

BRIEF

Biodiversity Framework

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1. Purpose and Outline of Brief

1.1 Introduction

The purpose of this brief is to seek quotes from qualified consultants to prepare a Biodiversity Framework and Action Plan for Canada Bay.

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 Project Objectives

To develop a Strategic Urban Biodiversity Framework and Action Plan that:

- (a) Connects Urban Habitats;
- (b) Protects and conserves ecological values
- (c) Restores disturbed ecosystems to enhance ecological value and function
- (d) Identifies opportunities for the creation of new ecosystems;
- (e) Connects people with nature;
- (f) Addresses the requirements of the Eastern City District Plan;
- (g) Is prepared in accordance with the Bushland and Waterways Manual and Guide;
- (h) Provides a direction for amendments to the Canada Bay Local Environmental Plan, Development Control Plan, Plans of Management and other local policies to provide a consistent approach to biodiversity across Council;
- (i) Conveys technical/scientific strategies in a way that is visually appealing and accessible to a range of audiences.

1.4 Background

The City of Canada Bay contains large expanses of public open space 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 City's natural vegetation communities being removed, leaving only isolated remnants that provide a small indication of the area's original natural character.

However, these remaining areas continue to support a unique diversity of plants and animals, including a number of threatened species, ecological communities and their habitats. The parks and foreshore areas support a variety of flora and fauna which are recognised for their regional, state and international significance, including remnants of Sydney Turpentine-Ironbark Forest, Swamp-oak Floodplain Forest, Coastal Saltmarsh, Brays Bay, Yaralla Bay, Majors Bay and

Homebush Bay wetlands. These provide a range of fauna habitat and in particular habitat for wader birds, a number of which are protected under commonwealth legislation and international treaties.

Public awareness and recognition of these areas is vital to ensure the ongoing protection, conservation and management of remnant flora and fauna. Looking forward, the Biodiversity Framework also intends to build upon and reinstate flora and encourage fauna rehabilitation in the local government area.

1.5 Planning Framework

The Eastern City District Plan includes a number of actions that Council must address to inform the preparation of a new or amended Local Environmental Plan for Canada Bay. Relevant Planning Priorities and actions include:

Planning Priority E14 Protecting and improving the health and enjoyment of Sydney Harbour and the District's waterways.

58. Protect environmentally sensitive areas of waterways and the coastal environment area.
60. Improve the health of waterways through a risk-based approach to managing the cumulative impacts of development including coordinated monitoring of outcomes.
61. Works towards reinstating more natural conditions in highly modified urban waterways.

Planning Priority E15 Protecting and enhancing bushland and biodiversity

62. Protect and enhance biodiversity by:
 - a. supporting landscape-scale biodiversity conservation and the restoration of bushland corridors.
 - b. managing urban bushland and remnant vegetation as green infrastructure.
 - c. managing urban development and urban bushland to reduce edge-effect impacts.

1.6 Literature Review

The following documents provide information, background and policy:

- Greater Sydney Region Plan – A Metropolis of three cities
- Eastern City District Plan
- Community Strategic Plan – Your Future 2030
- Canada Bay Local Environmental Plan 2013
- Canada Bay Development Control Plan
- Canada Bay Local Planning Strategy
- Draft Bushland and Waterways Manual and Guide

3. Project Tasks and Program

3.1 Project Tasks

Stage 1 – Inception

Tasks

- Inception Meeting
- Preparation of Community Engagement Plan

Outputs

- Inception meeting with Council to discuss and confirm:
 - Roles and responsibilities and discuss study objectives;
 - Contracts and payment schedule;
 - Key contacts and list of stakeholders;
 - Project process, timing and milestones;
 - Expectations for outputs (formats and templates);
 - Exchange relevant data and background research;
 - Preparation of Draft Community Engagement Plan.
- The Community Engagement Plan is to outline:
 - Background and objectives of the project;
 - Key messages to be communicated;
 - Target audiences, including a schedule of proposed stakeholders to be engaged;
 - Communication and engagement methods (identifying opportunities for innovative engagement approaches);
 - Managing content for Media.

Stage 2: Review the Planning Context

Tasks

- Review the national, state, regional and local planning context
- Identify key characteristics of the Canada Bay area
- Review the current management and funding of bushland management and habitat programs
- Initial community and stakeholder engagement

Outputs

- A summary of how the planning context relates to the open space network in Canada Bay, which will inform the framework aims, actions and implementation.
- Maps of topography, geology, hydrology, soil landscape.

- Map of land use/zoning (residential, industrial, commercial, reserve, recreation, roads, street verges etc).
- Map of land ownership (private, institutional or public)
- Map of subdivision pattern and urban density.

Stage 3: Map Ecological Values

Tasks

- Identify all bushland and waterways in the study area and broadly in adjoining areas.
- Map existing conditions, assess quality of habitat and map and analyse significance.

Outputs

- Topographic map of the location of natural areas and features.
- Map of remnant plant communities and endangered ecological communities in both core areas or on private or institutional property or road verges.
- Map of bushland condition and resilience
- Map of threatened flora and fauna sightings
- Map of biodiversity hotspots
- Map of habitat – pre European settlement.
- Map of existing habitat e.g. Turpentine Ironbark forest, wetland, riparian area, rocky foreshore, urban garden or street trees (urban forest cover).
- Map of the Green and Blue Grid in the Eastern City District Plan for the area and any projects or local government or capital works projects to enhance the grid (e.g. targeted street tree programs and revegetation corridor)
- Map the location of known constructed habitats such as wildlife crossings, green walls and roofs, native bee hives and pool to pond conversions.
- Community and stakeholder engagement to identify values.
- Framework map identifying core habitat, transition/interface areas and urban areas with potential to become corridors using layers from maps and information gathered in the planning process.

Stage 4: Identify opportunities to improve urban ecology

Tasks

- Identify opportunities in the core
- Identify opportunities in transition areas
- Identify opportunities in urban areas
- Identify potential threats

Outputs

- List all opportunities within the three zones to protect, restore, enhance, create and connect urban ecology.
- A map of priority projects.

- Review current management and funding of bushland, backyard habitat enhancement programs, street tree programs and other mechanisms used to enhance urban ecology.
- List strategic measures to limit/eliminate identified threats.

Stage 5: Connect people to nature in urban areas

Tasks

- Benefits of connecting people to nature and ways to improve connections

Outputs

- Community use and values survey for natural areas.
- Map areas of high community interest and value such as popular reserves and locations where community volunteer groups work (e.g. Bushcare)
- Undertake community survey to identify iconic species and enhance or construct habitats that support these community icons.
- Develop community engagement programs to connect people to nature.

Stage 6: Prepare the Biodiversity Framework

Tasks

- Set out the contents of the Biodiversity Framework
- Prepare the draft Biodiversity Framework
- Define vision, values, aims and objectives
- Engage with community and stakeholders
- Complete and adopt the Biodiversity Framework

Outputs

- Draft Biodiversity Framework and Action Plan*
- Community engagement program
- Final Biodiversity Framework and Action Plan

Stage 7: Identify Implementation Mechanisms and Resource Needs

Tasks

- Integration of Biodiversity Framework recommendations into relevant Council strategies, policies and plans

- Integration of Biodiversity Framework recommendations into statutory planning instruments
- Education and Community Engagement Programs
- Forward planning for capital works
- Identifying funding sources

Outputs

- Integrate Biodiversity Framework recommendations into Councils Corporate Plan, bushland and open space management, tree preservation order policies, street tree programs, community education and engagement programs such as Bushcare and creating habitat in backyards.
- Revised LEP clauses and maps, controls to be included in amendments to the Canada Bay Development Control Plan and suggested changes to council's tree removal and planting requirements.
- Identification of works for possible inclusion in Council's Capital Works Program.
- Identification of how identified works and projects may be funded.
- Identify items suitable for nomination in future grant applications.

Stage 8: Monitor and Review

Tasks

- Monitoring and reporting procedures that should be implemented.
- When the Biodiversity Framework will be reviewed.

Outputs

- Monitoring and reporting strategy.
- Review program.

Councillor Workshop

- Presentation of recommendations to a Councillor Workshop.

3.4 Draft Program

Dates	Actions
TBD	Stage 1
TBD	Stage 2
TBD	Stage 3
TBD	Stage 4
TBD	Stage 5

TBD	Stage 6
TBD	Stage 7
TBD	Stage 8

4. Administrative Information and Requirements

4.1 Response to Brief

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

- A brief 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;
- Personnel to be involved in the completion of the project, 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.

4.2 Reporting Requirements

Mapping data and software

Council operates a MapInfo Geographic Information System. In terms of presentation, it is required that mapping is produced in a format that is compatible with this system. It is essential that data is capable of being imported or used in MapInfo.

The electronic copy of the written documents is to be provided on CD using MS Office Word software, or a compatible version. The electronic copy of maps is to be provided to Council in PDF format, with maps/diagrams up to a maximum size of A3. Maps and diagrams should be prepared in a manner that enables reproduction and photocopying in black and white, such that they do not lose clarity or meaning.

Draft Documentation

The consultant will provide the draft documentation in electronic format to Council for internal review.

Final Documentation

- The final document is to be completed and submitted to council in an electronic format.
- Any 3D Models to be provided in CAD or sketchup.

4.3 Budget and Payment Schedule

Council's indicative budget for this project is \$60,000 to \$80,000 (inclusive of 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;
- Printing and the like; and
- All other miscellaneous expenses.

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.

4.4 Responsibilities

The Council will:

- Provide the consultant with information contained in reports, studies and Council files as relevant to the project;
- Provide base mapping and may agree to specialised mapping services provided from Council's in-house mapping resources;
- Make any necessary arrangements for mail-outs to the community;
- Review draft documents to be provided by the consultant;
- Provide venues for any progress meetings; and
- 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 a Councillor workshop; and
- Provide a detailed methodology listing all tasks and actions with specific costing provided against each element.
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4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 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.

4.10 Insurances

The consultant will be required to provide documented evidence to the City of Canada Bay of adequate professional indemnity insurance of \$5 million and public liability cover of \$20 million.

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

4.11 Submission Deadline

Proposals must be received by Council by close of business on 11 September 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

4.12 Project Coordinator

Paul Dewar
Phone: 9911 6402
Email: paul.dewar@canadabay.nsw.gov.au
Postal: Locked Bag 1470, Drummoyne NSW 1470