

BRIEF

LEP Review - Community Engagement

October 2018

RFQ 2018/PEEOI7

Contents

1. Purpose and Outline of Brief	3
1.1 Introduction	3
1.2 Outline of Brief	3
1.3 Plan Objectives	3
1.4 Background.....	4
1.5 Planning Framework	6
1.6 Literature Review	6
2. Project Tasks and Program.....	7
2.1 Project Tasks	7
2.2 Draft Program	9
3. Administrative Information and Requirements.....	10
3.1 Response to Brief.....	10
3.2 Budget and Payment Schedule	10
3.4 Responsibilities	11
3.5 Terms of Engagement.....	11
3.6 Variations	12
3.7 Copyright.....	12
3.8 Confidentiality	12
3.9 Conflict of interest	12
3.10 Insurances	12
3.11 Submission Deadline.....	13
3.12 Project Coordinator	13

1. Purpose and Outline of Brief

1.1 Introduction

The purpose of this brief is to seek quotes from qualified consultants to undertake community engagement for the City of Canada Bay to inform the Local Environmental Plan (LEP) review and Local Strategic Planning Statement (LSPS), as well as the development of a Community Participation Plan.

The preparation of the LEP Review Community Engagement Plan and the development of a Community Participation Plan are to be prepared by either one consultancy capable of addressing the requirements of this brief, or separate consultancies working cooperatively. Where a consortium of consultants work together, a lead consultant is to be identified to ensure continuity of service.

1.2 Outline of Brief

Part 1 provides Background and Context

Part 2 contains Project Tasks and Program

Part 3 provides Administrative Information and Requirements

1.3 Plan Objectives

The key objectives of the LEP Review Community Engagement Plan (Community Engagement Plan) are to:

- (a) Deliver community engagement activities sufficient to inform Council's LEP review and LSPS;
- (b) Provide Councillor briefings on the progress of the project;
- (c) Align the outputs of a consortium of consultants undertaking focus area strategies to inform the LEP review and LSPS.

In order to achieve the objectives, it is expected the Community Engagement Plan will be informed primarily by:

- (a) A review of Council's Community Strategic Plan, Community Strategic Plan Engagement Outcomes Report and vision for the LGA;
- (b) Key stakeholder outputs arising from engagement and research undertaken by other consultants;
- (c) Best practice engagement and public participation methods.

In addition to the development of the Community Engagement Plan, a number of stand-alone outputs are required to be produced by the consultant:

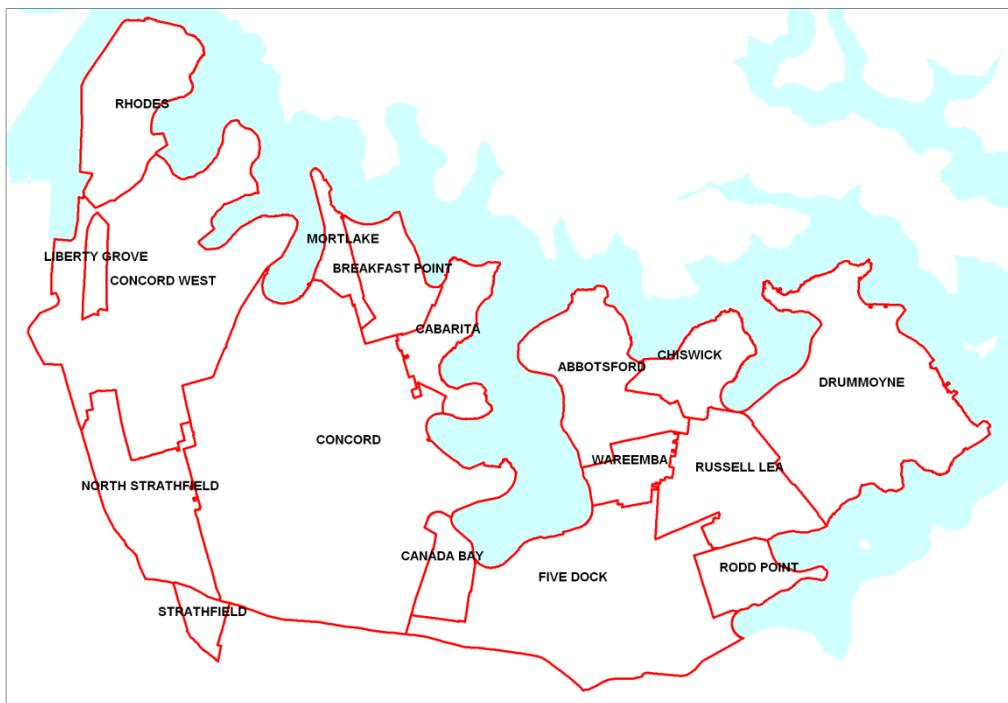
- A Community Participation Plan in accordance with the Environmental Planning and Assessment Act 1979;
- Support the development of a 20-year vision for the LGA that reflects the CSP and the LEP Review consultation outcomes;
- Provide outcome of the overall community engagement to each focus area consultant, to inform the development of respective Strategy and Action Plans
- A Community Engagement Outcomes Report.

1.4 Background

The City of Canada Bay local government area is located approximately 6 kilometres west of the Sydney CBD and comprises a total land area of 19.82km². It has a northern boundary to the Parramatta River, is primarily bound by Parramatta Road to the south and has approximately 35 kilometres of foreshore to the Parramatta River. The City of Canada Bay includes the suburbs of Abbotsford, Breakfast Point, Cabarita, Chiswick, Concord, Concord West, Drummoyne, Five Dock, Liberty Grove, Mortlake, North Strathfield, Rhodes, Rodd Point, Russell Lea, Strathfield and Wareemba. The LGA is bordered by the Councils of Burwood, Strathfield and the Inner West Councils.

The population and number of households in Canada Bay have increased substantially over the past years. The LEP review project is intended to assess and make recommendations about the likely impact of, and means to plan for, accommodating the future population. The population and number of households in Canada Bay have increased substantially over the past years. The Department of Planning and Environment has forecast these to continue to increase, as outlined in the following table:

	Historical Population		Forecast Population			
	2011	2016	2021	2026	2031	2036
Population	80,050	90,850	95,200	103,900	113,600	122,900
Households	31,100	35,500	37,250	40,850	44,900	48,900
Implied dwellings			40,200	44,100	48,450	52,800



Canada Bay LGA

Housing

The LGA houses a broad spectrum of people and housing types. There is a fairly equal split between houses with backyards and apartments. There are a number of areas with higher density apartment style accommodation, particularly on former industrial sites in Rhodes and Breakfast Point. There are also a number of Planned Precincts being progressed

by the Department of Planning and Environment within the City of Canada Bay as well an urban renewal corridor along Parramatta Road.

Employment and productivity

Local employment in the City of Canada Bay has declined in recent years, particularly manufacturing and industrial related employment, with the relocation of industrial activity away from the LGA. This trend has resulted in few remaining industrial lands. Retail enterprise in the LGA occurs within shopping centres at Birkenhead Point, Rhodes, the Bakehouse Quarter and other local centres. The LGA also benefits from the economic activity associated with Concord Hospital.

Canada Bay has a high proportion of working age residents, particularly young families. A large proportion of residents are employed as professionals and the City of Canada Bay is unlikely to provide jobs for most of the local population. Currently almost 80 percent of resident workers work outside of the LGA. Transport to larger employment centres of Sydney and Parramatta therefore plays an important role in providing access to jobs.

Traffic and movement

The local government area contains a number of major roads, including Parramatta Road, Victoria Road, Concord Road, Great North Road, Homebush Bay Drive and Lyons Road. Victoria Road and Parramatta Road are the main arterial roads in the area, both linking Parramatta to Sydney CBD, via north and south of Parramatta River respectively. Homebush Bay Drive and Concord Road provides north-south arterial road links from Ryde to Strathfield.

The NSW Government is undertaking various programs that will impact the traffic network of the LGA, such as Westconnex. The Government has also announced Sydney Metro West, which will have a significant impact on the future traffic network within and through the LGA.

There are a number of cycle paths throughout the area, a few of which form regional commuter cycle routes into Sydney CBD. The topography of the area is relatively flat, providing conditions conducive to cycling and walking. Public transport largely consists of public buses, with a number of suburban railway stations in the western parts of the area, including Rhodes, Concord West and North Strathfield Stations.

Social Infrastructure

The community and recreational facilities of Canada Bay are under pressure with rapid population growth that has taken place in recent years. Council needs to ensure that social infrastructure continues to meet the needs of the growing population despite the strains and limitations of current funding sources such as Section 7.11 Local Infrastructure Contribution, 7.12 Development Contribution and general revenue.

Important and unique asset to the area are the large number of sporting play fields, three golf courses, a number of well-run Council run facilities including the Five Dock Leisure Centre, two outdoor swimming pools, two childcare centres and a host of venues, community centres and other spaces used by the general community or community organisations.

Biodiversity

There are large expanses of public open space in the City of Canada Bay, including remnant bushland reserves and approximately 38km of foreshore along the Parramatta River. As a result of its geographical position on the Parramatta River, the area has been extensively utilised for a variety of different land uses, ranging from logging and agriculture in the early years of colonisation to heavy industrial, commercial and residential uses in the 19th and 20th centuries. This history of development has resulted in the majority of the area's natural vegetation communities being removed, leaving only isolated remnant that provide a small indication of the area's original natural character.

1.5 Planning Framework

Recent amendments to the Environmental Planning and Assessment Act 1979 (the Act) require the City of Canada Bay Council to review and amend the Canada Bay Local Environmental Plan (LEP) as soon as practicable, to address the requirements in the Eastern City District Plan. Council is intending to amend the LEP within two years. The Act also requires Council to undertake the review in a strategic manner, by developing a LSPS that will set out the community's 20-year vision for land-use in the local area (as also expressed in Council's Community Strategic Plan) and how change will be managed into the future.

The Act also requires planning decisions to be made in an open and transparent way. The reasons for any planning decisions made, including how community views have been taken into account and an explanation of the community participation methods adopted, are to be made publicly available.

1.6 Literature Review

The following documents provide information, background and policy:

- Community Strategic Plan – Your Future 2030
- Community Strategic Plan Engagement Outcomes Report Feb 2018
- City of Canada Bay Community Engagement Policy
- Greater Sydney Region Plan – A Metropolis of three cities
- Eastern City District Plan
- Local Strategic Planning Statements – Guideline for Councils
(<http://apo.org.au/system/files/180681/apo-nid180681-946846.pdf>)
- DPE population forecast data
(https://www.planning.nsw.gov.au/Research-and-Demography/Demography/~/_link.aspx?id=3DABFE5051B84C63A7CC988B198FBF50&z=z)
- Profile ID and Forecast ID (Canada Bay)
- Profile ID and Forecast ID (Canada Bay combined with adjacent Councils. This data will be shared with the successful consultant)
- Canada Bay Local Environmental Plan 2013
- Canada Bay Local Planning Strategy 2010-2031
- Others to be identified by the consultant

The above listed documents are to be reviewed by the engagement consultant as basis of an initial desktop review and a springboard for more comprehensive research, analysis and reporting

2. Project Tasks and Program

2.1 Project Tasks

Part 1. Project commencement

Tasks

- Attend an inception meeting.
- Establish a Project Schedule and timeline with milestones.

Outputs

- The inception meeting is intended to provide an opportunity for the consultant team to meet key Council staff, discuss general housekeeping issues, understand the local context and further refine the brief.
- In addition to general housekeeping issues, the inception meeting will discuss key factors impacting upon the strategy, including:
 - Council's approach for aligning the focus area strategies that will inform the LEP and the LSPS;
 - Council's vision, key goals and delivery strategies in the *Canada Bay Community Strategic Plan – Your Future 2030*;
 - The requirements for a LSPS and the Community Participation Plan;
 - Other key issues, including transport, housing, employment, infrastructure, liveability, environmental and open space;
 - Future policy directions.
- Provide a draft Project schedule and timeline with milestones for review at the inception meeting. Following the meeting, a final agreed schedule and timeline is to be submitted to Council staff.

Part 2. Community Engagement Plan

Tasks

- Prepare a Community Engagement Plan
- Provide media content for use by Council's Communications Team
- Work with Council's Communications Team to coordinate communication and engagement activities
- Attend up to two meetings with Council staff

Outputs

- Develop a Community Engagement Plan that outlines:
 - Background and objectives of the project;
 - Key messages to be communicated;
 - Engagement methods.
Methods may include both traditional and innovative engagement approaches, ranging from digital and online approaches to more traditional methods such as drop-in sessions, community workshops and surveys. Please provide a concise outline of proposed methodology and justification for the proposed approach in relation to how it reaches specific segments of the community.
 - Names, expertise and roles of consultants undertaking the engagement work.
- The engagement consultant will only be required to undertake:
 - General community engagement
 - Engagement of Councillors
 - Engagement of focus area consultants separately engaged by Council.

Please note, targeted stakeholder engagement will not be required (ie. engagement of community user groups, action groups, government agencies, non-government organisations etc.), as these will be undertaken by focus area consultants.

- Provide media content for use by Council's Communications Team, including content for social media, council website, newsletters and other media as required.
- Preparation required ahead of each engagement activity. This includes, but is not limited to, consolidation of research and analysis provided by focus area consultants ahead of the collaboration consultancies meetings, communication material and content ahead of engagement activities, display boards and printed material, work plan or meeting agendas ahead of councillor workshops etc.
- Council's communications team will disseminate social media, website updates, newsletters and media releases. However, these activities are to be coordinated with engagement and public participation activities undertaken by the engagement consultant.

Part 3. Engagement Activities

Tasks

- Carry out the Community Engagement Plan
- Three workshops with Councillors
- Facilitate two collaborative consultancies workshops
- Attend up to two meetings with Council staff
- Provide a Consultation Outcomes Report

Outputs.

- Facilitate a Councillor workshop on the outcomes of draft evidence reports undertaken by focus area consultants. The purpose of this workshop is to identify Councillors' priorities based on the reports. (The focus area consultants engaged separately by Council will be experts in traffic and transport, housing, employment, economic productivity, biodiversity, urban canopy and social infrastructure).
- Facilitate a collaborative consultancies workshop to bring together each focus area evidence-base and align draft visions and priorities.
- Carry out the Community Engagement Plan, including preparation for all engagement sessions and activities. Including, but not limited to printing materials, organising audio and visual equipment, venue setup and pack down, preparation of agenda, and other logistics as required.
- Provide the outcomes of community engagement to each focus area consultant. The information is to be provided in both qualitative and quantitative format and presented in a way that will be clear and concise for focus area consultants' use.
- Present the outcomes of community engagement at a second Councillor workshop and obtain Councillor feedback on options arising out of early draft focus area Action Plans.
- Facilitate a second collaborative consultancies workshop to align draft Strategies and Action Plans prior to the finalisation of the LSPS.
- Present at a third Councillor workshop prior to public exhibition of the final draft LSPS.
- Provide two drafts of the Consultation Outcomes Report to Council staff for review, prior to a final Report.

Part 4. Community Participation Plan

Tasks

- Prepare a Community Participation Plan

Outputs

- Preparation of a Canada Bay Community Participation Plan that satisfies the requirements of the Environmental Planning and Assessment Act 1979, in particular Division 2.6 and Schedule 1.

- Public exhibition of the draft Community Participation Plan is to occur over the general Community Engagement period in February / March 2019 (TBC) for minimum of 28 days.
- Incorporate feedback received during public exhibition of the draft Community Participation Plan into the final Community Participation Plan.
- The Community Participation Plan is to be written in plain English, convey information in a way that is appealing to a range of audiences and incorporated into Council template.

Part 5. Other

Tasks

- Include in the response to the EOI, a separate section that describes any additional community engagement activities or platforms that are not covered by the scope of this Brief, that the consultant believes will add significant benefit to the engagement program, including associated costs and a description of the benefits that would be gained if they were to be undertaken.

2.2 Draft Program

Dates	Actions
Early Nov 2018	Inception meeting
Late Nov 2018	Meet Council staff to review the draft Community Engagement Plan
Early Dec 2018	First Councillors workshop - evidence base, draft visions and priorities
Mid Jan 2019	First draft Community Participation Plan for Council staff feedback
Jan / Feb 2019 (TBC)	First collaborative consultancies meeting
Early Feb 2019 (TBC)	Second draft Community Participation Plan for Council Reporting prior to public exhibition
Feb / Mar 2019 (TBC)	General community engagement Public exhibition of the second draft Community Participation Plan (28 days exhibition)
Early Mar 2019 (TBC)	Second Councillors workshop – community engagement outcomes
Mar / Apr 2019 (TBC)	Draft Consultation Outcomes Report for Council staff feedback Final Consultation Outcomes Report
Early Apr 2019 (TBC)	Second collaborative consultancies meeting
Early Apr 2019 (TBC)	Third Councillor workshop – final draft LSPPS
Early May 2019	Incorporate community feedback and lessons learnt from the community consultation process into the final Community Participation Plan

3. Administrative Information and Requirements

3.1 Response to Brief

Expressions of interest to Council are required to include the following:

- A description of the consultant's understanding of the brief;
- A draft methodology that outlines tasks that will be used to satisfy the proposed outcomes of the project;
- A lump sum fee for the project, that should be broken down to include costs for each component of the project and hourly charge-out rates for each individual on the project team;
- Hourly charge-out rates for staff for any additional work/ agreed variations to the brief;
- Personnel to be involved in the completion of the project, and a break-down of hours to be spent by each staff member, including the supervisor and those undertaking the work;
- Experience and qualifications of all personnel involved;
- Details of relevant studies/projects previously undertaken, including dates of completion and contacts.

3.2 Budget and Payment Schedule

Council's indicative budget for this project is \$80,000-100,000 (including GST). The total fee for the project detailed in the submission will allow for the total performance required by the brief, timetable and costs associated including:

- Project component costs;
- Sub-consultant fees;
- Component hours;
- Travelling;
- Reporting;
- Attendance at meetings/workshops/consultation;
- Office and administrative expenses;
- Engagement tools such as digital platforms;
- Printing and the like (postcards, display boards etc);
- All other miscellaneous expenses.

Where venues used are Council operated community facilities, meeting room hiring fees will be waived where possible. Other venues in the public domain are subject to public authority approval, which will require lead-in time. Costs associated with any required catering at engagement sessions will be borne by Council.

No claims for additional fees will be recognised without prior authority from Council's Project Coordinator and any such authority will be issued in writing. The consultant will at all times be responsible for the completion of all tasks within the agreed budget.

A schedule of costs detailing hourly rates for relevant staff shall be supplied together with a costing for each Project Task (see 3.1) as outlined in the brief. Such rates shall be applied for any variations and shall apply for the duration of the contract.

The submission is to detail when payments for the project are preferred. The Council prefers that payment be made as work is submitted and/or on completion of specific tasks which are to be agreed.

3.4 Responsibilities

The Council will:

- Provide the consultant with information contained in reports, studies and Council files as relevant to the project;
- Make any necessary arrangements for mail-out (letters) to the community, as agreed with Council;
- Review draft documents to be provided by the consultant;
- Provide venues for any progress meetings;
- Provide venues for any public consultations.

The consultant shall:

- Commit to the timetable as submitted;
- Undertake or have undertaken by suitably qualified and experienced staff all tasks as specified in the submission to this brief to achieve the expected outcomes of the study;
- Present the draft document findings to two Councillor workshops;
- Provide a detailed methodology listing all tasks and actions with specific costing provided against each element.

3.5 Terms of Engagement

The consultant will be engaged by the City of Canada Bay Council.

A lump sum contract will be entered into for the purposes of this review. Payment will be made on an incremental basis. Claims for payment from the consultant must be in a form acceptable to the Australian Taxation Office as a recognised Tax Invoice for the purposes of GST.

No claim for additional fees shall be recognised without the prior authority of Council, which shall be issued in writing.

The City of Canada Bay will not make any payments where it is considered that the consultant's performance is unsatisfactory in terms of the brief described herein.

The consultancy may be terminated by the City of Canada Bay under the direction of the Manager, Strategic Planning if the Consultant:

- a. fails to complete the study tasks specified in this brief within the agreed time schedule; or
- b. does not complete the project to an acceptable standard in the opinion of the Manager, Strategic Planning.

If the consultancy is terminated, payment of fees to the consultant will be made for work undertaken up to the date and time of notification of the termination.

3.6 Variations

Where the agreed scope of works is varied during the course of the consultancy, the consultants shall receive written instructions from Council's Project Coordinator prior to undertaking such variation.

3.7 Copyright

Copyright ownership of all work arising out of or in respect to the project shall be vested in the City of Canada Bay from the date of engagement.

3.8 Confidentiality

All work carried out in respect of this study will remain confidential unless or until released for public exhibition by the City of Canada Bay.

3.9 Conflict of interest

The consultancy agreement will specify an undertaking that no actual or potential conflict of interest for the consultant exists or is likely to arise from the preparation of this study. Confirmation of this aspect should be stated in the consultant's submission.

Should an event or occurrence happen which raised conflict of interest; the consultant is required to advise the Project Coordinator as soon as practicable.

Code of Conduct

The City of Canada Bay has adopted a "Code of Conduct" policy with the aim of ensuring that its functions are undertaken efficiently, impartially and with integrity.

Breaches of the policy may constitute grounds for termination of any subsequent contracts entered into with the respondents. All employees and/or contractors associated with the Respondents shall apply the "Code of Conduct" policy in all business practices and dealings with Council and its employees.

Statement of Business Ethics

The City of Canada Bay is committed to conducting business professionally at all times and to the highest ethical standards so that the community has confidence and trust in Council's business dealings, services provided and action. In this regard, Council's business partners are required to comply with Council's Statement of Business Ethics.

3.10 Insurances

The consultant will be required to provide documented evidence to the City of Canada Bay of adequate professional indemnity insurance of \$10 million and public liability cover of \$20 million.

The consultant's employees shall be covered by Workers' Compensation as required by the relevant Statute.

3.11 Submission Deadline

Proposals must be received by Council by close of business on 30 October 2018.

Submissions will be received either by mail or email at the following locations:

City of Canada Bay Council
Locked Bag 1470
DRUMMOYNE NSW 1470

Or council@canadabay.nsw.gov.au

3.12 Project Coordinator

Helen Wilkins
Phone: 9911 6292
Email: helen.wilkins@canadabay.nsw.gov.au
Postal: Locked Bag 1470, Drummoyne NSW 1470