

COMMUNITY FACILITIES GUIDELINE PROJECT

Stage 2 & 3

1. Introduction

In 2011 Parks and Leisure Australia WA commenced the development of a tool for practitioners involved in the parks and recreation industry, to assist in the planning of appropriate community facilities in terms of quantity, quality, size and scale to meet population needs.

The tool is intended to:

- provide guidance as to the number and size of facilities needed under varying circumstances;
- present options for facility provision and procurement;
- identify the triggers at which point additional or different scale facilities are required; and
- support an orderly and planned process of facility and service development.

In developing this project, the work was divided into four separate parts:

1. Undertake a literature review of relevant documents from Australia, New Zealand, the UK and Canada;
2. Identify and document the current availability of recreation facilities and services in metropolitan Perth in relation to facilities per capita and facility access by km (distance to facilities);
3. Develop a library of plans for facilities suitable for a range of locations, populations and uses; and
4. Produce a series of guideline statements for identified priority areas.

Stage 1 was commissioned and the literature review undertaken by a local consultant and active PLA member. The PLA WA regional council reviewed this work and concluded that the material was sufficiently robust to draft a series of guidelines as proposed in stage 4. The consultant subsequently developed the *Guidelines for Community Infrastructure: A PLA WA working document (August 2012)*.

This working document has been work-shopped with industry members in a variety of forums. Although it is considered to be of value in its current form, it is recognised that it is incomplete and in need of greater validation. This is the purpose of the next phase of work – to complete stages 2 and 3 of the project as originally proposed.

2. Project Brief

2.1 Review of existing Guidelines for Community Infrastructure: A PLA WA working document.

During the workshop series and discussions with the consultant author of the *Guidelines for Community infrastructure: A PLA WA working document*, it was recognised that a number of steps were needed to make it a readily accessible and useable reference tool.

Key Tasks

- 1 Workshop and review current trends and issues in community facility provision
- 2 Critically review the existing *Guidelines* working document and provide recommendations for improvement or further review in line with current trends and industry issues
- 3 Present the findings of this review to the regional council for consideration and comment prior to modification of the *Guidelines* document

2.2 Completion of Stage 2 - Identify and document the current availability of recreation facilities and services in metropolitan Perth in relation to facilities per capita and facility access by km (distance to facilities).

Capturing an inventory of the facilities currently provided in metropolitan Perth will provide a mechanism to determine per capita provision ratios – a contemporary planning methodology. The current provision ratios can then be compared to the theoretical level of provision developed with the *Guidelines* document. It is recommended that the suite of facilities captured in the inventory corresponds to those sports and physical activities reported in the ERASS.

A key requirement of the brief is to compare and contrast current provision levels with those in the *Guidelines* and to make recommendations to adjust and to reduce the population range wherever possible. The second part of the exercise is to develop time and distance of travel and access guidelines for the facilities.

In recent years PLA has been focusing its attention of the provision of public open space. PLA WA has determined to endorse and promote a classification framework developed by

the Department of Sport and Recreation. It is expected that the consultant will address provision ratios in line with the new DSR classification framework.

Key Tasks

- 4 Identify and document the current availability of community facilities in metropolitan Perth
- 5 Calculate the provision ratios in relation to facilities per capita and facility access by km (distance to facilities) and travel time
- 6 Review and propose more appropriate (and wherever possible narrower) facility provision guidelines after considering both current provision ratios and theoretical standards
- 7 Present the proposed adjustments to the guidelines to the regional council for consideration and comment prior to modification of the *Guidelines* document

2.3 Completion of Stage 3 - Develop a library of plans for facilities suitable for a range of locations, populations and uses.

A key addition to development of provision ratios for community facilities is a library of standard facility models or templates that can be either applied to an appropriate context, or used as a starting point for further refinement to suit local need. Reference should be made to state and national sporting association guidelines, standards and recommendations. Such a library does not currently exist and is considered to be an essential component of any effective facility planning reference.

Another focus for PLA has been the issue of joint development and shared use of facilities with schools. Increasingly new estates are seeking to minimize the allocation of sports space by combining school ovals and council playing fields. Invariably the overall quantum of sports space in a new development is reduced. This brief calls for the preparation of model templates or design guidelines for the development of public open space, both stand alone or under joint development and shared use with schools. The NMRRAC previously prepared model templates for local and district open space (both classified as sports space within the new classification framework). The models are to be updated as necessary and further developed for shared use facilities.

Climate change, participation trends and contemporary demands on playing fields are seeing the installation of sports field lighting on many sports spaces, however there is limited guidance on the most appropriate installation to use in various circumstances. The consultant is to prepare a summary of the AS 2560 lighting standards for training and competition and relate these to the design models for sports space.

Key Tasks

- 8 Compile a library of plans for facilities suitable for a range of locations, populations and uses;
- 9 Develop a series of design guidelines or facility development templates indicating recommended size, materials, orientation and relationship to other facilities or elements within a setting;
- 10 Prepare model templates or design guidelines for the development public open space, both stand alone or under joint development and shared use with schools, using the endorsed NMRRAC models as a starting point;
- 11 Compile a schedule of sports field lighting for sports spaces and courts in line with AS 2560 for training and competition purposes.

3. Reference Material

PLA WA will provide the following reference materials to the consultant. This list is not intended to be sufficient or exhaustive for the review of industry trends and issues and will need to be supplemented by the consultants own research and investigations, including state and national; guidelines, standards and recommendations.

- *Guidelines for Community Infrastructure, A PLA WA working document (August 2012)*
- NMRRAC local and district open space design templates
- POS Classification Framework - DSR WA
- ERASS 2010
- Shared Use Guidelines – DSR WA
- Shared Use Guideline Model - PLA WA Sports Field Dimensions
- Community Facility Trends – PLA WA
- PLA WA POS Position Paper
- PLA WA Climate Change Position Paper
- PLA WA Facility Trends summary
- PLA WA letter to UDIA regarding POS provision

4. Reporting Process

As part of the project, the successful consultant will be required to work closely with the PLA WA Regional Council making regular presentations and providing update reports on project progress, using they key tasks under each deliverable as a reporting guide. Formal

presentation will need to be made by the consultant to the general membership at the conclusion of the project.

Preliminary reports will be required in electronic format. The final report will be required in both hard copy and electronic format. The electronic format should be indexed and incorporate hyperlinks to source material where appropriate. The final report will be required to have an executive summary in a format agreed with the Regional Council suitable for publication. The final report should be provided in a format which may be updated on a regular basis.

5. Proposals

Proposals should be **posted** to:

The Executive Officer
Parks and Leisure Australia
Western Australian Region
PO Box 1110
West Leederville, WA 6007

Or sent by **email** to: leith@parksleisure.com.au

To be received no later than **4.00pm 11th June 2013**.

Proposals should include the following:

- Background to the proponent,
- Proposed methodology;
- Proposed time frame;
- Total fee (Inc GST); and
- Hourly rate applicable for any additional work requested.

6. Enquires

All enquiries should be directed to:

Ms Leith Fradd
Executive Officer
Parks and Leisure Australia
Western Australian Region
e: leith@parksleisure.com.au
m: 0451993526