

# Catalina

## Town Planning & Urban Design Consultancy Services

### Request for Proposal

TENDER NO: 04/2018



#### Tender close:

3:00pm (WST), Tuesday 2 October 2018

#### Tender to be lodged in the Tender Box located at:

Tamala Park Regional Council  
Unit 2, 369 Scarborough Beach Road, Innaloo  
Ph: 9205 7500



**Tenders received after the time specified for closing will not be accepted**

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## Background

The Tamala Park Regional Council (TPRC) is developing the Catalina Estate, an urban development in the suburbs of Clarkson and Mindarie. The Satterley Property Group (SPG) acts as project manager and exclusive selling agent on the TPRC's behalf.

The Catalina Estate will comprise around 2,400 lots, providing homes to approximately 6,000 residents. It is anticipated the site will be developed at a rate of 100 - 150 lots per annum. To date over 900 lots have been sold with 976 lots constructed.

It is the TPRC's vision to create an urban centre for choice, sustainability, community and opportunity. Catalina was recently awarded a six leaf EnviroDevelopment accreditation. The TPRC seek to provide best practise environmental outcomes with regards to water use, energy efficiency and conservation whilst optimising natural assets.

The Catalina Estate is comprised of three Precincts being:

1. Catalina Beach

Catalina Beach is a coastal Precinct within the Estate located west of Marmion Avenue. The Catalina Beach Precinct abuts a foreshore reserve and should encompass sustainable design principles. The subdivision design is required to be sympathetic to the coastal environment whilst creating a unique local identity and creating a vibrant coastal interface. Key facts:

- Approximately 500 lots will be developed in Catalina Beach;
- Subdivision Approval has been received for 200 lots within Catalina Beach;
- The first Stage of Catalina Beach (Stage 25) has been constructed and consists of 60 lots;
- To date 37 lots have been sold in Catalina Beach.

2. Catalina Central

The Catalina Central Precinct, located east of Marmion Avenue and west of Connolly Drive, provides diverse housing including detached housing, semidetached housing and a two story apartment development. Construction of the Precinct commenced in 2011 and is now largely complete. A portion of the Central Precinct is subject to a landfill buffer that will gradually be removed, providing more developable land. Innovation, through best practice urban design has been a focus of the Central Precinct. There is an opportunity to pursue future group housing and small lot product in the Central Precinct to provide further housing diversity and innovation.

- Approximately 1,200 lots will be developed in Catalina Central;
- To date, 924 lots have been constructed with 875 lots sold;
- Subdivision approval for a further 90 lots has been granted;
- Approximately 120 lots and a Primary School site are to be created within the landfill buffer;
- Lots in Catalina Central range in size from 200m<sup>2</sup> to over 500m<sup>2</sup>. There is opportunity and desire from the TPRC to create smaller lots within Catalina Central.

3. Catalina Grove

Catalina Grove, located east of Connolly Drive and west of the Mitchell Freeway, has recently undergone a review of the Concept Plan, focusing on the retention of tree canopy/existing vegetation. Catalina Grove is positioned within a walkable catchment of the Clarkson Train Station and therefore transit orientated design principles are incorporated within the design. The design philosophy is more sympathetic to respond to environmental conditions.

The lodgement of an LSP Amendment reflective of the preferred concept is to be undertaken in October 2018. Once lodged the main focus of the TPRC will be to refine the concept, focusing on the following points:

- Lot typology to deliver housing diversity and density in relation to the Train Station;
- Maximise the retention of trees and canopy within the Precinct;
- Planning for a neighborhood centre and main street;
- Subdivision of the first Stage of Catalina Grove.

The three Precincts are considered to have unique elements that offer the opportunity to create diverse living opportunities for a broad market from first home buyers to down sizers and to more established purchasers.

## Scope of Service

This Scope of Service requires the provision of comprehensive Town Planning and Urban Design Services. The consultant is required to carry out all services typically expected of this discipline for a two-year term with a twelve-month contract extension available at the sole discretion of the Tamala Park Regional Council. Without limiting the generality of the foregoing, a list of tasks to be carried out is attached as Annexure E.

## Current Planning & Urban Design

The following major planning tasks/actions are being undertaken and will be required to be completed and managed by the appointed consultant.

### Catalina Central

- Stage 18B Group Housing Site – Subdivision Concept and Detailed Subdivision Design over a 10,397m<sup>2</sup> site located at the intersection of Connolly Drive and Neerabup Road. The site was formerly identified as a group housing site however, the TPRC have resolved to undertake a subdivision of the site including green title and survey strata titled lots (totaling approximately 30 lots).
- Stage 16A / B Narrow Lot Product Subdivision – Review of the product mix and lot typologies within the approved subdivision design to meet market demand. The review may lead to a subdivision redesign and lodgement for the existing approval of 70 lots.
- Stage 16A / B LDP – Preparation and lodgement of a LDP for the narrow lot product proposed within Stages 16A / B.

### Catalina Beach

- A design concept for the Balance of Catalina Beach (300 lots) is currently progressing and is anticipated to be finalised over the next 12 months. The balance design concept is to address the higher density R80 – R100 portion of the Precinct and to creatively integrate the Precinct with the abutting foreshore reserve to the western boundary.
- A Foreshore Management Plan has been lodged with the City of Wanneroo to support a coastal access way from the western boundary of Catalina Beach and includes a beach car park consisting of 30 parking bays, area for potential surf lifesaving buildings and capacity for the car park to be extended.

## Catalina Grove

- Lodgment of an Amendment to LSP 79 to support the contemporary planning framework for the Grove Precinct including; relocation of vegetation retention areas, maximising retention of environmental assets including trees and rationalizing mixed use zoned land.
- Development of the Catalina Grove Concept Plan to guide future subdivision to accommodate best practise planning and innovation whilst maximising tree retention and providing opportunities for diverse housing, mixed use and commercial land.

## Future Planning & Urban Design

The following is an estimate of future requirements for the Catalina Project over the contract period subject to market conditions and TPRC priorities.

### Local Structure Plan

- Preparation and submission of an LSP Amendment report for Catalina Beach to reflect, identify or rationalise the current and future location and size for sites such as the identified Local Centre, future built form development site(s), the designated R80 – R100 Precinct and the Local Open Space.
- An LSP Amendment is to be lodged in October 2018 and will require the consultant to liaise with statutory authorities as required in order to receive a determination.

### Subdivision Approvals & Applications

- Preparation and lodgment of subdivision applications for Catalina Central (144 lots) and Catalina Beach (approximately 300 lots).
  - Follow up and obtain subdivision determination and conditions of approval.
- Catalina Grove
  - Preliminary concept sketches (Grove Precinct)
  - Preparation and lodgement of subdivision application (including liaison with project team) approximately 190 Lots;
  - Follow up and obtain subdivision determination and conditions of approval.

### Detailed Area Plan (DAPs)/Local Development Plan (LDPs)

- Preparation and lodgement of DAP/LDP applications for noise / bushfire management and POS interface requirements for Catalina including the following up and obtaining of DAP/LDP determinations and approvals.
- Preparation of DAP/LDP and lodgement of application for the local / neighbourhood centres in both Catalina Beach and Catalina Grove including the following up and obtaining of DAP/LDP determinations and approvals.

### Development Application (DA)

- Display Village
  - Preparation of planning report and other documentation to support DA application;
  - Coordination of lodgement;
  - Follow up and obtain DA determination and approval.

## General Planning

General Planning advice is to be provided as detailed in the Scope of Service (Annexure E).

## Supporting Documents

The following information is appended to this Tender to assist in design development:

- Tender Form (Annexure A)
- General Conditions (Annexure B)
- Estate Plan (Annexure C)
- Fee Schedule (Annexure D)
- Scope of Service (Annexure E)

## Submission Requirements

### Written Submission

Tenderers shall provide a written submission, that individually addresses the Selection Criteria of this Tender Document.

The submission shall include the following:

- Two unbound copies of your submission;
- Two electronic copies of your submission on separate USBs or CDs;
- Details of all information required to demonstrate the capability of the tenderer against the selection criteria for each particular discipline;
- Completed Tender Form as provided under Annexure A;
- Details of insurance coverage including professional indemnity (minimum \$5M) and public and products liability (minimum \$20M);
- Details of any material event, litigation, insolvency, breaches of law, offence or other matters involving the consultant or its Directors over the past 5 years;
- Tenders must be placed in a sealed envelope and lodged in the Tender box at Tamala Park Regional Council, Unit 2, 369 Scarborough Beach Road, Innaloo WA 6018 not later than the time and date on the cover page of the Tender Document. **Tenders received after the time specified for closing will not be accepted.**

## Assessment Process

At the close of Tender, all Tenders received in the Tender Box at the TPRC office (Unit 2, 369 Scarborough Beach Road, Innaloo WA) will be collected, recorded and assessed by the TPRC office.

Tenders will be assessed against the requirements of the selection criteria contained in this Tender Document.



## Management and Reporting Structure

The successful planning consultant will be appointed directly by the TPRC but will report to Satterley Property Group as project managers on behalf of the TPRC.

The TPRC operates under the Local Government Act. Further information on the TPRC, its structure and policies can be found on the TPRC website [www.tamalapark.wa.gov.au](http://www.tamalapark.wa.gov.au).

## Selection Criteria

Tender submissions must address each of the selection criteria individually. The following selection criteria will apply:

### 1. Track Record and Experience of the Tenderer (20%)

The proposal should demonstrate the experience of the tenderer in providing services to similar major land development projects. The proposal should include experience of services provided within the last 3 years as per the above Scope of Service.

Tenderers should demonstrate experience in the following areas:

- Undertaking comprehensive town planning and urban design services of major land development projects;
- Managing town planning and urban design of residential projects;
- Obtaining town planning and urban design approvals for urban developments within project timeframes and within project budget;
- Obtaining town planning and urban design approvals for urban developments.

Tenderers are to provide a list of other projects on which they are engaged in the north west corridor.

Tenderers are to declare any potential conflict of interest.

Two written references should also be provided. Addressing these criteria should be no more than four projects with (1) A4 page per project.

### 2. Capability (20%)

The proposal should demonstrate the capability, in terms of personnel and experience, of the tenderer and identify personnel who will be allocated to undertake the Scope of Service. Details of the tenderer's structure and resources should be provided, together with qualifications and experience of allocated personnel.

The proposal should demonstrate quality control system implemented by the tenderer including but not limited to document management and safety.

Tenderers should demonstrate an understanding of the project requirements and demonstrate the skills and experience of the nominated personnel to achieve the TPRC's objectives.

Key personnel will need to be nominated with the percentage of time each nominated personnel will be dedicated to the project. Any proposed changes to key personnel will require the approval of the TPRC. Addressing this criterion should be no more than four (4) A4 pages.

### 3. Best Practice and Sustainability (20%)

The proposal should demonstrate the company and nominated personnel experience in implementing a high level of originality and innovation in town planning and urban design; best practice town planning and urban design outcomes and the delivery of environmental and sustainability initiatives related to the town planning and urban design discipline in similar projects.

The proposal should clearly demonstrate how a high level of originality and innovation in town planning and urban design, best practice town planning and urban design outcomes and the delivery of environmental and sustainability initiatives will be achieved in the Catalina Estate. Addressing this criterion should be no more than (4) A4 pages.

### 4. Fees (40%)

Tenderers must complete the fee schedule (Annexure D) as requested to cover all the components in the Scope of Service. Fees are to be inclusive of all consultant and sub-consultant fees, report preparation and printing, presentation plans, all disbursements and out of pocket expenses including travel, accommodation, title searches, photographs etc. Annexure D must be fully completed and included in the Tender submission.

## Enquiries

Additional information with respect to the consultancy and the requirements of the brief can be gained by contacting:

Ms Lauren Vidler  
Development Manager  
Satterley Property Group  
via email only: [laurenv@satterley.com.au](mailto:laurenv@satterley.com.au)

## Terms of Engagement

The successful consultant will be required to enter into a formal contract of engagement (AS4122-2010) with the TPRC upon appointment. The initial term of appointment will be for a period of 2 (two) years with the potential for a 1 (one) year extension at the absolute discretion of the TPRC.

The consultant's performance will be formally reviewed every twelve months to ensure that the Scope of Service is being met and the consultant is meeting acceptable performance standards.

The TPRC reserves the right, at its absolute discretion, to terminate the consultancy at any time should the consultant not be able to meet acceptable performance standards.

## General Conditions of Tendering

This Tender is subject to the General Conditions of Tendering detailed in Annexure B.



# Annexure A –Tender Form

**Tender Number:** 04/2018

**Date:**

Tenderers must ensure that they fully and completely disclose all relevant information in completing this form. Terms used in this form have the same meaning as given in the Tender Document, unless the context otherwise requires:

## 1. IDENTITY OF THE PROPONENT ENTITY

---

Name of Organisation(s) ACN /ABN

---

Business Address

---

Postal Address

## 2. CONTACT DETAILS

---

Name of Contact Person

---

Position

---

Telephone

---

Email

## 3. ADDENDA ACKNOWLEDGEMENT

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Proponents to confirm in writing that they have read and understood Tender No. 04/2018, and accounted for any addenda to the Tender Document.

## 4. AGREEMENT TO TERMS AND CONDITIONS

By completing and signing this Tender Form the proponent agrees to be bound by the terms and conditions set out in the Tender Document, and acknowledges the Selection Criteria, and Annexures A – E, contained within the Tender Document.

**Complete and submit this form with the Tender**

Signed by Director of entity Tendering: .....

Name: ..... Date: .....

## Annexure B - General Conditions

### 1. Definitions and Interpretations

The interpretations contained in the General Conditions of Contract are applicable to the Tender Document.

In addition, the following definitions of terms used in this document will apply unless the context otherwise dictates so.

|                                  |  |
|----------------------------------|--|
| “General Conditions of Contract” | means Australian Standard – general conditions of contract for engagement of consultants (AS4122-2010).      |
| “TPRC”                           | means the Tamala Park Regional Council.  |
| “Sub-Contractor”                 | means a sub-contractor contracted to the Tenderer to provide goods or services to contribute to the Project. |
| “Tender”                         | means a valid written offer submitted by a Tenderer following the invitation of the TPRC.                    |
| “Tenderer”                       | means any party submitting a Tender.   |
| “Tender Document”                | includes those documents referred to in Clause 2.1.  |

### 2. Tender Document

This Tender Document shall comprise:

- (a) TPRC Tender Document 03/2018;
- (b) Annexure A-E;
- (c) These General Conditions of Tendering.

The above listed items shall not be altered in any way including the Council’s format or wording. Tender submissions with alterations may not be considered for evaluation.

### 3. Documents to be submitted with Tender

Tenderers should be aware that Tender Submissions may be publicly available.

In accordance with these General Conditions of Tendering the following documents shall be completed, signed and submitted with the Tender:

- Tender Form (Annexure A)
- Fee Schedule (Annexure D)

### 4. Clarification of the Tender Document

Tender enquiries should be referred to the following staff:

Lauren Vidler, Development Manager, Satterley Property Group  
Email: [laurenv@satterley.com.au](mailto:laurenv@satterley.com.au)

## 5. Tender Assessment

Tenders will be assessed on their compliance with the Tender Documents and Tender submission addressing the assessment criteria including price submitted.

## 6. Lodgement of Tender

The Tender must be placed in a sealed envelope, clearly endorsed with the Tender number and title as shown on the front cover of the Tender Document and addressed to:

The Chief Executive Officer  
Tamala Park Regional Council

The Tender shall be lodged in the Tender Box located at:

Tamala Park Regional Council  
Unit 2, 369 Scarborough Beach Road  
INNALOO WA 6018

A Tender may be rejected without consideration of its merits in the event that:

- (a) The Tenderer does not submit a Tender Form which has been completed and signed together with all required schedules and supporting documentation; or
- (b) The Tenderer fails to comply with any other requirement of the Tender Document.

**Tenderers are requested to submit their Tender in duplicate – one (1) original and one (1) full copy inclusive of all brochures and associated documentation. Both copies shall be unbound and clipped (not stapled). Tenderers must submit two (2) electronic copies of the complete Tender submission.**

The Tender may be submitted by prepaid post in time for the Tender to be placed in the Tender Box by the date and time for closing. Tenders close 3pm WST on the date nominated on the front cover of the Tender Document.

No responsibility whatsoever will be accepted by the TPRC for Tenders submitted by post. Production of a receipt for a document having been sent by courier or by post shall not of itself constitute a ground for accepting a Tender.

Facsimile, electronic mail (email) and oral Tenders shall not be admitted for consideration.

A Tender not in the Tender Box at the time and date of Tender opening will be considered a late Tender.

A late Tender shall not be considered for evaluation.

The TPRC accepts no responsibility whatsoever for submitted Tenders failing to be in the Tender Box at the time and date of closing.

## 7. Acceptance of Tenders

The TPRC has the right to accept or reject any Tender and to not accept any Tenders at all.

Tenders will be judged by the TPRC as best suited to the interests of the TPRC.

No Tender shall be deemed to have been accepted until the Tenderer has been notified of such acceptance in writing by or on behalf of the TPRC.

## **8. Disclosure of Contract Information**

- (a) Tenderers should be aware that Tenders may be publicly available.
- (b) Documents and other information relevant to the outcome of this Tender process may be disclosed when required by law under the Freedom of Information Act (WA) 1992 or under a court order;
- (c) The TPRC shall not provide content or comment for use by suppliers to promote their work, products or services by using association with the Council's projects or image;
- (d) Section 17, Part 4 of the *Local Government (Functions and General) Regulations 1996* (the "Regulations") requires that the Council maintain a Tender Register which must include, amongst other detail, the name of each Tenderer whose Tender has been opened and the amount of consideration or a summary of the consideration amount.

By submitting a Tender, the Tenderer acknowledges and agrees to the "Regulations" requirements as outlined above.

## **9. Alternative Tenders**

All alternative Tenders shall be accompanied by a conforming Tender.

Tenders submitted as alternative Tenders or made subject to conditions other than the General Conditions of Contract shall be clearly marked by the Tenderer as an "Alternative Tender". The TPRC may decline to accept any alternative Tender.

## **10. Expiry or Withdrawal of Tenders**

A Tender shall constitute an offer and shall remain open for acceptance for ninety (90) days from the date of closing of Tenders. The TPRC and Tenderers may agree to extend this period by agreement in writing.

Tenders shall not be withdrawn after the date and time for the closing of Tenders without the consent of the TPRC.

## **11. Tenderers to Inform Themselves**

By submitting a Tender, a Tenderer shall be deemed to have:

- (a) Examined carefully and to have acquired actual knowledge of the contents of this Tender Document;
- (b) Examined all information relevant to the risks, contingencies and other circumstances having an effect on its proposal and which is obtainable by the making of reasonable enquiries;
- (c) Satisfied itself as to the correctness and sufficiency of its proposal and the arrangements stipulated by it;
- (d) Made itself aware of the site location, conditions, traffic, and other conditions;
- (e) Made itself aware of any statutory or legal requirements necessary to implement the proposal; and
- (f) Satisfied itself that it, its suppliers and its contractors are fully aware of any applicable provisions of the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*, and be able to comply with these.

## **12. Alterations**

The Tenderer shall not alter or add to the Tender Form or other required documents unless required by these General Conditions of Tendering.

It is the responsibility of Tenderers to refer to the TPRC website ([www.tamalapark.wa.gov.au](http://www.tamalapark.wa.gov.au)) in order to access any addenda which the TPRC may make to the Tender Document, where matters of significance make it necessary.

Tenderers must sign the Tender Form provided under Annexure A, acknowledging that addenda have been noted and accounted for.

## **13. Canvassing of Councillors and Council Staff**

If a Tenderer, whether personally or by any agent, canvasses any of the TPRC's Councillors or staff with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the TPRC may at its discretion omit the Tender from consideration.

## **14. Tender Opening**

All Tenders will be opened in the TPRC's offices, following the advertised closing time. No discussions, including disclosure of submitted Tender pricing, will be entered into between Tenderers and the TPRC's officers present or otherwise concerning the Tenders submitted.

## **15. Clarification of Tenders**

A Tenderer may be requested to clarify a Tender in any respect before final consideration provided that no variation to the Tender sum is offered.

## **16. Copyright**

Copyright in all documents provided by the TPRC for the purposes of Tendering remains with the TPRC except those documents comprising Australian Standards. No Tenderer shall use all or any part of any such copyright property except for the purpose of this Tender. Property of the logos of the TPRC lies with the TPRC.

# Annexure C – Estate Plan



# MASTERPLAN



All Dimensions and Areas are subject to survey. The particulars of this plan are supplied for identification purposes only and shall not be taken as a representation in any aspect on the part of the vendor or its agents. Subject to approval. The Masterplan is subject to change. REF: 2661-as-348c DATE: 10/05/2017 COPYRIGHT: Satterley Property Group Pty Ltd 18 Bowman Street, South Perth WA, 6151 ABN 38 209 054 272

W: [www.catalinaestate.com.au](http://www.catalinaestate.com.au) T: 9368 9068

**TAMALA PARK REGIONAL COUNCIL**  
Building a sustainable community

**SATTERLEY**



## Annexure D – Fee Schedule

| Item Number | Item  | Fee Proposal (Excluding GST) |
|-------------|---|------------------------------|
| 1.1         | <b>Local Structure Plan - preparation and/or amendments (as specified in scope of works)</b>  | /stream 1 amendment          |
|             |   | /stream 2 amendment          |
|             |   | /stream 3 amendment          |
| 1.2         | <b>Detailed subdivision design and application as specified in the Scope of Service</b>   | Per Lot                      |
| 1.3         | <b>Detailed Area Plans</b><br>Preparation and lodgement of DAPs as required (includes all follow up tasks and liaison)  | Lump sum<br>/DAP             |
| 1.4         | <b>Development Applications</b><br>Preparation and lodgement of development applications for Display Villages, Sales Offices and works undertaken on balance title. | Lump sum<br>/DA              |
| 1.5         | <b>SAT</b><br>Preparation of documentation and attendance at SAT hearings and mediation meetings.   | Lump sum<br>/Per appeal      |
| 1.6         | <b>General Planning (as specified in Scope of Service) estimated at an average of approximately 40 hours / month</b>  | Lump sum/month               |

### Hourly Rates

| Role  | Rate |
|---|------|
| Director / Partner                            |      |
| Principal                                     |      |
| Senior Planner / Senior Associate / Principal |      |
| Planner / Associate                           |      |
| Graduate                                      |      |
| Senior Designer / Senior Associate            |      |
| Designer                                      |      |
| Draftsperson                                  |      |
| Graphic Design                                |      |

Fees are to be inclusive of all consultant and sub-consultant fees, report preparation and printing, presentation plans, all disbursements and out of pocket expenses including travel, accommodation, title searches, photographs etc.

Any items of work to be excluded from the services must be specifically identified in the Tender submission.

## Annexure E – Scope of Service

### Local Structure Plan (LSP) Amendments

Undertaking of amendments to the Tamala Park LSP as and when required, inclusive of:

- Comprehensive review of necessary background reporting and documentation;
- Preparation of necessary planning report and required documentation;
- Liaison with SPG, TPRC and the project team on all technical inputs required for compilation of planning report;
- Liaison with SPG, TPRC, project team and statutory authorities as required for compilation of planning report;
- Liaison and meeting with SPG, TPRC, project team and statutory authorities both pre- and post-lodgement for determination of amendment.

### Detailed Subdivision Design

Undertaking of detailed subdivision design for the Catalina Project as required and inclusive of:

- Preparation of preliminary subdivision designs and sketches for the relevant Precincts;
- Preparation of concept plans, as required, to support subdivision applications;
- Liaison with SPG, TPRC, project team and statutory authorities as required for completion of concept designs for the relevant Precincts;
- Liaison with SPG, TPRC, project team and all sub-consultants to complete design;
- Preparation of final Subdivision Plan, including detailed yield calculations, product mix matrix and public open space schedule;
- Undertaking of any amendments to subdivision design if and when required pre-lodgement;
- Preparation of planning report and documentation to support subdivision application;
- Liaison with SPG, TPRC, project team and all sub-consultants to complete planning report;
- Coordination and completion of lodgement of subdivision application;
- Follow up liaison with WAPC and all relevant referral agencies post-lodgement to obtain subdivision determination;
- Review of draft conditions issued by WAPC and liaison with SPG, TPRC, project team and all statutory authorities as necessary;
- Liaison with SPG, TPRC, project team and statutory authorities following determination over points of clarification or dispute;
- Liaison with SPG, TPRC, project team and statutory authorities on subdivision clearance matters as and when required;
- Undertaking of the preparation of Revised Plans post approval for minor modifications to the approved design;
- Lodgement of Revised Plan requests, follow up and liaison with statutory authorities for determination and approval.

### Detailed Area Plan (DAPs)/Local Development Plan (LDPs)

Undertake preparation of DAPs/LDPs inclusive of:

- Preparation of DAPs/LDPs as required;
- Amendments to approved DAPs / LDPs as required;
- Preparation of planning report and documentation to support DAP/LDP applications;
- Coordination and completion of lodgement of DAP/LDP applications;
- Liaison with SPG, TPRC, project team and statutory authorities post-lodgement to obtain development approval;

- Liaison with SPG, TPRC, project team and statutory authorities following determination over points of clarification or dispute;
- Provide clarifications to SPG, TPRC and project team post approval.

### **Development Application (DA)**

Undertake preparation of DAs inclusive of:

- Preparation of planning report and documentation to support DA application;
- Liaison with SPG, TPRC and project team on all technical inputs and plans required for compilation of planning report;
- Coordination and completion of lodgement of DA application;
- Liaison with SPG, TPRC, project team and statutory authorities post-lodgement to obtain DA determination;
- Review of draft conditions and liaise with SPG, TPRC, project team and statutory authorities as necessary;
- Liaison with SPG, TPRC, project team and statutory authorities following determination over points of clarification or dispute.

### **State Administrative Tribunal (SAT)**

Preparation of SAT application documentation and attendance at SAT hearings and mediation meetings for appeals.

### **General Town Planning & Urban Design**

Undertake general town planning and urban design tasks for the Project, inclusive of, but not limited to:

- The completion of lodged planning tasks identified under Current Planning and Urban Design;
- Attendance at fortnightly project meetings;
- Attendance at other meetings as and when requested with TPRC, SPG and the project team including coordination of meetings, conferrals and correspondence as and when required;
- Site visits to project area and/or other relevant locations as and when required;
- Briefing of project team, reviewing and interpreting technical inputs as and when required;
- Providing general planning advice to TPRC, SPG and project team as and when required;
- Provide concept plans when required;
- Addressing all follow up planning work post lodgement of formal planning applications, documentation and requests;
- Proactively engage with and present to the local authority and others as and when required;
- Responding to community and other key stakeholder queries as and when requested;
- Working with TPRC, SPG and project team to implement and deliver the Project;
- Working with TPRC, SPG and project team on specific matters inclusive of, but not limited to:
  - Engineering, Surveying, Landscaping, Sustainability, Environmental, Bush Fire, Noise, Traffic and Marketing;
- Liaison with project surveyors on pre-cal and deposited plan matters;
- Undertaking of ongoing yield analysis, calculation and projections;
- Provide strategic advice on product mix, lot typology, market trends and market demands as and when required;
- Preparation of project plans relating to the following but not limited to:
  - Presentation plans, Yield Analysis plans, Housing Strategy plans, Project Operations plans.
- Undertaking modifications to all plans, figures and associated documents as required / instructed;
- Undertaking administrative duties for all planning tasks (including associated office costs);

- Preparation and ongoing maintenance of POS Schedules for the entire project area;
- Preparation of Concept Plans for Catalina Beach, Central and Grove;
- Preparation of yield analysis, including calculations on alternative yield scenarios, for the entire project area (existing and future) as and when required; and
- Reviewing and providing advice of the status of all existing planning documents as requested.

### **Innovation & Best Practice**

The consultant is also expected to apply innovation and best practice in all town planning tasks through implementation of innovation, best practice and sustainability initiatives. This will be undertaken in collaboration with SPG, TPRC and the project team. In-put will be required into implementing EnviroDevelopment accreditation where requested.