



# DEANS MARSH COMMUNITY HUB FACILITY DEVELOPMENT PLAN

## CONSULTANT BRIEF

JANUARY 2022

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## PROJECT PURPOSE

The purpose of the project is to prepare a Community Hub Facility Development Plan for the future development and improvement of the Deans Marsh Community Hall and Cottage, located within the Deans Marsh Memorial Reserve. The project includes the development of a detailed concept design and associated costings of a new multi-purpose community hub that meets the current and future needs of the Deans Marsh community and that also considers the unique character and local significance of the existing site.

## PROJECT OBJECTIVES

Council is seeking to appoint a suitably qualified Consultant to undertake a facility development plan for the Deans Marsh Community Hub to meet the current and future needs of the community.

In undertaking this project the Consultant should at all times be cognisant of the following objectives:

- To undertake holistic planning that reflects a healthy, active, safe and socially connected community and that promotes the ongoing liveability of the Deans Marsh community.
- To protect and enhance the social, environmental and heritage values and character of the reserve. This will include the identification and assessment of the cultural and local heritage values of the reserve and its buildings to determine its aesthetic, historic and/or social significance.
- To align with Council Plan, address current challenges and highlight future opportunities, recognising what Deans Marsh and District area will look like in the future.
- To identify and recommend strategies to improve the function and amenity of the facility and associated infrastructure provided at the site, including an assessment of the passive use in relation to current and future demands.
- To ensure the appearance of the facility provided is visibly improved and the character of the facility is enhanced.
- To ensure views into and out of the site will not impact on neighbouring residences and ensure that any inherent risks currently associated with the active and passive use of the reserve are identified and resolved.
- To ensure that environmentally sustainable practices, universal design principles and gender impact assessments are represented.
- To resolve any vehicular circulation, parking, access and/or egress issues within the reserve.
- To develop a detailed concept plan for the construction of a new Community Hub including quantity surveyor services and cost estimates (QS). The design is to ensure that the facility is functional, flexible, accessible, and meets stakeholder and community requirements in relation to their current and future needs.
- To identify available funding sources for development through all levels of government and other community infrastructure funding opportunities.
- To provide a suggested implementation program of works for staging the project noting immediate requirements and in consultation with relevant Surf Coast Shire officers.
- To produce a plan that provides clear direction for the development and construction of infrastructure at the reserve that is realistic and within resource constraints.

## PROJECT BACKGROUND

The Deans Marsh community is located in the west of Surf Coast Shire and is made of a variety of age groups and family structures. The estimated the resident population within the Deans Marsh and Moriac District is 4,558 and is projected to increase by 7.64% or 348 resident by 2026.

The residents within Deans Marsh have a very strong sense of community and value the development and fostering of strong community connections and opportunities. The community is committed to providing support for their young people, families and older adult population to ensure that the residents can live a socially connected, productive and an independent life.

The Community Hall and Cottage located at 10 Pennyroyal Valley Road, sits within the Deans Marsh Memorial Reserve. The facility is the only Community Hall within the district and plays a key role in developing community connections, providing community development opportunities and has a significant positive impact on the Deans marsh town and its people.

The Hall was originally constructed in 1889 and was relocated to the site in 1921. Due to its location and many extensions and renovations over the years, it has reached the end of its useful life and is now in a state of disrepair.

The main hall area is believed to be the only original part of the structure remaining due to extensions added to the original facility in 1950, 1960, 1975, 1985 and 2000. Refer image below (central dark purple zone is the original footprint while original features such as floor boards have been replaced over the years):



In 2021, investigations were completed by a structural engineer, in line with the Burra Charter. Although it is recognised that there is a high level of local significance associated with the site, the Community Hall building and recreation reserve are not registered on the Victorian Heritage Register under the Heritage Act 2017 and is not an Aboriginal heritage place. The overall site, however, is subject to a Heritage Overlay (HO46).

Switchboard upgrade/renewal has recently been undertaken within the reserve completed in 2021. This included 2 extra 16mm SDI cables from the pit to the meter (now 4) and also 40mm conduit laid in readiness for potential future works and/or 3 phase power coming to Deans Marsh.

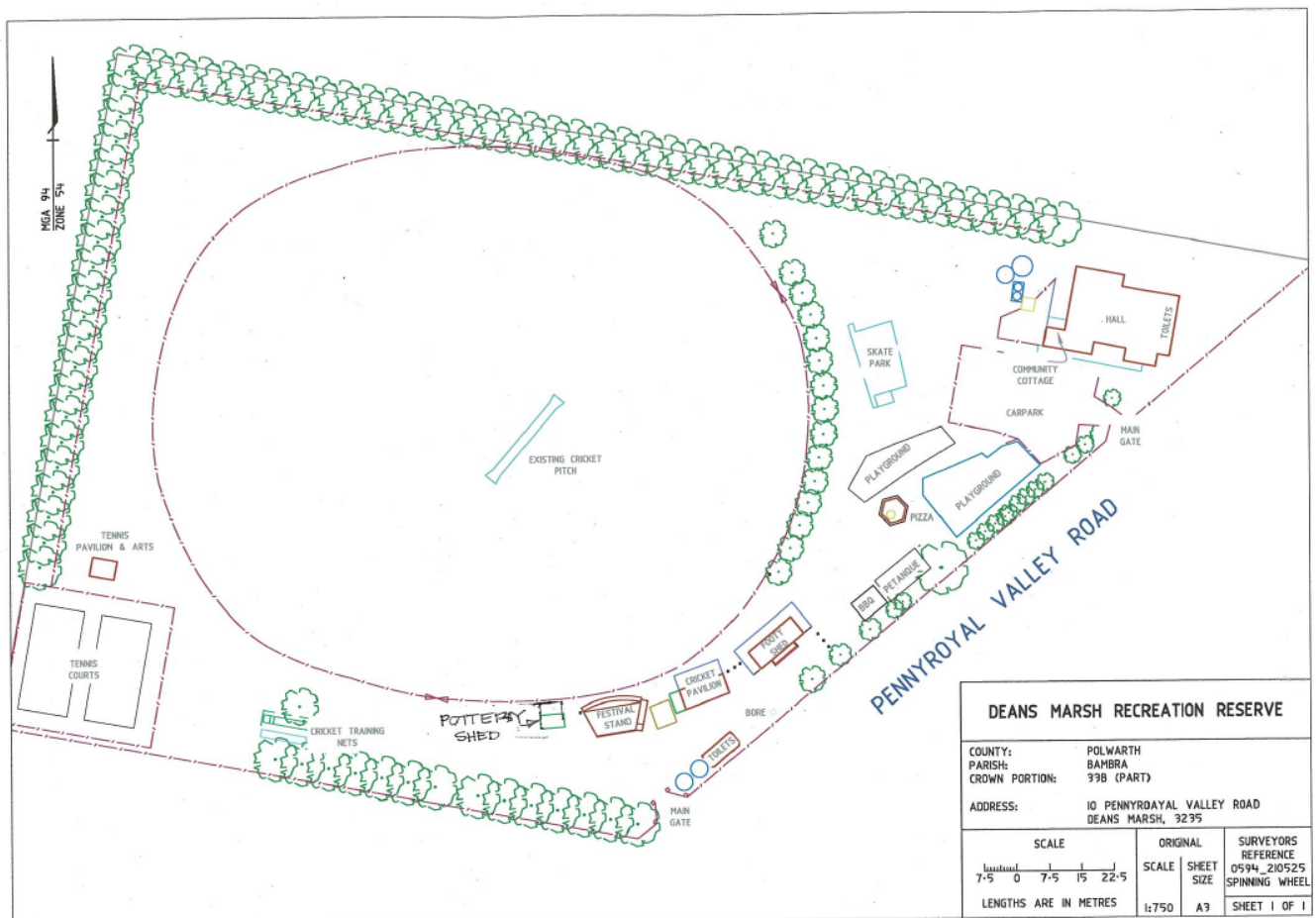
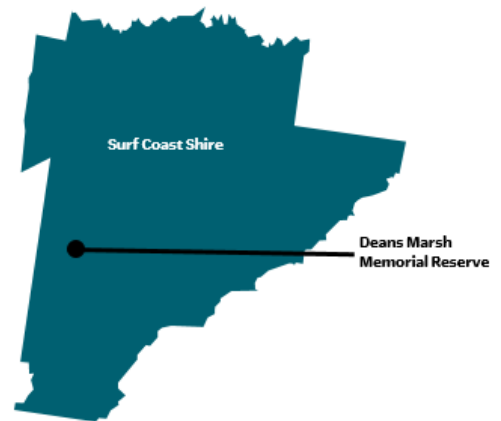
The Deans Marsh Hall is managed by the Deans Marsh Community Asset Committee (CAC) who have an Instrument of Delegation from the CEO to run the facility on behalf of the Surf Coast Shire. The CAC has a MoU with the Deans Marsh Cottage that support their Neighborhood House operation within the facility.

The community has identified the need for a warm, welcoming multi-purpose community space suitable for gatherings of all sizes, particularly during colder months of the year. The recommendation is to design and construct a new building addressing current structural and site condition issues that will better meet the community needs now and into the future (fit-for-purpose), that considers the overall character of the Deans Marsh Community.

## PROJECT LOCATION

The Deans Marsh Community Hall including the Cottage, is located at 10 Pennyroyal Valley Road Deans Marsh Vic 3235. The building sits in the North Eastern corner of the Deans Marsh Memorial Reserve. Within the reserve, the Community Hall is surrounded by a bike track, Skate Park and football/cricket oval on the western boundary, a recently redeveloped playground is located on the southern boundary and the Deans Marsh Primary School is located adjacent to the site to the East.

The site is owned by the Surf Coast Shire and is zoned Public Park and Recreation (PPRZ). There is a Heritage Overlay (HO46) on the reserve and surrounding land and is a Designated Bushfire Prone Area.



## PROJECT SCOPE

### In Scope:

This project encompasses the engagement of the key stakeholders, including the local community, and the development of a facility development plan. The Consultant will also be required to develop a detailed conceptual design in consultation with Council representatives and key stakeholders for a new multi-use Community Hub to replace the current Community Hall and Cottage.

Components included in the scope of this brief are:

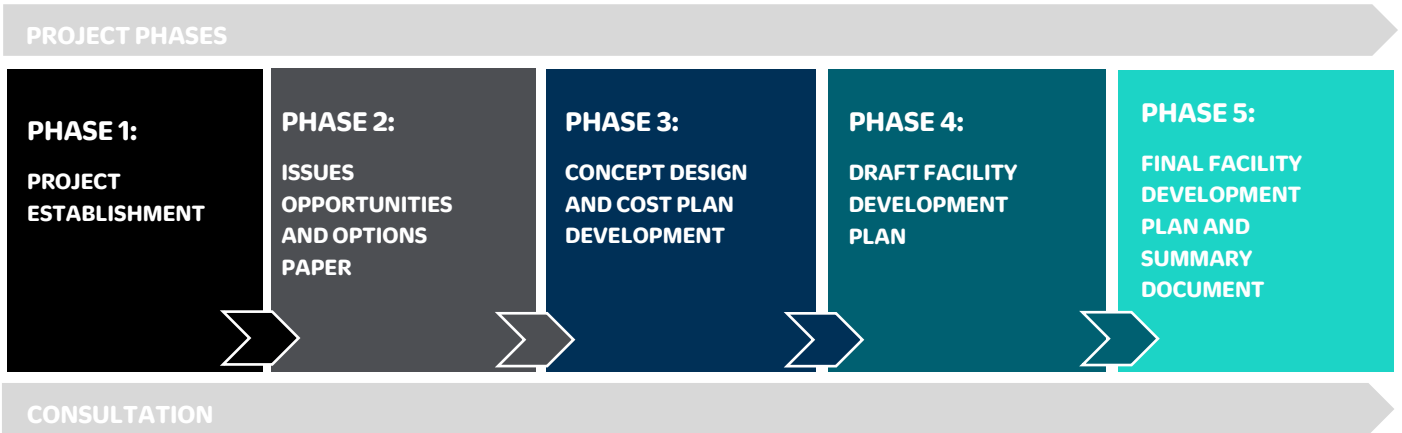
- Issues, Opportunities and Options paper
- The examination and review of existing site conditions
- An assessment of the local heritage values and considerations
- Components and design brief
- Facility Development Plan
  
- Preparation of a detailed concept plan (including floor plan and 3D renders) for the new multi-use community hub including quantity surveyor services (QS) and cost estimates. The design is to ensure that the facility is functional, flexible, and accessible and meets stakeholder and community requirements now and into the future. The concept design should incorporate, but not be limited to, the following:
  - Built form to be designed within the reserve context with consideration to the character of existing surrounds
  - Consolidation of the built form within the surrounding reserve
  - Consideration to the building requirements and needs of an Emergency Relief Centre
  - Ensuring universal and gender impact design
  - Ecologically Sustainable Development (ESD) best practice
  - A Community hall space
  - A multi-purpose / makers space
  - Kitchen facilities
  - Toilets and other amenity commensurate with a multi-purpose facility
  - Storage
  - Maternal Child & Health Services
  - Childcare / occasional services
  - Outdoor social space
  - Carpark and surrounding landscape requirements
- Undertake site investigations as required, including but not limited to:
  - Heritage assessment
  - Tree assessments
  - Features, levels and services survey
  - Flood modelling assessment
- Design documentation with preliminary construction Quantity Surveyor cost estimates and funding strategy
- Final report outlining the strategic rationale and staged approach to the final Facility Development Plan

### Out of Scope:

- Detailed construction designs of the multi-use Community Hub
- Cultural Heritage Management Plan

## PROJECT METHODOLOGY, TASKS AND DELIVERABLES

The following section provides an outline of the broad methodology required for the delivery of the Deans Marsh Community Hub Facility Development Plan. Each key stage is broken up into tasks and outcomes.



### Phase 1 – Project Establishment

#### OBJECTIVE

To ensure there is clear understanding of the scope and services required in accomplishing the project.

All consultant proposals must include a proposed methodology to deliver the scope of services specified in this project brief. The proposed methodology is to include meetings with the various stakeholders and groups identified in Project Governance as defined in this brief.

#### TASKS

- Initial meeting with Surf Coast Shire's Project Control Group (PCG) to clarify and agree to the project plan, consultation and engagement plan and information required for the project.
- Develop a request for information (RFI) detailing information required, type and format.
- Development and approval of a relevant and targeted stakeholder engagement strategy for the project. Undertake a key stakeholder assessment and consider the most appropriate consultation methods for establishing evidence of demand and need, opportunities and barriers across different community groups.

***Note:** Some stakeholder consultation activities will need to occur outside normal business hours. It is Council's expectation that this is considered in the development of the Engagement and Communications Plan. The cost for attendance to stakeholder consultation opportunities should be included as a provision in the submission.*

#### OUTCOMES

- Project plan agreed upon by Surf Coast Shire and consultant.
- Request for Information submitted.
- Agreed stakeholder consultation and engagement plan including timeline, consultation methods, marketing strategies and key messages.

### Phase 2 – Issues, Opportunities and Options Paper

#### OBJECTIVE

To clearly identify and document the issues, needs, opportunities and options relating to the future function, amenity and development of the Deans Marsh Community Hub. Develop an issues, opportunities and options paper based on a review and assessment of background information, consultation findings, industry best practice and considering Surf Coast Shires capacity to deliver.

## TASKS

- Review Council strategic documentation and planning context noting how they relate to this development plan, this includes all relevant strategies, plans, policies, specifications and guidelines associated with the site and area, the community and relevant sports facility standards.
- Assess the wider provision and context of the area and identify the future role of Deans Marsh Community Hub in that landscape.
- Assess all available site, land and ownership information including all relevant building and statutory regulations and an assessment of the ground conditions of the site.
- Conduct an appropriate level of consultation with key stakeholders and the wider community. The results of the consultation must be documented and where appropriate, incorporated into the Consultant's recommendations.
- Conduct an assessment of the lifecycle, maintenance and renewal obligations associated with current facility.
- Review the provision of facilities based on relevant stakeholder needs and preferences.
- Undertake a desktop audit and field inspection of known and predicted site constraints including environmental, heritage values and/or risks associated with Deans Marsh Community Hub.
- Conduct a site survey and map existing conditions at Deans Marsh Memorial Reserve (including services, levels and features).
- Conduct a safety audit based on Crime Prevention through Environmental Design (CPTED) principles and provide recommendations for improvements at the reserve.
- Assess vegetation including indigenous and non-indigenous species and make recommendations for the future mapping, planning and management of new and existing vegetation, where required.
- Document the strengths, weaknesses, opportunities and challenges identified from key findings and associated gaps, and implications on the future functionality, amenity and design of Deans Marsh Community Hub.
- Develop a set of draft principles for the provision and development of Deans Marsh Community Hub that are consistent with Council's vision, direction and priorities.
- Develop and present an issues, opportunities and options paper for consideration by the Project Control Group and Project Steering Group before developing an initial draft design plan or development plan.

## OUTCOMES

- Stakeholders appropriately engaged regarding future design and use of facilities and stakeholder expectations are understood with core needs and aspirations identified.
- Comprehensive analysis of influencing factors on the design of the Facility Development Plan.
- Draft Issues, Opportunities and Options Paper with draft principles developed that will provide the rationale behind the development plan elements.



### **Phase 3 – Concept Design and Cost Plan Development**

#### **OBJECTIVE**

The Consultant will be required to develop a detailed conceptual design in consultation with the Council Representative and key stakeholders. This phase involves the examination and review of existing site condition, preparation of concept design and development of the associated cost estimate.

#### **TASKS**

- Prepare an overall site base plan to be used as a basis for conceptual plans. Existing features and conditions should be noted to inform discussion and the Infrastructure Design Brief.
- Identify the scope of potential works including size, components and relationship of different spaces to each other in relation to the built form and surrounds.
- Develop a Draft Infrastructure Design Brief including an overall site base plan, existing features and conditions and recommended components brief. Designs should be consistent with Councils infrastructure development guidelines and directions.
- Develop a concept floor plan for stakeholder consideration.
- Refine concept floor plan following feedback from stakeholders.
- Develop a detailed concept plan and elevations for community consultation.
- Provide preliminary cost estimates for all aspects of the development (completed by a Quantity Surveyor). The cost estimates should consider Councils resource capacity.
- Cost estimates to include demolition of current facility, site preparation, set up and full construction costs including contingencies. Cost estimates should also include provision for services and connections including, but not limited to, electricity, gas, water and sewer.
- Liaise with Surf Coast Shire to determine relevant partnerships and funding sources for each aspect of the proposed development to inform the funding strategy. This will determine the overall costs recommended in the final development plan and works schedule.
- Outline a funding strategy that aligns with Council's business drivers, obligations / levels of service, resource capacity and identification of other funding sources / mix.

#### **OUTCOMES**

- Draft Infrastructure Design Brief including an overall site base plan, existing features and conditions and recommended components brief for a new Community Hub at Deans Marsh Memorial Reserve.
- Preliminary cost estimates for all aspects of the development (completed by a Quantity Surveyor).
- Funding strategy based on an understanding of Council's business drivers, obligations / levels of service, resource capacity and identification of other funding sources / mix.

### **Phase 4 – Draft Facility Development Plan**

#### **OBJECTIVE**

To develop detailed draft Facility Development Plan for Deans Marsh Community Cottage and release for public exhibition.

#### **TASKS**

- Provide schematic elevations and floor plans with dimensions for the new building(s) and provide an illustrative landscape plan for all other infrastructure within the reserve. All infrastructure is to be designed in accordance with relevant standards and Surf Coast Shire provision guidelines and directions
- Develop a draft Facility Development Plan and for approval by the Project Control Group and amend as appropriate for public consultation.
- Produce draft content for Council reporting.
- Undertake a public consultation program on the draft Facility Development Plan.
- Collect and consolidate feedback from public exhibition process.

## OUTCOMES

- Draft Facility Development Plan with design drawings and documentation, cost estimates, implementation schedule and funding strategy.
- Draft content for Council reporting.
- Draft Facility Development Plan approved for release for public exhibition.
- Consolidated feedback from public exhibition.

## Phase 5 – Final facility Development Plan and Summary Document

### OBJECTIVE

To consider and reflect feedback from public consultation in final development plan and present to the Project Control Group for consideration and adoption. This may require the attendance at a Council briefing session.

### TASKS

- Amend the draft following a review of public feedback and produce the Final Deans Marsh Community Hub Facility Development Plan.
- Produce a summary document to support the advocacy of the final Facility Development Plan.
- Present the final Facility Development Plan to the Project Control Group and Project Steering Group for consideration and adoption. This may require the attendance at a Council Briefing session.
- Produce draft content for Council reporting.

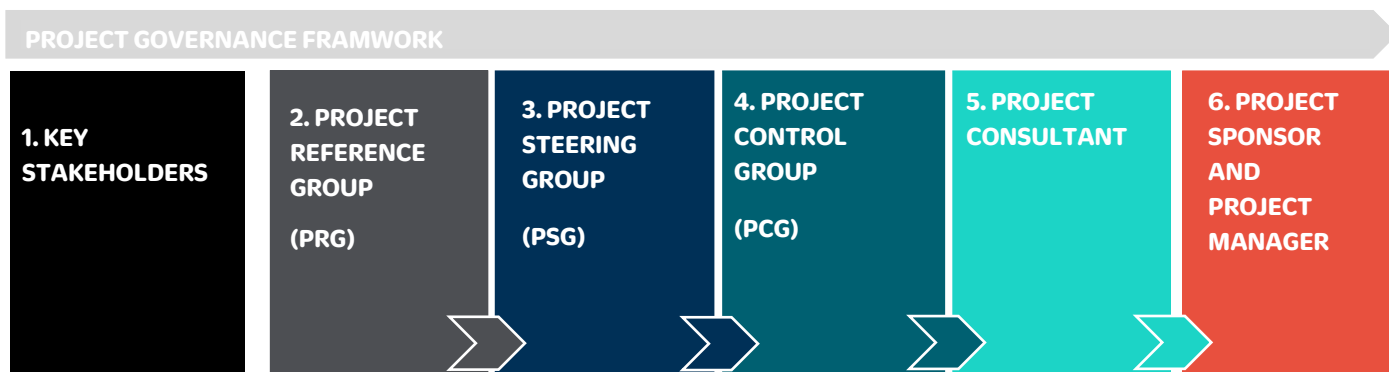
### OUTCOMES

- Final Deans Marsh Facility Development Plan with summary / advocacy document presented to Council for final endorsement.
- Draft content for Council reporting.

## PROJECT GOVERNANCE

The successful Lead Consultant will be supervised by, and responsible to the Project Manager and Project Sponsor at the Surf Coast Shire. As part of the submission, consultants should outline their consultative strategies within the broad governance structure provided. A Project Control Group will oversee the project.

All proposals should outline the proposed meeting schedule for the project control, steering and reference groups as well as any Council presentations and public meetings where appropriate.



## Key Stakeholders

**Role:** To be informed and briefed on the progress of the Facility Development Plan. The Key Stakeholders need to be briefed and informed of the progress of the study throughout the life of the project and will typically include peak bodies, service agencies, internal departments and community members, among others.

## Project Reference Group (PRG)

**Role:** To provide an opportunity for key stakeholders (those not already engaged in the stakeholder groups) to have input into the development of the Facility Development Plan (for example: Community Asset Committee and Tenant Groups).

It is envisaged that these groups will be targeted for separate forums / workshops during the development of the strategy and provide opportunities for these key stakeholders to access information and briefings on the planning process.

A stakeholder analysis will be required at the commencement of the project to determine the number and final make up of each Project Reference Group and the most appropriate representative from each agency / department / organisation.

## Project Steering Group (PSG)

**Role:** To provide technical advice on the project, ensure all relevant technical issues are considered, and guide the work of specialist consultants and general direction setting.

Its membership will be made up of up of management and coordinator level staff from relevant Surf Coast Shire departments. A stakeholder analysis will be required at the commencement of the project to determine the final makeup of the Project Steering Group and the most appropriate representative from each agency / department / organisation.

## Project Control Group (PCG)

**Role:** To provide high-level direction on key issues, approve draft and final reports.

- Manager – Social Infrastructure and Planning (SCS)
- Coordinator – Social Infrastructure and Open Space Planning (SCS)
- Coordinator – Community Health and Development (SCS)
- Asset Management Analyst (SCS)

The Surf Coast Shire Project Manager and key contact will be Brittany Mitchell, Social Infrastructure Project Development Officer, who will provide day to day support, advice and guidance to the Consultant.

## REFERENCE AND SUPPORTING DOCUMENTS

There are number of planning documents that will require review as part of the development plan, these documents will be provided to the successful consultancy at the project initiation meeting.

Relevant key documents, in no particular order, include (but not limited to):

- Deans Marsh and District Community Action Plan (MaDCAP)
- Surf Coast Shire Council Plan and Asset Plan (2021)
- Place Score Liveability Report (2021)
- All relevant Acts and Regulations, strategies, policies and/or documents required

## ROLES AND RESPONSIBILITIES

### Weekly Updates

The Consultant is required to provide a brief weekly update on the progress of the project at the end of each week by email to the Project Manager.

## **Monthly Updates**

The Consultant is required to provide a concise written report on the progress of the project on a monthly basis to the Project Manager for distribution to the Project Control Group. This must at least report on progress against the agreed project timelines and tasks, and early identification of emerging issues to be addressed and/or direction to be provided.

## **Branding and Use of Corporate Logo**

All final reports and documents that are to be released to the public as part of this project must be presented and branded under the Surf Coast Shire. All public reports must be branded and presented in accordance with the Surf Coast Shire Style Guide (to be supplied to the Consultant).

## **Public Advertisement and Notifications**

The Consultant is responsible for organising the content for any public notification, advertising, mail outs and other, as part of the project except where specified elsewhere in this Brief. Payment for these will be borne by Surf Coast Shire. The Consultant will also be responsible for the content of the project bulletin as well as web page content. Any public notifications or documentation should be submitted to the Project Manager for approval prior to being distributed / released.

## **Meeting of Project Control Group and Other Groups**

Supported by the Project Manager, the Consultant is responsible for organising meetings of the Project Control Group, Project Working Group and the Stakeholder Reference Groups. This includes the development and timely distribution of agendas and the taking and distribution of minutes for each meeting. A full contact list will be supplied to the Consultant.

## **Council Briefings and Reports**

The Consultant will be responsible for the development of two Council reports (one for the draft report and one for formal adoption) on the approved Council report template to be supplied. The Consultant may also be required to attend and brief Council at (up to) two formal Council briefing sessions. The cost for attendance at Council briefings should be included as a provisional sum in the submission.

## **Direction and Information**

The Project Manager, when reasonably necessary, will provide direction and information to the consultant in a timely and professional manner, including provision of relevant strategic documents produced by Council.

## **Reporting Arrangements**

The Consultant has a Project Management Structure in place to help deliver the overall project. The roles of the Consultant and day to day reporting arrangements will be clearly outlined to the successful Tenderer.

# **PROJECT OUTPUT REQUIREMENTS**

## **Recommendation requirements**

All designs, outcomes and recommendations provided in relation to the development plan must be realistic and achievable. The development plan shall not recommend additional planning / investigation unless approved by the Project Manager and / or the Project Control Group.

## **Output requirements**

All documents including, but not limited to, issues, opportunities and options paper, draft schematic plans and elevations, illustrative landscape designs, mapping/plan outputs, draft and final facility development plans must be provided in digital format including editable word versions for reports. Provision of additional copies / outputs may be required and will be negotiated if/when required.