

M1723-2023Q

CAMP RESERVE – REQUEST FOR TOWN PLANNING SERVICES

Revision 1 – 6th April 2023

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1. Introduction

Mount Alexander Shire Council is seeking the services of an experienced Town Planning consultant to coordinate, develop, prepare and represent Council for the submission of a Planning Permit Application for the Camp Reserve redevelopment project.

Over the past few years, Council has been working through a sequential design process for the upgrade of the sporting facilities at Camp Reserve. Following an extensive public consultation period in August 2022, Council resolved at the February 2023 Ordinary Council Meeting to approve the schematic designs as the basis for preparing planning permit documentation for the pavilion and netball/multipurpose courts, and commence a planning permit application.

The draft designs for improvements at Camp Reserve include:

- Construction of a new single sports pavilion with additional change rooms, new social room and community space, match day kiosk, umpires all gender change rooms, and public toilets. This building will be located on the western side of the oval and will replace the three existing pavilions at the north of the site.
- Relocation and development of two new netball/multipurpose courts towards the south of the reserve (adjacent to Forest Street)
- Improved car parking, pathways, access roads and landscaping surrounding the new development zones.

Please refer to attachment 1 with the Council approved schematic designs.

The Site

Camp Reserve is Mount Alexander Shire's premier sporting reserve and is located centrally in the Shire's main population centre of Castlemaine. The reserve currently accommodates a range of sporting and community uses including football, netball, cricket, table tennis and periodic events (e.g. Lions Club swap meets; Castlemaine and District Agricultural Society annual show). Camp Recreation Reserve is located on Crown Land and is managed by Council, with responsibility for day to day management delegated to a Community Asset Committee (CAC). However, Council retains responsibility for planning of long-term facility maintenance and development of the site.

Camp Recreation Reserve is complex and constrained site, with a number of Planning overlays:

Planning Zone	PUBLIC PARK AND RECREATION ZONE
Planning Overlays	FLOODWAY OVERLAY – SCHEDULE 1
	SIGNIFICANT LANDSCAPE OVERLAY - SCHEDULE 2
	LAND SUBJECT TO INUNDATION OVERLAY - SCHEDULE 1
	HERITAGE OVERLAY (HO668)

In addition, Camp Reserve was also recently added to The Victorian Heritage Inventory.

2. Scope of Works

Mount Alexander Shire Council is seeking the services of an experienced Town Planning team to coordinate, develop, prepare and represent Council for the submission of a Planning Permit Application.

This will require all documentation to address clauses within the Mount Alexander Shire Planning Scheme and include assistance with the procurement of required documentation in order to submit a Planning Permit application.

Part 1 – Preparation and coordination of a Planning Application

Specifically the consultant will:

- Lead the preparation and represent Council as the Planning Permit applicant.
- Draft documentation to demonstrate how the proposed project adheres to planning zones, overlays and constraints of the site.
- Integrate information from technical reports into the overall Planning Permit application and consider how this information is complimentary to the planning scheme.
- Provide information and feedback on any schematic design alterations and additional information required as part of the planning permit application.

Part 2 – Procurement and coordination of technical reports

Council seeks assistance from a Town Planning consultant to procure additional technical information (independent reports) that will help support the Planning Application.

The specific services required from a Town Planning consultant would include:

- In conjunction with Council, determination of service specifications.
- Co-ordinate and deliver procurement process with identified potential consultants.
- Supervise the successful consultants to deliver required technical report/s.
- Analyse outcomes of technical reports and include recommendations to be considered for inclusion within Planning Application (Part 1).

Council will directly engage and meet the cost of sub consultant fees.

The following additional technical reports are required to be sourced within this scope of works (Part 2):

1. **Cultural Heritage Management Plan (including Archeology) Report and advice.**
 - **Desktop Assessment**
 - **Standard Assessment**
 - **Complex Assessment**

2. **Flood Risk Report**
3. **Storm water Management Plan**
4. **Acoustic Report**
5. **Emergency Management Plan**
6. **Heritage Impact Statement***
7. **Tree Planting and arborist reports***
8. **Traffic Impact Assessment and Car Parking Demand Assessment***

*Council will assist to nominate a preferred supplier that has completed existing work for this project.

Part 3 – Represent Council at potential challenge in VCAT (Optional)

If the project is challenged in VCAT, Council will seek the services to represent its position. A proposed estimate of cost is requested. Please include preparation, attendance and any reporting costs.

1. Project communication requirements

The Town Planning consultant is to be appointed as lead consultant for the project. The Town Planning consultant shall coordinate the work of all sub-consultants.

Council will provide a central point of contact (Project Manager) to the consultant.

An internal Council Project Control Group will provide feedback to the Town Planning consultant via the Project Manager.

2. Timelines

Timeline that will form the basis of the contract is provided below.

Stage	Anticipated completion date
Part 1 – Preparation and coordination of a Planning Application	May to August 2023
Part 2 – Procurement and coordination of technical reports	May to August 2023
Planning Permit Submission	Late 2023
Part 3 - VCAT representation	TBD, likely in 2024

Respondents should provide an indicative project schedule based on the above timelines. Please allow for sufficient time for Council to review and approve documentation at key phases.

3. Fees and Payments

Consultant should provide a lump sum fee for Part 1 and 2 works as outlined in Schedule F.

For Part 3 (Represent Council at potential challenge in VCAT), it's unknown whether these services are required and a fee will be agreed based on the schedule of rates provided in Schedule F.

A payment schedule will be negotiated with the successful consultant.

The successful consultant will be required to submit a tax invoice, which includes an ABN, for each milestone payment.

4. Consultancy Engagement

The successful consultant/s will be engaged under the Council's Purchase Order Terms and Conditions for Services.

5. Attachments

- A. Camp Reserve Schematic Designs (DOC/22/34544)
- B. Mount Alexander Shire Council Procurement Policy, November 2021 (DOC/21/18330)