



**Football NSW**

**DRAFT Project Plan**

**Submitted on 07/06/2012 to**

**Office for Sport  
Department of Regional Australia,  
Local Government, Arts and Sport**

# PROJECT PLAN

Summary details



## ORGANISATION DETAILS

The Department of Regional Australia, Local Government, Arts and Sport will administer the Australian Government's funding for this project. A funding agreement will need to be drawn up for this funding with the organisation that will be the legal owner or will have tenure of this facility or equipment.

In some cases a Club's facility is owned by another organisation (eg Local Council). In those cases the funding agreement may need to be signed with the Council unless a lease agreement between the Club and the Council states differently. The following information needs to be completed by the organisation that has tenure or ownership over the facility or equipment being funded by this grant.

Organisation Name (Legal name)	<b>Football NSW Limited</b>			
Australian Business Number (ABN)	<b>003 215 925 (ACN)</b>			
Type of Organisation	State / Territory Government:	<input type="checkbox"/>	Local Government:	<input type="checkbox"/>
	Trust:	<input type="checkbox"/>	Not for Profit:	<input checked="" type="checkbox"/>
	Private sector:	<input type="checkbox"/>	Small Business:	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>		
Is your organisation registered for GST? If No, you will need to consider whether this grant will affect your GST status.	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

Street Address	Street address	<b>235-257 Meurants Lane</b>
	Suburb / City	<b>Glenwood NSW</b>
	Postcode	<b>2768</b>

Postal Address	PO Box Number OR Street address	<b>PO Box 6146</b>
	Suburb / City	<b>Baulkham Hills BC NSW</b>
	Postcode	<b>2153</b>

# PROJECT PLAN

Summary details



Contact person for your project	Title	Mr	Given name	Eddie	Last name	Moore
Position	Chief Executive Officer					
Telephone (bh)	+61 2 8814 4426		Fax	+61 2 9629 3770		
Mobile telephone	0404 046 131					
Email	eddiem@footballnsw.com.au					
<b>Media Information</b>						
<p>Please provide a short background of the facility or organisation benefiting from this funding that could be used for media statements. This information could include a brief history of the Club, teams playing at the facility, number of people benefiting from the grant etc.</p>						
<p><b>Football NSW is the governing body for association football (soccer) and Futsal (Indoor Soccer) in the Australian state of New South Wales, with the exception of the northern regions of NSW (the governing body for which is Northern New South Wales Football). Football NSW is Australia's largest state based sporting organisation with over 220,000 registered players (including registered Futsal players) and approximately 650 Football clubs under our banner.</b></p>						
<p><b>Football NSW is a member of the national governing body, Football Federation Australia (FFA). Prior to 1 April 2007 Football NSW was known as Soccer NSW. The headquarters of Football NSW are located at Valentine Sport Park. Valentine Sports Park is a multipurpose sporting complex which caters for various groups, as well as individuals.</b></p>						
<p><b>Football NSW is responsible for providing competition playing structures, coaching and development services and sport specific educational programs for junior and senior, male and female players from 36 local Association branch based competitions, through to semi-professional and professional levels.</b></p>						
<p><b>Football NSW is also responsible for the Technical and Game development as well as all facets of Corporate Governance which includes Risk Management and adherence to all Football NSW policies.</b></p>						
<p><b>Further information on Football NSW can be found on our website, <a href="http://www.footballnsw.com.au">www.footballnsw.com.au</a></b></p>						

# PROJECT PLAN

*Summary details*



Please return completed form and project plan to:

[REDACTED]

[REDACTED]

Office for Sport

GPO Box 6500

CANBERRA ACT 2600

Please email a copy to

[REDACTED]

# PROJECT PLAN



## PROJECT PLAN TEMPLATE

<b>Project Title</b>	<b>Valentine Sports Park Redevelopment</b>
<b>Brief Project Description</b>  Briefly describe (1-2 paragraphs) the purpose and scope of the project and the activities to be funded.	<b>Valentine Sports Park has served as Football NSW's headquarters for many years, however the facility, whilst still functional, now requires upgrading to meet their future requirements.</b>  <b>The Upgrade will involve:</b> <ul style="list-style-type: none"><li>• <b>New Football NSW Head Office including administration, meeting, learning and function spaces.</b></li><li>• <b>Upgrade of all 5 fields with minimum of 2 synthetic to increase the availability of all-weather playing facilities to junior players, members, clubs, schools and Associations</b></li><li>• <b>Covered and uncovered seating including spectator and player amenities and changerooms</b></li><li>• <b>Upgrade of Indoor sports facilities including extension of an existing gymnasium to provide international standard futsal court, player and spectator amenities</b></li><li>• <b>Commercial kitchen facilities upgrade including dining room, café and outdoor seating</b></li><li>• <b>Refurbishment current Accommodation and retail facilities including upgrade to bathroom finishes, rooms and FF&amp;E</b></li><li>• <b>Hard / Soft Landscaping</b></li></ul>
<b>Project Start Date</b>	<b>Design Commencing June 2012</b>
<b>Project End Date</b>	<b>Construction Completion May 2014</b>
<b>Location of Works</b>  If your project involves the construction of facilities, please provide title information for the land on which construction is taking place (eg Block and Section Number of equivalent).	
<b>Lot 187 DP 1007801 &amp; Lot 1 DP 832500</b>	

### Development approval.

Where a development approval is required from your local council for construction works a copy of the approval will need to be provided to the Government before funding is provided.

# PROJECT PLAN



**Yes, development approval is required from Blacktown City Council. Discussion have already been held with the Mayor and key Council staff relating to the redevelopment**

## Do you own the venue or lease it?

If you lease the venue and you will be undertaking construction on the venue, please provide a copy of your lease. We need to ensure that you have tenure rights over any construction works taking place on that venue. In some cases we may need to put in place another arrangement with the owner of the land (eg Council) to ensure that the construction will be used for a set number of years after completion.

## Football NSW own the following land:

- 1. Lot 187 DP 1007801;**
- 2. Lot 1 DP 832500;**
- 3. Lot 11 DP 1084455.**

## Project Management

List the key people (including their position titles and contact details) in your organisation responsible for managing this project or components of the project.

Name	Position	Contact Details
<b>Eddie Moore</b>	<b>Chief Executive Officer</b>	P. +61 2 8814 4426 E. <a href="mailto:eddiem@footballnsw.com.au">eddiem@footballnsw.com.au</a>
<b>Colin Barnes</b>	<b>Chief Financial Officer</b>	P. +61 2 8814 4400 E. <a href="mailto:colinb@footballnsw.com.au">colinb@footballnsw.com.au</a>
<b>Zoheb Razvi</b>	<b>Legal Counsel</b>	P. +61 2 8814 4436 E. <a href="mailto:zohebr@footballnsw.com.au">zohebr@footballnsw.com.au</a>
<b>David Riddell (External Project &amp; Development Management Consultant)</b>	<b>Director of Aver Pty Ltd</b>	P. +61 2 9380 8816 E. <a href="mailto:driddell@aver.com.au">driddell@aver.com.au</a>

## Goal / Impact

The Australian Government is providing funding for the development of a stronger and internationally competitive Australian sports sector and the encouragement of greater participation in sport by all Australians. To support this outcome two key priorities have been identified:

- Improving rates of participation in sport and physical activity; and
- Supporting sport and recreation infrastructure and facilities to encourage or inspire social

interaction in the community, education, fitness and enjoyment or to showcase Australian sport.  
How will this project contribute towards these priorities?

## Improving rates of participation in sport and physical activity

- **Implementation of 2 Synthetic fields within the redevelopment, increases all-weather access to facilities which allows Football NSW to service junior players, clubs, teams that are able to train and play at the facility with greater efficiency and certainty**
- **The extension of the Indoor Facility involves creating a space which allows a full regulation size Futsal court, this allows Football NSW to hold competitive tournaments increasing the availability of venues for the sport**
- **Conversion of the existing office space for future allied uses which is anticipated to be a fitness centre**

Supporting sport and recreation infrastructure and facilities to encourage or inspire social interaction in the community, education, fitness and enjoyment or to showcase Australian sport.

**The new central office building and its proposed facilities will increase the demand for sporting events to be held at the facility, including community and championship events which will draw the community to the games. This home of football has been purpose-built to meet various FFA requirements for professional matches and includes:**

- **3000 spectator seats (1000 covered) for the main playing fields**
- **Change room facilities for teams participating in the current events on the grounds**
- **Toilet facilities for all spectators and players easily accessible to the playing fields**

**The Home of Football will also have a Community Learning Centre Space which will be available to the community for educational and enjoyment purposes.**

## Project Outputs

Identify the proposed key outputs of the project. Outputs are those tangible items / deliverables which will be developed / purchased with the project funds eg lights, seating, watering system, landscaping, amenities building, club rooms, walkways. *(add extra dot points as necessary or attach additional information under this heading as required)*

**See attached No.1 detailing the redevelopment proposal which include:**

- **New Football NSW office facility**
- **New change rooms & amenities to sporting fields**
- **Terraced seating to the main playing fields**
- **Playing fields improvements including conversion of two fields to a synthetic surface, and upgrading drainage and turf of the remaining fields**

- **Upgrade to existing Indoor facility to allow for a full sized Futsal court**
- **Upgrade of Field lighting**
- **Upgrade of accommodation facilities**
- **Hard/soft Landscaping 1**

## Project Outcomes and Expected Benefits

Identify the proposed outcomes and expected benefits of the project. Outcomes are what the project activity aims to achieve for example, improved access, safer playing field, protection from the sun. Detail outcomes which will be achieved and how they will be achieved. *(add extra dot points as necessary or attach additional information under this heading as required)*

- **Improvement of spectators / players amenities and change rooms**
- **Improvement of visitors and spectator facilities with catering and all-weather protection**
- **Improvement to playing surfaces and frequency of use**
- **Meeting FFA field requirements to hold championship events**

## Project Schedule or Work plan

Provide a schedule or a work plan for the project showing key stages / activities and milestones (eg consultant appointed, tenders called, construction commenced), tasks/activities required and the expected start and end dates for each milestone.

*The complexity of your project schedule will be dependant on the nature of the project. Projects that are solely for the purchase of equipment may only need to identify key milestones like: 'assessment of equipment options', 'quotes sought', 'delivery date' and 'payment of invoices'.*

*A more complex construction project may choose to provide a Gantt chart if it is more useful to present this information.*

***Please provide plans/drawings for the construction or items being purchased.***

***If more practical attach separate document***

**Please refer to the attached programme prepared by Aver (Attachment 2)**



## Budget

Provide a detailed budget for your project, identifying the costs for different items (eg labour, consultancy fees, materials, equipment, contingency etc). These costs should be itemised, where possible, according to the key stages and milestones in the above project schedule.

Budget costs must identify if they are GST exclusive or inclusive.

Indicate when costs are expected to be incurred. This should relate to the milestones in the project schedule.

Include details (inc letters of confirmation) of any other external contribution towards this project.

*A separate spreadsheet should be **attached** to provide this information. An example Budget is attached for your guidance.*

**Please see Attachment No.3**

## Payments

Under the Funding Agreement, the Government will provide the funds in stages\* as your project proceeds. A payment is usually made on signing the agreement and further payments made during the project with a small amount (5-10%) held over until the final report is received. These payments are usually made on completion of a major milestone in the project.

Please indicate the amount of payment and the timing of those payments that you would need in order to manage orderly cash flow for the project.

\* Payment schedule not confirmed

**TBC**

## Banking

The organisation must maintain a separate bank account which is controlled solely by the Organisation, and deposit all Funds received into that bank account, notifying the Commonwealth Project Contact of the identifying details of that bank account.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Constraints and Assumptions

Include details of factors/risks which are known and will impact on the ability to achieve the project outcomes or timelines and how these risks may be managed.

**As the project is in its concept phase a detailed risk management plan has yet to be developed. However to minimise the risk throughout the project Football NSW have engaged Aver Pty Ltd as Development and Project Managers, WT Partnership (quantity Surveyors) and HBO+EMTB as lead designer to assist with the management of the project and its respective budgets.**

**Aver Pty Ltd is an independent, privately-owned development and project management consultancy providing strategic property expertise, advice and delivery across a wide range of project sectors including urban renewal, commercial, residential and retail.**

**WT Partnership has also been engaged by Football NSW as a Quantity Surveyor to assist budgeting proposed works. WT Partnership is a well known and leading international consultancy practice, who provides independent project management, cost management and other specialist advisory services for the property and construction industries.**

## Monitoring and Evaluation

What processes and measures will you use to monitor progress of your project throughout its duration?

**Football NSW has, engaged Aver Pty Ltd to oversee all project development and construction as an external consultant.**

**Aver Pty Ltd has extensive experience in monitoring and evaluating the ongoing progress of projects. Some recent significant projects that Aver Pty Ltd have been involved with include:**

- **Rugby League Central, NRL - \$20 Million (including \$10.8m of Federal Government Funding) - as part of the consolidation of the various entities managing the game (NRL, ARL, CRL, and NSWRL) Aver assisted in the procurement, design and build a new office building.**
- **Royal North Shore Hospital, Landcom - \$800 Million - Aver were engaged by Landcom as the Divestment Land Project Manager to assist through the Due Diligence process, assessment of PPP submissions, consultant engagement, design development, stakeholder management and lodgement of a Part 3A Concept Plan Amendment.**
- **Nation Building Economic Stimulus Plan – Landcom - Landcom was responsible for delivering Sydney Metropolitan dwellings approximately 1,480 dwellings or up to 83 projects. David Riddell was a Delivery Director with program wide executive management as well as acquisition and development of land on behalf of Housing NSW for the construction of social housing.**

## Insurance

Your organisation will need to have in place appropriate insurance for the project if construction work is being undertaken and the project is valued over \$20,000.

You must obtain and maintain the following insurance, as is appropriate to the project, up until Practical Completion of the Works:

- (a) The Organisation must obtain and maintain the following insurance up until Practical Completion of the Works in accordance with clause 18.2(a):
  - (i) contract works policy covering loss or damage to the Works and any temporary work including materials stored off-site or in transit, for the full reinstatement and replacement cost of the Works including:
    - A. the full amount of the cost to the Organisation to construct the Works ("**Works Cost**");
    - B. an amount reasonably providing for additional costs of demolition and of removal of debris (to be not less than 10% of the Works Cost);
    - C. a further amount reasonably sufficient for consultants' fees (to be not less than 5% of the Works Cost); and
    - D. an amount providing for escalation costs incurred including those costs as may be incurred (during any period of reinstatement or replacement) during the period up to Practical Completion,and the Organisation must ensure that the policy specified in this Item 9.1(a)(i) notes the interest of the Commonwealth;
  - (ii) public and products liability policy covering legal liability (including liability assumed under contract) for loss or damage to property or injury or death to persons arising out of or in connection with carrying out the Works, for the sum of \$10 million for any one occurrence;
  - (iii) professional indemnity insurance, covering liability for any act, error or omission arising out of or in any way connected with the design elements of the Project. The professional indemnity insurance policy must have a limit of indemnity for an amount of not less than one million (\$1,000,000) each and every claim and in the aggregate. The policy must:
    - A. cover claims under the Trade Practices Act 1974 (Cth), Fair Trading Act 1987 (NSW) and any similar legislation in any other State or Territory; and
    - B. include at least one (1) automatic right of reinstatement of the sum insured;

(iv)	if asbestos decontamination work is required as part of the Works, an asbestos liability policy in respect of the risks associated with asbestos decontamination work, for the sum of \$20 million for any one occurrence;
(v)	to the extent required by Law, workers compensation insurance in respect of the Organisation's liability for any loss or claim by a person employed or otherwise engaged, or deemed to be employed or otherwise engaged, by the Organisation in connection with the Project.
(b)	The Organisation must ensure that all subcontractors take out or have taken out appropriate types and amounts of insurance to cover liability arising out of any negligence in performing their work in relation to the Project.
<b>If you have any concerns or queries on insurance please contact us</b>	

# PROJECT PLAN



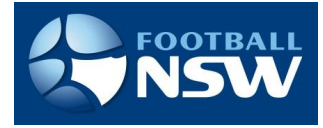
## **Attachment 1 - Valentine Sports Park Redevelopment Proposal** **Prepared by HBO + EMTB**

# PROJECT PLAN



**Attachment 2 - Project Programme**  
**Prepared by Aver**

# PROJECT PLAN



**Attachment 3 – Project Budget**  
**Prepared by WT Partnership/ Football NSW**