



**ACT**  
Government  
Environment and  
Sustainable Development

ACT Government  
Environment and Sustainable Development Directorate

# **PROJECT BRIEF**

**FOR**

# **OAKS ESTATE MASTER PLAN**

Strategic City Planning and Design

November 2011

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## **1. INTRODUCTION**

- 1.1 Oaks Estate is a rural village situated on the ACT/NSW border, approximately 12km from the centre of Canberra, adjacent to the township of Queanbeyan. The estate covers an area of approximately forty (40) hectares and is bound by the Canberra-Goulburn railway to the south and the Molonglo River to the north. The land use in Oaks Estate is predominately residential with some small scale commercial, community use and rural.
- 1.2 Oaks Estate is historically significant as the centre of Queanbeyan's industrial development during the second half of the 19<sup>th</sup> century. Oaks Estate is named after 'The Oaks', which was part of Duntroon, Robert Campbell's farming estate. This makes Oaks Estate one of only a few place names in the ACT with significant connections to early colonial times (Wikipedia 2011).

## **2. PROJECT NEED**

- 2.1 There are two (2) reasons this project is necessary:
- a) Oaks Estate is an important and unique rural village in Canberra due to the historic nature of the area, its location on the ACT/NSW border and its links with Queanbeyan. The Master Plan will identify planning strategies which will guide future opportunities by focusing on potential growth, transport, land use and community concerns; and
  - b) A Master Plan of Oaks Estate will inform the ACT Land Release Program.

## **3. AIMS**

- 3.1 The broad aims of this project are to:
- a) develop a Master Plan to guide urban planning and urban design decisions that foster sustainable development and redevelopment in Oaks Estate; and
  - b) identify if there is a need for any variations to the Territory Plan to support the Master Plan outcomes.
- 3.2 This project brief provides the information necessary for interested Tenderers to develop a Tender for the project.

## **4. PROJECT OBJECTIVES**

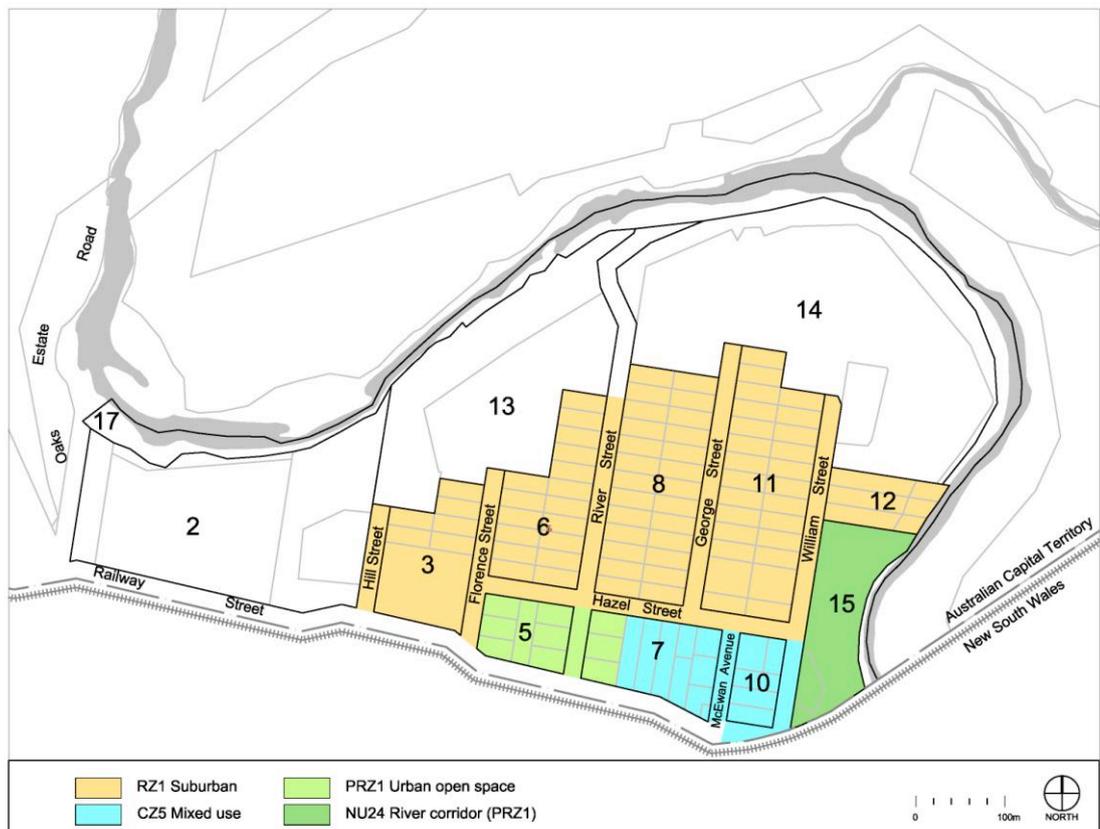
- 4.1 The key objectives of this project are to:
- a) develop a Master Plan to guide urban planning and urban design decisions that foster sustainable development and redevelopment in the Oaks Estate village;
  - b) inform the ACT Land Release Program; and
  - c) identify the requirement for any variations to the Territory Plan to support the Master Plan.
- 4.2 Additional objectives are to:
- a) encourage development and redevelopment that set benchmarks in quality sustainable design;

- b) encourage public realm improvements that set benchmarks in sustainable design;
- c) determine how Oaks Estate can be developed if desired to be a destination and not just a village which services the local community;
- d) understand the limitations of current infrastructure;
- e) facilitate increased connectivity and improved circulation for pedestrians and cyclists within and through Oaks Estate and its links with Canberra and Queanbeyan;
- f) identify sufficient car parking provision to maintain accessibility while minimising additional congestion;
- g) determine how the role of public transport can be improved in Oaks Estate;
- h) identify the important historic aspects of Oaks Estate and draw on these to inspire future redevelopment and development in the village;
- i) encourage mixed use development; and
- j) development efficient use of infrastructure.

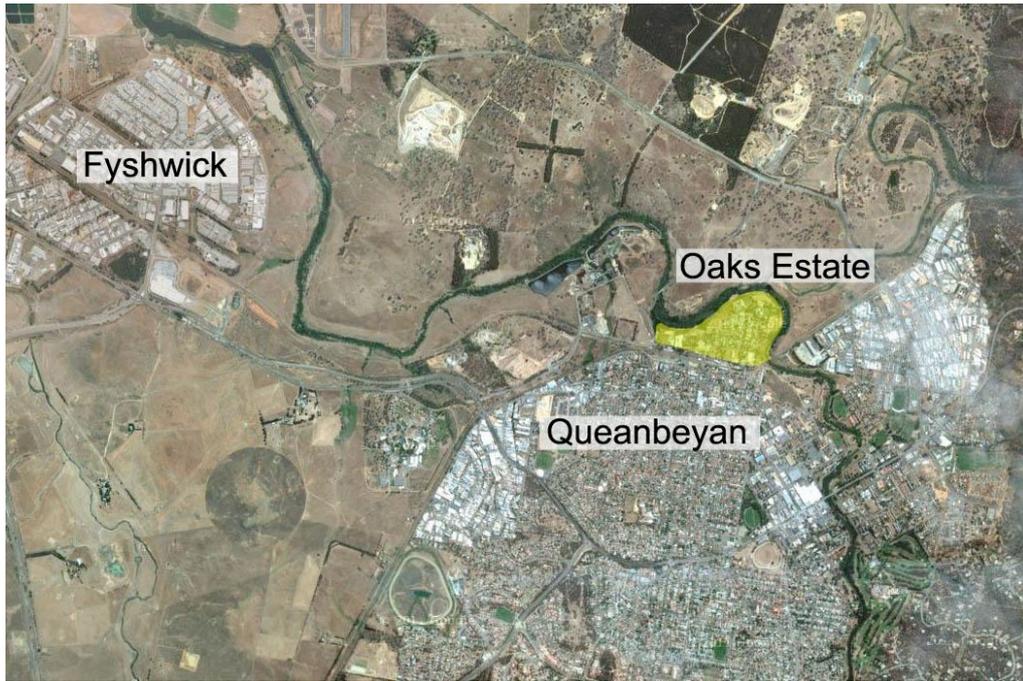
## 5. PROJECT SCOPE

### 5.1 The Project Area

5.1.1 The physical boundaries of this project are within the Oaks Estate village as shown in Figure 1 below. However, this project needs to be considered within the broader context of the area including the relationship with the adjoining City of Queanbeyan, as shown in Figure 2.



**Figure 1 – Oaks Estate Village**



Source: Google Maps

**Figure 2 – Location**

## **6. KEY STAKEHOLDERS**

6.1 The following stakeholders need to be consulted in the development of the project:

- a) residents, workers and visitors who use the village;
- b) surrounding residents of Oaks Estate;
- c) local community groups;
- d) Queanbeyan City Council;
- e) the Oaks Estate traders and building owners; and
- f) ACT Government stakeholders including but not limited to:
  - i) Territory and Municipal Services Directorate (TAMSD);
  - ii) Parks, Conservation and Lands;
  - iii) ACTION buses;
  - iv) Roads ACT;
  - v) Land Development Agency and the Economic Development Directorate;
  - vi) Environment and Sustainable Development Directorate (ESDD) – Design Policy; and
  - vii) other organisations including Federal Police and Emergency Services (as required).

## **7. METHOD**

7.1 The proposed method for this project has two (2) stages which are outlined in detail below. These will be undertaken in conjunction with community consultation and will require an experienced multi-disciplinary project team. As a minimum, the project team will consist of an urban planner and designer, land economist, traffic and parking specialist and a heritage specialist.

### **7.2 STAGE 1 - PREPARATION**

#### **7.2.1 Background research**

7.2.1.1 Determine the context of Oaks Estate including, but not limited to, the following:

- a) regional and Territory planning framework;
- b) land use patterns: buildings and open space;
- c) community amenity and diversity;
- d) methods to prioritise social sustainability;
- e) physical condition: ground, air, water, buildings, topography, aspect;
- f) infrastructure: drainage, water, power, telecommunications, roads and access;
- g) movement: traffic, public transport, pedestrians, cyclists;
- h) property market: demand and supply;
- i) population growth, changing demographics and lifestyle;
- j) accessibility, amenity, diversity;
- k) land ownership;
- l) retail viability in light of surrounding areas (Queanbeyan, Fyshwick, and the Eastlakes urban renewal);
- m) heritage;
- n) environmental features and assets to Oaks Estate;
- o) cultural provision and identity; and
- p) current proposed and approved but unbuilt development.

#### **7.2.2 Analysis**

7.2.2.1 From the findings of the background research undertake an analysis to:

- a) evaluate the existing patterns of built form in Oaks Estate and its surrounds, including heritage issues and characteristics that make it a unique place;
- b) identify key issues for consideration in the development of the Master plan including the complex social fabric and its evolution in the village;
- c) determine what contributes to the character and success of Oaks Estate as a rural village; and
- d) identify factors that would limit potential and propose methods to overcome these.

### **7.2.3 Vision**

- 7.2.3.1 Develop a vision for Oaks Estate. This vision should be developed in close consultation with the community. The vision should clearly identify the type of place Oaks Estate should become.

## **7.3 STAGE 2 – DESIGN**

### **7.3.1 Master Plan**

- 7.3.1.1 A Master Plan is to be developed for Oaks Estate. This Master Plan is to achieve the vision established in the Prepare Stage see Section 7.2 of this Project Brief. Furthermore, determine how the Master Plan is to be implemented. The implementation details need to specify:

- a) land release opportunities. This should include detailed development concepts for any external works supporting the preferred land release. These should include but not be limited to road and traffic improvements, offsite parking arrangements, temporary parking arrangements during construction, services augmentation and public realm improvements;
- b) a capital works schedule;
- c) develop plans, sections and perspectives which propose massing, height, densities, orientation (without architectural or style details) movement routes (both pedestrian and vehicular) and the location and role of open space;
- d) policies that should be adopted to inform the more detailed stage of design for individual buildings and spaces, for example, quality of key spaces or sustainable design principles for buildings;
- e) recommendations for necessary variations to the Territory Plan to achieve the Master Plan; and
- f) development control drawings aimed at supporting variations to the Territory Plan.

### **7.3.2 Plan – Residential and Mixed use**

- 7.3.2.1 Identify opportunities and provide options for potential residential and mixed use sites within the Oaks Estate village and the broader area including:

- a) site size;
- b) pedestrian catchment;
- c) existing servicing of area;
- d) access to the site for pedestrians, cyclists, public transport and motorised vehicles;
- e) impacts on existing surrounding uses i.e. noise, odour and visual;
- f) existing uses which will support multi-purpose trips or opportunity to implement uses which support multi-purpose trips;
- g) effect of future population growth and demographic;
- h) is there physical infrastructure supportive of development such as the road network, sewer, water, stormwater, gas, electricity and gas and means to overcome if not adequate; and
- i) what hazards affect the site i.e. contaminated land and flooding.

- 7.3.2.2 From the information collected undertake an analysis to determine which sites would be appropriate for development.

#### **7.4 Community consultation**

7.4.1 Community consultation is a critical part of the project and will be required in both stages. Consultation shall be managed by a member of the Design Policy team within the Strategic City Planning and Design section of ESDD.

7.4.2 The project team as a whole is required to be involved in the consultation process. Consultation methods are to be determined by the Territory community consultation manager.

7.4.3 Consultation will be used to:

- a) determine a vision for the Oaks Estate; and
- b) develop a Master Plan for Oaks Estate.

### **8 PROJECT DELIVERABLES**

8.1 The preferred Tenderer will be required to co-ordinate all the specialist inputs and to deliver the project outputs. The preferred Tenderer shall ensure that all documents and drawings produced for this project acknowledge the sponsoring Client, ESDD, by including logos and names in the title block of drawings or in text documents.

#### **8.2 Project Quality Plan**

8.2.1 Tenderers are required to submit a Project Quality Plan (PQP) that incorporates the details of the project and how it is to be undertaken.

8.2.2 The PQP is to be submitted by the preferred Tenderer within fourteen (14) days of signing the resulting contract.

#### **8.3 Background research findings, analysis and vision report**

8.3.1 A report outlining the findings of the background research and analysis is to be provided. This report will also include details of the vision and how this was developed in light of community consultation.

#### **8.4 Draft design and Master plan report**

8.4.1 The preferred Tenderer is required to submit a draft report for comment by ESDD. The report is to contain the outcomes of Stage 2 of the Method – Design. In particular the report is to include the Master Plan as an appendix. In addition the draft report is to include implementation details for the Master Plan and details of how it was developed.

#### **8.5 Final design and Master plan report**

8.5.1 The final report will be amended in accordance with comments made by ESDD on the draft report submitted earlier.

- 8.5.2 Documentation requirements - Each report should consist of:
- a) electronic versions of all reports and drawings;
  - b) five (5) sets of bound reports which include any drawings in A3 format and colour if necessary;
  - c) one (1) unbound report which includes any drawings in A3 format and colour if necessary; and
  - d) three (3) x A1 colour mounted or laminated plan sets for the purposes of community consultation. The plan set should include quality perspective drawings which convey the design intent and proposed character of the village for the purposes of community consultation and media releases.

## 9 PROJECT TIMEFRAME

- 9.1 The following timeframes shall apply to the project:

<b>Task:</b>	<b>Due by:</b>
Engage preferred Tenderers	December 2011
Inception meeting	January 2012
Investigation and envisioning with community	February 2012
Draft Master Plan	June 2012
Final Master Plan	September 2012

- 9.2 Tenderers should review this timetable and suggest, if considered appropriate, how it may be modified to better suit delivery targets. There may be some flexibility in the completion date, subject to discussion between the preferred Tenderer and the Territory.

## 10 PROJECT MANAGEMENT

- 10.1 Project progress will be monitored fortnightly either via email, meetings or over the phone and via receipt of deliverables.

## 11 BUDGET ALLOCATION

- 11.1 Interested Tenderers will be asked to provide a lump sum fee proposal for the scope of work described in this Project Brief. The fee proposal should include a price breakdown according to the components of lead consultant, sub-consultants and others and should clearly outline breakdowns of all sub-consultancy tasks. This fee proposal is to be broken down:
- a) into stages that shall form part of an agreed payments schedule; and
  - b) to identify core services and services that are beneficial to the project.
- 11.2 Fees proposals are to show separation of Goods and Services Tax. The submitted total service Tender price must be inclusive of Goods and Services Tax.

## 12 LIAISON

- 12.1 Continual liaison and co-ordination will be required throughout the project with the Territory and preferred Tenderer.

## **APPENDIX 1 - ADDITIONAL INFORMATION**

The following information can be provided upon request or downloaded from the internet:

- Territory Plan 2008  
<http://www.legislation.act.gov.au/ni/2008-27/current/default.asp>
- Oaks Estate Planning Study (2001)  
[http://www.actpla.act.gov.au/\\_data/assets/pdf\\_file/0016/2167/oaksest.pdf](http://www.actpla.act.gov.au/_data/assets/pdf_file/0016/2167/oaksest.pdf)
- AECOM Progress Report No. 2 – Approved and Planned Infrastructure - Oaks Estate - Infrastructure Capacity Study - June 2010
- R D Gossip Pty Ltd - Draft Site Investigation Reports - July 2011
  - Blocks 5,6,9,12 Section 7
  - Blocks 1,2,3 Section 5
  - Blocks 2 & 3 Section 3