



Frequently Asked Questions for former Kyneton Primary School Expression of Interest (EOI) process

Updated 22nd May 2020

Why has there been an extension of the close date?

The timeline for the EOI has been extended for one month until 1 June 2020.

A one-month extension is an appropriate compromise between more time for engagement and consultation in response to coronavirus (Covid-19) and the need to make a decision for the safety and preservation of the site.

What is an Expression of Interest?

An Expression of Interest or EOI is a submission that you or your organisation/group can make to identify your interest in using and/or managing all or part of the former Kyneton Primary School site located at 7-15 Baynton Street, Kyneton.

Why is an EOI being conducted?

The land was first set aside for school purposes in 1854 and operated as a school for 161 years before closing in March 2018. The site has been declared as surplus to ongoing operational requirements.

In May 2018, the Victorian Government announced that the former Kyneton Primary School site (the Premises) would be retained in public hands. Between August and October 2018, DELWP on behalf of the Loddon Campaspe Regional Partnership (LCRP) sought feedback on the community's interest in the Premises and to develop a list of realistic objectives for its future use and management.

The community consultation process found a strong preference for the site to become a hub for community use and activities with further work to be conducted through this EOI to determine the most appropriate arrangements for management and use of the site.

What is the purpose of the EOI?

The purpose of the EOI is to:

- provide information to prospective respondents about the Premises
- outline the processes and timetable for the EOI
- invite prospective respondents to submit an EOI
- identify potential proponents with suitable skills and experience to manage, restore and maintain the site
- identify the evaluation criteria that will be used by the State to identify a preferred respondent/s.

Who is an eligible applicant?

Any group, individual, organisation or agency can submit an EOI for the use and/or management for all or part of the site, noting the objectives and principles of the site as set out in the EOI documentation.



How do applicants express their interest?

Applicants are required to express their interest by completing the EOI form.

How do applicants access the EOI documents?

The EOI documents can be found on the DELWP website at <https://www.forestsandreserves.vic.gov.au/land-management/expressions-of-interest-former-kyneton-primary-school-site>

What is the opening date?

Friday 28 February 2020

What is the closing date?

Friday 1 June 2020 at 2pm

How will the EOI be assessed?

Registrants' responses will be evaluated in accordance with the evaluation criteria stipulated in Attachment 1 of the EOI document.

What government funding is available for repairs and maintenance to the site?

At this stage, there are no funds secured for repairs and ongoing maintenance for the site. Submissions for EOIs should identify what funds and in-kind contributions can be made by the applicant towards repairs and maintenance for the site and what other funding will be required from other sources (e.g. government, third party licences and leases) to address the condition of the assets on the site.

How will the successful applicant be notified?

The EOI process will identify proposals for future use and management of all or part of the site and will also address matters such as funding that can be contributed and funding that is required from other sources. Depending on the outcome of the EOI process, a recommendation of the preferred applicant/s and proposed future management model will be made to the Victorian Government. If approved, the successful applicant will be notified.

What happens after the successful applicant is notified?

If a preferred future management model has been identified through the EOI process and the applicant/s have accepted a proposal to formalise the future management and use of the site, appropriate notice will be made to local media and steps commenced to enable transfer of the land to the future landholding Minister.

How will the unsuccessful applicant/s be notified?

Unsuccessful applicants will be notified by mail with an opportunity for them to contact DELWP to discuss the outcome further.

What happens to the management of the site whilst the EOI is being conducted?

The site continues to be managed by the Victorian School Building Authority.



Who do applicants contact for more information?

More information can be obtained from the Project Manager via email
FormerKynetonPS_EOI@delwp.vic.gov.au

Is there asbestos in the wall and roof cavity?

The Victorian School Building Authority, as the current site manager, have no records on whether there is asbestos in the walls or roof cavities of buildings on the property.

Can we get the floor plan for buildings?

A floorplan of the site buildings will be included with the documents package upon request.

Where are there bathrooms located? Are there bathrooms upstairs?

The floorplan will detail the bathrooms locations. Bathrooms are located on the ground floor. There are no bathroom facilities located upstairs of the building.

Is the kitchen a registered commercial kitchen?

As the site is not an active school site, the kitchen is not under any current commercial registration.

When was it decommissioned?

The land was first set aside for school purposes in 1854 and operated as a school for 161 years before being closed (decommissioned) in March 2018.

What does the heritage status of the building mean with regard to what needs to be protected and what can be changed?

Any proposals that require changes to the assets on the site will need to comply with all relevant controls that exist over the site including any requirements as stipulated by the Shire of Macedon Ranges Planning Scheme.

The details for the heritage overlays can be found in the Macedon Ranges Planning Scheme that is available from <https://www.planning.vic.gov.au/> Enter Macedon Ranges into the search bar, or select the shire via the map.

How will the land use zone be changed to represent the new use? What will it be changed to?

The future zoning of the property will be influenced by the end use of the site. As part of any changes to land management or use of the site, all existing zones and controls on the site will be reviewed with a view of updating them to reflect the future use of the property.

The site has heritage and environment overlays. Will Council, based on the overlays, limit proposal to developments to the site?

Any proposals for use of the site will need to comply with all relevant legislation and planning controls on the site. Council as the responsible planning authority will be required to provide advice on any proposed developments or changes on the site and possible implications from a planning perspective.

What are the maintenance costs now?

As the site is currently non-operational, the maintenance costs are limited to general yard work and building maintenance such as mowing and gutter clearing.



Will maintenance be a shared contribution by government and respondent?

Submissions for EOIs should identify what funds and in-kind contributions can be made by the applicant towards repairs and maintenance for the site and what other funding may be required to address the condition of the assets on the site. A possible source (or sources) of proposed funds may be identified but will not be in any way binding on either party.

Won't government have to fix the site to bring it up to compliance with minimum standards?

See the answer above.

Is there centralised heating in the Bluestone and 1980's buildings?

An archive document search is currently underway to respond to the status of centralised heating, in particular the 1980's building. There are delays due to staff at Victorian School Boards Authority working remotely during Stage 3 covid-19 coronavirus (COVID-19) restrictions.

What did the condition assessment look at?

The purpose of the Condition Assessment of the Former Kyneton Primary School site was to determine the requirements to achieve minimum safety and access standards compliant with statutory and occupational health and safety requirements.

The condition assessment report included assessment of:

Roof, drainage and guttering to stop leaks and water damage

Superstructure – walls, doors and windows

Pest control and moisture affected structures

Site infrastructure – fire, sanitary, electrical, mechanical, hydraulic

Floor coverings

Interior wall finishes, fixtures and fit outs linked to a school setting

Sheds and Pergola

Outdoor furniture, playground equipment, playground shade cloth and shade sails.

Will it be a lease agreement or owner agreement and what will the terms of the lease agreement look like? Peppercorn rent, year to year, the site requires a lot of capital.

The type of agreements or arrangements for future management and use of the site will depend on the preferred end use of the site. As part of the EOI process, applicants are asked to identify their proposed use/s for the site, proposed management and funding model. These matters will assist the Victorian Government to identify possible options for future management and use of the site.

Will government cover the costs to get the site to minimum access and use standards prior to lease signing?

As outlined in the invitation for the EOI, a funding source has not yet been identified for the remediation of the site to allow for minimum access provisions. As part of their submission, applicants are asked to identify what contributions they can make towards the essential repairs of the site. In addition, while a lease is one option for management and use of the site, any decision on the mechanism to authorise future use or management of the site will be dependent on the preferred application.



Will the government provide ongoing support for maintenance?

A funding source has not yet been identified for the maintenance of the site. As part of their submission, applicants are asked to identify what contributions they can make towards repairs and remediation of the site.

Will Council be the owner or manager?

The EOI is aimed at identifying the preferred respondent/s assessed as being capable of managing the Former Kyneton Primary School site for the long-term benefit of the community.

Assessing the EOI - Is the EOI going to be decided based on who can provide the most financial contribution? Are there weightings on the EOI criteria?

The EOI will be assessed using the criteria and weighting described on page 19 of the Expression of Interest.

Is there another site visit opportunity?

At this stage we will continue to review the process of an additional site visit in light of the unforeseen circumstances of coronavirus (COVID-19). See update below.

What is meant by the term 'Goods and/or Services' in Chapter 3.4 of the EOI?

This is a catch-all for what will mostly be services undertaken on behalf of government (management of the facility including maintenance, management of any leasing or licensing arrangements, maintenance of some level of financial sustainability, OH&S and public health requirements for staff and visitors, etc.).

It may also include the provision of appropriate quality goods such as any maintenance materials required, food and drink supplied, sustainable paper for use of staff, etc.

What is meant by the terms 'Overview of Requirements', 'Section 2' (in Chapter 3.4), and the 'requirement' in 3.4.1 Knowledge and Expertise b) provide details of your organisation (and location) and support that will be used to provide the 'requirement'?

'Overview of Requirements' and 'requirement' refer to the substantive requirements government expects of the successful candidate as provided throughout Chapter 2 (including contribution to ongoing maintenance).

'Section 2' is Chapter 2 of the EOI document.

What do you mean by the term 'Client' and what are their 'quality' requirements and Industry Standards related to facility or site management mentioned in Chapter 3.4.1 Quality Systems for Deliverables of the EOI?

'Client' should have been 'Agency', that is, whichever government department ends up being the landholder for the site.

Government would expect appropriate governance standards like a documented gift policy, adherence to accounting standards and financial directions, documented and publicly available policies such as OH&S, financial management, gifts and gift register, etc. These are also what is meant by the term 'Industry Standards' as related to facility and tenancy management.

These are the basic requirements government would expect of any body, acting on its behalf performing a public service such as site management – as we expect of committees of management (whether this is the option that will be taken or not).



Who is on the Project Control Group for the Old Kyneton Primary School?

The Old Kyneton Primary School Project Control group consists of representatives from Department of Treasury and Finance, Department of Premier and Cabinet, Victorian School Boards Authority, Department of Environment, Land, Water and Planning (policy and regional services).

A panel, consisting of members of the Project Control Group, will assess the EOIs.

What are the requirements for financial information to respond to the Former Kyneton Primary School EOI?

Chapter (Section) 3 Registrant's Response sub-sections 3.4.2 and 3.4.3 of the EOI document, outline the financial information required to respond to the EOI.

Our EOI would be for part of the site and not include the buildings. We are trying to place community assets on part of the land to improve and strengthen the retail centre of Kyneton. On this basis are we ok to submit our EOI?

The Expression of Interest is open to any party interested in future management and/or use of all or part of the former Kyneton Primary School. The submitted EOIs will be assessed using as the basis the site principles and attributes outlined in Section 2.1.1 and as such EOI respondents are encouraged to preserve these qualities of the space in their concepts for management or use of the site, this includes commercial activities that are appropriate for the site and likely community uses are also encouraged.

Please provide definitions to the following terms in the EOI:


Section 2.1.1 Site attributes and principles, what is meant by the terms in e) host 'complimentary services' (sic) and 'active living'. Please define what is meant by these terms.

'Complementary services' was borrowed from the *Former Site of the Kyneton Primary School Engagement Report* and refers to the site hosting related services as underground renewable power battery storage to complement and support roof solar panels for community benefit. 'Active living' refers to a combination of physical activity and recreation activities aimed at the general public to encourage a healthier lifestyle (community services such as amateur gymnastics, stretching classes, yoga, various recreational dance activities, etc).

Section 2.1.2 Mandatory information. Please describe what is meant by 'inclusive growth'.

'Inclusive growth' here refers to activities or services that advance equitable opportunities for proponents to contribute to community economic growth with benefits (financial or non-financial) incurred by every section of society. The successful respondent would be able to demonstrate sustainable use of the site and hosted services to deliver social, environmental, economic and cultural benefits to the local community.

Thanks for answering the question: 'What are their 'quality' requirements and Industry Standards related to facility or site management' mentioned in Chapter 3.4.1 Quality Systems for Deliverables of the EOI?', but it is still very general. Can DELWP provide a succinct list of the requirements that groups needs to respond to please.



In detail, this refers to government's expectations that the successful respondent would maintain appropriate standards and document ongoing compliance with important facilities and site issues including but not restricted to:

- Access and egress (including disability access and egress);
- Building repairs and maintenance;
- Cleaning and general maintenance;
- Concierge, mail and other 'soft' services;
- Conserving asset value;
- Contract and contractor management;
- Energy and water management (lighting use, etc);
- Enhancing comfort and amenity for community users;
- Essential services provision (fire systems, etc);
- Gardening and grounds maintenance;
- Maintaining security for property occupants and assets;
- Maintenance planning (equipment, etc);
- Public health and safety broadly;
- Record keeping (legal requirements, monitoring, etc);
- Responding to complaints and suggestions;
- Risk management;
- Sustainability projects and implementation;
- Tracking and recording energy & water consumption;
- Stakeholder engagement; and
- Waste management.

Can there be another site visit?

No. The final site visit outlined below has been conducted, there will be no further site visits arranged.

[The easing of coronavirus restrictions effective 11.59pm on Tuesday, 12 May permits outdoor gatherings of up to 10 people and up to 5 people indoors.

*An additional site inspection has been arranged. **Registration is mandatory. There will be no exceptions.***

Date: Wednesday 20 May 2020

Time: 10:00 am

Meeting point – entrance of the bluestone building Old Kyneton Primary School, Baynton Street, Kyneton

Host of site visit – Victorian School Boards Authority

Duration – 30 minutes

**Please note: Registrations for site visits close 2pm Tuesday 19 May 2020*

Personal protection: hand sanitiser will be provided. Attendees should provide their own additional personal protective equipment.

Requirements:

Site visit registration via FormerKynetonPS_EOI@delwp.vic.gov.au

Include name, phone, email and organisation.

Up to two members from each organisation.

Should registrations exceed the gathering numbers you will be contacted.

Please wear closed toe shoes.



Please adhere to safe distancing requirements as directed by the site visit host.]

Do I have to stay within the word limits as we can't tell the story within 250 words?

Respondents are encouraged to be as succinct as possible to ensure the key points for assessment are not lost within context and detail. Yes, you can respond beyond a word limit for a question.

Are you allowed to knock down walls?

Please refer to the previous provided response regarding heritage and compliance.

What is the status of the furniture cordoned off by tape in the library and several other rooms? Are all other furnishings such as shelving, tables and blocks etc included as part of the EOI?

The VSBA is currently working with a party who has a potential claim of ownership to items cordoned off by tape, as well as wall mounted projectors and whiteboards. We are working to establish a comprehensive list of items to be taken. Any items not part of this are included in the EOI and will be left onsite in their current condition and position. The VSBA is working to quickly resolve this and provide the list accordingly.

Who will be responsible for removing any of the unwanted materials and equipment etc?

Any items remaining that have not been subject to the above will be left onsite for retention or disposal by the successful respondent. Please refer to the previous provided response regarding maintenance.

I noticed at the inspection today that there was a fenced off area within CA 13 (the south-west corner) that includes a concrete water tank, a green water tank, a fire pump shed and a garage. Do you know if the water tanks and the fire pump shed need to be retained for the use of the former school buildings? Are they operational?

As far as the VSBA is aware these are operational. They are required to be retained as they form the essential services for the school ground and buildings, along with the adjacent access gate and drive from Simpson Street.