



HUON VALLEY COUNCIL

Part 2 – Specification of the Services

1. Description:

The Huon Valley Council is seeking to engage a suitably qualified and experienced consultant (the “Contractor”) to prepare the Huon Link Road Residential Area Structure Plan, in consultation with Council staff, for delivery in 2025. The services required include planning, urban design, community engagement, transport planning and infrastructure provision.

2. Background:

Huonville is located in the Huon Valley, 40 km away from the primary employment area of Greater Hobart and is an important primary production area for Southern Tasmania. It is close to other towns in the Huon Valley, including Cygnet, Dover, Franklin, Geeveston and Ranelagh, and smaller villages like Crabtree, Cradoc, Glen Huon and Grove, as well as adjoining towns such as Judbury, Lonnavele, Lucaston, Mountain River, Pelterata, Port Huon and Southport. As a result, Huonville serves as the main activity centre for the Huon Valley, providing essential services and functions to residents and businesses in these townships.

The Huon Valley is experiencing significant and somewhat unprecedented development pressure, making it one of Tasmania’s fastest-growing regions, with an increasing projected population growth rate. As the key service centre for the Huon Valley, Huonville has borne the brunt of this growth and the associated development pressures. Huonville must not only prepare to accommodate this anticipated population growth – providing a range of housing opportunities including medium and higher density, as well as affordable and social housing for current and future residents - but also contend with heightened uncertainties and threats, including those arising from climate change, flooding and bushfires.

The population trend is projected to continue, with the Huon Valley region’s population expected to increase by over 4,200 people to 23,029 by 2046. Accommodating this level of growth will require at least 2,500 additional dwellings, exceeding the current practical (vacant) land supply of fewer than 2,000 dwellings. The Huon Valley will exhaust its practical (vacant) land supply in approximately 19 years. While the overall municipal land supply appears adequate, larger towns like **Huonville** and **Cygnet** face unique challenges. Much of the centrally located land has numerous constraints, requiring significant landowner collaboration to bring this land to the market. Structure planning and coordination will be essential to achieve sustainable and high-quality development outcomes.



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Through the development of the Community Vision in 2023, created in consultation with the community, the document outlines aspirations, needs and desires. The Vision, owned by the community, defines a common set of goals:

- **Getting around** - "The townships within the Huon Valley are well connected through improved active transport, public transport, and quality local and State roads."
- **Food production and security** - "The Huon Valley is seen as a leader in sustainable farming and food production with secure agricultural land protected. It provides economic, environmental, and economic benefits."
- **Diverse and inclusive community** - "An inclusive community, where everyone is respected and welcomed. A community that adapts, responds, and supports changing population needs, including older and younger people. Aboriginal cultural heritage is respected, Aboriginal culture, history, knowledge, and rights."
- **Environment** - "The natural environment and ecosystems of the Huon Valley are protected, improved and restored. The community, infrastructure and landscapes are adaptive and resilient to climate change, sustainability and the circular economy."
- **Strong economy** - "Economic development is strengthened across the Huon Valley through supporting existing businesses and growing creative industries, primary producers and local businesses. New businesses and opportunities in tourism contribute to economic sustainability. Tourism continues to play an important role within the local economy while balancing the needs of the local community."
- **Health and wellbeing** - "The Huon Valley has good and equitable access to all government services, including social and affordable health services. Health and wellbeing are enabled through access to social and cultural activities, parks and trails, programs, and nature."
- **Decision making** - "Huon Valley decision making processes are collaborative, transparent, and well communicated. Council continues to actively seek feedback from the community to inform decisions."
- **A home for everyone** - "The Huon Valley provides affordable, quality homes that meet the changing needs of the community. An approach to planning and land use promotes increased housing diversity, sustainability, and neighbourhood character."
- **Creativity and Culture** - "The Huon Valley recognises, values and celebrates creativity and cultural identity. It provides an opportunity for all community."



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- **Learning and development** - "The Huon Valley has access to a range of learning and development opportunities. Through strong educational links and local partnerships, the Huon Valley builds a culture of lifelong learning, enabling local employment opportunities."

The Land Use and Development Strategy (LUDS), developed after the Vision, is the Council's primary strategic document guiding long-term land use and development decisions. It bridges the gap between state and regional planning frameworks and community needs, organised around ten key themes: Heritage, Transport and Access, Service Infrastructure, Community Infrastructure, Environmental Values and Natural Hazards, Resource Industries, Tourist Development, Commercial and Industrial Employment, Communities, and Housing and Growth.

Community and stakeholder engagement for the Vision and the LUDS highlighted the urgent need for a strategic approach to population growth in the Huon Valley. Managing this growth effectively involves focusing on the densification and compact development of larger, well-established towns like Huonville. This strategy requires designating suitable land for residential infill development, ensuring it is brought to market efficiently while carefully considering local constraints, as well as heritage and scenic values. Increasing urban density in Huonville, particularly along key transport corridors, will make it easier for residents to access essential services, facilities and employment, while also mitigating urban sprawl.

A significant portion of land in Huonville, situated in a prime location near the Activity Centre and Main Street, has been identified for this purpose. Already zoned for general residential and future urban development, this area is crucial for driving compact and sustainable residential growth. The land's favourable positioning - protected from high-risk natural hazards - offers an ideal setting for a variety of housing solutions. The focus will be on delivering innovative options that include different densities to meet diverse community needs, with an emphasis on affordability and social housing.

The growth in greenfield areas presents an opportunity to design a network of active and passive transportation options, such as walking trails, cycleways and roads. These networks will provide residents and visitors with greater mobility choices, seamlessly linking the area with the wider Huonville region. Establishing infrastructure that supports public bus routes will further enhance connectivity. Access to well-planned green spaces and vibrant streetscapes will improve the quality of life, offering recreational and social benefits for the community. Mixed-use developments, including cafes, corner shops and small retail



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convenience centres, will be encouraged to complement Main Street's offerings and support essential community needs, such as aged care and healthcare services.

A pivotal aspect of this growth is leveraging the under-construction Huon Link Road to boost connectivity and integration across Huonville. Once completed, the road will link the Huon Highway with Flood Road, diverting Cygnet-bound traffic from Main Street. This will help alleviate congestion, enhance safety and create opportunities for revitalising Huonville's Town Centre, transforming Main Street into a more vibrant and pedestrian-friendly area.

Given the numerous changes and growth pressures facing Huonville, the study area - primarily consisting of existing General Residential and Future Urban zoned land under the Tasmanian Planning Scheme (TPS) - has been carefully chosen. Despite some constraints, this area presents a significant opportunity. The structure plan, developed with input from the community and stakeholders through the Vision and LUDS processes, will serve as a blueprint to guide sustainable growth and development, balancing challenges with opportunities to benefit the locality.

Precinct Vision and Principles

Through the extensive community engagement in developing the Vision and LUDS, a shared vision and principles were established. Vision and principles that describe the 'essence' of what the area will be in the future. This vision and set of principles will guide the development of the discussion paper and structure plan. The detailed vision has been encapsulated into the below guiding statement for the project:

Vision Statement:

"We are a diverse, productive and welcoming community with strong connections to the environment. We will continue to protect and promote the unique opportunities the Huon Valley provides including local produce, creativity, and access to the Huon River. As the community grows, we will continue to strengthen connectivity, employment, and education, while balancing the opportunities for a rural lifestyle."

The below principles for the area include a set of detailed placemaking objectives.

Principles:



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- Affordable, quality homes that meet the changing needs of the community. An approach to planning and land use promotes increased housing diversity, sustainability and neighbourhood character
- Improved transport options, including public and active transport, with quality road infrastructure connecting townships
- An inclusive community that adapts, responds and supports changing population needs
- Preservation and restoration of natural landscapes to build resilience against climate change and support a circular economy

3. Project Purpose:

The Huon Link Road Residential Area Structure Plan (the "Plan") aims to transform the Huon Link Road Residential Area into a vibrant, well-integrated and sustainable community that is an attractive place to live. The Plan will serve as a strategic framework to guide future land use and development, aligning with the community's vision of a connected, adaptable and resilient urban environment. By facilitating collaboration among key stakeholders, it will bring to life a cohesive and shared long-term vision for the area.

A carefully crafted structure plan will outline the preferred land use patterns and lay the foundation for implementing a Specific Area Plan (SAP), complete with statutory controls to direct development in a manner consistent with the community's goals. This comprehensive approach will address growth in a balanced and sustainable way, ensuring that development supports social, economic and environmental well-being.

The plan will address:

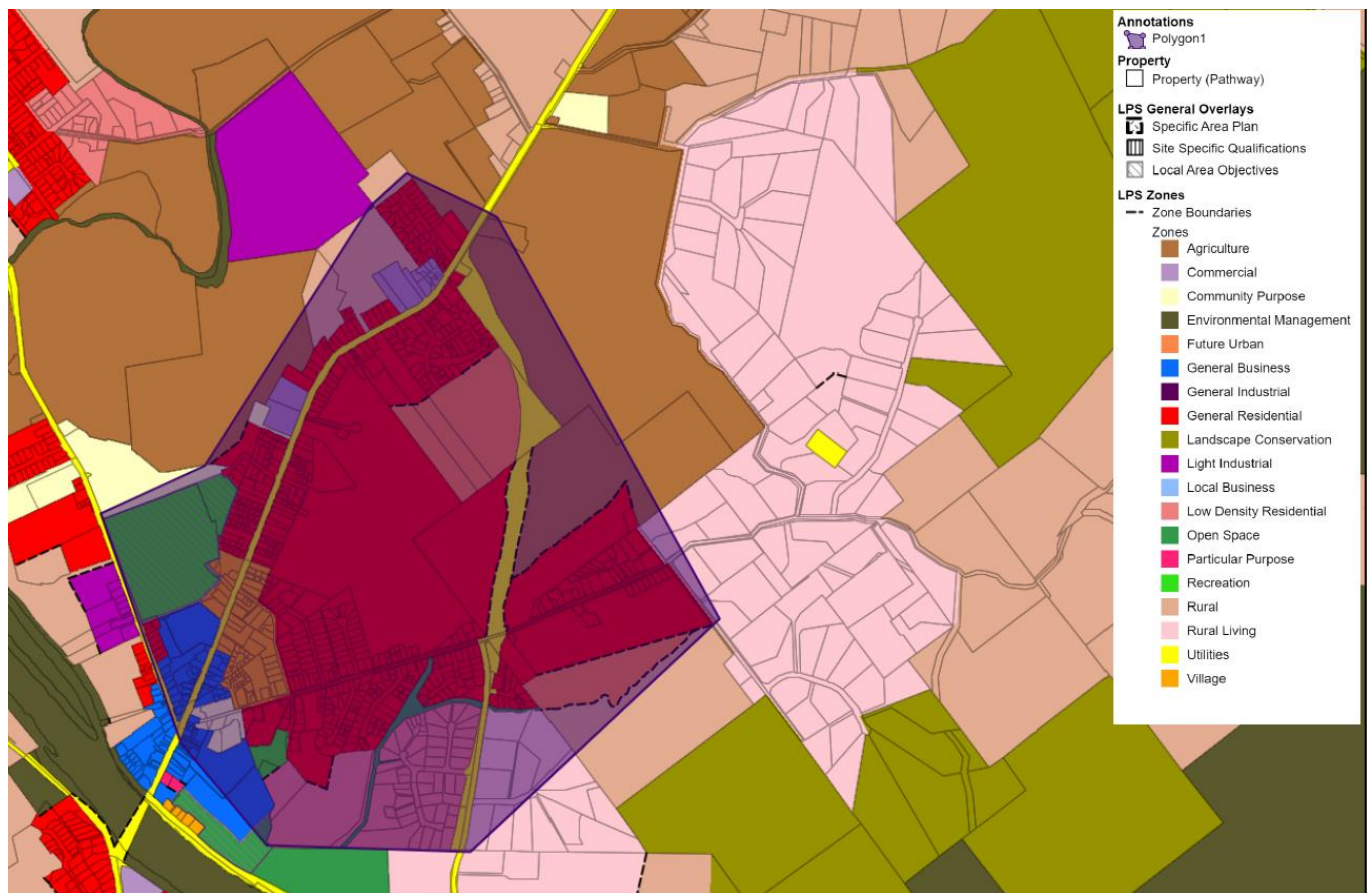
- land use,
- residential density and housing diversity,
- built form,
- transport integration,
- the public realm,
- resource efficiency,
- open space provision and
- infrastructure.



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It will be a blueprint for development, investment and infrastructure over the next 5-10 years. It will include recommendations for policies and development controls to guide planning and sustainable growth.

Study area for project highlighted below (approximate boundaries):



4. Project Objectives:

The primary objective of this project is to engage a qualified consultant to develop a comprehensive and strategic draft structure plan for the Huon Link Road Residential Area. This plan will be created through collaboration with key stakeholders and the community, aligning with the Huon Valley Council's strategic goals and addressing community needs.

The key tasks driving the scope of work includes:

- Establish and maintain a close working relationship with the largest landowners in the study area. The consultant must engage with these landowners throughout the project



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to ensure that their interests and insights are incorporated into the structure plan, facilitating coordinated and sustainable development outcomes;

- Establish a clear and actionable framework for future growth and development in the Huon Link Road Residential Area;
- Identify the key characteristics of the locality that are to be preserved and celebrated as positive representations of Huon Link Road Residential Area's unique identity;
- Identify and account for the existing land use patterns and constraints of the area and the influence this has on future development;
- Identify the possibility of increased density and housing diversity - a mix of housing options to support varied family sizes, life stages and accessibility needs;
- Identify the ideal land use pattern, optimal built form and scale of development for the study area which is based on a range of inputs including design, planning, economic, social, environmental and heritage considerations;
- Conduct comprehensive analysis to ensure that transport routes / linkages within the subject area actively foster safe, efficient and convenient movement for pedestrians and cyclists as well as for vehicles;
- Identify the best additional access point locations onto the Houn Link Road, in consultation with the Department of State Growth and other traffic and movement professionals;
- Identify and enhance active mobility, accessibility and permeability through the area for both pedestrians, PMDs, public transport as well as private vehicular movements;
- Develop a connected road network integrating the existing road grid and designed to encourage and prioritise pedestrian and cyclist movements, supported by appropriate street typologies and hierarchies;
- Understand and identify the open space, community, transport and infrastructure provision requirements to meet the needs of the study area as it evolves across the planning horizon;
- Identify appropriate social infrastructure that will be essential for the health, wellbeing and prosperity of communities as well as suitable locations for these, to support the new residential development;
- Incorporate principles of resource efficiency, sustainable building design and effective water and waste management into the structure plan;



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- Create a detailed visual concept plan that integrates all these elements, providing a clear vision and actionable guide for sustainable growth;

There are number of other related Huon Valley plans and projects that need to be considered when preparing the plan, including:

- Huon Valley State of the Valley report 2023
- Huon Valley Community Vision 2023
- Land Use and Development Strategy 2024
- Renew Huon: Cultivating a future Huonville Precinct Plan 2024
- Huonville Ranelagh Master Plan 2019

5. **Scope of Work:**

Key action	Indicative timing
Stage 1 – Background information Analysis	
Initial inception meeting with Council team	January 2025
Consultant reviews existing information, data, planning framework etc. and commences preparing findings & prepares Community/Stakeholder Engagement Plan (allow for 1 x 1.5 meetings to review baseline data).	February 2025
Stage 2 – Preparation of the Draft Structure Plan	
Confirm scope / dates for consultant team. Prepare draft structure plan outline and stakeholder engagement plan.	March 2025
Conduct engagement with key agencies and stakeholders in partnership with Council.	March 2025
Preparation of draft structure plan, Project team to provide ongoing feedback as required.	April 2025
Workshops with key agencies, stakeholders, Council staff and Council (allow for 3 x 1.5 meetings for workshops)	May 2025
Finalisation of Draft Structure Plan	May 2025



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Key action	Indicative timing
Key hold point – Council review prior to Stage 3	
Stage 3 – Community Consultation on the Draft Structure Plan	
Draft plan put on public exhibition Consultation in partnership with Council	June 2025
Prepare summary of consultation outcomes	June 2025
Prepare the final plan based on consultation outcomes	June 2025
CONTRACT COMPLETE – 100%	
Stage 4 – Council	
Final Plan distributed for comment	July 2025
Final plan endorsed	July 2025

6. Project Deliverables:

Stage 1: Background information analysis

This should include (but not limited to):

- Overview covering the following: Why a precinct structure plan? Key issues and opportunities? What have we heard from the previous community engagement?
- Understanding Huon Link Road Residential Area History
- Huon Valley Community Vision and LUDS, Key Findings, Implementation progress, Community and stakeholder input
- SWOT - Present and future for the precinct: Features | Strengths Weakness and potential threats Opportunities
- Transport network analysis - existing network, current projects and the future vision for transport



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- Overview of key Land Use Planning considerations: Existing land use, Open space provision / analysis, Existing and future urban form based on detailed analysis

Stage 2: Draft Structure Plan

A Structure Plan for Huon Link Road Residential Area to be developed in consultation with key agencies and stakeholders including landowners (noting that there are prominent landholders and owners of some properties to be included in the project) and residents. The draft structure plan should address all objectives and tasks specified in section 4 and include the below (but not limited to):

- clarify the role and function of the precinct consistent with State or regional planning policies and strategies;
- present the detailed analysis that supports growth plans;
- consider interrelationships with similar areas within the region;
- present a vision for the precinct, based on shared and agreed objectives;
- establish objectives and desired outcomes for future development within the subject area;
- identify where growth and change will be facilitated based on themes (e.g. retail, housing, mixed zones);
- provide a spatial view of potential development zones, including suitable locations for specific development to help guide future investment;
- identify opportunities for a range of housing types and increased residential densities, including flow-on opportunities and impacts for social and physical infrastructure and transport;
- identify the best locations for additional access point(s) onto the Houn Link Road in consultation with the Department of State Growth and other traffic and movement professionals;
- incorporate the public transport network and integrated transport plans where relevant;
- demonstrate that the structure plan encourages interlinking travel choices, travel behaviour change and an increase in active and public transport usage;
- plan to maximise transport access to maintain participation in social and economic activities;



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- demonstrate that the area can accommodate projected requirements for housing, social and community infrastructure;
- provide a draft implementation plan, including allocation of responsibilities (partner, advocate, deliver);
- Preparation of a design vernacular that optimises the existing character of Huon Link Road Residential Area, captures the essential design themes that respects and celebrates the neighbourhood fabric;
- establish urban design framework as the basis for future use and development standards;
- provide a comprehensive concept plan integrating all components of the draft structure plan.

Stage 3: Community Engagement

The draft structure plan to be put on exhibition and feedback sought from stakeholders and the community on potential change within the study area. This feedback will inform the final draft structure plan and identify further work we need to do. There will be opportunities for everyone to engage on the draft structure plan in mid-2025 once the consultant has complete work on the draft structure plan.

The consultant must:

- document all engagement efforts, keeping a detailed record of input or feedback from all stakeholders, including elected members, state agencies and the community.
- compile a comprehensive summary report of community input and engagement activities.
- demonstrate how stakeholder input has been considered in revising the draft structure plan, clearly outlining the impact of feedback on the final recommendations.
- provide transparent records of all engagement activities to ensure accountability and openness throughout the process.

As part of this the consultant will need to:

- Attend all required project meetings.



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- Meet all project reporting and administrative requirements.

Note: All documents delivered are to be practical, readable and well-structured and edited for correct spelling and grammar and invest full copyright and ownership in the Huon Valley Council.

7. **Project Timeframe:**

The commencement date is upon signing the contract. It is anticipated that the services including the provision of all deliverables will commence by January 2025 and run for approx. 6 months including 1 month for community consultation. The consultant must adhere to this timeline, ensuring timely delivery of all project components while accommodating necessary adjustments based on stakeholder input.

8. **Required Consultant Profile:**

The selected consultant must be highly qualified, experienced and capable of delivering the project's objectives within the defined timeframe. The following requirements will be used as selection criteria by the selection committee:

- **Technical Capability and Experience** - Demonstrated experience in urban design, strategic planning, community engagement, transport planning and infrastructure projects in complex stakeholder environments.
- **Methodology, Project Understanding and Proposal Quality** - A clear and innovative approach to delivering the project, demonstrating an understanding of the objectives and potential challenges.
- **Local Government Understanding** - A sound understanding of local government operations and the ability to assess and manage risks associated with innovative approaches to collaborative design and planning.
- **Stakeholder Engagement Skills** - Proven ability to engage effectively with a diverse range of stakeholders, including elected members, state agencies, community groups, landowners and residents.
- **Project Management** - Strong project management skills to ensure the timely and efficient delivery of the project, including coordination of subconsultants if needed.
- **Analytical and Design Skills** - High-level analytical skills, supported by a track record of developing creative, practical and evidence-based design solutions.



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- **Communication and Reporting** - Excellent communication skills, both written and verbal, with a focus on preparing clear, well-structured reports and visual presentations that are accessible to a broad audience.
- **Team Expertise** - Access to relevant specialists who can provide expertise in specific areas as needed for the project.
- **Value for Money** - Competitive pricing with a transparent and detailed cost breakdown, ensuring the project delivers value for the investment.
- **References** - Positive feedback from previous clients on similar projects, showcasing the consultant's reliability and quality of work.

The consultant **MUST** also retain or have access to sub-consultants specialising in areas such as planning, infrastructure, transport planning, economics and urban design, as required by the project scope

9. Huon Valley Council Input:

The Huon Valley Council will provide support to the consultant throughout the project. This support will include:

- access to relevant data, reports and strategic documents necessary for background analysis and planning.
- assistance with research, including coordinating meetings with key stakeholders and other relevant councils.
- facilitation of community engagement activities, including booking venues and managing event logistics as needed.
- ongoing feedback and input from the Council's project team to ensure alignment with strategic goals and objectives.
- administrative support for scheduling and organising workshops, meetings and consultation sessions

10. Regular Meetings:

The consultant will be required to attend regular meetings with the Huon Valley Council project team throughout the duration of the project. These meetings will serve to:

- provide updates on progress and address any issues or challenges.



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- discuss and review project deliverables at various stages.
- ensure ongoing alignment with project objectives and timelines.
- facilitate collaboration and communication among stakeholders.

Meetings may be held in person or virtually, depending on the nature of the discussion and the availability of participants. The frequency of these meetings will be determined at the project's inception and adjusted as needed to ensure effective communication and project delivery.

11. Risk Assessment:

Managing risks is crucial to the successful delivery of the project. The consultant must identify potential risks early and develop strategies to mitigate them. Key risks associated with this project include:

- **High Community and Council Expectations** - The project carries significant public interest and high expectations from both the community and senior levels of Council. The consultant must implement effective communication and engagement strategies to manage and meet these expectations.
- **Timeframe Constraints and Project Compression** - The project is subject to strict timelines, with potential compression due to internal and external expectations. The consultant should have robust project management practices to ensure that milestones are met on schedule, with contingencies in place for potential delays.
- **Budget Limitations** - Financial constraints may impact project delivery. The consultant must ensure that all activities are cost-effective and align with the project's budget.
- **Stakeholder Coordination** - Coordinating input from multiple stakeholders, including state agencies, community members and elected officials, may present challenges. The consultant must have strong stakeholder management skills to facilitate collaboration and address any conflicts.

The consultant is expected to maintain a proactive approach to risk management, providing regular updates on risk status and proposed mitigation measures to Huon Valley Council.

12. Project Handover Requirements:



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As per the Conditions of Contract, Huon Valley Council owns any existing material provided or created in the course of providing the Deliverables.

Upon completion of the project, the consultant must ensure a seamless handover of all materials to the Huon Valley Council. The handover requirements include but not limited to:

- all project deliverables, including the final structure plan, reports and supporting documents, in both digital (PDF and editable formats such as Word and CAD files) and hard copy formats as required
- all design related files, including 3D visualisations, CAD files, Indesign files, PS and Illustrator files and any graphics created during the project, in accessible formats. Ensure all data is organised and properly labelled
- transfer full copyright and ownership of all materials to the Huon Valley Council, ensuring that the Council has unrestricted rights to use and modify the documents as needed.

Note: Council reserves the right to edit and make changes to final documentation prior to endorsement and public release. The consultant must also be available for follow-up consultations if any clarification or additional guidance is required after the project handover.

13. Return Brief and Fee Proposal:

The provider must submit a return brief that demonstrates a thorough understanding of the project, including the proposed approach, work methodology and a detailed fee proposal.

The fee proposal must confirm the total cost required to undertake all work described in section 5 and 6 of this RFQ. The total cost shall be broken down into milestone payments aligned with key project deliverables. In addition, the fee proposal must cover the following items:

- The hourly rates for all consulting team members and any subcontractors, if applicable. This should include a clear description of their roles and skill sets. Hourly rates will apply to any approved variations to the contract scope.
- Any charges for travel, listed separately with a clear explanation of the manner in which it is charged
- If reporting and record keeping is to be charged separately then this too must be stated or an indication of how it is included in the milestone payments described



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Each milestone payment claim must be accompanied by sufficient documentation demonstrating the completion of the relevant project stage/deliverable to Council's satisfaction.

Huon Valley Council reserves the right to clarify quotations and request further information for which the Contractor must respond in writing within the time frame given provided that Huon Valley Council provides the Contractor with at least four working days to comply with the request.

The return brief **MUST** also include a Detailed Project Plan, outlining:

- **Project Objectives and Outcomes** - A summary of the key objectives and the intended outcomes of the project.
- **Work Methodology** - A description of the approach and methodology to be used, including key activities, data analysis methods, community and stakeholder engagement strategies and how risks will be managed.
- **Project Timeline** - A detailed timeline that includes specific start and end dates, key milestones, and deliverable deadlines, ensuring alignment with the project scope and objectives.
- **Resource Allocation** - A breakdown of how consulting team resources will be allocated throughout the project, including specific tasks and time commitments for each team member or subcontractor.
- **Risk Management Plan** - An identification of potential risks and a strategy for mitigating these risks, ensuring the project stays on track and within budget.
- **Communication Plan** - An outline of how the provider will communicate progress and updates to the Huon Valley Council, including the frequency and format of status reports and meetings.

The return brief should comprehensively outline how the provider intends to deliver the project efficiently and effectively, ensuring a clear and organised approach to achieving the desired outcomes.

14. Timing:

The quote must be received by 5:00pm (EST) Monday 6 January 2025

Primary Contact:



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