, Alphington, Preston, and Reservoir, VICTORIA.
Description Design, planning, interior design, documentation and project management of Child Care facilities including planning submissions and application to council etc.
Budget 3.0 million dollars.
- **Bacchus Marsh Hospital Emergency Department**
Location Bacchus Marsh, VICTORIA.
Description Design, planning, interior design, documentation and project management of new Emergency Department and Dialysis Unit at Bacchus Marsh Hospital.
Budget 3.2 million dollars.

4.0 APPROACH TO DESIGN

4.1 PRIMARY DESIGN PHILOSOPHY

The design philosophy of Peter Thompson Architects, as a collective of mature creative and experienced individuals is to, in every project, provide innovative and successful architectural design solutions that exceed the requirements and expectations, both functionally and aesthetically of our clients. We believe that successful architectural design is achieved by taking a holistic approach to each project in terms of design excellence and innovation, functionality, budgetary requirements, management and communication throughout the design process. Importance is placed upon these five criteria from the outset to the completion of each project ensuring a balanced outcome.

High quality design is of paramount importance to us, and this is reflected in the success of our completed projects. Emphasis is placed on concept development for each project, to ensure that every design is unique, appropriate to its context and sophisticated. It is our philosophy that architectural design must be sensitive to the site, history and function. Architecture should enhance and or compliment the environment in which it is situated. We thoroughly research and draw creative inspiration for all possible sources when designing which gives our projects character and allows our work to convey sympathetic and appropriate architectural statements.

Peter Thompson Architects believe that as Architects, we have a responsibility to those who occupy environments that we design and to the natural environment. This responsibility includes providing environments that facilitate wellbeing in every sense including environmental sustainability and to be environmentally conscious, quality of living and working, and providing inspirational experiences to those who inhabit our spaces. We take considerable care when specifying and sourcing materials to be used in our projects, as to minimise the degradation of our natural environment. As Architects, we also place high importance on designing environments that are safe and equitable. We endeavour to design architectural solutions that do not exclude people with disabilities of any kind.

4.2 OUTLINE OF PROJECT PHASES

Concept Design	This phase of the project includes all design concepts in the form of written concepts as well as sketch design and initial quotation for work to be undertaken by the architect.
Detailed Design	The Detailed Design phase of the project includes completing a detailed project brief in conjunction with the client's representative. The design is developed into a comprehensive body of work, including drawings presentations, 3D modelling and reports that can then be used for initial costing purposes. During this phase, various sub-consultants may be engaged as the project requires.
Contract Documentation	The Contract Documentation phase of the project includes all of the working drawings, specifications and all other documents that are required to complete the construction of the project.
Contract Administration	Contract Administration refers to all of the administrative work that is completed throughout all stages of the project with concern of the contract documents of the project.

APPROACH TO DESIGN – CONTINUED

4.3 DESIGN METHODOLOGY

The process described below is typical of the central design methodology that is practiced by Peter Thompson Architects. It also refers to the design ethos and philosophies of our Architectural Team and includes technical, functional and conceptual processes undertaken throughout the development of any project.

- Stage 1 Initial study of the brief** and research of the recommended publications is undertaken. From this analysis a fee proposal and return brief are developed, in which an introduction, capacity to undertake the project, summary of similar projects undertaken and the financial implications of engaging Peter Thompson Architects as the Project Architect. These factors are internally assessed and placed into report format for scrutiny by the client. This document may include concept sketches to give an initial physical form to the project allowing indicative costing and budgets to be developed for funding purposes.
- Stage 2 Review the functional brief by Architect**
- Assess each element within the functional brief.
 - Allocate actual sizes to areas nominated etc.
 - Commence to formulate individual design briefs to the specific facilities included in the project, taking the initial conceptual design into consideration.
 - Identify opportunities for multi-use or shared facility and integration of long term objectives against present functional and financial realities.
 - Undertake an OH&S design policy review.
- Stage 3 Establish meetings with the nominated representative/s of the client, and**
- Develop a program to include the various stages outlined herein and critical completion dates for various stages of the project.
 - Form a working party or parties. The working party or parties as may be decided would be a composite of Consultants with expertise related to the project, Administration and Persons external to the client group who represent the major activities to that the facilities are to service. The working party shall also address the PTA OHS policy in design document
 - Develop principles for design features with the members of the working party to perfect product, costing and schedules.
 - Visit with the working party several facilities of similar budget to assist in providing tangible understanding of both the constraints and opportunities available.
 - The architect is to review the data and assemble in a composite manner to form the detailed design brief.
 - Review alternative site options, materials and
 - Instigative soil tests and investigations on site to evaluate cost impact.
- Stage 4 Review by the Client (Nominated Representative) of the detailed design brief, material lists, revised target budget and project schedule.**
- Discussion between client and architect on site options, materials etc. and their impact on budget
 - Client to respond to PTA OHS policy in design document.
- Stage 5 Concept design further developed** by architect to reflect the requirements listed in the individual sections of the design brief.
- Preparation of Stage A costing by nominated Quantity Surveyor.

- Stage 6 Review by the Client** (Nominated Representative) of the design concept (each individual facility) against design brief.
- Architect to revise concept to accommodate feed back from client.
 - Presentation to client group and review of concept design and design brief by client group.
 - Client representative to advise on results of design review.
 - Architect to revise concept design and implement any changes.
- Stage 7 Client representative to sign off on the design.**
- Stage 8 Architect to undertake design development drawings**
- Client representative and architect to jointly review design development and Stage B costing from Quantity Surveyor drawings and report to client group.
- Stage 9 Client Representative to sign off** on design development drawings and revised budget.
- Architect to prepare Contract Documentation and;
 - Have design development costed (Stage C) by Quantity surveyor.
 - Client representatives to review documents and;
 - Review budgets by Quantity Surveyor.
 - Advise client group of the progress of the project
- Stage 10 Tender and Review**
- Architects report to client group and administration.
 - Client to commit to contract.
 - Signing of contracts and commencement of work on site.
- Stage 11 Establish fortnightly formal site meetings builder, client representative and architect.**
- Architect to take minutes including OH&S issues on site
 - Meetings and additional site visits to continue throughout the completion of the project
 - Progress claim assessment by architect and/or quantity surveyor. Progress claim forwarded to Client Representative including variation additions and deletions, Time extensions etc.
 - Client representative/architect review of Budgets & design brief Criteria
- Stage 12 Completion of all works on site.** Review of contract by architect
- Initial defects lists drafted
 - Review occupancy requirements with client representative
- Stage 13 Occupancy**
- Finalisations of contract by architect/ builder/ quantity surveyor
 - Client Representative and architect to review final contract
 - Architect and Client review of project as a whole
 - Maintenance period begins
 - Builder is to make good all and complete project according to final contract document to satisfy client and architect

End of Maintenance Period – Completion of Contract

It should be noted that the above process has not outlined the tasks required to be run in parallel the architect's role including that of the client. The client shall advise the architect of their requirements for inclusion in the critical path program and the inclusion of other time schedule information.