

**SECTION B**

**SPECIFICATIONS**

***St Leonards Structure Plan and  
Infrastructure Funding Framework***

**CONTRACT NO. CD027/2024**

**JULY 2024**

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## 1 INTRODUCTION

The St Leonards Structure Plan and Infrastructure Funding Framework will provide a plan for the sustainable development of the St Leonards - Waverley area over the next 30 years and beyond. The Structure Plan will provide for new residential areas, an enhanced village core, new activity centre and improved infrastructure connectivity and services associated with a plan which will deliver 3500 new homes.

It will outline a series of specific projects aimed at ensuring the wellbeing of current and future residents, through the sustainable and best practice planning and development of the local area.

The project is required to ensure:

- The City of Launceston can address its critical land supply shortage.
- The residential growth in St Leonards is coordinated and contributes high amenity neighbourhoods for the City.
- Infrastructure funding and delivery is considered from the outset of the project.

There is an identified need for additional housing in Launceston and St Leonards is an identified growth area within the northern region of Tasmania. St Leonards is located adjacent to the city centre to the east and the available land in this area offers a solution to the housing development challenge faced by Launceston. Ultimately, the Structure Plan for St Leonards will be embedded in the Tasmanian Planning Scheme - Launceston, to streamline planning permit applications to unlock high quality development quicker.

St Leonards has developed in a linear settlement pattern in response to the natural features of the area – the North Esk River and flood plain to the west, and the hills to the east. It also has a compact village core, with a heritage character that distinguishes it from newer suburbs. While St Leonards continues to retain a village atmosphere, over time this is being diluted due to new development that conflicts with the traditional patterns of development. Recent subdivisions developed in the absence of an overall structure plan are largely disconnected from each other and the existing road network. If the incremental nature of housing growth continued unplanned, it would further compromise the road network, impact on natural features and potentially erode the historic character of the area.

The village core has a number of community facilities and services that make St Leonards an attractive place to live. However, the core is constrained by lack of available land. In order to improve local services, the core will need to be consolidated and provide a broader range of shops and facilities. St Leonards is a strong employment area, with a clear economic relationship with neighbouring suburbs, particularly to the west and north. The majority of jobs are within the industrial precinct between Waverley and St Leonards, with manufacturing, construction, transport, postal services and warehousing providing the largest number of jobs and the greatest gross revenue. The area is, however, fractured in terms of land use and there are traffic and amenity impacts on neighbouring residential areas. It will be important for the Structure Plan to maintain road connections to the surrounding suburbs.

Key issues that are being experienced are:

- Lack of connectivity in road and footpath connections, to ensure a permeable and safe network.
- Lack of provision of an equitably distributed and connected open space network.
- Lack of consideration of broader connections to high amenity areas like the North Esk River and connections into the Launceston CBD.
- Lack of understanding of broader retail and community services, and where these are best located to serve the future community.
- Without a Structure Plan, the risk is development in St Leonards continues to occur in an ad-hoc way, comprising the ability to deliver on good urban design outcomes and with the amenities that residents would expect.

The principal outcome of this project is to deliver a Structure Plan and supporting Infrastructure Funding Framework for the St Leonards residential growth area.

The City of Launceston has been successful in its application for Federal Government funding under the Housing Support Program Grant. The Application document sets out the project scope to deliver the Structure Plan and Infrastructure Funding Framework by 31 May 2025.



## 2 THE PROJECT

### 2.1 Purpose

This project has two principal aims.

1. To prepare a staged Structure Plan for the residential growth of St Leonards over the next 30 years and beyond.
2. To prepare an Infrastructure Funding Framework which supports the Structure Plan.

### 2.2 Outcomes Sought

Success for this project will result in a collaborative process between the Lead Consultant and their sub-consultant team with City of Launceston to deliver a Structure Plan and Infrastructure Funding Framework which sets out the best practice outcomes for the residential growth of St Leonards as a place and the city more broadly.

## 3 SCOPE OF WORK

The project should be split into three stages of land release:

1. Now - land within the St Leonards corridor which is already zoned General Residential and Future Urban (but has not been subdivided for residential development).
2. Next - infill land between Waverley to St Leonards (currently zoned Rural/Agriculture).
3. Later - growth area to the south east (currently zoned Rural/Agriculture).

The following elements are required to be included as part of this project:

### 3.1 Review of background information

The City of Launceston has previously proceeded with a number of strategies and community consultation for St Leonards. The relevant previously completed work to the Structure Plan and Infrastructure Funding Framework is identified below:

- *St Leonards Structure Plan 2016-2049 (2016)*  
A series of plans were prepared consistent with the guidance provided in the Greater Launceston Plan. These set a Framework for growth in St Leonards but lacked an overarching vision that had stakeholder buy in.
- *St Leonards Village Plan Discussion Paper (2018)*  
Introduced a vision and guiding objectives for the future of St Leonards and formed the basis of Community Consultation in 2018. This paper will provide useful context for the Structure Plan, but as a document that's over 6 years old a revised background document will be required.
- *St Leonards Village Plan Community Consultation Report (2018)*  
Summarised findings from the community consultation process on the above Discussion Paper. This Report will be useful context in understanding community sentiment. Further consultation will need to take place to understand current community perspectives.
- *St Leonards Waverley Master Plan Transport Impact Assessment (2016)*  
Analysed the existing transport network and potential upgrades required to support the anticipated growth in St Leonards. This work will be useful context for the Structure Plan, but will need to be updated to reflect current transport network capacity.

- *Town Centre Master Plan Concept (2019)*  
Introduces a vision and Master Plan for a new town centre in St Leonards. The Master Plan will be considered and integrated into the Structure Plan where relevant.

Additional Documents which may be relevant:

- *Stormwater Management Plan - St Leonards by Pitt & Sherry (2023)*  
A holistic review with recommendations for stormwater quality management and overland flow and flooding within the St Leonards growth corridor.
- *Northern Tasmania Sports Facility Plan by Ross Planning (2023)*  
Sporting facilities play an important role in supporting happy, healthy, thriving, connected and engaged communities. There are key sports that are at capacity, only to be exasperated by future population growth as well as growth in the sport. The future directions identified aim to address this by identifying a number of additional facilities and undertaking facility upgrades.

### **3.2 The Study Area**

The study area boundary as detailed in the St Leonards Structure Plan 2016-2046 will be the starting point for the Structure Plan. It is noted that this has the potential to be adjusted by agreement with the Project Manager to ensure the project objectives and logical boundaries for the growth area can be achieved.

### **3.2 Lead Consultant**

The lead consultant will have extensive experience in residential growth area planning and how to achieve best practice strategic planning outcomes for communities. They will have urban design expertise and experience with master planning of new communities including new activity centres and open space facilities. Local experience within the Tasmanian Planning System will be of benefit.

#### **3.3.1 Sub-Consultant Team**

The lead consultant will be supported by a team of specialist sub-consultants. The specialist sub-consultants will be appointed by the lead consultant to deliver technical inputs to inform the Structure Plan and Infrastructure Funding Framework. Specialist sub-consultants will be appointed in the fields of traffic, drainage, open space, engagement, retail needs, community infrastructure needs, heritage, bushfire, natural values and agricultural land suitability.

Developing an Infrastructure Contributions Funding Framework for St Leonards is a key component of the project. The Framework should be informed by a review of the previous infrastructure/traffic modelling work and also additional work prepared by the relevant specialist sub-consultants.

*It should be noted that Tasmania does not have an infrastructure contributions framework. The lead consultant will need to work with the Project Manager to determine how the Infrastructure Funding Framework will be implemented.*



The fee proposal should include details of the lead consultant's sub-consultant team including their skills and experience relevant to the project.

### **3.4 Deliverables**

The work must include the following elements:

- a) A suite of pdf maps and GIS files in a format compatible with ArcGIS in addition to any presentation formats.
- b) Background Report summarising existing strategies/reports and policy direction. Identification of gaps in technical work.
- c) Sub-consultant reports and modelling to inform the Structure Plan and Infrastructure Funding Framework.
- d) Structure Plan and Infrastructure Funding Framework for the St Leonards residential growth area:
  - a. Structure Plan supporting report; and
  - b. Infrastructure Funding Framework supporting report.
- e) Innovative stakeholder engagement and community consultation strategy.
- f) Engagement Summary Report.
- g) Presentations/workshops to Council and the community.

Documents over 30 pages must contain an executive summary. Executive summaries are to be written in clear non-technical English so that their contents can be readily understood.

### **3.5 Opportunities for Review**

The proposal must provide for the time and the opportunity for the Council officers to review and input into the key documents prior to finalisation at appropriate stages.

### 3.6 Project Plan

Key Tasks	Overview	Output
<b>Phase 1 - Project Inception &amp; Background Review</b>		
Inception Meeting	Inception meeting with council team.	Project plan with key deliverables and milestones
Background Document Review and Gaps Analysis	Review of existing strategies/reports and policy direction. Identification of gaps in technical work	Background report
Appointment of consultants (phase 1 studies)	Briefs for technical sub-consultants (will be confirmed through the gaps analysis but likely include reports on traffic, drainage, bushfire, heritage, natural values and agricultural land suitability). Appointment of specialist community engagement consultant.	Briefs and inception meetings with technical sub-consultants.
Community engagement strategy	Strategy that outlines approach to Community Engagement for the project.	Draft and Final Community Engagement Strategy
Base mapping	Base mapping to understand current constraints and opportunities.	10x base maps
<b>Phase 2 - Visioning</b>		
Revised Structure Plan for St Leonards	Review and updates to existing Structure Plan, based on outcomes from base mapping and background document review.	Draft and Final Structure Plan
Key issues and opportunities	Summary of the key issues and opportunities for the future growth of St Leonards.	Key Issues & Opportunities Summary Brochure
Council workshop	Targeted workshop with Council to confirm Structure Plan directions and Key Issues & Opportunities. Agree on the vision for St Leonards.	Workshop with Council staff
Appointment of sub-consultants (phase 2 studies)	Infrastructure needs assessments – concept designs of drainage and	Briefs and inception meetings with technical sub-consultants



	transport infrastructure and community infrastructure, retail and open space needs.	
Council workshop	Targeted workshop with Council to confirm Structure Plan directions and Key Issues & Opportunities.	Workshop with council staff
Government agency workshop	Targeted workshop with government agencies to confirm Structure Plan directions and Key Issues & Opportunities.	Workshop with government agencies
Community visioning	Community workshops to test Structure Plan Directions and obtain feedback on the Key Issues & Opportunities.	Community workshops/ drop in sessions
Engagement summary report	Summary report of feedback received from community.	Draft and Final Engagement Summary Report
<b>Phase 3 - Draft Structure Plan and Infrastructure Funding Framework</b>		
Updated Structure Plan and Urban Design concepts	Revised Structure Plan in response to Community feedback and technical report outputs (drainage, transport, open space, retail needs and community infrastructure).	Updated Structure Plan Up to 3x concept drawing for key community spaces such as activity centres or open space.
Council workshop	Targeted workshop with Council to confirm Structure Plan.	Workshop with council staff
Agency workshop	Targeted workshop with government agencies to confirm Structure Plan.	Workshop with government agencies
Draft Structure Plan	Building on the existing work for St Leonards, the Structure Plan will establish growth directions and staging (residential subdivision and infrastructure delivery), infrastructure needs and introduce key design principles for development outcomes sought by Council and the community identified through the previous Phases.	<b>Draft Structure Plan (by 20 December 2024)</b>
Draft Infrastructure Funding Framework	The infrastructure funding framework will identify the infrastructure required (including potential property	<b>Draft Infrastructure Funding Framework (by 20 December 2024)</b>

	acquisition) to support the new development based on the masterplan, potential apportionment (if required) and outline a recommended funding approach.	
Community Engagement on Draft Structure Plan	Community engagement on the Structure Plan.	Community engagement process and Community Engagement Summary Report.
<b>Phase 4 - Final Structure Plan and Infrastructure Funding Framework</b>		
Final Structure Plan	Updated Structure Plan in response to community engagement findings.	Final Structure Plan
Final Infrastructure Funding Framework	Final Infrastructure Funding Framework in response to community engagement findings.	Final Infrastructure Funding Framework <b>(by 31 May 2025)</b>

#### 4 STAKEHOLDER ENGAGEMENT REQUIREMENTS

Submissions should provide for the following engagement as part of the project.

1. Consultation with relevant external stakeholders.
2. A public engagement process, which draws on the IAP2 principles for engagement, including at a minimum the following elements:
  - Presentation of the draft work to Council at two (2) workshops, one prior to release for community engagement and one prior to final decision making.
  - Public release of the Structure Plan and Infrastructure Funding Framework and supporting material through Councils engagement platforms in consultation with council's engagement team through the project manager.
  - Two (2) public presentations or similar engagement events to be determined with council's engagement team through the project manager.
  - Consideration of public comments/feedback.
  - Community engagement summary report.
  - Revisions to Structure Plan in response to community feedback as necessary and agreed.

#### 5 TIMELINES

It is requested the consultant work closely with the Project Manager to ensure the deliverables are met and changes to scope are managed timely and efficiently.

The program should identify hold points in the process aligned with the delivery of tasks to allow the project team to review progress and confirm acceptability of the work prior to



continuation. A period of at least 10 days should be allowed for review and comments back to the consultant.

<b>Phase:</b>	<b>Timeframes:</b>
Project procurement process	18 July - 8 August 2024
Phase 1: Project inception & Background Review	August - September 2024
Phase 2: Visioning	October - November 2024
Phase 3: Draft Structure Plan and Infrastructure Funding Framework	December 2024 - March 2025
Phase 4: Final Structure Plan and Infrastructure Funding Framework	April - May 2025
Project Completion	31 May 2025

### 5.1 Important Deadline

The Draft Structure Plan and Draft Infrastructure Funding Framework must be provided to the Project Manager no later than Friday 20 December 2024.

## 6 PROJECT MEETINGS AND REPORTING

A monthly progress report (max. 1 page) should be provided to the Project Manager to provide:

- a) Updates on project progress
- b) Review deliverables
- c) Estimated funds spent to date
- d) Issues arising from the work

Project meetings are to be minuted by the consultant and reviewed by the Project Manager.

## 7 PRINCIPAL SUPPLIED ITEMS

Principal supplied information available to assist with the completion of this consultancy includes:

- a) Relevant supporting documents link:  
[St Leonards - RFT Relevant Supporting Documents Link](#)
- b) Access to the Council's GIS layers.

## 8 SUBMISSION REQUIREMENTS

Submissions are sought requesting a fee proposal to complete the work. Submissions shall contain the following:

- a) The qualifications and experience of the team of people, which would be assigned to undertake the consultancy.
- b) The capacity of the consultant/team to undertake this proposal.



- c) Where a variation to the phases is proposed, appropriate justification must be provided.
- d) Details of any key assumptions and/or omissions in the proposal.
- e) The consultant must prepare and include in this submission a Gantt chart identifying and confirming the relevant timing of phases.
- f) Fee proposal and schedule of hourly rates.

Submissions can also include additional information as the consultant believes necessary, which may assist in completing the study, or that assists in understanding the capability of the consultant to undertake work.

## **9 FEE PROPOSAL**

The project shall be priced by task and as a lump sum fee service including all costs for Investigations, drafting, secretarial, travel, accommodation, documentation, disbursements, report writing, administrative, overheads, provisional items as described and presentation to Council and the project team.

A table of scheduled hourly rates must also be included for a range of services that may be required for additional work during the project. All hourly rates must include allowances for all office and administrative overheads required to provide the service.

All disbursements are to be clearly communicated in the fee proposal.

All fee proposals should exclude GST.

Where a staged payment schedule is proposed, no more than 4 stages should be provided for with no less than 25% to be payable on satisfactory completion.

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## **10 PROJECT LIASION**

All project correspondence shall be directed to Council's Project Manager, Claire Fawdry.

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