



Leeman & Green Head Planning Strategy

Project Brief



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1.0 INTRODUCTION

The Coorow Shire Council proposes to formulate a land use and development plan to guide the future use and development of the coastal town sites of Leeman and Green Head.

A location plan is included as Figure 1 with the study area (Leeman and Green Head town sites) identified in Figures 2 and 3.

The outcomes generated will be used in formulating a review of the Shire's Local Planning Strategy (LPS) and Town Planning Scheme (TPS) in the near future.

With the current 'sea-change' phenomenon being experienced by Australia's coastal towns and communities as well as increased visitation to the Midwest area generally, there is increasing interest and focus on Leeman and Green Head as a place to live, work and visit.

In anticipation of a number significant infrastructure projects likely to take place in the region in coming years, including the completion of Indian Ocean Drive and construction of the Coolimba Power Project in the Shire, there is a need to provide for continued expansion of both towns that have historically evolved as traditional coastal fishing villages. In this regard it is imperative that such growth is facilitated in an orderly and co-ordinated manner to ensure the character and appeal of both settlements is not eroded or compromised moving forward.

1.1 Purpose of the Brief

The purpose of this brief is to:

- a) Invite submissions from suitably qualified and experienced consultants to undertake the preparation of a planning strategy that covers the gazetted Leeman and Green Head town sites and adjacent lands, under the direction of the Project Steering Group;
- b) Detail the scope of works, broad methodology, and expected outputs to be provided under contractual arrangement; and
- c) Detail the extent of funding set aside for this study, as well as outline the project management and required submission content.

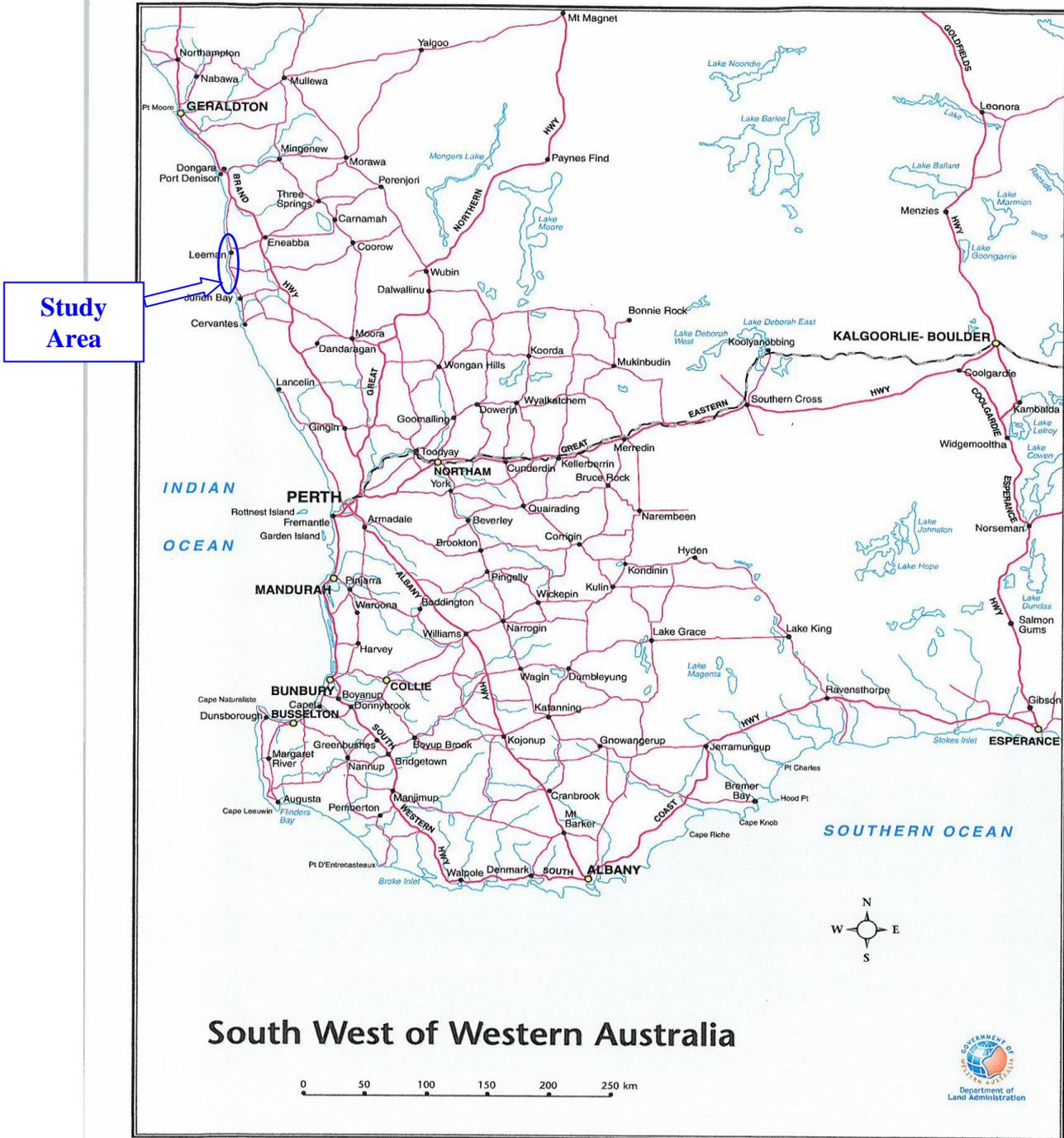


Figure 1. Location Plan – Leeman & Green Head (Department of Land Administration 2007)



Figure 2. Study Plan Area – Leeman Town Site



Figure 3. Study Plan Area – Green Head Town Site

2.0 PROJECT DESCRIPTION

2.1 Project Aim

The aim of the Leeman and Green Head Planning Strategy is to establish a direction for future planning, development and management for both town sites within the Shire of Coorow.

2.2 Key Considerations

Leeman and Green Head are now at a point where there is a genuine need for strategic planning to be instigated to guide future land-use and development for both areas. In particular this project needs to address:

- What are the overall vision/s for the Leeman and Green Head town sites looking forward 10 -15 years;
- Where and how future urban growth should occur, and the constraints applicable to future land release;
- Where the most appropriate places for urban consolidation should occur to deliver a more integrated, sustainable and liveable urban environment for each town site;
- To what extent does land supply drive land values and, hence, development form;
- What scale and density of development (residential, commercial, tourist and industrial) is more likely to deliver a more sustainable economic benefits whilst enhancing, and not eroding, the quality of community well being, lifestyle and services;

Hence the Shire of Coorow has initiated the Leeman and Green Head Planning Strategy to explore and seek clarification and resolution of the following key issues:

2.2.1 *General*

- Review of relevant sections of the Shire of Coorow Local Planning Strategy 2001;
- Desired physical form, setting, character, and scale of development; and
- Desired physical links and connections.

2.2.2 *Land Use*

- A land use structure/pattern for each of the study areas;
- Pattern and distribution of retail/commercial uses;
- Scope and level of mixed-use development, especially for short-stay accommodation and permanent residential living fronting the coastal foreshore;
- Scope, nature and type of infill development (green-field development may be constrained through native title factors, regard will need to be given for tenure issues, native title and areas of Department Indigenous Affairs significance);

- Scope for expansion and/or provision for community/civic facilities;
- Provision of aged care housing and health facilities;
- Existing utility infrastructure servicing and requirements for infrastructure upgrading to cater for growth; and
- Future development and land use opportunities aligned along Indian Ocean Drive with the town site boundaries.

2.2.3 Movement Network

- Conceptual pedestrian links and pathways;
- Desired traffic movement patterns and strategic parking nodes, both within and external to the town centre.

2.2.4 Coastal Foreshore

- Scope/options for aquatic/maritime/recreational access, infrastructure, use, and activity;
- Town beach foreshore enhancements and areas for protection;
- Foreshore interface with key tourist sites, commercial town centre areas and mixed use development;
- Enhancement of public access and facilities; and
- Boat access and landings.

2.2.5 Townscape

- Focus of town entry corridors/statements;
- Scope and identification of commercial node/s;
- Desired streetscapes and vistas;
- Desired landmarks and monuments;
- Public open space provision, extent and form; and

2.2.6 Implementation of Outcomes

- Identify procedures, processes, mechanisms and funding opportunities etc required to deliver/implement desired outcomes on a realistic basis.

3.0 METHODOLOGY

The following outlines a suggested methodology for the undertaking of the project. Please note that quotes will need to include a more detailed methodology, including details and justification of any deviations from the suggested methodology.

3.1 Literature Review

Undertake a comprehensive review of relevant literature, with the range of literature under review to be determined in consultation with the project steering group. The following is a preliminary list of relevant literature:

- Shire of Coorow Town Planning Scheme No. 2 and Local Planning Policies;
- Shire of Coorow Local Planning Strategy 2001;
- Carnamah – Coorow Coastal Management Strategy 2008;
- Shire of Coorow Coastal Limestone Risk Study.

3.2 Site Investigation

Site investigations will be required to gain an understanding of Leeman and Green Head town sites and coastal environs.

3.3 Public Consultation/Workshop

Public consultation to gain community sentiment and input is required in the form of workshops for each town site.

3.2.1 Tasks

The principal tasks to be undertaken include the following:

- 1) Prior to Workshops
 - familiarisation of the study areas, principal issues and opportunities;
 - review background material;
 - confirm project and workshop objectives, format and structure, in consultation with the Project Steering group;
 - identify and select workshop participants, in consultation with the Project Steering group;
 - prepare and draft briefing papers and the workshop agendas;
 - prepare relevant maps, base plans, context and site analysis plans and aerial photographs as required;
 - prepare annotated tour maps for participants; and

- form participant working groups.
- 2) **Workshops**
- lead/conduct and facilitate workshop/s for each town site;
 - lead and co-ordinate all associated workshop activities;
 - present and distil the principles of best practice urban design;
 - present and distil the key issues, opportunities and constraints; and
 - lead, and co-ordinate the production, debate and review of the design scenarios and concepts developed during the workshops.
- 3) **Post Workshop**
- Prepare an outcomes report summarising the principal workshop outcomes including plan/s, drawings and other illustrative material generated from the respective workshops that will form the basis for further community consultation and information.

4.0 OUTPUTS

4.1 Outcomes Report

Prepare an outcomes report describing the results of the literature review, public workshops and identification of opportunities and constraints. Information shall be presented as clearly and succinctly as possible and, where possible, information shall be presented in graphical form. The background report shall be provided in preliminary form for review and comment of the project steering group, and once endorsed shall provide copies of the background report as follows:

- 15 bound copy at A4 size (mapping may be at A3 size)
- 1 additional unbound copy
- Text in XP 2003 Office compatible format and graphics in Adobe compatible format.

4.2 Draft Planning Strategy

Preparation of a draft Leeman and Green Head Planning Strategy that incorporates the results of the literature review, site investigation(s), public workshops and identification of opportunities and constraints.

The draft Strategy is also to include recommendations and land use plans for the future development for the Leeman and Green Head town sites.

Information shall be presented clearly and succinctly, and where possible, information should be presented in graphical form.

15 copies (bound) at A4 size of the draft Strategy shall be provided in preliminary form for review and comment by the Steering Group. The consultant shall undertake any modifications requested by the Steering Group prior to the draft Strategy being presented to the Shire Council for approval to advertise. The consultant shall then proceed to publicise the draft Strategy for a period no less than 30 days seeking public comment, which shall include notification of the comment period in two (2) consecutive editions of a local newspaper and one (1) public forum.

Copies of the draft Strategy for presentation to the Shire Council shall be provided as follows:

- 1 copy (unbound) at A4 size (mapping may be at A3 size);
- 15 copies (bound) at A4 size; and
- 1 digital copy in a format suitable to Council for 'hard copy' reproduction.

4.3 Final Planning Strategy

Following advertising of the draft Strategy and in light of comments received and subsequently accepted by the Project Steering group, the consultant shall prepare a 'final' Leeman and Green Head Planning Strategy.

15 copies of the final Leeman and Green Head Planning Strategy shall be provided in preliminary form for review and comment by the Steering group. The consultant shall undertake any modifications requested by the Steering group. Once endorsed by the Steering group a further 15 (bound) copies of the modified (if required) final Leeman and Green Head Planning Strategy will be required for Council approval. The consultant shall undertake any modifications requested by the Council.

Once endorsed by the Shire Council, copies of the final document shall be provided as follows:

- 15 bound copies at A4 size (mapping may be at A3 size and should generally be coloured);
- 1 additional unbound copy; and
- Text in XP Office 2003 format compatible and graphics in Adobe compatible format.

5.0 ADMINISTRATION

5.1 Project/Contract Management

The Shire of Coorow's Chief Executive Officer (CEO) and Contract Planners (Shire of Chapman Valley) will undertake day-to-day project/contract management.

Furthermore:

- (a) The successfully consultant/s will make themselves available to meet the CEO, Contract Planners and/or Steering Group as required;
- (b) It is anticipated that there will be an initial briefing meeting, which will occur within 21 days of the quote being accepted by Council;
- (c) The consultant/s will provide the CEO/Contract Planner with a report framework within 21 days of the briefing meeting.

5.2 Project Steering Group

A Project Steering group, led by the Shire of Coorow, will be established to support and assist the consultant, especially in addressing the issues listed in Section 2.0 of this brief and to establish a set of objectives for the project. This group would consist of representatives from the following groups:

- Department for Planning & Infrastructure;
- Mid West Development Commission
- Shire of Coorow (Councillors and Staff);
- Department of Environment and Conservation;
- LandCorp;
- Leeman and Green Head based community groups;
- Local Professional Fishing Associations;
- Main Roads WA;
- Indigenous/Native Title respondents; and
- Service Authorities (water, power and sewer).

5.3 Timeframe

It is envisaged that the Planning Study will be finalised within 12 months from the date of inception, however, submissions that provide for the completion of the project in a shorter time period are encouraged.

The contract shall be in force for the period of the project or as negotiated between the CEO and consultant prior to the contract being awarded. However, in the event of the consultant failing in any manner to carry out the contract to the CEO's satisfaction, the CEO may forthwith terminate the contract by written notice to the consultant.

5.4 Intellectual Property Rights

Intellectual property rights to all original material, plans or documents produced as a result of this project shall rest with the Shire of Coorow.

5.5 Professional Indemnity Insurance

The appointed consultants will be required to demonstrate Professional Indemnity Insurance to a minimum value of \$5,000,000.

5.6 Occupational Health and Safety

For the purposes of the Occupational Health and Safety Act the appointed consultants and their employees are servants of the Shire of Coorow. Whilst engaged in this project they are required to comply with all relevant policies and directions of the Council in terms of health and safety.

5.7 Conflict of Interest

In accordance with the principles of accountability in Local Government perceived or actual conflicts of interest are to be avoided. It is the responsibility of the consultant(s) to advise Council of any such potential conflicts of interest. In addition, the appointed consultant(s) may undertake no other work within the Shire of Coorow during the term of the project, without the prior written approval of the CEO on behalf of the Council.

5.8 Price Variation

The contract price (exclusive of GST) is to be fixed for the period of the Contract, however, a variation in price may be accepted upon agreement being reached between the consultant and the CEO for any additional works to be performed as requested by the Project Steering group outside of the project description detailed in this document.

5.9 Payment Schedule

The following payment schedule shall apply, unless otherwise negotiated between the consultant and the CEO:

- The sum of 20% of the contracted price shall be paid upon receipt of invoice at commencement following acceptance of the report framework;
- The sum of 30% of the contracted price shall be paid on receipt of invoice following submission and acceptance of the draft Leeman and Green Head Planning Strategy report and any modifications required thereto;
- A sum of 30% of the contracted price shall be paid on receipt of invoice after the final Leeman and Green Head Planning Strategy report has been submitted and accepted by the Working Group and any modifications required thereto.
- The final 20% shall be payable upon receipt of an invoice and only after the Leeman and Green Head Planning Strategy has been submitted for final consideration by and endorsed by the Shire Council.

6.0 SUBMISSION DETAILS

Quotes must provide the following details as supporting information.

6.1 Skills and Expertise

Consultant(s) must provide information relevant to the skills and expertise of key personnel who will be involved with this project.

The following information should be provided for each key personnel:

- (a) Qualifications;
- (b) Professional or business associations;
- (c) Length of service at the organisation;
- (d) Industry experience – with a particular emphasis on projects of a similar nature. A detailed description should be provided of the scope of the project and the person's role and involvement and any additional relevant information of proposed personnel to be allocated to this project.

6.2 Understanding of the Task

Consultant(s) must demonstrate an appreciation of the requirements of this project and provide an outline of the proposed methodology and approach commensurate with Section 3.0 of this brief. The methodology will then be assessed in terms of its appropriateness and its ability to achieve the project objectives.

Consultants shall provide a project timeline, which demonstrates their ability to meet the dates stipulated within the project brief.

6.3 Demonstrated Experience in Completing Similar Projects

Consultant(s) must provide a detailed description of similar work undertaken by the organisation for other clients. As a minimum the following information should be provided:

- (a) A detailed description of the scope of work undertaken;
- (b) Similarities between those projects and the project requirements of this tender;
- (c) When the work was undertaken; and
- (d) The project outcomes.

6.4 Budget

The maximum budget for the engagement of consultants is \$75,000, exclusive of GST. The consultant/s shall provide a fixed quote to cover all costs associated with completing the requirements of the Study as outlined in this brief, including travel and accommodation costs.