



Expert Witness Statement – Review of Required Community Facilities: HBCC Amendment C88

November 2017



This Report has been requested by:

Maddocks
acting for

Hobsons Bay City Council

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Executive Summary

In October 2017, I, Vanessa Bennett, Managing Director of C Change Sustainable Solutions Pty Ltd (C Change) was requested to provide an expert witness statement pertaining to the community facility required in Precinct 15 for the Amendment C88.

I completed independent assessments for community facilities / services in the area of influence (catchment area) for Precinct 15.

I considered the catchment areas for maternal and child health, childcare, kindergartens and primary schools to be Precinct 15 only. Whereas my assessments utilised broader area of Altona North, Spotswood-South Kingsville, Newport West and Brooklyn as the catchment area for assessing all other community facilities and services.

Catchment areas



Based on the assessments conducted, I recommend that:

1. The community facility to be provided in Precinct 15 have a focus on early childhood development to cater for Precinct 15's population, as well as a focus on more general community centre functions for the broader catchment area. Flexibility should be central to the facility and a focus on youth, seniors and intergenerational activities is desirable.
2. The facility should have an indoor floorspace of 1,260 sqm and formal outdoor space of 1,290sqm. In total, this suggests that the facility (indoor and outdoor) would be 2,550sqm. Car parking is additional to the space requirements noted. Further information justifying this space is in the body of the report, and a breakdown of sizing for functions is provided overleaf.
3. Based on a consideration of the growth in the catchment area, contributions from the Precinct 15 population should be 100 percent for the early childhood focus and around 20 percent for the general community centre functions. This would total 2,014 sqm, which includes 964 sqm indoor floorspace and 1050 outdoor floorspace.
4. Given the broader catchment of the community centre functions, it would also be justifiable for Council to include the Precinct 15 community facility in Precinct 13, Precinct 16 and 20's DCPs when they are developed (and any other significant development in the broader catchment area).
5. The facility would be best located adjacent to the activity centre area where passive surveillance and public transport is maximised, and so that the facility can add vibrancy to the activity centre. Cycle and walking access can also be maximised and it is essential that all access is legible and safe. Safe links to other major open spaces in the area should also be provided. Further information on location is provided in the body of the report.
6. I believe it would be optimal to provide the facility within the first 5-7 years of development within Precinct 15 or as the first 1000 households are established (whichever comes first). Further information on timing is provided in the body of the report. An open space with a focus on early childhood / youth may wish to be established on the site in the interim.

Recommended Sizing of the Facility in Precinct 15

Areas		Indoor Space Sqm	Formal Outdoor Space Sqm
Maternal and Child Health			
- Immunisation services	Need one service	100	
- MCH services			
Childcare			
Occasional Playgroups	Assume small dedicated area	50	
Kindergarten			
3 Year Old	Need 2.8 rooms for 4 year olds. Suggest 3 rooms as every child should have access, and the additional space can be taken by 3 year olds.	150	990
4 Year Old		300	
Community Centre			
Entry / Foyer / Exhibition area	Area	75	100
Youth	1 room	50	
Meeting / Training Rooms	2-3 rooms flexibly designed	120	200
Arts / Culture			
Seniors room and services	1 room	50	
Larger Community Space	1 room flexible design	75	
General Space			
Kitchenettes	1 Kitchnette (Early Childhood functions will have their own)	20	
Office		20	
Staff room		20	
Public Toilets		65	
First aid room		15	
Circulation, storage, cleaners, laundry etc	Assumed 15% of active floorspace, excludes general space	150	
Car Parking			As required by Council
Totals		1,260	1,290

1. Expert Witness Declaration

I, Vanessa Bennett, Managing Director of C Change Sustainable Solutions Pty Ltd registered at 6 Triadic Crescent, Christmas Island Western Australia, 6798, have prepared this independent expert witness statement in accordance with the 'Guide to Expert Evidence' as noted in the link on webpage <https://www.planning.vic.gov.au/panels-and-committees/planning-panel-guides> and included within "G2-Guide-to-Expert-Evidence-Apr-2017.docx".

I am an urban economist and planner and have over 20 years experience in planning for social infrastructure, including the preparation of over 20 community infrastructure / facilities plans and reviews. I have been Managing Director of C Change since 2009. Prior to establishing C Change, I was Director and then Managing Director / Director for SGS Economics and Planning Pty Ltd for 10 years, and a part of the overall SGS team for 14 years. I also spent 4 years with Ratio Consultants prior to SGS. In my career I have also held the position of statistician / sociologist for the Epidemiology and Biostatistics Unit at the Royal Children's Hospital as part of Melbourne University.

I hold the following qualifications:

- Bachelor of Planning and Design (Honours), Melbourne University, 1992. Stapley award;
- Graduate Diploma Social Science (Statistics), Swinburne University 1994;
- Masters Applied Science (Sociology and Anthropology), University of Queensland, 1998

Brief to Vanessa Bennett from C Change

Instructions to develop an expert witness statement and appear as a witness pertaining to community facility provision on behalf of Hobsons Bay City Council in the matter of the hearing for Amendment C88 (Amendment) to the Hobsons Bay Planning Scheme were delivered to C Change on 26 October, 2017 from Maddocks Lawyers. The instructions requested that I provide:

- My expert opinions, relative to my review of the Amendment documentation and submissions from landowners, and set in a context of my understanding of the community services that Council delivers and/or oversees, as to the demand for community facilities occasioned by the redevelopment of the Amendment land as facilitated by the Amendment;
- My expert opinions around the physical spaces which it is necessary or desirable to provide within the Amendment land to meet that identified demand;
- My view on what represents current and good practice in the provision of community facilities;
- Outputs of any sensitivity analysis I may undertake to bear out the extent to which changes in the likely future resident (and worker) populations on the Amendment land may impact on the physical spaces required to be provided to meet those demands; and
- My opinions as to the ideal location within the Amendment land for community facilities.

Information Relied Upon for the Assessments

In carrying out the assessments for this independent expert witness statement, I have utilised and reviewed the following information:

- Australian Social and Recreational Research Pty Ltd (April 2008) *Planning for Community Infrastructure in Growth Areas*;
- Hobsons Bay City Council's information on population expectations and their broader overall assessments for infrastructure provision;
- Census information for 2011 – 2016;
- ID Consulting's population forecasts for the Hobsons Bay City Council area <http://forecast.id.com.au/hobsons-bay>);
- State and Council adopted policies pertaining to community facilities in Hobsons Bay (refer References);
- Hobsons Bay City Council's 'Community Services and Infrastructure and Plan' (not officially adopted by Council) and Hobsons Bay City Council's adopted 'Community facilities planning principles 2008';
- Hobsons Bay Council Councils assessment of capacity at existing community facilities across the municipality (refer Appendix 1);
- Social infrastructure planning guidelines, Queensland Government, Office of Urban Management, Department of Infrastructure (2007)
- Previous experience / methods developed by C Change, SGS Economics and Planning and Thao Ashford Consulting regarding good practice in community facility provision and range of sizing of community facilities.

2. The Proposed Amendment

Information regarding the proposed amendment as provided by Maddocks is noted below.

*Amendment C88 seeks to implement the Hobsons Bay Industrial Land Management Strategy (2008) (**Strategy**) by replacing the part vacant and part occupied industrial land generally bounded by the West Gate Freeway, New Street, Blackshaws Road and Kyle Road in Altona North and South Kingsville (**Amendment area**) with a residential and mixed use development including provision for local shops and services, parks and offices.*

A change in the zoning within the Scheme is required to provide for use and development that is more suitable to the Amendment area's future and urban context. Council regards industrial use of the Amendment area as no longer sustainable in the area in light of modern requirements for pollution control with regard to the close proximity of residential areas, and a local road network that is not suitable to the larger vehicles required in contemporary industry.

Residential development is intended to be predominantly low rise, particularly at the edges of the Amendment area, with opportunities for mid-rise apartments and mixed use buildings in suitable locations within the site and on a short stretch of Blackshaws Road.

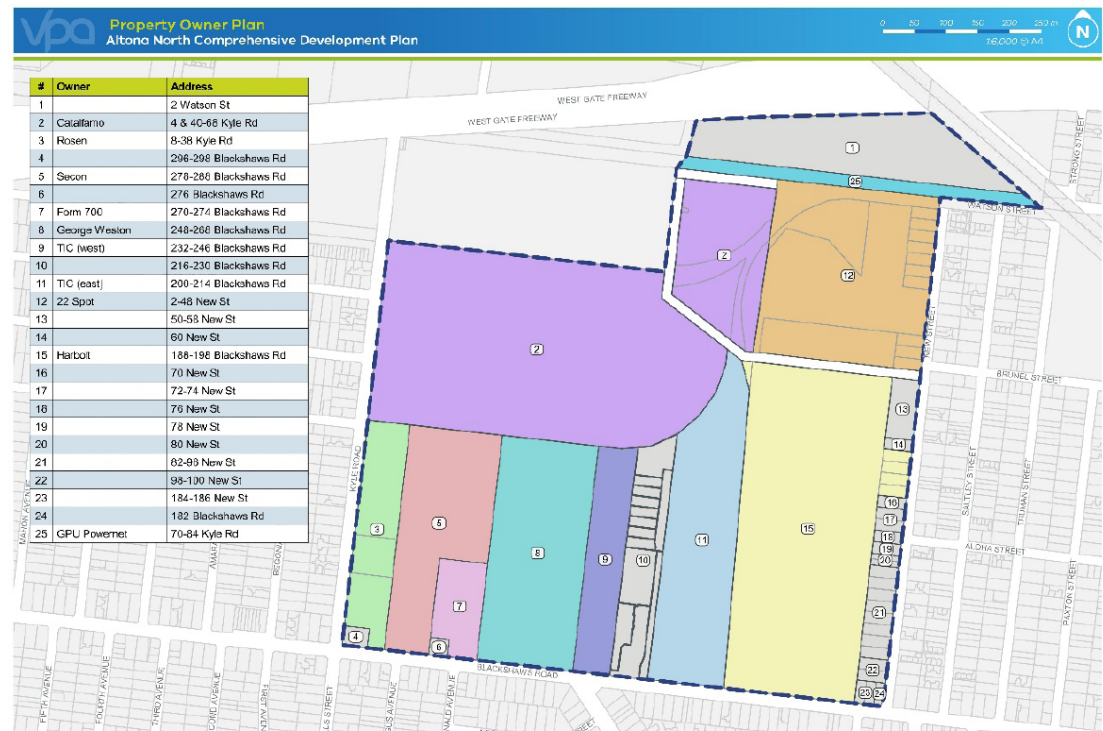
In addition to the proposed zoning changes, the Amendment seeks to introduce into the Scheme:

- *the Altona North Comprehensive Development Plan June 2017, an incorporated plan which seeks to guide the layout of use and development and set out specific requirements for public streets, parks, landscaping, community facilities and service infrastructure;*
- *the Altona North Development Contributions Plan June 2017, an incorporated plan which seeks to fairly distribute the cost of new infrastructure both between the new development and the existing community as well as between the varying sized landholdings in the Amendment area;*
- *an Environmental Audit Overlay (EAO) to prevent establishment of new homes until such time as residual land contamination from historical industrial practices is remediated;*
- *the Development Contributions Plan Overlay (DCPO2) to the Amendment area;*
- *a new entry in the Schedule to Clause 52.01 requiring 9.2% of the land (or cash equivalent as relevant) to be contributed as public open space at subdivision; and*
- *a new row in Schedule 4 to Clause 52.28 to prohibit gaming machines in the town centre.*

The Amendment also seeks to remove the Heritage Overlay on parts of the Amendment area which Council regards as redundant.

The Amendment area is identified as Precinct 15 in the Strategy. The Amendment area is identified in image overleaf.

Figure 1: Precinct 15, Amendment C88



3. Method for reviewing the need for Community Facilities in Precinct 15

Assessment of Precinct 15's community facility requirements has been undertaken according to the recommended approach in Australian Social and Recreational Research Pty Ltd (April 2008) *Planning for Community Infrastructure in Growth Areas*. The method includes a network approach and discusses community facility requirements based on catchment areas for facilities as opposed to singling out the 'impact' of a development on the need for community facilities. As such, this assessment also discusses what I consider to be reasonable catchment area/s for the facility in Precinct 15, and also therefore discusses fair apportionment of community facility provision for Precinct 15 landowners.

The method:

- Determines the appropriate catchment area for the provision of facilities in the vicinity of Precinct 15 based on how the wider community utilises facilities;
- Reviews the demographic nature of the catchment area under assessment;
- Projects forward the likely population within the area for the next 15 years;
- Applies adopted benchmark rates of provision for facilities to population growth to determine need;
- Takes into account any expressed need and/or feedback from the public and facility managers regarding capacity;
- Applies good practice and principles of provision to convert need into facility provision.

These elements are discussed briefly below, and my views regarding the required community facility in Precinct 15 and Precinct 15 landowners' fair contributions are discussed.

It is noted that the qualitative assessments of the existing facilities in the area has been taken from Council's internal information and documents and provided to me (pers comm. via email. (Nov 2017) Hobsons Bay City Council Officers). The Hobsons Bay City Council Community Services and Infrastructure and Plan (Feb 2013) (not formally adopted but I believe are based on sound information) and the Community Facility Principles (2008).

4. Catchment Areas

Based on discussions with Council regarding how residents within Hobsons Bay City utilise community facilities, two catchment areas for determining community infrastructure needs of the population in Precinct 15 have been utilised.

For Maternal and Child Health (MCH), Childcare, Kindergartens and Primary schools functions, it is expected that a local catchment area will result. As such, if the facility in Precinct 15 hosts these services, the attributable catchment is expected to be used by those people within the amendment area itself.

However, functions pertaining to a community centre, neighbourhood house, seniors services, youth focus, libraries, arts and culture functions and aged care facilities are likely to attract a broader catchment area. For the purposes of this assessment, the following areas have been included in the assessment of demand for these types of functions:

- Altona North;
- Spotswood and South Kingsville;
- Newport West; and,
- Brooklyn.

Discussions with Council indicated that while there are physical barriers that make accessing Brooklyn difficult from the rest of the area (such as the West Gate Freeway and other major roads) Brooklyn should also be included due to the limited facilities that are present for that population. In this regard, it is essential that any facility provision in Precinct 15 include safe and convenient access to and from facilities. Appropriate crossings of freight and passenger rail lines to access community facilities will need to be considered when the site is being developed, as will maximising safe access via public transport, particularly where physical barriers exist.

A map of the catchment area is provided overleaf.

Figure 2: Local Catchment Area: Precinct 15; Broader Functions Catchment Area – Altona North, Spotswood-South Kingsville, Newport West, Brooklyn



5. Population Expectations

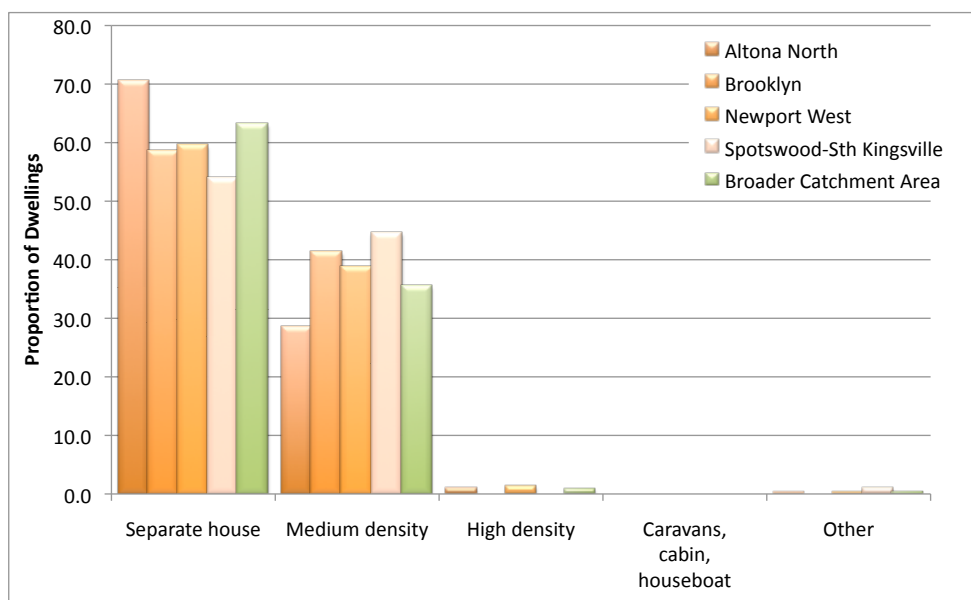
To understand the expected demand generated by the population within Precinct 15 (and indeed populations beyond Precinct 15 for broader community functions), an understanding of the existing and likely future population structure is necessary. Below is an outline of current demographic characteristics in the broader catchment area, and expectations regarding the range of population outcomes that is likely to arise once Precinct 15 is developed.

Demographic Summary, 2016

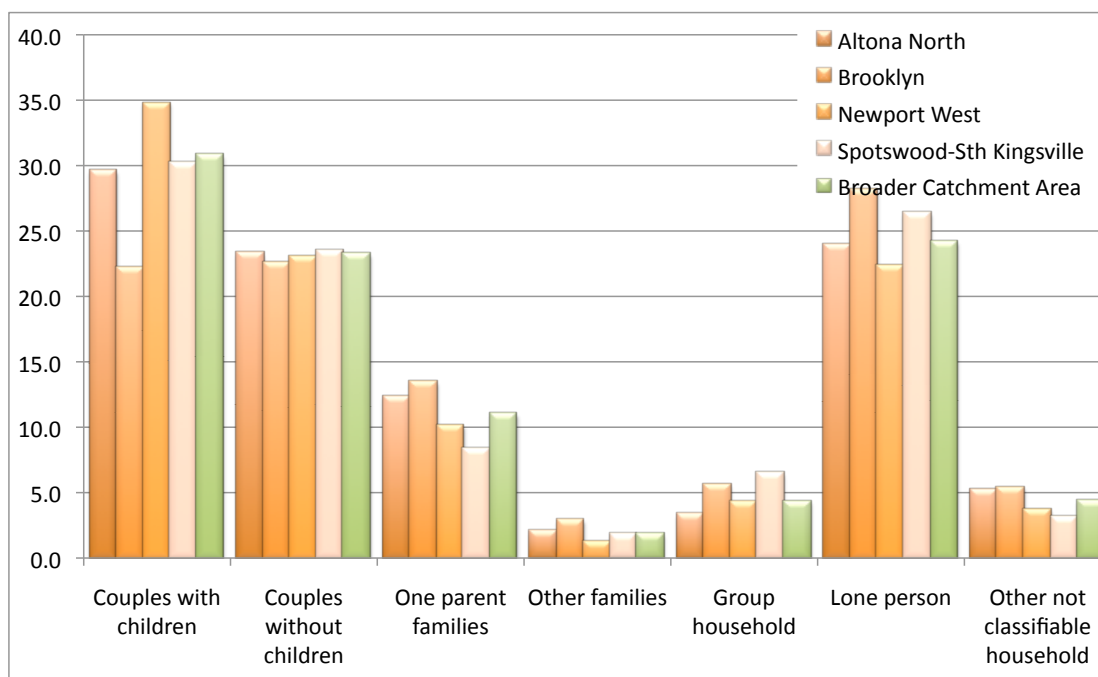
Analysis of ABS information could only occur for the broader catchment area as Precinct 15 is not yet hosting population.

In 2016, the demographic characteristics of the Broader Catchment Area show that:

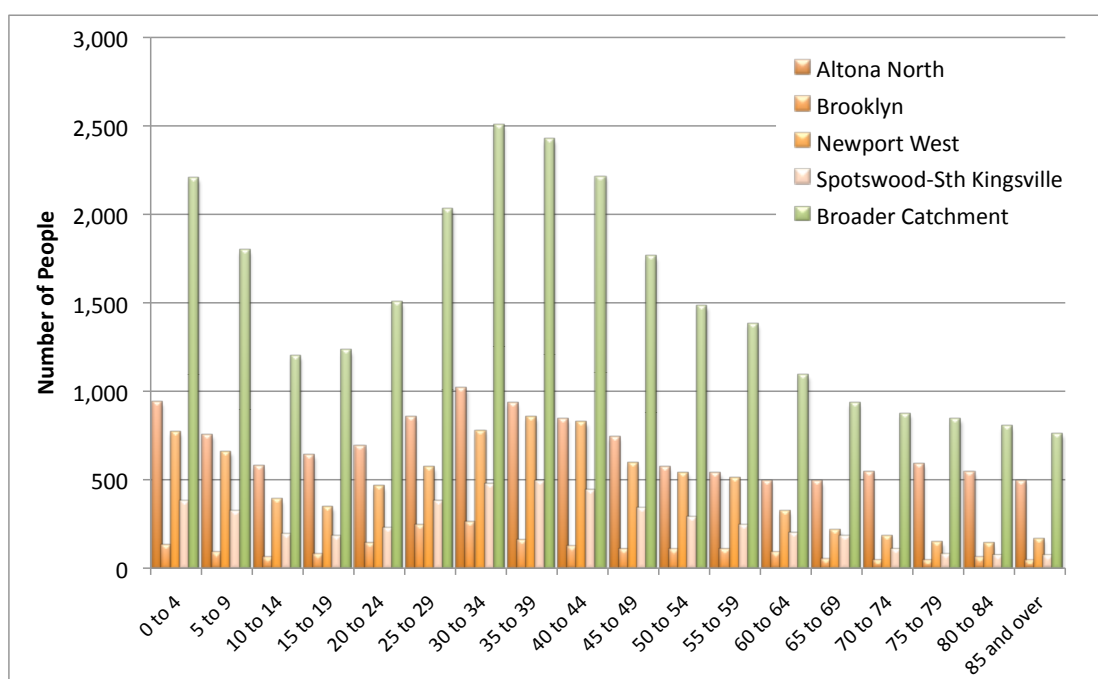
- The largest proportion of dwellings in the area are detached separate houses – generally 60 to 70 per cent of dwellings, although Spotswood – South Kingsville has 54 per cent detached dwellings. It is important to note that separate dwellings have decreased between 6-10 percent in every area in the Broader Catchment Area between 2011 and 2016, except for Brooklyn, which has remained relatively stable;



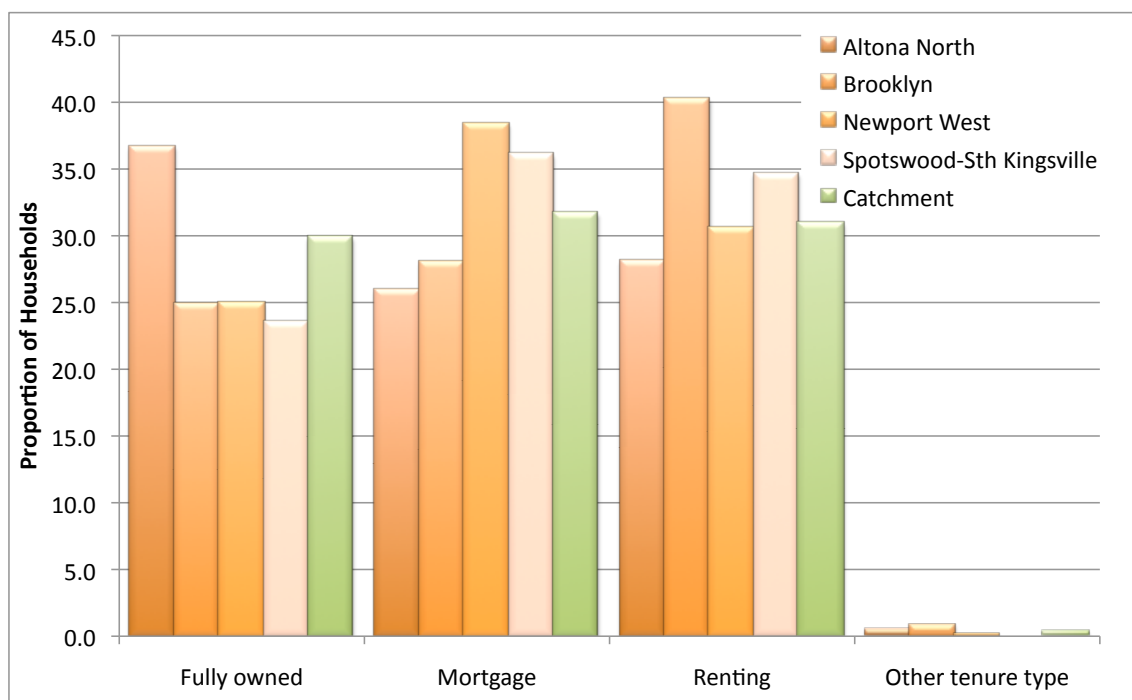
- The Catchment area is home to many couple families – with and without children, plus lone person households. These three categories account for between 70 and 80 per cent of all households in the catchment area. Group households and one parent families are less common. These characteristics are reflected in the age groups of residents in the Broader Catchment Area as shown in the next dot point.



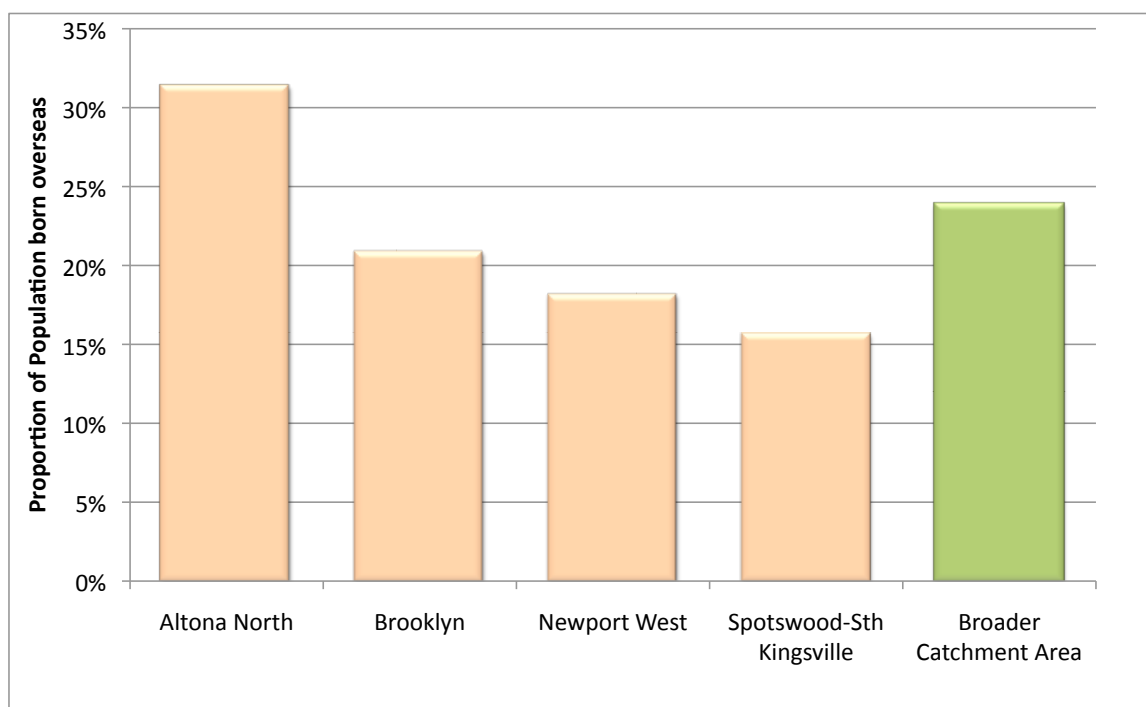
- There is a mix of population ages within the Catchment area, with Altona North having the highest proportion of people aged 60 and over. At the same time, there are still young families and families with older children throughout the catchment area. In 2016 there were 3,987 children aged 0-9 and 2,414 young people aged 10-19.



- Just over 36 per cent of households in Altona North are owned outright, and a further 26 per cent owned with a mortgage. This has shifted from around nearly 40 per cent in 2011 owning their house outright and 20 per cent having a mortgage. Generally, around 50 to 60 percent of dwellings within the Catchment area are either owned outright or with a mortgage. Very low proportions of households are social / community housing (only around 3 per cent).



- There are considerable numbers of people who were born overseas in the Catchment area. Altona North and Brooklyn have approximately 31 and 21 per cent overseas born residents respectively, and Newport West and Spotswood- South Kingsville between 18 to 16 per cent. The top four areas of origin include:
 - Altona North:** Italy, Lebanon, Greece, and Vietnam;
 - Brooklyn:** Vietnam, Italy, New Zealand and China;
 - Newport West:** United Kingdom, New Zealand, India, and Greece;
 - Spotswood - South Kingsville:** United Kingdom, New Zealand, Italy, and, India.



Expected Population Size and Structure in the Catchment Area

Council has undertaken comprehensive assessments of what the size and population structure is likely to be in Precinct 15 based on full development. Their analysis has been based on family type and dwelling structure (HBCC, (Nov 2017), *Hobsons Bay Precinct 15 Community Services and Infrastructure: Broader needs assessment*).

I reviewed the method used for the population component and found it to be developed on a sound basis. As such, I have based my assessments of the size and expected population structure within Precinct 15 on this information.

Council has developed two scenarios for potential population structures in Precinct 15. The Scenarios are explained Hobsons Bay Precinct 15 Community Services and Infrastructure: Broader needs assessment, November 2017 report and summarised below.

The lower end of expected population for Precinct 15 is 5,859 and the upper end is 7,470 people. For the community facility assessments I have used the mid point of 6,715 people.

Table 1: Council's assessment of Precinct 15 Population under 2 Scenarios

Dwelling Mix (Dwellings)	Apartments			Townhouses				Total	Source
	1 bedroom	2 bedroom	3 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom		
Scenario 1	740	925	185	0	0	1100	0	2950	ASR 2012 & 2016
Scenario 2	300	500	200	0	500	1000	500	3000	PublicPlace SIA 2015
Family Structure (Persons)	Couple Families		Single Parent	Group Households (3 or more)	Single people			Total	
	No Children	With Children	With Children		<65	>65			
Scenario 1	1467	1912	859	354	776	491		5958	HBCC
Scenario 2	1160	3710	1320	510	450	320		7470	HBCC
Age Group By Ave Household Size	People per household: 1.99			People per household: 2.5			Lower Total	Upper Total	
	<15 years old	Persons 15-64	Persons >65	<15 years old	Persons 15-64	Persons >65			
Scenario 1	942	3748	1169	1186	4718	1472	5859	7376	HBCC
Scenario 2	1251	3992	715	1600	4900	880	5958	7380	HBCC

Projected Population

Based on ID Consulting's estimates (Nov 2017), the population of the broader catchment area is projected to rise from 28,518 in 2016 to 38,004 in 2031. This is a projected increase of 9,486 people over 15 years.

Table 2: ID Consulting's Forecasts for the Broader Catchment Area, plus Council's assessment of Precinct 15 Population

ID Consulting	2016	2031	2016-2031	Change With all Precinct 15
Altona North	12,961	18,319	5,358	7,470
Spotswood - South Kingsville	4,790	7,993	3,203	3,203
Newport West	8,822	9,543	721	721
Brooklyn	1,945	2,149	204	204
Total	28,518	38,004	9,486	11,598

Source: ID Consulting, November 2017,
<http://forecast.id.com.au/hobsons-bay/population-summary?WebId=10>

Greyed column, additional information based on Council's assessment of potential population with full development of Precinct

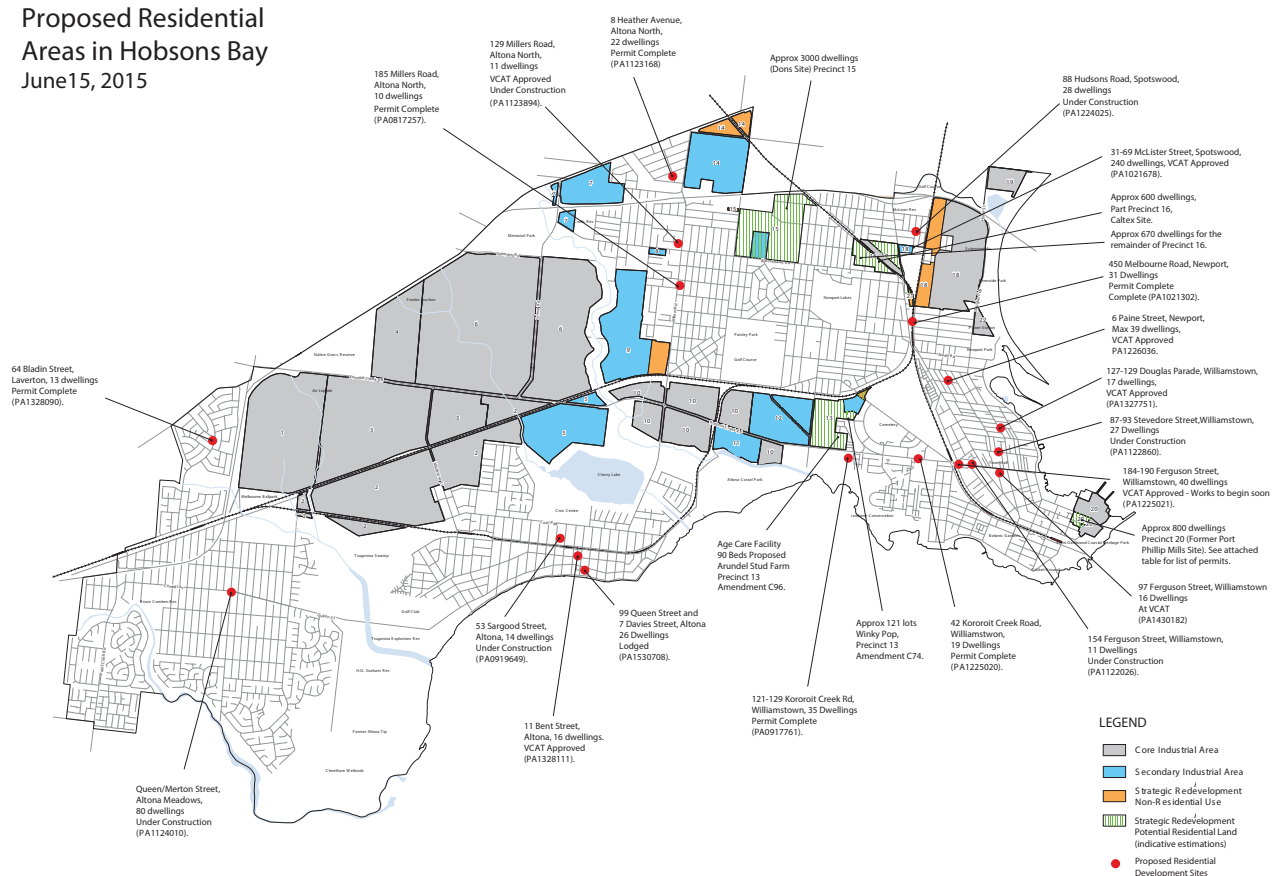
This estimate is based on a number of developments expected in the area, the largest of which is Precinct 15 (refer Figure 3 below). It can be seen from the table above that the majority of the growth is due to occur in Altona North, with Precinct 15 accounting for the largest proportion of the change. Spotswood-Kingsville is also expecting growth of over 66 percent on its current population size.

However, not all of the expected development at Precinct 15 has been included in the ID Consulting's population forecasts above. ID Consulting's forecasts includes only around 2000 dwellings by 2031, but the information included in PublicPlace's SIA (2015) for Precinct 15 indicate that all development is expected by 2031. As such, noting Council's assessment of potential population figures (refer previous sub-section), the overall number of people in Altona North could be as around 7,470 by 2031. This estimate is considered conservative as it assumes that all development that occurs in Altona North is due to Precinct 15, whereas in reality there is also likely to be further infill as shown in the Figure overleaf.

As previously noted, based on Council's projections, Precinct 15 itself is likely to host between 5,859 and 7,470 people. The midrange population has been utilised for the assessments of required local and broader community facilities (6,715 people).

Figure 3: Potential Developments in the Broader Catchment Area

Proposed Residential Areas in Hobsons Bay
June 15, 2015



Source: Information provided by Hobsons Bay City Council 2015 and updated 2017.

6. Assessing Community Infrastructure Need / Demand

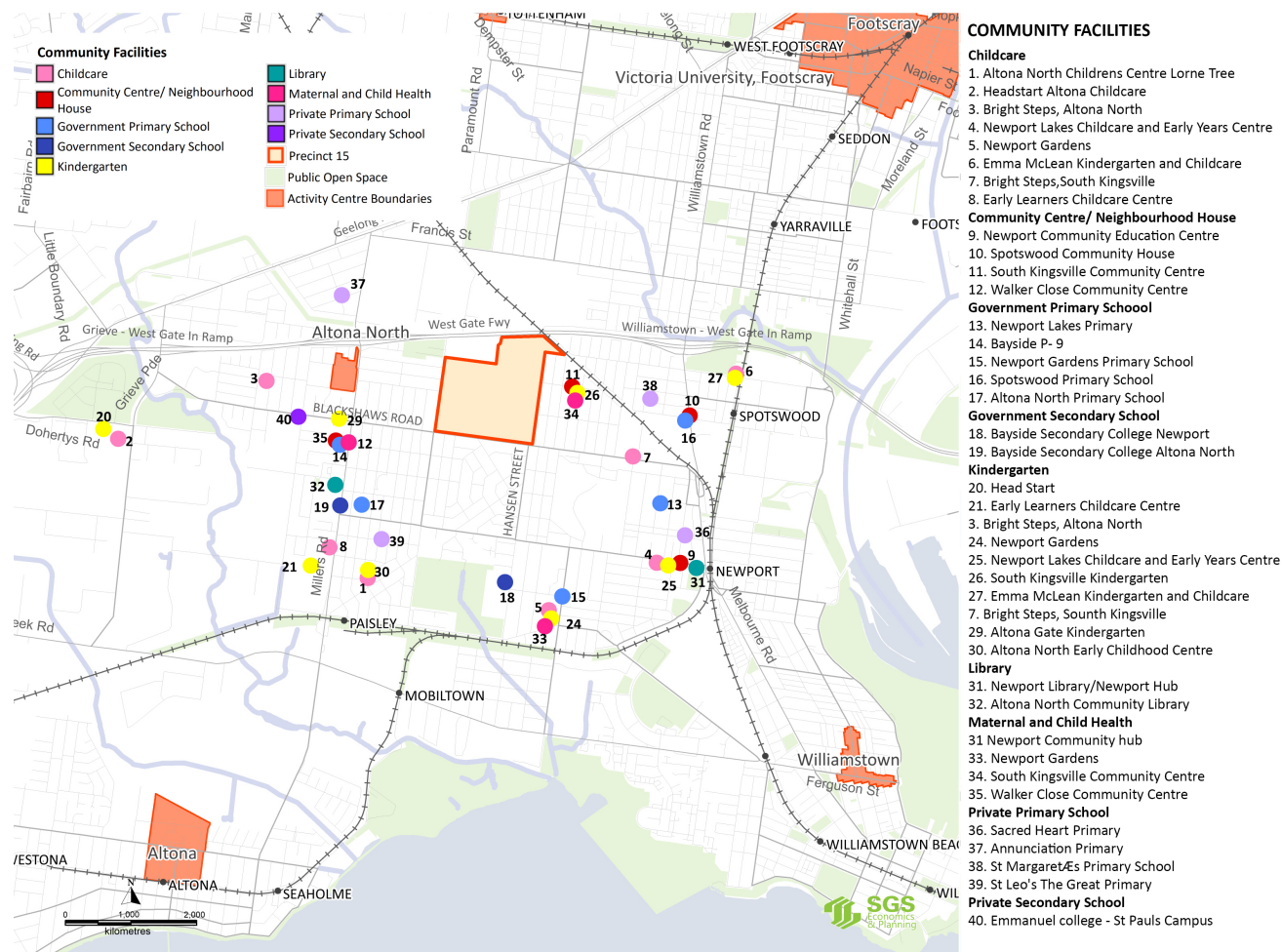
In order to assess community infrastructure need / demand, benchmark rates of provision are required. These are then applied to the expected future population to determine overall need. Often this is done on a total population basis and the overall need is determined. Existing facilities are then netted out, and the demands that are left are indicated as required to effectively service the community.

However, a growth scenario (as opposed to overall population) has been used here for two reasons. The first being that facilities expected to be demanded by population emanating from Precinct 15 will require a walkable catchment area. Given that there is currently no population or facilities in Precinct 15, using 'additional' / growth populations as a basis for facility provision is appropriate (as it is the same as the overall population).

Secondly, based on information provided by Council, most public community facilities are currently at capacity, and therefore demand generated by additional growth in the broader catchment area cannot be absorbed by existing public facilities. The exception to this is in library facilities. The municipality currently hosts 5 libraries, the closest of which is Altona North, closely followed by the recently developed Newport Community Hub Library. It is expected that these library facilities in the municipality can absorb further demand from new populations.

The location of existing facilities are shown overleaf and further information on existing facilities as provided by Council is provided in Appendix 1.

It is noted that **need** for services and **provision** of facilities are not the same, however, as a number of services may be able to be run out of the same space at different (or concurrent) times. It is emphasised that this section discusses the overall **need** for community facilities based on the population growth expected at Precinct 15 and the broader catchment area. The following section converts this need to suggestions for **provision** of facilities.

Figure 4: Existing Community Facilities in the Broader Catchment Area

Source: Information provided by Hobsons Bay City Council 2017,
Map produced by SGS Economics and Planning Pty Ltd

Benchmark Rates of Provision

Hobsons Bay City Council provided me with their preferred benchmark rates of provision for a variety of community infrastructure. These were adapted from the ASR report (2008) Planning for Community Infrastructure in Growth Areas, which was commissioned by five fringe Councils. The 2008 report was utilised by Council to develop a hierarchy for the provision of infrastructure. I have since reviewed these benchmarks and updated them for my assessments for further compliance with ASR's recommendations in their 2008 report. In addition, I included the notes from the ASR report to add further support to the discussion in the following section regarding the 'provision' with regard to composition, sizing and siting of component facilities.

The Benchmark Rates of Provision are shown overleaf. As previously noted, Maternal and Child Health, Childcare, Kindergartens and Primary Schools have been assessed in relation to the expected population in Precinct 15 only. Community Centre/Neighbourhood House and other community infrastructure have been assessed in relation to the broader catchment.

Table 3: Council's Benchmark of Provision for Community Facilities

Facilities Required at Each Level	Minimum Quantity Required	Ratio 1 per...	Target Group: HBCC	Relevant Notes from ASR (April 2008) report <i>(Added by VB)</i>
Level 1 Facilities: Neighbourhood Area – up to 10,000 population				
Maternal and Child Health (Source: Planning for Community Infrastructure in Growth Areas and modified by Hobsons Bay City Council Officers)	MCH provides free service 0-6 year olds. Hobsons Bay considers needs based on 0-1 year olds, noting that the older years utilise MCH less. 1 MCH session (1 EFT) providing 10 sessions per week for every 130 birth	130	0-1 Year Olds	Generally co-located with Kindergarten and general community spaces. Other co-location with community health services, library services, shopping facilities and neighbourhood houses. Generally 90-100 sqm (includes 2 consulting rooms) Could also construct a third room in early years facility to account for Early Childhood Intervention Services.
Childcare (Source: ABS Childhood Education and Care, Australia; Design requirements Design Guide for Victorian Children's Services (April 2005), Office for Children, Victoria Government Department of Human Services. Also published on www.dhs.vic.gov.au . Playgroup Australia, www.playgroup.org.au)	1 Place for every 4 children aged 0-5 Noting that long day care provided by private sector and after school hours generally provided at schools. Council contributes to occasional care and playgroup space.	0.25	0-5 Year olds	Occasional care comprises services usually provided at centres on an hourly or sessional basis. Most provided in conjunction with Neighbourhood Houses / Leisure Centres. Playgroups use flexible meeting spaces. They typically contain 10 to 20 children. Need outdoor space, separate kitchen and suitable toilets. Incorporate capacity for between 15 and 30 places within / as part of community facilities.
Kindergartens 3 – 4 year olds (In line with State and Federal policy, and Council's expectations every child should have a place to attend kindergarten)	1 place per 4 year olds 3 year olds will generally require 3 hours per week.	0.25	4 Year olds	Can be co-located with early MCH in Community Centres. Incorporate 2 rooms (providing a capacity of 60 people) with 400sqm indoor room, 420 sqm minimum outdoor room. 3 Year old Kindergarten generally operates from 4 year old rooms. But a third room can be included to cater for demand. <i>(Note: HBCC indicate: One room would take 33 children (4 year olds) and include toilets and kitchenette. This equates to about 150m2, which is less than ASR notes. Legislated requirement is that each child needs 7m2 outdoor space – no account for circulation, paths etc. Council's requirement is that they have at least 10m2 outdoor space to account for circulation etc)</i>
Government Primary Schools (Source: Department of Education, April 2011. Primary school requires 3.5ha, Three primary feeds into high school, 1 primary school per 3000 households)	1 primary per 3000 households. Average household size in HBCC 2.5: Therefore 1 primary per 7500 people.	7500 population	5-12 year olds	School sites to have three street frontages with appropriate parallel parking and facilitate safe and efficient pedestrian and vehicle movements School should be co-located with open space and community facilities where possible.
Community Centre / Neighbourhood House (Source: Planning for Community Infrastructure in Growth Areas and modified by Hobsons Bay City Council Officers) Program delivery dependent on funded agency managing centre but can include - art space - meeting space - education / training - age specific programming – youth, seniors, intergenerational - social support	1 community centre per 10,000 population	10,000 population	All population	Multi-purpose centres generally accommodate kindergarten, MCH, playgroups and possible visiting services. Also space for community activities. The services and programs offered from the centres include early years, youth, family and aged services, neighbourhood house, recreation, arts activities and other similar The centres are typically located in community facility hubs close to school, commercial areas and/or open space. Needs to be close to public transport. Seniors Spaces at Level 1 – building area within community centre: generally 200 sqm of general community space. Disability access required. Youth facilities at Level 1 – 1 centre per 8,000 people. Can range in provision. Can be informal more than formal. Typical functions computer, consulting rooms, access to outdoor space, self-serving café / kitchenette. Arts and Culture at Level 1 – Provision of flexible, shared multi-purpose facilities as part of a neighbourhood house or community facility. Meeting Spaces within Level 1 – Venues for 1-20 people; 21-50 people; 51-100 people; 101-200 people. Floor areas for meeting rooms can range from 30sqm (small number of people) to 400sqm (200+ people).

Facilities Required at Each Level	Minimum Quantity Required	Ratio 1 per...	Target Group: HBCC	Relevant Notes from ASR (April 2008) report (Added by VB)
Level 2 Facilities: Precinct Level – up to 30,000 population				
Government Secondary Schools & Prep-9/12 Colleges (Source: Department of Education, April 2011. Secondary school requires 8.4ha. 1 secondary school per 10000 households)	1 primary per 10000 households. Average household size in HBCC 2.5: Therefore 1 primary per 25000 people.	25000 population	12-18 year olds	School sites to have three street frontages with appropriate parallel parking and facilitate safe and efficient pedestrian and vehicle movements School should be co-located with open space and community facilities where possible. Joint use of community facilities where possible encouraged.
Residential Aged Care (Source: Department of Health and Aging: Aged Care Financing Authority: Fourth report on the Funding and Financing of the Aged Care Sector July 2016)	Residential Aged Care - High Care 6.6 places per 70+ year olds Residential Aged Care - Low Care places 23.1 per 70+ year olds Residential Aged Care - Community packages 83.5 per 70+ year olds	High Care 6.6 Low Care 23.1 Residential Care 83.5	70+ year olds	Facilities need to comply with Aged Care Act 1997 Accreditation Standards: Standards and Guidelines for Residential Aged Care Services, Commonwealth Dept of Health and Family Services, Aged and Community Care Division 1998
Library (Source: Planning for Community Infrastructure in Growth Areas and modified by Hobsons Bay City Council Officers)	1 Library in every precinct	30,000	All Population	Accessible and visible; open areas for social interaction; leading edge IT and library services; inclusion of flexible, multi-use rooms; children's areas; local history and heritage; private study and lifelong study. Generally 1000 – 1500sqm for lower level libraries (Included at Level 3 by ASR)
Level 3 Facilities: SLA Level – up to 60,000 population				
Community Health Service (Source: Planning for Community Infrastructure in Growth Areas and Department of Health Definitions)	1 in SLA	60,000	All Population	Services such as drug and alcohol services, counselling services, community nursing, allied health, integrated health promotion, primary intervention, postnatal care
Community Hub (Source: Planning for Community Infrastructure in Growth Areas and modified by Hobsons Bay City Council Officers)	1 in SLA	30,000	All Population	Multi-purpose options with space for hire Larger meeting rooms (>200 people) Smaller program space Social support – counselling, emergency relief, legal services, early childhood intervention, ethno specific, employment and housing services
Level 4 Facilities: Municipality Level – Total municipality				
Civic Centre (Source: Planning for Community Infrastructure in Growth Areas and Department of Health Definitions)	1	93,392	All Population	Services such as drug and alcohol services, counselling services, community nursing, allied health, integrated health promotion, primary intervention, postnatal care
Community Health Service (Source: Planning for Community Infrastructure in Growth Areas and Department of Health Definitions)	1	93,392	All Population	Services such GP care, nursing, some specialised care, access to diagnostic services, some procedural services, observational facilities, rehabilitation services and community health services
Community Art / Performance Centre (Source: Planning for Community Infrastructure in Growth Areas)	1	93,392	All Population	Facility should have active programs and dedicated management. Can include regional arts functions and comprise small and large auditoriums, function rooms, exhibition spaces, studio space and administration spaces

Required Need

Noting the benchmarks of provision above and the previously stated population, the demand or need for services can be seen as follows:

Table 4: Need for Further Community Facilities based on expected Growth

Item	Relevant Population Years	Recurrent Provision Ratio 1 per...	Unit	Local Catchment (LC) / Broader Catchment (BC)	Assessed Population (Growth component)	Identified Need	Unit
Level 1: Neighbourhood Area (up to 10,000)							
Maternal and Child Health	0-6 year olds	130	0-1 year olds	LC	200	1.5	**
ChildCare	0-5 year olds	0.25	0-5 Pop	LC	571	5	**
Kindergartens	3-4 year olds	33	4 year olds	LC	92	2.8	**
Government Primary School	5-12 year olds	7500	1: 3,000 households	LC	6715	0.9	~
Community Centre / Neighbourhood House, incl. age specific	All	10000	Population	BC	11598	1.2	~
Level 2: Precinct Level (up to 30,000)							
Government Secondary School & Prep-9-12	12-18 year olds	25000	1:10,000 households	BC	11598	0.5	~
Residential Aged Care - High Care	70+ year olds	6.6	70+ Pop	BC	1449	9.6	~~
Residential Aged Care - Low Care	70+ year olds	23.1	70+ Pop	BC	1449	33.5	~~
Residential Aged Care - Community packages	70+ year olds	83.5	70+ Pop	BC	1449	121.0	`
Library	All	30000	Population	BC	11598	0.4	~
Level 3: SLA Level (up to 60,000)							
Community Health Service	All	60000	Population	BC	11598	0.2	~
Community Hub (Multi-purpose, higher order services)	All	60000	Population	BC	11598	0.2	~
Level 4: Municipal Level (Total Population = 93,392, ERP 2016)							
Civic Centre	All	93,392	Population	BC	11598	0.1	~
Community Health Services	All	93,392	Population	BC	11598	0.1	~
Community Arts/Performance Centre	All	93,392	Population	BC	11598	0.1	~

* staff required

** rooms (note that 3 year olds will require some space too, but not taken into account here)

~ facility

~~ places

` packages

Based on the above table, it can be seen that the following needs will be generated by the Precinct 15 population over the next 15 years:

- 1.5 Maternal and Child Health rooms (which would also provide immunisation services);
- 5 childcare rooms;
- 2.8 kindergartens rooms;
- A primary school.

The assessed need based on the broader catchment area also suggests that there will be demand for general, youth and seniors' community services, including:

- Demand for a multi-use community centre at the neighbourhood level will be generated. This should cater for community meeting spaces, neighbourhood house programs, youth services, disability, multi-cultural services, arts and culture as well as services for seniors and intergenerational facilities;
- Around 10 high care and 34 low care residential aged care units will be required, along with about 121 community care packages.

The population of the broader catchment area will also generate demands for a small portion of the following facilities, but these demands in isolation are not sufficient to warrant new facilities in the foreseeable future:

- Secondary school;
- Library services;
- Community Health Hub and higher order Multi-use Community Centre;
- Civic centres, community arts / performance centre, general higher and other SLA and Municipal level facilities.

It is stressed that the above analysis discusses **need**, and the appropriateness or otherwise of locating facilities to support these needs in Precinct 15 is discussed in the following section.

7. Converting Need to Facilities

As noted in the preceding section, understanding the demand/need for community services associated with additional populations is only part of the equation when determining the types of facilities that would be suitable in a community. Below is a discussion on converting the needs/demands to facilities. This takes into account good practice outcomes, preferred principles of provision in Hobsons Bay City Council, and determining the locational requirements for service provision.

Good Practice Outcomes for Community Facility Provision

In order to have clear criterion on which to convert needs to provision, I have utilised the principles of provisions as specified in the Queensland Government OUM's good practice guide to community facility provision "*Implementation Guideline No. 5, Social infrastructure planning*", June 2007. In the absence of any formally adopted Victorian standards, I am of the opinion that these standards provide good outcomes for communities and are applicable across Australia. The principles noted below have been used by myself in commissions / projects across Victoria, Western Australia and Queensland. Furthermore, the principles described below align with Council's adopted principles of provision (see next sub-section) as well as ASR (2008) report's recommendations for community facility provision. I have included relevant notes regarding ASR (2007)'s provision of facilities in Table 3 in the preceding section.

The OUM (2007) guidelines notes that in contemporary times, the provision of stand alone facilities are rarely considered to be the best way forward for community infrastructure provision. Although initially driven by resource constraints, the multi-faceted nature of many new community facilities within communities are now considered to provide not only economic benefits in terms of allocation of scarce resources, but also improved social outcomes through convenience for communities, expanding the community's to a fuller range of facilities and services, and the sharing of knowledge / experience by facility and service providers. Below are considerations upon which good practice outcomes are likely to arise (OUM, 2007):

- ***"Maximising usage of existing facilities:***
In providing new community infrastructure it is important to understand the capacities and performance of existing community facilities. Some facilities may be underutilised for a range of reasons that include poor awareness (promotion), restricted access by a controlling organisation, or poor facilities management. However, the best facility management practices are no substitute for optimum facility location and access. A well-promoted facility is unlikely to attain maximum usage if it is poorly located in the first instance.

- **Developing flexible, multi-purpose facilities**

In many cases, it is not feasible or appropriate to provide stand-alone facilities for the exclusive use of specific community or socio-demographic groups. In addition to being costly and limiting the 'life' of a facility, it can exclude access to certain funding mechanisms (where public admission is required in order to secure funding). Exceptions may apply to some facilities provided specifically for young people, where separate or stand-alone facilities may be required to cater explicitly for their activities. Consideration should also be given to the ability and appropriateness of incorporating commercial functions—such as office space which can be leased to community organisations, government agencies or the private sector—to help offset the capital and operating costs of a facility.

- **Co-locating compatible uses and creating community hubs**

Where it is in the community's best interest, community facilities should be co-located to strengthen the development of community focal points, or hubs. However, there will be some uses that are not compatible with this concept. The following issues should be considered prior to embarking on co-location:

- *What are the potential mutual benefits of co-location?*
- *Are there similarities in purpose and shared values with the potential facilities that are considering co-locating?*
- *Are the facilities of a similar or complementary scale?*
- *Is the land available for the range of uses?*
- *What needs to occur to ensure that agencies cooperate? For example, is there a 'broker' to facilitate co-location? Are the parties willing to co-locate?*
- *What are the legal and insurance implications of co-location?*

- **Create facilities appropriate to the level of service demanded**

Generally, local facilities should have a 'neighbourhood' feel, provide relatively informal spaces, have safe and convenient cycle and pedestrian access, and, ideally, be managed by the local community, with local government support or involvement as appropriate. District/(Precinct)-level facilities should be located in higher level activity centres, be accessible by public transport and provide a broader range of structured and semi-structured spaces for community use. District facilities may require more formal management and tenancy arrangements. Civic facilities should be of a LGA level.

- **Optimising location of facilities**

Facility location is one of the primary determinants of function and usage. Maximum patronage will often be promoted by integrating facilities within broader activity centres with compatible uses. An active, high-profile location may increase real and perceived safety for potential facility users. The location should also maximise accessibility to the facility's target market through good access to public transport (multi-nodal where possible), foot and cycle paths. For some facilities, locational criteria are paramount (e.g. response time from a fire station or pedestrian access to a community centre for users who do not drive). Facilities should be located where people can access them conveniently, including access by public transport, and ideally as part of their daily travel routine (i.e. near activity centres).

- ***Engaging in partnerships with the private and public sector to deliver affordable and accessible facilities and services***

Innovation in the delivery of community facilities is needed to deliver affordable and accessible facilities. Opportunities for a range of public, and public/ private partnership should be considered. For example, development incentives and/or agreements should be considered to encourage private sector investment in community facilities on government-owned land; and relationships should be developed with the owners of significant facilities (such as tertiary education institutions) to allow general public access to underutilised facilities at certain times of the day/week. Wherever possible, the development application process should be utilised to realise community infrastructure requirements (e.g. setbacks to buildings to ensure a public realm is provided/ protected, requirements for community facilities and/or space to host community facilities in high-density developments, etc)."

Principles for Community Facility Provision in Hobsons Bay City Council

Hobsons Bay City Council has adopted principles associated with community facility provision. As will be seen many of the above 'good practice outcomes' above are incorporated:

SOCIAL

- The Council facilities will provide opportunities for all and encourage community connectedness, participation in community life and enhance individual and community wellbeing.
- The Council will locate facilities within community hubs/recreation nodes that are accessible, flexibly designed and multifunctional.
- The Council will endeavour to ensure that all facilities are optimally used.
- The Council will establish community use of school facilities consistent with the state government's schools as communities framework.
- The Council will design facilities that meet the Sustainable Tools for Environmental Performance Strategy (STEPS) and Sustainable Design Scorecard (SDS) guidelines, demonstrating the Council's commitment to the principles of ecological sustainable development.
- The Council will provide quality, accessible facilities that are fit for purpose.

ECONOMIC

- The Council's facilities will be well maintained.
- The Council will enter into joint development where it is determined that the project will deliver significant community benefit.
- The Council will encourage user contributions to the construction costs of facilities on written agreement with the user group. The contribution does not necessarily give the user group exclusive use or long term tenure.

Converting Needs into Facility Provision for Precinct 15

Assessments of the identified need discussed in section 6 were made with reference to the good practice outcomes/considerations noted in this section. These are shown in the table overleaf.

The combined analysis suggests that a community facility with a focus on early childhood development and general community centre functions be established. With regard to general community centre functions and services, the centre should include a focus for youth, seniors and intergenerational activities.

Further discussions regarding the recommended Community Facility for Precinct 15 are provided in Section 7.

Table 5: Considerations for converting Needs into Facilities Provision

Item	Local Catchment (LC) / Broader Catchment (BC)	Identified Need	Maximising Existing Facilities	Developing flexible, multi-purpose facilities	Co-locating compatible uses and creating community hubs	Creating facilities appropriate to the level of service demanded	Optimising location of facilities	Engaging in private partnerships where appropriate	To be located within Precinct 15?
Level 1: Neighbourhood Area (up to 10,000)									
Maternal and Child Health	LC	1.5	Council's advises that MCH, Childcare and Kindergartens at capacity in the vicinity of Precinct 15. Additional demands need to be catered for.	A centre with early childhood development could be established. This would be appropriate within Precinct 15. Appropriate indoor and outdoor areas would be required.	Appropriate co-location could be with School facilities and/or Community Centre facilities and/or library facilities. Given School site is already present and not able to be expanded, and libraries can cater for additional demand, suggest include in Precinct 15 as new facility and only co-locate with community centre functions. Council provision only needed for MCH, Kindergartens and Occasional care for childcare. Long Day care would be provided by Private Sector and After School Hours provided at school sites.	Facility should have a neighbourhood feel. Regarding Childcare, long day childcare provided by private sector, and after school hours provided by school. As such, facility to provide some space for occasional care and playgroups only.	Location of the community facility should be adjacent to an activity centre and located on public transport routes such that passive surveillance and accessibility could be maximised. Discussion on access to the community facility from surrounding areas, including Brooklyn, should be explicitly included. Links to open space / public areas within Precinct 15 and town centre should be visual, as well as physically safe and well lit.	Private partnerships could be investigated if another Child care facility accounting for long day care was to be provided here. However this has not been taken into account in sizing requirements and no floorspace has been dedicated to long day childcare.	YES
Childcare	LC	4.8							
Kindergartens	LC	2.8							
Government Primary School	LC	0.9	Council's advises that existing Primary Schools in the vicinity of Precinct 15 are close to capacity. However, Eastona School site has been retained by Education Victoria and can deal with additional demands.	Schools are multi-functional in their own right: education, open space, exhibition areas - but not likely to take up demands from other community services requirements noted in this assessment.	This could co-locate with the early childhood development (MCH, Childcare, Kindergarten). However, given an appropriate site is already available for Primary School facilities and not able to be expanded, it is suggested that this be located on the Eastona site without ancillary services.	Education Victoria will have guidelines regarding Primary School			NO
Community Centre / Neighbourhood House, incl. age specific	BC	1.2	There are a range of facilities in the vicinity of Precinct 15, and Newport Community Hub has recently been established. Council indicates all are at capacity. Given the extent of growth a new facility is warranted.	Multi-functional uses would include: community meeting spaces, neighbourhood house programs, youth services and spaces, disability, multi-cultural services, arts and culture as well as services for seniors and intergenerational facilities	Appropriate co-locate could be with School facilities and/or Early Childhood facilities and/or library facilities. Given School site is already present and not able to be expanded, and libraries can cater for additional demand, suggest include community centre functions in Precinct 15 as new facility and co-locate with early childhood functions.	Facility should have a neighbourhood feel, welcoming and potentially a separate entrances for youth to give a feeling of ownership. Seniors room and space for intergenerational activities also important. Youth outdoor space has been provided as a 'hang out' area, but could be increased if needed. A good level of outdoor space should also be provided for general use as per ASR's recommendations.	While the community facility could be located adjacent to open space, I believe that maximum benefits will occur if the centre is adjacent to an activity centre and located on public transport. This can maximise activity in the Town Centre and optimise passive surveillance and accessibility. Consideration on access to the community facility from surrounding areas, including Brooklyn, should be explicitly included. Links to open space / public areas within Precinct 15 and town centre should be visual, as well as physical. It is essential these links are safe and well lit. Universal access is essential.	Private partnerships with cafes could be investigated but given suggested location with town centre, viability of café might be marginal. As such, no floorspace allowances for a café has been included.	YES
Level 2: Precinct Level (up to 30,000)									
Government Secondary School & Prep-9-12	BC	0.5	Council's advises that there are marginal undersupplies of Secondary Schools in the vicinity of Precinct 15 presently. Additional facilities will need to be provided when there is sufficient demand.	Schools are multi-functional in their own right: education, open space, presentation areas - but not likely to take up demands from other community services requirements noted in this assessment.	Education Victoria will have guidelines regarding Primary School				NO
Residential Aged Care - High Care	BC	9.6	There is currently a proposal for a 90 bed facility at Precinct 13 (Amendment C96). This would cater for all needs indicated here. Monitoring of this need should continue into the future. Senior and aged care services will be required and could be catered for in the community centre facility.		To be monitored over time.				
Residential Aged Care - Low Care	BC	33.5			To be monitored over time.				
Residential Aged Care - Community packages	BC	121.0	Needs likely to be required, but facility not required for services. ARC report notes that admin functions for home care can run out of Council Council advises that the area is well served with library facilities and excess demand can be accommodated in existing facilities. The Altona North precinct has a relatively new library and Newport Community Hub does as well.		As not required in Precinct 15, no further assessments made.				
Library	BC	0.4							
Level 3: SLA Level									
Community Health Service	BC	0.2	The small demand generated by the broader catchment area should be able to be accommodated in other facilities. If new facilities required, then Council may wish to include these in the DCP for Altona North so they can charge accordingly.		As not required in Precinct 15, no further assessments made.				
Community Hub (Multi-purpose, higher order services)	BC	0.2							
Level 4: Municipal Level									
Civic Centre	BC	0.1	The small demand generated by the broader catchment area should be able to be accommodated in other facilities. If new facilities required, then Council may wish to include these in the DCP for Altona North so they can charge accordingly.		As not required in Precinct 15, no further assessments made.				
Community Health Services	BC	0.1							
Community Arts/Performance Centre	BC	0.1							

8. The Recommended Community Facility for Precinct 15

Taking into account all preceding information, this section notes the recommended community facility for Precinct 15 and includes information on:

- Expected services hosted at the facility;
- Potential size of the facility, and recommended location of the facility
- Contributions by Precinct 15 growth versus growth in the broader catchment area; and,
- Timing of provision.

The Facility

Given the preceding analyses, over the next 15 years Precinct 15 would be most suitable to host a community facilities that incorporates:

- Kindergarten facilities;
- Maternal and children's health services; and,
- Multi-use community centre at the neighbourhood level.

All other demands identified by growth in Precinct 15 and the broader catchment area should be able to be catered for in existing facilities or future facilities when demand is sufficient to warrant construction of new facilities.

It is expected that the community facility at Precinct 15 would host the following services:

- **Maternal and Child Health;**
 - Immunisation services
 - MCH services
- **Childcare**
 - Occasional
 - Playgroups
- **Kindergarten**
 - 3 Year Old
 - 4 Year Old
- **Community Centre**
 - Entry / Foyer / Exhibition area
 - Youth
 - Meeting / Training Rooms
 - Arts / Culture
 - Seniors room and services / Intergenerational activities
 - Larger Community Space
- **General Space**
 - Kitchenette/s
 - Office
 - Staff room
 - Public Toilets
 - First aid room

- Circulation, storage, cleaners, laundry
- Car Parking

Potential Sizing and Location

The hub focussing on early childhood should be carefully and appropriately designed. I believe it is best located within an activity centre where passive surveillance and access to good public transport, cycle way and walking path is maximised. In addition, location of the facility within the activity centre will also assist vibrancy in the activity centre itself. Outdoor space should be included as per the table below and as can be seen in the table, this does not necessarily need to be the major open space in Precinct 15. The site area (0.47) plus adjacent areas within the activity centre could cater well enough for the indoor and outdoor space requirements.

Safe, functional and aesthetically pleasing physical and visual links from the community facility to other major open space, the town centre and the rest of the catchment area should be provided to maximise safety and access, and minimise the current physical barriers in place (such as freight rail line, Westgate Freeway and Blackshaws Road). Maximising public transport access from areas where physical barriers exist can also assist with ensuring facilities can be accessed safely.

Youth spaces and services should ideally be designed such that the youth feel a sense of ownership of the space. This could include separate entrances, youth specific indoor and outdoor areas, and/or youth art work contributions to the design/aesthetics of the youth component of the centre. Engagement of an appropriately qualified architect would assist in maximising the benefit of the space allocated to youth.

The size of the building and site can vary depending on design, but given that the building will cater for not only Precinct 15 but the broader catchment area, assessments here indicate it is likely to require around 1,260 sqm indoor floorspace and 1,290 sqm formal outdoor space. Thus, the total centre would be around 2,550 sqm. As noted above, the proposed site area of around 0.47 hectares is considered adequate. Car parking is additional to the space requirements noted.

The table overleaf provides the justification for the size of the facility. It would be beneficial to request broad concepts from a suitably qualified architect with experience in designing community facilities to ensure that floorspace usability and flexibility in design and usage could be maximised. This may alter the floorspace required.

Cultural elements should also be considered, and consultation with the existing broader community would be beneficial to determine whether there are specific or preferred elements that need to be (or could be) included in the design.

Universal design / disability access is essential for the facility (and it is noted that Council has recently adopted a universal design policy (refer: Appendix 2). As noted in Council's policy, *"the cost of not incorporating Universal Design can be significant. Inaccessible environments limit economic, education, health, social and other opportunities for people with a disability, older people, young people, people with low literacy, and people with prams, making them more dependent on others and or socially excluded"*. HBCC (Sept 2017)

Table 6: Recommended Sizing of the Facility in Precinct 15

Areas		Indoor Space Sqm	Formal Outdoor Space Sqm
Maternal and Child Health			
- Immunisation services	Need one service	100	
- MCH services			
Childcare			
Occasional Playgroups	Assume small dedicated area	50	
Kindergarten			
3 Year Old	Need 2.8 rooms for 4 year olds. Suggest 3 rooms as every child should have access, and the additional space can be taken by 3 year olds.	150	990
4 Year Old		300	
Community Centre			
Entry / Foyer / Exhibition area	Area	75	100
Youth	1 room	50	
Meeting / Training Rooms	2-3 rooms flexibly designed	120	200
Arts / Culture		50	
Seniors room and services	1 room	75	
Larger Community Space	1 room flexible design		
General Space			
Kitchenettes	1 Kitchnette (Early Childhood functions will have their own)	20	
Office		20	
Staff room		20	
Public Toilets		65	
First aid room		15	
Circulation, storage, cleaners, laundry etc	Assumed 15% of active floorspace, excludes general space	150	
Car Parking			As required by Council
Totals		1,260	1,290

Good practice for early childhood areas indicates the following elements are important (information taken from *Early Childhood Facilities – birth to age 8, Design Standards*, South Australia Government):

- **Aesthetics:** a place that has beauty and light and reflects the lives and interests of the people who occupy the space
- **Active learning:** supported by a stimulating environment that offers choices and a range of open-ended materials
- **Collaboration:** supporting children to develop skills for working with others in group situations
- **Bringing the outdoors in:** attention on the importance of the natural world in children's lives and learning

- ***Flexibility:*** fosters flexibility of space, time and materials within the environment
- ***Relationship:*** the importance of the relationship of materials to other materials, of people and groups using the centre and the connections between children's experiences and theory
- ***Reciprocity:*** the environment is not static but responsive to the needs of children and their interests

Site considerations should include:

- The site must be physically and psychologically safe.
- Off-street access for vehicles shall be provided for safe drop off and pick up of children, including taxi access and wheelchair access spaces.
- Direct access to car parking areas shall be provided for children and families and for the safety of staff who work after hours.
- The ability for a future covered drop-off area to be provided if children with additional needs are enrolled.
- The relationship of new facilities with any existing facilities.
- Play and outdoor learning area locations and their relationships to each other and to existing site facilities.
- Access points for children, parents and community members considering safety and duty of care requirements.
- Additional accommodation modules for programs and facilities to meet future requirements.

Building considerations should include:

- The facilities shall meet all requirements for access for those with disabilities (including the design of the outdoor learning area).
- A recognisable, community focus for child, parent and family activity.
- Separate, shared and flexible spaces for children, families and service providers including being able to meet the needs of changes to services for the community.
- A welcoming entrance, with clear signage and which provides a safe location and access for parents to deliver and collect children.
- Family friendly designs where children and their families can feel comfortable, safe and secure.
- An inviting natural environment that is culturally appropriate and will encourage the community to utilise available facilities for a variety of purposes.
- A physical environment which supports integration of health, education and care and family services.
- A physical environment that maximises acoustic properties to support early childhood learning (including children with hearing disabilities)
- Adult toilets and spaces that are accessible from an adult precinct without having to pass through child areas.
- Circulation spaces that are clearly distinct from functional spaces.

In addition to the information above, it is essential that the elements in Council's Universal Design Policy Statement (Sept 2017) be incorporated into the design and construction of facilities (refer Appendix 2).

Contributions by Precinct 15 versus the remainder of the Catchment Area

As noted previously, the catchment area assumed for the early childhood components of the centre have been assumed as only Precinct 15's population. However, the community centre elements have been assumed to be broader catchment area, which includes areas in Altona North, Spotswood – South Kingsville, Newport West and Brooklyn. If a basic apportionment process of usage was noted (in line with the method used for DCPs), this would indicate that Precinct 15's contribution should be:

- 100 percent of the early childhood focus of the centre; and,
- 20 percent of the more community centre functions.

This would indicate that the total 890sqm of indoor space and 990sqm of outdoor space for the early childhood centre focus (which includes the general space required for the centre to function effectively – eg. first aid room, office, circulation etc) would be attributable to Precinct 15, plus around 74 sqm indoor space and 60 sqm outdoor space for the community centre focus would be attributable to Precinct 15. This totals some 2,014sqm attributable to Precinct 15's usage (964 sqm indoor space and 1050 sqm outdoor space), plus carparking.

It is important to note that the broader catchment area includes some considerable potential developments, such as Precinct 13, Precinct 16 and Precinct 20. Given that the needs of those populations have been taken into account here, it would be justifiable for Council to include the Precinct 15 community facility in Precinct 13, Precinct 16 and 20's DCPs when they are developed (it is noted that this would extend to any other significant development that was to occur in the broader catchment area).

Timing of Provision

Provision of the facility should be relatively early in Precinct 15's development (within 5 -7 years of commencement). Ideally, even the first resident should have access to these types of facilities. However, due to commercial realities it is likely that this would place considerable strain on the development and it could potentially stall progress. As the optimum result of the development of Precinct 15 is to ensure that the commercial return is acceptable to the developers, while still meeting the needs of the residents, it would be worthwhile Council considering placing a requirement that the community facility be provided upon completion of a number of years or a specified number of dwellings (whichever was to come first). If a staging plan and market evidence showed that around 1000 dwellings could be taken up within the first 5-7 years, Council might wish to change include a numerical threshold of 1000 dwellings as the trigger for provision. The ultimate decision on timing should be based on the outcomes with likely market take up. Prior to the establishment of the facility, Council might request that an interim open space with an early childhood / youth focus be provided on the site of the community facility.

Closing Declaration

I, Vanessa Bennett, have made all the inquiries that I believe are desirable and appropriate and no matters of significance which I regard as relevant have to my knowledge been withheld from the Panel.

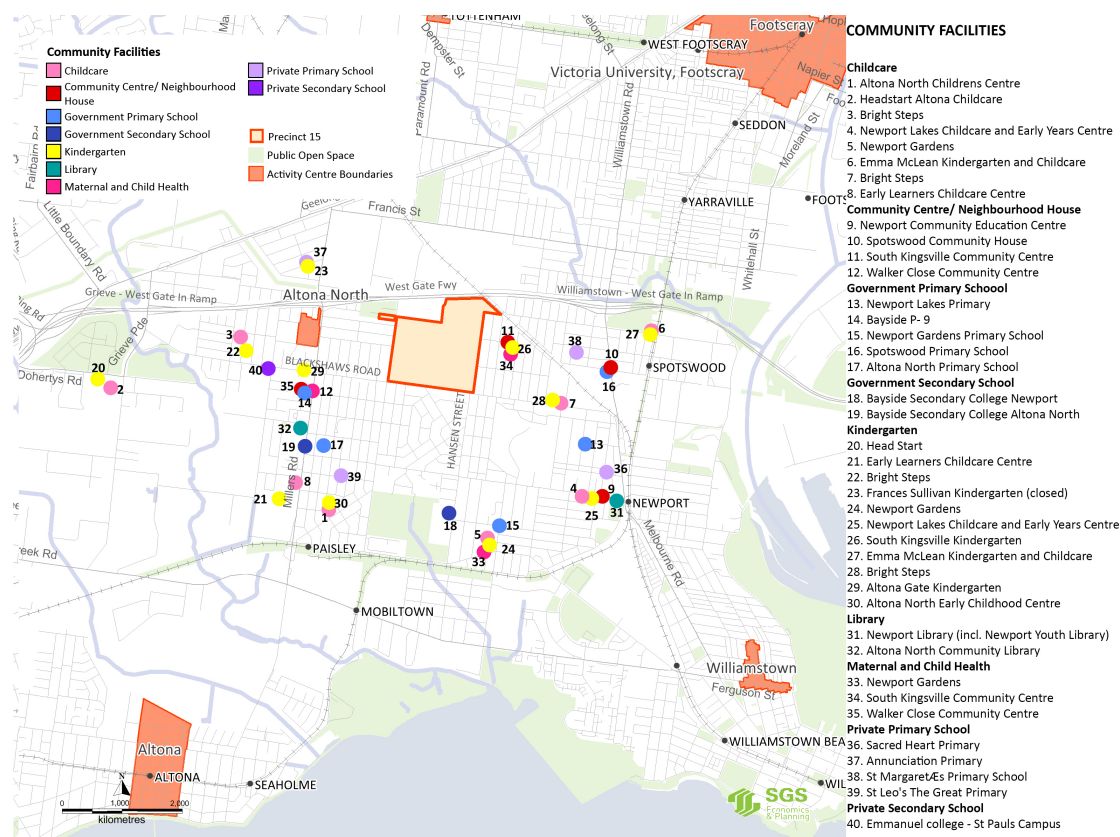


Appendix 1: Existing Facilities (information from Hobsons Bay City Council, updated November 2017)

There are many existing facilities in the catchment area. This includes:

- Kindergartens and Long Day Care;
- Maternal and Child Health;
- Public primary schools;
- Public secondary school;
- Community meeting space, rooms for hire and/or hall;
- Libraries;
- Aged care services.

These are shown in the map below.



Based on Council's discussions with facility managers, it was found that:

- **Kindergartens and Long Day Care:** Kindergartens in close proximity to Precinct 15 are at capacity. Given the expected residential development into the future, spaces will be required for 3 and 4 year olds. Long day care services are currently being met. However, the area is likely to require further spaces into the future as development progresses. It is important to note that long day care is usually provided by private operators, and they are not always forthcoming with information, so this area will need

to be monitored into the future. After school care is usually provided at the school, therefore no need for Council to provide.

- **Maternal and Child Health:** Maternal and Child Health in close proximity to Precinct 15 are at capacity with the exception of South Kingsville, which has a marginal number of spaces available currently (Nov 2017). However this is expected to go back to working at capacity within the next 12 months. Newport Community Hub also provides some space for Maternal and Child Health. Further increases in population will place stress on the current facilities and the addition of new facilities will be necessary
- **Public primary schools:** There will be an undersupply of Primary School facilities in Altona North and Spotswood/ South Kingsville by 2025 and Spotswood Primary has physical barriers in relation to walkability e.g freight line and Melbourne Road. A primary school will likely be required in the next 5-10 years. Education Victoria has agreed to keep the former Eastona School site and at this stage land has been withdrawn from sale.
- **Public secondary schools:** There will be a slight undersupply in the Newport West/ Spotswood/ South Kingsville area. There has been a major campaign by parents in Yarraville (in Maribyrnong CC and abutting Spotswood) for a secondary school.
- **Community meeting space, rooms for hire and/or hall:** There is a range of centres in the catchment area, and those closest to Precinct 15 are in relatively good to good condition and functioning well. One of the facilities would benefit from an upgrade. It is noted that there are rooms for hire in the new Medical Centre in the catchment area, but that this is a private facility. An increase in the supply of community space will be required as the population increases, and particularly flexibility in meeting room sizes and community gathering spaces will be necessary.
- **Libraries:** The Altona North Precinct has a relatively new library, which also contains community meeting spaces. Council has recently opened the Newport Community Hub which incorporates a library, meeting spaces, senior citizens, MCH and also youth services. Newport Community Hub has a large well functioning library and the library functions could possibly meet demand from further population increases. Additional Libraries within the municipally include Altona, Williamstown, and Altona Meadows.
- **Residential Aged Care:** It is noted that residential aged care is usually met by the private sector. The trend away from residential aged care facilities, to services in the home, coupled with the regeneration of the population within the Altona North precinct is it might be that the area is relatively well serviced by home-based residential aged care facilities for at least the next few years. There is a lack of aged care services in the Spotswood and South Kingsville area, but one proposed in Precinct 13. Monitoring of this component would be useful.

Appendix 2: Hobsons Bay Universal Design Policy Statement

Universal Design Policy Statement

Council buildings and the public realm
September 2017



Acknowledgements

September 2017

This policy statement was compiled by the Hobsons Bay Strategy and Advocacy Department with guidance sought from Allen Kong Architect Pty Ltd. For further information contact the Hobsons Bay City Council on 9932 1000 www.hobsonsbay.vic.gov.au

Council acknowledges all language groups of the Kulin Nation as the traditional owners of these municipal lands. We recognise the first people's relationship to this land and offer our respect to their elders past and present.

Council acknowledges the legal responsibility to comply with *the Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The Charter of Human Rights and Responsibilities is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

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Background

Hobsons Bay 2030, the community's long term vision for the municipality states that by 2030, embracing our heritage, environment and diversity, we – the community of Hobsons Bay – will be an inclusive, empowered, sustainable and visionary community, led and supported by a progressive Council of excellence.

Hobsons Bay City Council is committed to valuing the wellbeing of our people and our place now and into the future. Providing a safe, clean, accessible and connected municipality, which values diversity, protects its heritage and environment, fosters a strong sense of community and provides opportunities to achieve the best possible health and wellbeing. A place that people are proud to call home.

In relation to accessibility, Council is working towards achieving a fully accessible and inclusive municipality where all residents, regardless of their ability, can reach their full potential and lead fulfilling lives. In order to achieve this, Council is reviewing buildings and public spaces to ensure they are accessible for all, including older people, people with a disability, children, prams users, people from a culturally and linguistically diverse background and people with low literacy.

People with a disability represent approximately 17 per cent (15,769 people) of the total Hobsons Bay population. Whilst disability can impact individuals in many different forms, some of the largest impacts on people with a disability are physical barriers within the built and natural environment. These barriers can restrict their ability to conduct their lives in a spontaneous and unplanned manner. If a community is physically accessible for people with a disability, there is increased access for all community members.

As outlined in Council's Disability Access and Inclusion Strategy 2013-17, people with a disability, their families and carers, have told Council that accessing places and spaces within Hobsons Bay is still an issue. They also stated that some shops, restaurants, playgrounds and beaches continue to be inaccessible. These barriers not only put people with a disability and their families at a greater disadvantage, but also impact other community members such as children, older people, people who have low literacy levels and pram users.

Currently Council builds new buildings, and buildings undergoing significant upgrades or alterations, to comply with the Building Code of Australia (BCA), which requires compliance with a range of access provisions under the *Disability Discrimination Act 1992* (DDA). These standards, however, are only minimum requirements and do not facilitate access for all.

The definition of Universal Design is: "The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialised design" (Ron Mace et al, 1997).

Council is committed to exceeding minimum standards to include Universal Design principles when building new buildings, undertaking significant upgrades to existing buildings, the public realm, and where possible during minor upgrades and maintenance works to existing buildings. In addition, Council will work with private developers and businesses to encourage the use of Universal Design principles as well as advocate to the Victorian and Australian Governments to include the principles of Universal Design into relevant regulatory frameworks.

Vision

Through Council's Disability Access and Inclusion Strategy 2013-17, Council is working towards the vision of "achieving a fully accessible and inclusive municipality where all residents, regardless of their ability, can reach their full potential".

The Universal Design Policy Statement for Council buildings and the public realm (the Policy Statement), aims to support Council in achieving its vision through ensuring Universal Design principles are included in:

- new buildings
- buildings undergoing significant upgrade
- retrofits of existing buildings
- infrastructure, features and open spaces within the public realm

Purpose

The purpose of this Policy Statement is to provide Council with guidance on how Council buildings and the public realm can improve access through the use of the Universal Design principles. The Policy Statement:

- demonstrates Council's commitment and leadership to accessible places and open spaces and encourages private developers and businesses to implement a similar approach
- sets out the regulatory framework for developing Council's buildings and public infrastructure that are accessible for all
- builds an understanding and a process amongst Council departments for the implementation of the principles of Universal Design when planning, building or redesigning Council buildings and public spaces in order to continually improve accessibility

Scope

The Policy Statement aligns with the principles of Council's Disability Access and Inclusion Strategy 2013-17 and Hobsons Bay 2030, the community's long term vision for the municipality. This statement also provides a targeted approach to Council's role in creating accessible public places and spaces.

The Policy Statement only includes the built environment and public realm owned and or managed by Council. It is acknowledged that it is also important to consider other dimensions of access such as the social, communication and information systems. These elements are included within the principles of Universal Design and within Council's Disability Access and Inclusion Strategy 2013-17.

While the Policy Statement does not look at the built environment outside of Council's direct influence, it does address Council's role in advocacy, calling on the Victorian and Australian Governments, as well as private developers to increase access for all.

In order for this policy statement to be implemented, Council will develop a priority list of

Universal Design interventions and investments based on the capital works and assets and maintenance renewal works to be implemented within a realistic timeframe. It is recognised this policy statement sets a vision and aim for Council to work towards upgrading all Council buildings to meet the principles of Universal Design will be an ongoing process.

What is Universal Design?

Definition

Universal Design is a philosophy and not a standard. It is a set of principles developed by architects, product designers, engineers and environmental design researchers to support and guide designers of built environments, products and communications. It is defined as:

“The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialised design.” (Ron Mace et al, 1997)

Principles of Universal Design

Universal Design consists of seven guiding principles. The principles can be applied to evaluate existing designs, guide the design process and educate both designers and consumers about the characteristics of more usable products and environments. The principles are:

1. Equitable use
2. Flexibility in use
3. Simple and intuitive use
4. Perceptible information
5. Tolerance of error
6. Low physical effort
7. Size and space for approach and use

Table 1 below articulates the definition for each of the principles as well as corresponding guidelines.

Table 1 **The seven principles of Universal Design** (*Ron Mace et al, 1997*)

Universal Design Principle	Definition	Guidelines
1. Equitable use	The design is useful and marketable to people with diverse abilities	<ul style="list-style-type: none"> • provide the same means of use for all users: identical whenever possible; equivalent when not • avoid segregating or stigmatising any users • provisions for privacy, security, and safety should be equally available to all users • make the design appealing to all users
2. Flexibility in use	The design accommodates a wide range of individual preferences and abilities	<ul style="list-style-type: none"> • providing choice in methods of use • accommodate right- or left-handed access and use • facilitate the user's accuracy and precision • provide adaptability to the user's pace
3. Simple and intuitive use	Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level	<ul style="list-style-type: none"> • eliminate unnecessary complexity • be consistent with user expectations and intuition • accommodate a wide range of literacy and language skills • arrange information consistent with its importance • provide effective prompting and feedback during and after task completion
4. Perceptible information	The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities	<ul style="list-style-type: none"> • use different modes (pictorial, verbal, tactile) for redundant presentation of essential information • provide adequate contrast between essential information and its surroundings • maximise "legibility" of essential information • differentiate elements in ways that can be described (i.e. make it easy to give instructions or directions) • provide compatibility with a variety of techniques or devices used by people with sensory limitations
5. Tolerance for error	The design minimises hazards and the adverse consequences of accidental or unintended actions	<ul style="list-style-type: none"> • arrange elements to minimise hazards and errors: most used elements, most accessible; hazardous elements eliminated, isolated, or shielded • provide warnings of hazards and errors • provide fail safe features • discourage unconscious action in tasks that require vigilance
6. Low physical effort	The design can be used efficiently and comfortably and with a minimum of fatigue	<ul style="list-style-type: none"> • allow user to maintain a neutral body position • use reasonable operating forces • minimise repetitive actions • minimise sustained physical effort
7. Size and space for approach and use	Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility	<ul style="list-style-type: none"> • provide a clear line of sight to important elements for any seated or standing user • make reach to all components comfortable for any seated or standing user • accommodate variations in hand and grip size • provide adequate space for the use of assistive devices or personal assistance

What is the cost of Universal Design?

It is a common misconception that Universal Design will inflate budgets. In most cases Universal Design will add no or minimal additional costs, especially when it is addressed during planning, design and construction.

A number of studies indicate that the costs for incorporating Universal Design for private dwellings is as little as half to one per cent and for new public buildings or facilities approximately one to two per cent if planned, designed and implemented from the outset.

Another misconception relating to the cost of incorporating Universal Design is how much extra physical space is required. In many cases, it only requires rearranging and planning within existing space.

Implementing Universal Design principles can save costs, particularly in the long run, by lessening the dependence on mechanical features that require maintenance such as lifts, or retrofitting features at a later date to comply with legislation and meet community needs. Universal Design allows for greater flexibility to respond to demographic shifts, with its advantage to be accessible for all ages and abilities.

The cost of not incorporating Universal Design can be significant. Inaccessible environments limit economic, education, health, social and other opportunities for people with a disability, older people, young people, people with low literacy, and people with prams, making them more dependent on others and or socially excluded.

If Universal Design features and principles are included from the outset of a project, the building will allow access for all community members, regardless of their age and ability.

Regulatory framework

Council has a responsibility under the *Disability Discrimination Act 1992* (DDA) to provide equitable dignified access to goods, services and premises used by the public.

There are a suite of regulations which buildings and developments must and or are encouraged to implement. These regulations are continuously being reviewed and updated. The below list of regulatory documents at the federal, state and local level were in place during the development of this policy statement.

Australian Government

Legal and regulatory documents which outline access requirements for the built environment in Australia are:

- *Disability Discrimination Act 1992*
- Disability (Access to Premises – Buildings) Standards 2010 (Premises Standards)
- National Construction Code Series (NCC), Building Code of Australia (BCA)
- Australian and New Zealand Standards, current edition:

- AS1428.1-2009 Design for access and mobility Part 1: General requirements for access – New building work
- AS1428.2-1992 (R2015) Design for access and mobility Part 2: Enhanced and additional requirements – Buildings and facilities
- AS1428.3-1992 Design for access and mobility Part 3: Requirements for children and adolescents with physical disabilities
- AS/NZS 1428.4.1:2009 Design for access and mobility Part 4.1: Means to assist the orientation of people with vision impairment-tactile ground surface indicators
- AS1428.5-2010 Design for access and mobility Part 5: Communication for people who are deaf or hearing impaired
- AS1735.12-1999 Lifts, escalators and moving walks Part 12: Facilities for persons with disabilities
- AS/NZS 2890.6:2009 Parking facilities Part 6: Off-street parking for people with disabilities

Draft Australian Standards include:

- DR AS1428.4.2:2015 Design for access and mobility Part 4.2: Wayfinding

Victorian Government

In addition to the federal regulations, buildings in Victoria must also comply with the Victorian legislation including:

- *The Building Act 1993*
- *The Building Regulations 2006*

Under the above Victorian legislation, new buildings and renovations to buildings which require a building permit must comply with the Building Code of Australia (BCA). The BCA encompasses compliance with the Premises Standards for new buildings and some renovated buildings. It includes requirements to adhere to some parts of the above listed Australian and New Zealand Standards.

Hobsons Bay City Council

Council has a responsibility under the *Disability Discrimination Act 1992* (DDA), to provide equitable dignified access to goods, services and premises used by the public. In addition to this, Council is committed to implementing the principles of Universal Design, exceeding minimum compliance for new and substantially renovated Council owned buildings and public spaces, creating accessibility for all ages and abilities.

This aligns with Council's strategic objectives and vision in Hobsons Bay 2030, the Council Plan 2017-21 as well as the Disability Access and Inclusion Strategy 2013-17. In addition, Council will continue to encourage developers and other organisations, and educate the community to implement the principles of Universal Design when constructing and/or undertaking works to private dwellings and businesses. Consideration will be given to incorporating more specific Universal Design requirements in the Hobsons Bay Planning Scheme to reflect Council's commitment.

Implementing Universal Design

The suite of Australian Standards define the national approach to developing accessible environments and are under constant revision. As Figure 1 below indicates, under the current Australian regulations, new buildings that require a building permit to complete works (both public and private) have to comply with BCA. The BCA requires compliance with a range of access provisions under the Premises Standard of the *Disability Discrimination Act 1992* (DDA), however these provisions do not allow access for all as they are the minimum access requirements.

For example, for a new building to comply with the BCA only specific circulation routes are required to comply with AS1428.1, rather than all circulation routes. Similarly with door widths, door furniture, and other elements, compliance with AS1428.2 is not required. In addition, there are currently no standards that ensure accessible design for people with acquired brain injury or dementia.

Furthermore, the Australian Standards do not include all elements of Universal Design, what the principles of Universal Design are or how to implement them. Given this gap, the Australian Standards in isolation do not provide the access requirements needed to ensure that Council buildings and public realm are accessible for all community members. Therefore, in order to reach full access, all three levels of compliance need to be addressed in the planning stages.

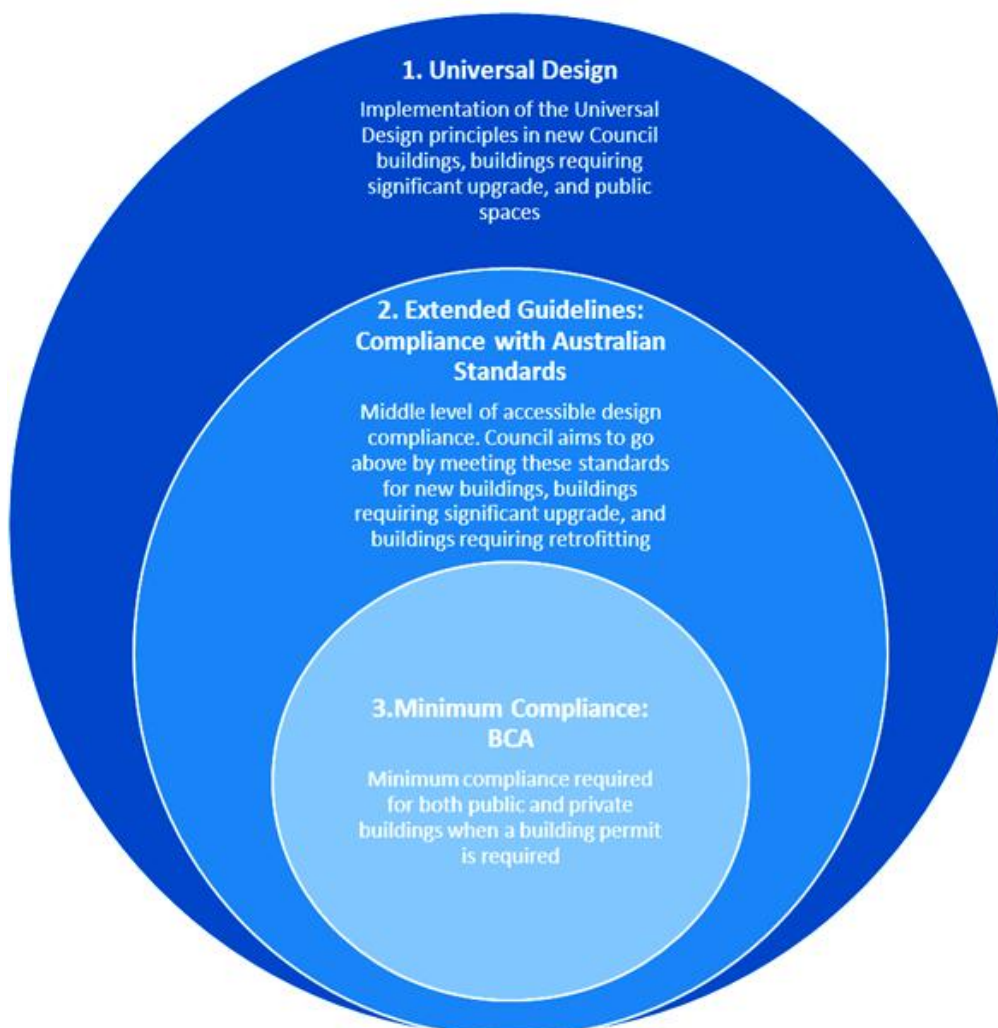


Figure 1 Levels of design compliance

Application of Universal Design

To meet Council's aim for applying Universal Design in its buildings and public realm, Council will:

1. Ensure the principles of Universal Design are applied at the outset of every new Council building, buildings requiring significant upgrade, upgrades to existing Council owned buildings (retrofitting) and open spaces within the public realm
2. Ensure the project group is required to consider the need for engaging an accredited access adviser at the outset of every works project to assist in establishing the current requirements and opportunities for incorporating Universal Design
3. Refer to the priority features contained in this Policy Statement

To assist with implementing Universal Design, Council is committed to ensuring specific features are considered within new buildings and buildings requiring significant upgrades, and the public realm.

While Council acknowledges the level of works required on every project will differ, Council aims to incorporate the features described in Tables 2 to 5 highlighted in the following sections specifically as they relate to new buildings, buildings requiring significant upgrades, buildings requiring retrofits, and the public realm.

New Council buildings and buildings requiring significant upgrades

Below is a summary of features that Council aims to ensure are incorporated in new buildings or significant upgrades to buildings. This applies to projects with a budget **\$300,000 and above**. The project group is required to engage an accredited access advisor at the outset.

Table 2. Universal Design features required within new buildings and buildings requiring significant upgrades

Universal Design Feature	Description of improvements
Car parking	Provide the appropriate number of spaces as per building type and install shared areas where there are two or more dedicated parking spaces for people with disabilities. (As per AS 2890.6:2009 Parking facilities Part 6: Off-street parking for people with disabilities)
Continuous accessible path of travel	Provide a safe, continuous step-free accessible path of travel from transport set down points, accessible parking and public streets or walkways to the accessible building entrance and through the building. (As per AS1428.1 – 2009 CI 6)
Ground and floor surfaces	A continuous accessible path of travel shall have a slip resistant surface. Ensure abutting surfaces have a smooth transition, carpet to have reduced level pile height, and gratings on walking surfaces are reduced but where required have complying opening sizes. (As per AS1428.1 – 2009)

Universal Design Feature	Description of improvements
Circulation spaces	Additional allowances for increased space for stationary wheelchairs, turning wheelchairs, width of path of travel and passing space. (As per AS1428.1 – 2009 for passing and turning spaces, and add 200mm for width of path of travel)
Signage and way finding	Provide signage at an appropriate height that incorporates Braille and tactile markings, luminance contrast and appropriate font styles and sizes for viewing by all people. (As per AS1428.1-2009 CI 8 and AS1428.2 – 1992 CI 17)
Stairways	Provide stairways, if required, as an alternative to ramps and lifts and include features designed to provide independent access for some people with mobility impairments including modification of the configuration of the steps, warning strips on nosing of steps and handrails on both sides extending past the steps with a continuous gripping surface. (As per AS1428.1 – 2009 CI 11, with tread and riser dimensions as per AS1428.2 – 1992)
Handrails and grab rails	Handrails shall have a circular or elliptical profile, be securely fixed, have extensions and turn downs, a continuous gripping surface, and clearance between the grab rail and the adjacent wall surface. (As per AS1428.1 – 2009 CI 12)
Doorways and doors	Ensuring an increased clear opening of doorways, circulation spaces at doorways, luminance contrast and accessible door controls. (As per AS1428.1 – 2009 CI 13)
Controls	Controls and operating mechanisms, i.e. handles and switches, shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist. (As per AS1428.1-2009 CI 13.5 and 14 and AS1428.2 – 1992 CI 23)
Contrasts	Provide luminance contrast to fixtures, fittings, poles, doors, doorways, signage and way finding, handrails, changes in surfaces and clear paths of travel to maximise accessibility for people with a vision impairment. (As defined in AS1428.1-2009 CI 4.11)
Accessible change room	Provide accessible change rooms which include an accessible WC, adult change table and hoist. (As per Changing Places - Transforming Lives (Information Kit) November 2013)
Auditorium and assembly areas	Provide hearing augmentation in auditoriums, and provide a podium or stage which is accessible via a ramp, with space for a wheelchair and all controls and facilities to be usable by a seated person. (As per AS1428.2 – 1992 CI 26)
Reach ranges	To provide shelves and benches at an appropriate location for both ambulant people with disabilities and wheelchair users. (As per AS1428.2 – 1992 CI 22)
Furniture and fitments	Provide tables, worktops, benches and counters at an appropriate height from the finished floor and clearance beneath the unit. (As per AS1428.2 – 1992 CI 24)
Viewing ranges	Ensure all features are within comfortable common viewing zone. (As per AS1428.2 – 1992 CI 25)
Vending machines, automated library return chutes and similar services	Provide access at an appropriate height, with knee and foot clearance and sufficient circulation space, using controls requiring minimal force, which are easily identifiable by touch and sight and have a tactile surface to facilitate use by a person with a vision-impairment. (As per AS1428.2 – 1992 CI 29)

Universal Design Feature	Description of improvements
Telephones	Where public phones are provided within Council owned facilities, at least one phone shall be provided at an accessible floor level, with clear space in front of the phone and sufficient circulation space, with all operable parts within the common reach zone, while being equipped with the appropriate controls for people with a hearing impairment. (As per AS1428.2 – 1992 CI 30)
Letter boxes	Ensure sufficient circulation space is provided at the front of the letter box and the operative components are within the common reach zone. (As per AS1428.2 – 1992 CI 31)
Kitchens and laundries	There is no typical kitchen or laundry for people with disabilities, each has to be specifically designed for the users of the facility, now and into the future. Consultation with users must be completed to determine the most appropriate specifications to follow for each facility. (As per AS1428.2 – 1992 Appendix A)
Hearing augmentation	Provide assistive listening systems to aid people with hearing impairment at counters connected with service provision to the public, in meeting areas seating more than five participants (including auditoria, sporting venues etc.), in lifts, at payphones, at intercommunication and emergency warning systems, and at security barriers (e.g. library exits). (As per AS1428.5 – 2010)

Upgrades to existing Council owned buildings (retrofitting)

Below is a list of key features that Council aims to upgrade in Council owned buildings through Council's capital works program for minor capital works, building alterations and maintenance **below \$300,000**. The project group is required to consider to engage an accredited access adviser at the outset.

Table 3. Universal Design features required within existing buildings requiring upgrades (retrofitting)

Universal Design Feature	Description of improvements
Car parking	Ensure the appropriate number of accessible parking spaces are provided and displayed. (As per Disability (Access to Premises - Buildings) Standards 2010 - table D3.5)
Continuous accessible path of travel	Provide a safe, continuous step-free accessible path of travel from transport set down points, accessible parking, and public streets or walkways to the accessible building entrance. (As per AS1428.1 – 2009 Design for access and mobility - general requirements for access - New building work)
Accessible entrance	Provide a safe, slip resistant, wide, level, step free access with self opening doors for use by all people. (As per AS1428.1 - 2009 Design for access and mobility - general requirements for access - New building work)

Universal Design Feature	Description of improvements
Unisex accessible toilet	Provide an accessible toilet if one does not currently exist. (As per AS1428.1 - 2009 Design for access and mobility - general requirements for access - New building work)
Luminance contrast	Provide luminance contrasts on steps, doorways, fixtures and fittings, and changes in surface to assist with a clear path of travel. (As per AS1428.1 - 2009 Design for access and mobility - general requirements for access - New building work)
Signage and way finding	Provide signage and way finding elements that are clear, concise, and easy to read and display the blue international symbol for access, as appropriate (include Braille and tactile markings where appropriate). (As per AS1428.1 - 2009 Design for access and mobility - general requirements for access - New building work)

Public realm

Public realm refers to all external spaces accessible to the public that are owned or managed by Council. Council is directly responsible for the planning, design, improvement and maintenance of specific aspects of the public realm such as residential streetscapes, activity centres, parks, open space, shared pathways and playgrounds.

Barriers within the natural environment restrict people with a disability and their families to conduct their lives in a spontaneous and unplanned manner. Where possible Council will endeavour to make the local natural environment accessible for all.

At the time of writing this Policy Statement Council's Open Space Strategy was under development. A key priority action of this strategy will be to develop Urban Design Guidelines and an Integrated Design Manual that will articulate the specific design standards for fixtures and types of infrastructure in the public realm. This work is proposed to be undertaken in 2018-19, following the adoption of the Open Space Strategy.

This Policy Statement will apply the principles below in the design of parks, reserves and play spaces as well as guide the development of design standards to ensure all types of furniture, fixtures and pavements surfaces within the public realm are appropriately designed to support access for all.

Parks and reserves

While the size, use and level of amenity for each park or reserve may vary, the following key principles will be considered when designing for improved or new open spaces.

Table 4. Universal Design principles within parks and reserves

Universal Design Principle	Description of improvements
Connections	All elements within parks and gardens should be connected via a continuous accessible path of travel, for example, car parking, toilets, buildings, play areas, drinking fountains and seating
Park approach and entry	Parks and gardens require approach routes for both vehicles and pedestrians. These should be well signed with entry points that users can easily find. Entry points should be easily identifiable and incorporate effective contrasts to the background area
Pathways	Continuous accessible paths of travel free from obstacles should be provided to all installations in parks and gardens including all play spaces and activities. They should incorporate alternatives to steps, be firm, stable and slip resistant and avoid excessive slopes and cross falls wherever possible. Ramps with appropriate gradients, kerbs, handrails, landing and resting points should be provided where slopes cannot be avoided
Scenic vista and observation areas	Observation areas along paths should be designed so that people who stop to enjoy the scene do not obstruct the path. Spaces should be provided beside, but connected to the path, for effective use by everyone
Furniture and resting places	Rest and picnic areas should include seating with backs and armrests, tables with extended ends or clear spaces to allow for a person using a wheelchair to move underneath or to clip on a child restraint
Barbecues	Barbecues must be useable by everyone with controls at the front of the hot plate. A level bench top next to the hotplate must be provided. Barbecues should be located off, but connected to, a continuous accessible path of travel, as well as being close to other important facilities such as toilets and play spaces
Shade and shelters	Where picnic and rest areas incorporate structures, such as a rotunda, there should be level or step free access available, as an alternative to stairs
Toilets	If toilets and change rooms are provided they should be available for use by everyone. In addition to male and female areas, unisex accessible toilets, showers and change rooms are required as these can be effectively used by children as well as adults and carers, including people with a range of access challenges
Drinking water access	The availability of drinking water for both people and animals is important. Children and adults as well as people using assistance animals will require access to drinking fountains, bowls or other ways of obtaining drinking water. Drinking fountains that are easy to reach, have large lever handles for operation and incorporate a low level drinking bowl for an assistance animal support access for everyone. A firm, slip resistant surface around the installation to support access is also important

Universal Design Principle	Description of improvements
Park signage	It is important to ensure that everyone can effectively interpret and use the different types of signage within the environment. Accessible signage incorporates the positive elements of traditional signage as well as alternatives such as Braille, tactile and audio elements and gives consideration to a number of other key components that impact on accessibility and usability

Public play spaces

Council has a current Play Space Strategy 2013-23 that identifies all existing play space locations and areas in need of new play spaces. Play spaces are currently categorised as either Local or Destination Play Spaces. Similar to the Open Space Hierarchy the extent, size and number of play elements and equipment may vary based on the type of play space and its function.

The following key Universal Design principles will be considered when designing for improved or new public play spaces.

Table 5. Universal Design principles within public play spaces

Universal Design Principle	Description of improvements
Equity and inclusion	Play environments designed to be fair as well as socially and physically inclusive, allowing everyone to participate equitably and as independently as possible
Smart	Play environments designed to be understandable, intuitive, and developmentally appropriate, providing opportunities for everyone to discover and demonstrate that they are smart, capable, able to take risks and be successful.
Independent	Play environments that communicate information in multiple sensory modes support the development of the whole child and the independent participation of everyone in play
Safe	All play spaces will be designed to be compliant with Australian safety standards and address physical, social, and emotional needs. Safe environments allow children of all abilities to develop their skills through fun and challenging play opportunities and to take developmentally appropriate risks
Active	Play environments designed to offer various degrees of challenge and alternatives to extraneous, sustained physical effort allow everyone to participate more actively in stimulating physical and social play
Comfortable	Play environments designed for the comfortable use and movement of individuals with diverse abilities, allowing everyone to participate in play more independently and equally

Implementation plan

The Policy Statement has been developed with input from across Council with the support of universal design experts.

Implementation will be achieved by embedding Universal Design principles into project management, planning, budgeting and decision making, monitoring and evaluating progress and outcomes, and driving continuous improvement in Council processes.

Implementation will work towards achieving the statement's vision for Universal Design and access for all in Hobsons Bay. In order to achieve this Council will:

- form a cross Council working group to champion the principles of Universal Design, keeping the intent of the policy statement relevant, build internal capacity, manage Australian Standard changes, share information and monitor learnings from project delivery
- consult project teams to identify key Universal Design issues and opportunities, and clarify Council's role and responsibilities
- establish internal project management processes and guidelines
- develop practical tools that will be used to apply Universal Design principles to Council planning, budgeting and decision making such as guidance materials (e.g. developer checklists) and updated reporting requirements (e.g. Project Plan templates)
- facilitate Universal Design training for Council staff to build internal capacity, knowledge and advocacy

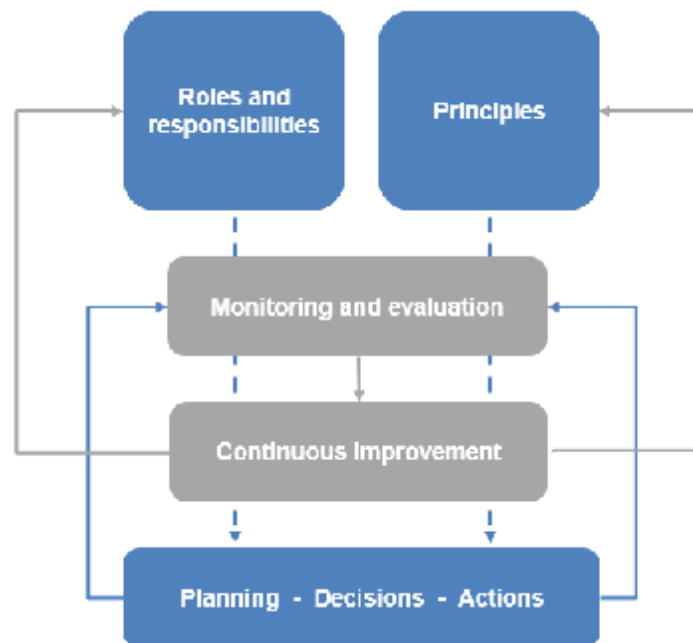


Figure 2: Universal Design Policy Statement Implementation plan

Monitoring and evaluation

The Policy Statement will be a live document monitored and updated on a regular basis to ensure it meets the current and future needs of the community and aligns with building regulations and standards.

Evaluation will include a thorough bi-annual review to appraise what has been achieved, barriers to achieving results, community needs and priority features. Monitoring and evaluation is critical to keeping the Policy Statement on track and understanding how it is improving access outcomes in Hobsons Bay. It will also drive continuous improvement in Council planning and processes.

The cross Council Universal Design working group will identify agreed measurable indicators which will demonstrate:

- Council's building activities and achievements against Universal Design audit recommendations
- specific projects outcomes and how well they contribute to positive access
- community user numbers of Council buildings
- feedback from key user stakeholder groups and community members

Advocacy

Businesses and private developments

Council seeks to become a leader in implementing Universal Design and making Hobsons Bay a more accessible place for all. In doing this, Council also aims to work with local businesses and private developers to encourage them to also implement the principles of Universal Design.

Due to the age of many existing buildings within the municipality and the changes to access standards since their construction, many local businesses are faced with access barriers. While major structural changes to buildings may be difficult, Council will continue to work with local business owners to increase access options.

For private developments, requirements for access fall under the building permit stage of development. It is important to consider accessibility at the early stages of design. Council will continue to work with developers to provide information about Universal Design as well as encourage all private developers to engage an accredited access adviser to provide advice and recommendations to assist their developments to exceed the minimum Australian Standards requirements for access. Through the use of Universal Design greater use of buildings for all ages and abilities is created, therefore increasing marketability, functionality, liveability and aging in place.

State and Federal Government

Council will continue to advocate to the Victorian and Australian Governments to increase legislation regarding access, incorporating the principles of Universal Design within the Building Code of Australia, ensuring both public and private developments, buildings and infrastructure, including the urban environment, are accessible for all ages and abilities.

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