

## MASTER PLANNING CHECKLIST

The key considerations for future-proofing your facility



### 1 Start with the end in mind.

Great facilities start with a clear vision. Master planning your facility is a strategic process that lays the groundwork for long-term success and operational efficiency. By embracing a strategic, forward-thinking approach, you can align your facility's design and functionality with both your immediate needs and future growth. The following steps will help you think through the key considerations to create a facility that adapts seamlessly to your evolving business needs and future-proofs your facility.

**The first step is to start with the end in mind. Big-picture thinking builds better facilities and a long-term mindset now saves major costs and changes later.**

Visualise your business in the future, explore potential opportunities and ask yourself what growth may look like over the next 2, 5, or 10 years. Begin by embracing a long-term perspective. Your facility should evolve with your business, ensuring that every decision made today is aligned with your tomorrow. Whether you're charting a new course or scaling up, planning with the future at heart guarantees that you are well-prepared for every stage of growth. Don't hesitate if there are too many variables to predict. Focus on what you do know to shape a realistic 5-year plan and build in the flexibility to adapt as circumstances change. Master planning isn't about having all the answers up front—it's about creating a framework that can grow and shift as your business does.

|                          |                                                 |
|--------------------------|-------------------------------------------------|
| <input type="checkbox"/> | What does success look like in 2, 5, 10 years?  |
| <input type="checkbox"/> | Where is your business heading?                 |
| <input type="checkbox"/> | What opportunities are on the horizon?          |
| <input type="checkbox"/> | What kind of flexibility will you need to grow? |

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## 2 Maximise your land and building potential by understanding the nature of your project.

### Make every square metre count.

For a greenfield venture, develop a master plan, identify the ideal site to bring your vision to life, and search for a site as close to ideal as possible. If you're expanding or upgrading an existing facility, creativity is key—make every square metre count within the existing space. Look beyond the existing building envelope - consider re-purposing areas, consider going up with mezzanine floors or higher storage.

Greenfield site:

|                          |                                        |
|--------------------------|----------------------------------------|
| <input type="checkbox"/> | Develop a fresh master plan.           |
| <input type="checkbox"/> | Find a site that supports your vision. |
| <input type="checkbox"/> | Plan services and access from scratch. |

Brownfield site:

|                          |                                                                                   |
|--------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> | Get creative within existing space.                                               |
| <input type="checkbox"/> | Explore repurposing areas, adding mezzanines, or reconfiguring flow.              |
| <input type="checkbox"/> | Don't forget what's outside the building—room to expand, utilities, traffic flow. |

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### 3 Think of your facility as a collection of interconnected functional areas.

**Your facility is like a puzzle. All the pieces need to fit now and into the future.**

Each space, from the office to chillers, freezers, preparation and packing rooms, plays a vital role in your operation. As production scales, consider the ripple effects across every function. A well-designed facility accounts for both current needs and future demands, ensuring every block and flow from the movement of raw materials to the delivery of finished goods is optimised for efficiency.

Draw a flow diagram or basic layout plan and mark up the traffic flows.

|                          |                                                                                                                                                                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Offices, chillers, prep rooms, packing, storage—they're all functional areas.                                                                                                                                           |
| <input type="checkbox"/> | How will a change in one space affect the others?                                                                                                                                                                       |
| <input type="checkbox"/> | What extra space might you need in future?<br><i>Tip: Sketch it out. Create a basic layout and consider flow, connections, and bottlenecks. Plan blocks and flows—production doesn't happen in isolation, it flows.</i> |
| <input type="checkbox"/> | Map how raw materials enter and become finished goods.                                                                                                                                                                  |
| <input type="checkbox"/> | Consider internal flows (staff, product, waste) and external ones (trucks, deliveries). Keep it smooth, logical, and efficient.<br><i>Tip: Start with arrows on a whiteboard. You'll be amazed what it reveals.</i>     |



4 Consider essential utilities that are the lifelines of your operation.

Utilities are the lifeblood of your facility. Think beyond the walls.

Evaluate the impact on critical services such as water and wastewater treatment, boilers, refrigeration, maintenance workshops, truck loading, and distribution. A clear understanding of utility location, capacity, and growth is crucial to sustaining operational stability and supporting your future expansion. In parallel, it is important to assess both capital (CAPEX) and operational (OPEX) expenditures over the design life of the facility to ensure long-term financial and functional viability.

|                          |                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Where are your water, waste, refrigeration and power systems now?                                                                |
| <input type="checkbox"/> | Can they scale up with your business?                                                                                            |
| <input type="checkbox"/> | What about loading docks, truck access, maintenance areas?<br><i>Tip: Planning utility growth early = fewer headaches later.</i> |

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### 5 Compliance with planning and building codes is non-negotiable.

#### Regulations can be complex—tackle them early.

Factor in town planning requirements, building code compliance and fire safety systems from the very beginning. Extending a small building can trigger major compliance upgrades. These issues can be complex so getting expert advice can help make the right decisions and save a lot of cost.

|                          |                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Town planning requirements                                                                                                                                    |
| <input type="checkbox"/> | Building code compliance                                                                                                                                      |
| <input type="checkbox"/> | Fire safety systems                                                                                                                                           |
| <input type="checkbox"/> | Get expert advice so you can budget and plan with confidence.<br><i>Tip: Avoid the “we didn’t think of that” moment. Build it into the plan from day one.</i> |

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### 6 Select an experienced project partner.

#### **You don't have to plan alone—get input and keep communicating.**

A well-thought-out master plan not only addresses your current needs but also lays the groundwork for long-term efficiency, flexibility, and growth.

Collaboration and communication is vital in the early design stage:

|                          |                                                                                                                       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Talk with your internal teams early—production, marketing, and leadership.                                            |
| <input type="checkbox"/> | Ask your suppliers, customers, and community for input.                                                               |
| <input type="checkbox"/> | Consult experts who know what's possible and what's next.                                                             |
| <input type="checkbox"/> | Keep people in the loop. Create a simple communications plan.                                                         |
| <input type="checkbox"/> | Document, share, and refine your plan.                                                                                |
| <input type="checkbox"/> | Summarise your vision, layout, priorities and future stages.                                                          |
| <input type="checkbox"/> | Share it with key decision-makers and teams. Use it to guide all future decisions—buildings, equipment, and staffing. |

*Tip: A great master plan will save time, cost, and confusion for years to come.*

At Wiley, our passion is helping clients see into their future. We've worked closely with leading food businesses to develop fully customised master plans that address immediate needs and pave the way for long-term efficiency, flexibility, and growth. Our experience includes partnerships with Bundaberg Brewed Drinks, Brisbane Markets Ltd, Lion Dairy, OneHarvest, Real Pet Foods, Zammit Smallgoods, CJ Nutracon, Melrina Meats, Mabrouk & Sons, and Queen Fine Foods.

We care deeply about the journey, not just the outcome. We bring insight, precision, and passion to every stage of the planning process. Talk to us about how we can help bring clarity and confidence to your next project.



**Call Andrew Newby for Master Planning advice on 0417 714 254  
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