



MASTER PLANNING OF OPENSOURCE POLICY

**DOCUMENT NO:
A3755765**

1.1 Objectives:

The objective of this policy is to outline the scope of process for master planning Council's open space network.

1.2 Regulatory Authority:

Nil

1.3 Policy Statement:

Ipswich City contains an open space network that consists of a variety of recreational settings. These include sports and courts facilities, recreational, waterside and linear parklands, as well as reserves and conservation estates. Ipswich City's open space network is of major benefit to its residents and a major attractor of visitors to the region. Through the application of master planning, Ipswich City Council will plan a flexible and functional open space network that provides for the active and passive recreational needs of the residents of and visitors to the City

1.4 Scope:

1.4.1 Master Planning of Local Parks

Subject to the direction of the Chief Operating Officer (Works, Parks and Recreation), master planning of any Local Level parkland, excluding Local level Sports ground and Courts Facilities, is generally not supported. Alternatively, master planning of Local level Sports ground and Courts Facilities will be undertaken by the Works Parks and Recreation.

Planning / Design Resources

Subject to the direction of the Chief Operating Officer (Works, Parks and Recreation), site planning of Local Parks will be undertaken by planning officers within the Works Parks and Recreation to inform the development of Conceptual Master plan options. These options will be presented to the Divisional Councillor for consideration of a preferred option.

Note: Detailed master plans will not be produced for Local Recreation Parks, with the exception of Local level Sports ground and Courts Facilities.

Stakeholder Consultation

Consultation, media and facilitation are at the discretion of the divisional councillor and may include divisional newsletters, meetings with individual residents or other means employed within the councillor's secretarial support such as letterbox drops. The Divisional Councillor will facilitate any consultation in regard to the master planning of local parks, planning officers from the Works Parks and Recreation can attend public meetings if required.

Adoption of Master Plans for Local Parks

Adoption of master plans and amendments to master plans for local parks is via councils Chief Operating Officer (Works Parks and Recreation). Prior to the adoption of a local park master plan or amendment to a local park master plan the delegate shall consult with the Chairperson of the Parks Sport and Recreation Committee and the relevant Divisional Councillor, for the purpose of establishing whether they have any objection to the adoption of the plan. Only upon the request of the Chairperson or a Councillor, the matter shall be referred to the first available meeting of the Parks Sport and Recreation Committee.

Identification of capital works

Following adoption of the final concept master plan, Works Parks and Recreation planning officers will undertake the Identification of projects reflected in the master plan, in consultation with the relevant Divisional Councillor, for consideration in Council's future capital works programs.

1.4.2 Master Planning of Citywide and District Parks

Planning / Design Resources

Site Planning of District and Citywide Parks will be undertaken by planning officers within the Works Parks and Recreation to inform the development of Conceptual Master plan options. These options will be presented to the Chairperson and Deputy Chairperson of the Parks Sport and Recreation Committee and Divisional Councillor and nominated external key stakeholders for consideration of a preferred option. The preferred conceptual master plan option will be developed into a draft detailed master plan, then a final detailed master plan following adoption by Council.

Stakeholder Consultation

Works Parks and Recreation Planning officers will develop a tailored stakeholder engagement process in consultation with the Chairperson and Deputy Chairperson of the Parks Sport and Recreation Committee and the Divisional Councillor. Works Parks and Recreation planning officers will be responsible for organising group consultation meetings, project promotional material, media, letter box drops and surveys. Works Parks and Recreation planning officers can provide additional support to Chairpersons and Divisional Councillors if additional stakeholder related consultation meetings are requested.

Adoption of Master Plans

Adoption of master plans and amendments to master plans for District and Citywide level parks is via councils Parks Sport and Recreation Committee. Prior to the adoption or amendment to a District or Citywide level park master plan the delegate shall consult with the Chairperson of the Parks Sport and Recreation Committee and the relevant Divisional Councillor/s, for the purpose of establishing whether they have any objection to the adoption of the plan.

Identification of capital works

Following adoption of the final detailed master plan, Works Parks and Recreation planning officers will undertake the "Identification" of projects reflected in the master plan, in consultation with the Chairperson of the Parks Sport and Recreation Committee and the relevant Divisional Councillor/s, for consideration in Council's future capital works programs.

1.4.3 Master Planning of Amenity Nodes (Located in Conservation Estates)

Planning / Design Resources

Site Planning of Amenity Nodes with Council's Conservation Estates will be undertaken by Works Parks and Recreation planning officers to inform the development of Conceptual Master plan options. These options will be presented to the Chairperson and Deputy Chairperson of the Parks Sport and Recreation Committee, Chairperson and Deputy Chairperson of the Environment Committee and the Divisional Councillor and nominated external key stakeholders for consideration of a preferred option. The preferred conceptual master plan option will be developed into a draft detailed master plan. In lieu of prior adoption by Council of a Land Management Plan for a Conservation Estate, the master plan for an amenity node will not need to be submitted to committee for adoption.

Stakeholder Consultation

Works Parks and Recreation planning officers will develop a tailored stakeholder engagement process in consultation with the Chairperson and Deputy Chairperson of the Parks Sport and Recreation Committee, Chairperson and Deputy Chairperson of the Environment Committee and the Divisional Councillor. Works Parks and Recreation staff will be responsible for organising group consultation meetings, project promotional material, media, letter box drops and surveys. Works Parks and Recreation staff can provide additional support to Chairpersons and Divisional Councillors if additional stakeholder related consultation meetings are requested.

Adoption of Master Plans

Adoption of master plans and amendments to master plans for Amenity Nodes is via councils Chief Operating Officer (Works Parks and Recreation). Prior to the adoption of an Amenity Node master plan or amendment, the delegate shall consult with the Chairperson and Deputy Chairperson of the Parks Sport and Recreation Committee, Chairperson and Deputy Chairperson of the Environment Committee and the Divisional Councillor, for the purpose of establishing whether

they have any objection to the adoption of the plan. Only upon the request of the Chairperson or a Councillor, the matter shall be referred to the first available meeting of the Parks Sport and Recreation Committee.

Identification of capital works

Following adoption of the final detailed master plan, Works Parks and Recreation planning officers will undertake the *Identification* of projects reflected in the master plan, in consultation with the Chairperson of the Parks Sport and Recreation Committee, Chairperson of the Environment Committee and the relevant Divisional Councillor/s, for consideration in Council's future capital works programs.

1.5 Roles and responsibilities:

The Works, Parks and Recreation Department is responsible for the "Identification" phase of Council's Capital works planning and delivery process. This includes Strategic Open space Master plans, Master Plans (Parks) and Identification / prioritization of Capital works.

1.6 Definitions:

Local Recreation Parks

Local recreation parks are associated with urban residential areas, with a preferred land area >5000m². They are intended to service a catchment of approximately 1000 persons or persons within a 500m radius. In rural townships they service both the town and surrounding rural areas.

Local Sports ground and Courts Facilities

Local Sports ground and Courts Facilities have a preferred land area >5ha. They are intended to service a catchment of approximately 9,000 persons.

District Recreation Parks

District recreation parks are associated with urban residential areas, with a preferred land area 4 ha. They are intended to service a catchment of approximately 10,000 persons or persons within a 20 – 30minute vehicular trip.

Citywide Parks

Citywide Parks and Sports ground and Courts Facilities have a preferred land area >10ha. They are intended to service a citywide and regional catchment

Amenity Nodes

Amenity nodes are located within Councils conservation estates. They serve as an intensive recreational hub for the estate, as well as designated trail head for the estates broad trail network.

Conceptual Master Plan

A conceptual master plan for a park explores the basic layout, size and physical relationship of existing and new elements within a parkland and its surrounding land uses.

Detailed Master Plan

A detailed master plan for a park explores in detail the layout, size and physical relationship of existing and new elements within a parkland and its surrounding land uses.

Strategic Open space Master Plan

A strategic open space master plan explores at concept level, the function of open space and the physical relationship within Ipswich's open space network and interdependency with other citywide and regional level network planning.

Council's capital works process

Council's capital works process is made up of 5 distinct phases. These consist of;

1. Identification – Master planning, identification and strategic prioritization of future capital works projects.
2. Concept - Concept design for capital works planning
3. Planning & Design - Detailed planning and design for capital works delivery purposes
4. Execution - Execution of capital works delivery
5. Closure - Finalisation of capital works delivery for hand over to Asset Custodian (Works, Parks and Recreation Department)

Note: The Works, Parks and Recreation Department is responsible for phase 1. "Identification" for Council's open space and natural areas network. This excludes Divisional Allocation projects, which is undertaken by IS in line with applicable open space master plans.

1.7 Policy Author:

Principal Officer (Open space, Land and Facilities Operations)
Works, Parks and Recreation Department

Date of Review: 19 January 2018

Date of Council Resolution: 1 December 2015

Committee Reference and Date: P&A Board No. 2015(12) of 17 November 2015 – City Management and Finance Committee No. 2015(12) of 24 November 2015

No. of Resolution: 1

Date to be Reviewed: 19 January 2020