



COMMUNITY PLAN CONSULTANT INVITATION TO QUOTE

Summary

Redland City Council is seeking an experienced consultant who will design and participate in the development of a new Community Plan with the Redland community.

Consultants are invited to submit a proposal and quotation for fees outlining a methodology which will be tailored to the unique characteristics and capabilities of the Redland community. The methodology will achieve rich community engagement and a lively planning document that reflects a deep understanding of the vision, values and aspirations of the community.

The consultant will work with mainland and island communities, elected representatives, and Council staff including a project manager, a creative producer and theme teams.

Overview

Redland City Council is developing a city-wide community engagement program to create a community plan for the Redlands. The community plan will contain a shared vision, themes, outcomes and indicators to assist the community and Council plan for the future. The planning process will be delivered in 2008/2009 and will inform the Council's 2010 – 2020 Corporate Plan.

Council and the community are looking for a planning process that will have both diversity and depth of engagement, that will enable civic dialogue and education, that will assist the community to explore complex local challenges and that will be a community building process. While the Oregon Model provides a base framework for community planning, the detailed methodology will need to be designed and lead by an experienced consultant.

The consultant will work with mainland and island communities, elected representatives and Council staff including a project manager, a creative producer and theme teams.

The design for the development the Redland City Community Plan should be tailored to the unique characteristics, the capabilities and planning history of the Redland community.

There is a richness and diversity across the whole of the Redlands which is most evident in the contrasts between localities and population settlement patterns. The contrasts are most pronounced between the principle activity areas, the village feel of certain suburbs, the rural precincts, the koala conservation areas, and the island townships. Such

diversity may give rise to conflictual aspirations or a multidimensional vision that values different levels of experience and promotes a deeper understanding of issues and viewpoints.

Mainland and island communities do not exist in isolation from each other – they are highly inter-related and interactive. There is a reasonable expectation that the Community Plan will be relevant to island communities, ie the townships on North Stradbroke Island, Coochiemudlo and the Southern Moreton Bay Islands as well as the mainland. The final plan will need mainland and island visions, goals and strategies that are both complementary and recognize the unique characteristics of the different localities.

Redland communities have been involved in various planning activities since the development of the last community plan entitled *Vision 2005 and Beyond* with different levels of participation, ownership and satisfaction. The NSI Minjerribah Planning Study, SMBIPLUS, Redland Planning Scheme, structure plans, Quandamooka Community Plan, Place plans and masterplanning processes demonstrate that some members of both mainland and island communities are very experienced in planning processes and have high expectations that the community planning process designed for Redland City Community Plan 2030 will take account of their previous input and expertise.

The attached Redland City Community Plan Overview provides an outline of the overall community plan project scope in which sustainability and strong communities are the overarching propositions to guide the community planning process.

The Role of the Consultant

Council seeks to appoint either an individual consultant or consultancy team with exceptional community engagement expertise, project leadership skills and community planning experience to design and participate in the development and completion of the Redland City Community Plan 2030.

The role of the consultant or consultancy team will be to undertake the following:

- Democratize the planning processes
- Ensure quadruple bottom line approach
- Incorporate locational and demographic equity
- Provide total process design and roadmap
- Define resources requirements including staff and volunteers
- Outline community engagement program
- Outline research and data requirements
- Focus roles and responsibilities of Council staff
- Provide project leadership and monitor management
- Determine timelines and deliverables
- Provide facilitation training and transfer of knowledge and skills
- Assist in facilitation and management of diverse community views
- Incorporate leadership and engagement of Councillors
- Work with Project teams to collate and analyse information
- Write and deliver a condensed Community Plan for presentation to the community and Council

The consultant will work closely with the project manager, with leadership and direction provided by the Manager Community and Social Planning and reporting arrangements overseen by the Community Plan Project Control Group (Council Managers).

The Task

The task for the consultant will be to work with the community, Council staff and elected representatives to prepare and apply a planning methodology that contains the following features:

Macro-Processes:

- Quadruple bottom line exploration of the big issues and questions, current reality, challenges and dilemmas, opportunities and constraints, future trends
- Internal policy summary through policy review, business plans, financial review,
- Development of an evidence base

Micro-Processes

- Community values exploration including descriptive information, local values, key issues and themes, locational scenarios, congruence, convergence and divergence
- Analysis of local, regional and global context, trends, impacts and interventions

Vision and Goal Setting

- City-wide and local vision and goals of the community integrated with the broader planning context and scenarios
- Targets and indicators for monitoring, measuring and evaluation

Redland City Community Plan

The final written plan should contain, but not be limited to the following content:

a) Citywide

- Vision for the Redlands: A Journey into our Future 2030
- Community Values Statement
- Mission for the Redland City Council
- Values of RCC in its interaction with the Community
- Key goals and outcomes for the community
- Identification of strategies that are the responsibility of other spheres of government, and statement of commitment on RCC's role in advocating with relevant government agencies, ministers and departments
- Identification of strategies that are the responsibility of RCC
- Community commitments
- Clear Statement of Indicators for Success
- Proposed list of Council priorities for coming year

b) Specific Localities

- Vision for specific localities
- Community values statements
- Key goals and outcomes for the community
- Identification of actions/strategies that are the responsibility of other spheres of government, and statement of commitment on RCC's role in advocating with relevant government agencies, ministers and departments

- Identification of strategies that are the responsibility of RCC
 - Community commitments
 - Clear Statement of Indicators for Success
 - Proposed list of Council priorities for coming year
- c) The Continuous Plan
- How to implement the Plan
 - Learning from the process
 - Community engagement and governance
 - Monitoring outcomes
 - Performance management and reporting processes
 - Evaluation and review
 - Valuable reference tools

What Council will provide

A budget of \$250,000 has been committed for Stage 1 in 2008/09, with a further Council budget bid required for Stage 2 2009/2010. In addition, project management, administration, cross-Council technical, marketing and program support staff will be dedicated to the tasks identified through the methodology.

It is estimated that the consultancy fee would be approximately 25-30% of the total budget.

Stage 1 2008/2009

Inception and Governance
 Investigation and Exploration
 Broad-based and targeted consultation
 Deliberation and Resolution
 Documentation

Council will provide:
Advertising
Printing
Materials and services <ul style="list-style-type: none"> • Data collection and analysis • Documentation • Editing • Design • Facilitation
Creative processes (schools, youth etc)
Web and online technology
Venue Hire
Catering
Consultancy Fee
Fees and gratuities (non Consultant)

Project budget – Stage 2 2009/2010
 Document finalisation and Publication
 Launch and ongoing Engagement
 Corporate Planning and Implementation

Council will provide:
Advertising
Printing
Materials and services <ul style="list-style-type: none"> • Documentation • Editing • Design • Facilitation
Creative processes
Web and online technology
Venue Hire
Catering
Consultancy fee
Fees and gratuities (Non consultant)

To enrich and expand the quality of discussion and participation developed by the consultant, Council will also appoint a creative producer to use the arts to engage community interest. The creative project is envisaged as a parallel but complementary project to be delivered alongside the wider community planning program. Alignment between both the creative engagement project and the overall community plan project is an important consideration with each expected to add value to the other in both design and delivery. The Senior Advisor Cultural Services will manage the creative project and broker linkages with internal and external stakeholders in the project.

A Community Advisory Group comprising representatives from diverse sectors, age-groups and localities across the Redlands will be established to act as a reference and support group for the community planning process.

Timeframe

The timeframe for the overall community planning program requires that a substantial element of the planning process is to be completed by mid 2009. There is scope for activities to extend into 2009/2010. Details will be negotiated with the successful applicant.

Significant community engagement activities should not be undertaken during the Christmas/New year and Easter vacation periods especially with island communities.

Assessment Criteria

The successful contractor will be selected in response to the following criteria:

1. A high degree of civic dialogue, education, capacity building and excitement proposed in the methodology in keeping with the unique characteristics of the Redlands
2. Demonstrated capacity to design and deliver the project and achieve outcomes on time and on budget
3. Clarity and feasibility of process / methodology demonstrated in the project plan.
4. Proven skills in leading community engagement processes and working with staff and elected representatives
5. Capacity for effective integration of the overall framework of the community planning process with the creative arts project and other initiatives developed by Council and the community
6. Opportunities to add value or draw in additional resources and partnerships to the project (local and external)
7. Compliance with 'how to submit a quotation' requirements

How to submit a quotation

Proposals should include:

1. Summary of proposal (1 page) listing in simple terms:
 - the project concept
 - Quotation
 - names and two-line bios of key personnel
 - full contact details
2. Statement directly addressing assessment criteria
3. Project plan including:
 - Description of the project concept and rationale
 - Description of the final result / product/s/ public outcome
 - Project stages / timeline
 - Outline of creative engagement /community development process
 - Roles and commitment of key personnel
 - Budget breakdown (aligned with clear project time-line)
4. Evidence of creative and community engagement skills:
 - Work experience (CVs) of key personnel
 - Three professional referees
 - Examples of relevant work/work samples (if appropriate)

Additional Information

Attached to this brief is:

- a copy of Redland Shire Council's Conditions of Quotation For Professional Services
- an overview of the Redland City Community Plan

Please refer to Council's website www.redland.qld.gov.au and www.moretoredland.com.au

Contact Roberta Bonnin by phone on 07 38298388 or email Roberta.bonnin@redland.qld.gov.au

Proposals with quotations should be sent by Monday 25th August 2008 to:

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Formal Quote
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