

CONSULTANT BRIEF



PARKS & LEISURE
AUSTRALIA
(VIC/TAS)

REQUEST FOR QUOTATION

Support for Development of a Public Open Space Handbook



PARKS & LEISURE
AUSTRALIA
(VIC/TAS)

PUBLIC OPEN SPACE HANDBOOK

Project Proposal

WHAT?

The Public Open Space (POS) Handbook will be developed to assist land managers to plan, design and manage public open space.

The POS Handbook replaces the 2013 *Open Space Planning and Design Guide*.

WHY?

The Open Space Planning and Design Guide was developed and delivered in 2013 by the Parks and Leisure Australia (PLA) Vic/Tas Region's Open Space Planners Network. The guide was prepared with funding and support from Sport and Recreation Victoria and seven local government authorities (Ballarat, Banyule, Bayside, Casey, Hume, Melbourne and Wellington).

The guide now requires updating due to industry advancements since 2013, and to ensure that it continues to be a valuable, leading-edge sector resource.

WHO + WHERE?

The target audience for the POS Handbook will be open space planners, landscape architects and designers, and consultants who work and/or provide services to the 79 local government authorities (LGAs) in Victoria.

The POS Handbook will also be useful to other land managers such as Parks Victoria, water authorities, educational institutions, transport agencies and cemeteries trusts.

WHEN?

The POS Handbook project will be delivered within the 2025/26 FY (July 2025 - June 2026).

HOW?

The POS Handbook is envisioned to be developed in an interactive, modular format. It is intended that this 1st edition:

1. identifies the various individual outputs that the sector seeks guidance on
2. documents existing reference materials that exist so as not to duplicate effort
3. develops a limited number of priority individual outputs/guidance documents

In the proposed modular format, three defined core 'functions' have been highlighted:

PLAN public open space: Planning Practice Notes

- PPN1 – Research review: The benefits of POS
- PPN2 – Legislative framework
- PPN3 – Victorian Planning System
- PPN4 – Policy context
- PPN5 – Open Space Strategies
- PPN6 – Provision standards
- PPN7 – Classifying function + hierarchy
- PPN8 – Developer contributions

DESIGN public open space: Development + Design Guides

- DDG1 – Land suitability
- DDG2 – Design principles
- DDG3 – Outdoor fitness equipment
- DDG4 – Splash parks
- DDG5 – Playspaces
- DDG6 – Synthetic turf
- DDG7 – Dog parks
- DDG8 – Skate + BMX

MANAGE public open space: Management Manuals

- MM1 – Maintenance Schedules
- MM2 – Landscape design manual
- MM3 – Fees and charges benchmarking
- MM4 – Community use of school facilities

Various topic specific individual outputs can be added as and when identified or developed, whether part of the 1st edition of the POS Handbook or later versions.

NOTE: The above structure is for illustrative purposes only and is not an exhaustive list.



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Request For Quote Details

CONSULTANT REQUIREMENTS

Parks and Leisure Australia (VIC/TAS) seek to engage the services of a consultant to assist with delivery of the POS Handbook development. The services required include delivering four phases of work:

1. **Project set up**, including:
 - a. development of a project plan
 - b. establishment of a PCG
2. **Situational analysis**, including desktop research to:
 - a. identify gaps in sector guidance
 - b. document the sector's current challenges and priorities
3. **Prioritisation assessment**, including stakeholder engagement to:
 - a. Categorise sector guidance gaps
 - b. document sector needs in order of priority (e.g. low, medium, high)
4. **Handbook development**, including:
 - a. documenting existing resources and reference materials
 - b. development of a limited number of priority guidance/outputs.

KEY OUTCOMES

Stakeholder engagement, desktop research and analysis to ascertain:

- the context, legislative and planning requirements for open space planning, design and management
- the key challenges that the sector needs to respond to
- what sector guidance already exists

Key outputs include:

- Documentation of the situational analysis
- Documentation of the prioritisation assessment and its outcomes
- The Handbook, including a limited number of priority guidance /outputs

BUDGET

The development of the POS Handbook project has an estimated total budget of \$50,000 (+GST) for consultant support in delivery.

However, it is envisioned that the project stages/ deliverables may be split up to multiple consultants to successfully deliver the project within timeframes/ expertise. In particular, this relates to the development of priority guidance resources that are as yet unidentified.

Given these complexities, the services specifically requested within this RFQ have a **proposed budget of \$30,000 (+GST)**.

FUNDING APPROACH

Estimated deliverables and costs includes:

- POS Handbook structure + Situational analysis/ desktop research (identification of sector guidance needs) = \$10,000
- Review previous OSPN Guidelines and refresh relevant guidance (e.g. DDG1, DDG2) = \$5,000
- Documenting existing external reference materials (e.g. PPN5, DDG3, DDG5, DDG6, DDG8, MM4) = \$5,000
- Development of priority guidance:
 - PPN2, PPN3 and PPN4 = \$5,000
 - Others TBC = \$5,000

This leaves \$20,000 of project funding to support delivery of identified priority guidance items that may be out of scope of the initially engaged consultant (e.g. PPN1, PPN6, PPN7, PPN8, DDG4, DDG7, MM1, MM2 and MM3). Note, this does not preclude the initially engaged consultant from tendering for these additional works.

Other lower priority guidance materials will be subject to future editions of the Handbook dependant on future funding availability.

PROJECT GOVERNANCE

PLA Vic/Tas will be the **Project Client** organisation for the development of the POS Handbook.

VicHealth will be **Project Sponsor**, assisting with funding the development of the POS Handbook.

The PLA Vic/Tas Executive Officer will act as **Project Manager** (PM) to coordinate and manage the project consultant appointed to develop the POS Handbook.

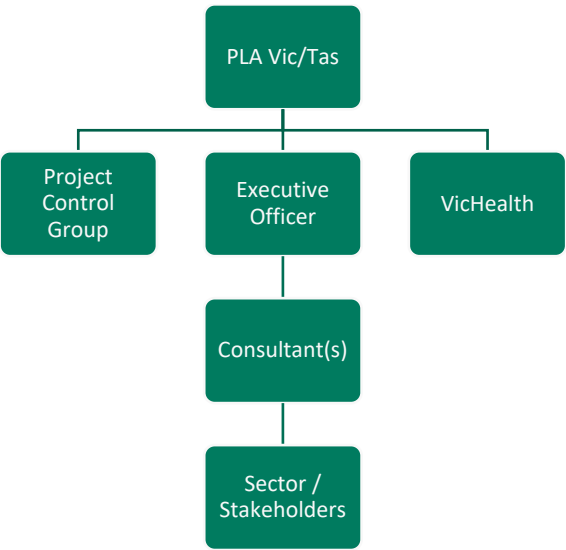
PLA Vic/Tas will go to market to procure the services of one or more suitably qualified **Project Consultants** to deliver the POS Handbook under the guidance of the PM.

A **Project Control Group** (PCG) will be established comprising PLA Vic/Tas, VicHealth and representatives from a selection of industry stakeholders.

Its primary role will be to oversee the successful completion of the project, and to provide resources and technical support to the project consultant, as required.

Due to the timelines for delivery of the guidelines, it is proposed that stakeholders are sourced via mixture of direct invitation and an open Expression of Interest process for interested parties as part of the initial consultation phase.

This ensures that content specialists are engaged from project initiation, whilst providing the entire sector with the opportunity to actively contribute to the project without holding up timelines.



TIMELINES

Activity	Output	Timeframe
Go to market for contractor/consultant	RFQ	Jul 2025
Project setup	Project Plan Establishment of PCG	Aug 2025
Stakeholder engagement phase 1	Sector briefing	Sep 2025
Situational analysis	Documentation of desktop research	Sep/Oct 2025
Stakeholder engagement phase 2	PCG workshops	Nov 2025
Prioritisation assessment	Documentation of prioritisation	Dec 2025
Draft POS Handbook	Draft POS handbook completed including a limited number of draft priority outputs/ guidance	Jan – Mar 2026
Stakeholder engagement phase 3	PCG workshops	April 2026
Final POS Handbook	Delivery of POS Handbook 1 st Edition	May 2026
Formal launch	Sector briefing	June 2026

RFQ RESPONSES

Submissions must be received by **5pm Friday 15 August 2025**, via email victas@parksleisure.com.au.

Submissions should provide the following information as a minimum:

- proposed methodology,
- names of key staff who will be involved in the project,
- timeframes,
- lump sum price, and
- brief overview of company background and experience with similar projects.

In addition, a core component of RFQ assessments will be the proposed stakeholder engagement approach.

Submissions are encouraged to clearly articulate the approach to both PCG and broader industry/sector engagement including:

- number of proposed PCG meetings/workshops
- number of broader sector briefings
- other proposed engagement tools (e.g. sector surveys)



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About Parks and Leisure Australia

Parks & Leisure Australia (PLA) is the leading industry association for professionals in the sector. Through a broad range of services we support members to provide opportunities that strengthen communities through good use of leisure time for the social, environmental, economic and physical wellbeing of all Australians. We are 'The People Behind the Places'. We have been servicing and advocating for the parks and leisure industry since 1926 - originally formed as the Victorian Tree Planters Association, becoming the Royal Australian Institute of Parks and Recreation in the 70's, until merging with the Australian Leisure Institute in 1998 to form PLA. Since then, PLA has become the peak industry body for parks and leisure, and is a now 3,000+ strong member-based organisation with a national office located in Adelaide but administered through five regions: Queensland; NSW/ ACT; VIC/TAS; SA/ NT; and WA.

We exist to:

Represent, advocate, support, connect and empower our members, stakeholders and the wider industry; to achieve quality of life for all people in Australia.

Our Vision

For Australia to be the most liveable country in the world, renowned for its parks, sport and recreation facilities that provide the foundation for healthy communities and liveable towns and cities.

Our Members

Our members are "the people behind the places" who work across policy, planning and the provision of assets, services, facilities, programs, and research in the parks and leisure sector including:



COMMUNITY AND URBAN PLANNING

Play and Playspaces
Open Space + Landscape Design
Recreation + Urban Planning



PARKS, ENVIRONMENT + CONSERVATION

Parks and Gardens
Horticulture + Arboriculture
State and National Parks



SPORT AND PHYSICAL ACTIVITY

Health + Sport Development
Facility Management + Aquatics
Outdoor Recreation



TOURISM, ARTS AND INTERPRETATION

Major Events
Cultural Events
Public Art



RESEARCH AND ACADEMIA

Universities + TAFE
Registered Training Organisations
Other aligned industry associations



PRIVATE SECTOR

Consulting
Trade and Suppliers
Maintenance + Construction

ABOUT THE VICTORIA/TASMANIA REGION

VIC/TAS is the leading PLA region with nearly 40% of total national PLA membership. We have over 1,100 passionate industry members with reach to 3,500+ sector colleagues via our region database and mailing list, and a further 1,200+ LinkedIn followers. The VIC/TAS Region is managed by a voluntary [Council](#) comprising industry professionals from across all parks and leisure sectors, and each with interests and knowledge across a range of sector issues.



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