

**Report to General Manager**

Attachments:

1. Draft Project Brief – Tunks Park Masterplan and Plan of Management
2. Draft Project Brief – Anderson Park Masterplan and Plan of Management

SUBJECT: Preparation of Plans of Management for Tunks and Anderson Parks**AUTHOR:** Katerina Pikoulas, Graduate Strategic Planner and Mark Yee, Strategic Planner**ENDORSED BY:** Joseph Hill, Director City Strategy**EXECUTIVE SUMMARY:**

At its meetings on 21 March and 18 April 2016, Council resolved to prepare Plans of Management (POM) for Tunks and Anderson Parks. These resolutions arose from a significant level of community interest in the future use and management of both these parks.

Detailed Project Briefs for Tunks and Anderson Parks have now been prepared (refer to Attachments 1 and 2). The preparation of these Project Briefs has involved input from an internal Project Control Group (PCG). In particular, the Project Briefs acknowledge the issues raised by the community regarding previous Council proposals for both Tunks and Anderson Parks. Given the similarity of issues to be addressed for each park, the intent is for both Plans to be prepared concurrently and adopt a similar methodology. As such, the proposed project objectives, scope of works, staging and timing is similar for both Plans.

The Project Briefs require a thorough and proactive community consultation program, comprising two key consultation phases. This includes a preliminary phase which will elicit the values and general feedback about each park, followed by an extensive workshop consultation process for each plan during the formal public exhibition period.

The Project Briefs identify several key issues affecting Tunks Park and Anderson Park which will be addressed by each Plan of Management. These relate to the competing recreation needs of a diverse range of park users; the impacts associated with the increasing use and intensity of the parks; traffic and parking; fauna and flora, heritage conservation; contamination; acid sulfate soils, irrigation and drainage, flooding and bushfire.

This report seeks Council's endorsement of the draft Project Briefs for Tunks and Anderson Parks. It also notes that the funding required to expedite the project is yet to be allocated. As such, the appropriate funding will need to be allocated to enable the project to proceed to the tender stage in accordance with Council's Procurement Policy and section 55 of the Local Government Act 1993.

FINANCIAL IMPLICATIONS:

Funding will need to be allocated to proceed with the preparation of each Masterplan and Plan of Management.

Local Government Act 1993: Section 23A Guidelines - Council Decision Making During Merger Proposal Period

The Guidelines have been considered in the preparation of this report and are not applicable.

RECOMMENDATION:

- 1. THAT** Council endorse the draft Project Briefs for Tunks and Anderson Parks, as per Attachments 1 and 2.
- 2. THAT** the appropriate funding (\$100-150K) be allocated to each Plan to be spent in 2016/17 to expedite the preparation and delivery of the Masterplan and Plans of Management for Tunks and Anderson Parks.
- 3. THAT** the project progress to the tender stage in accordance with Council's Procurement Policy and section 55 of the Local Government Act 1993.

LINK TO DELIVERY PROGRAM

The relationship with the Delivery Program is as follows:

- Direction: 1. Our Living Environment
- Outcome: 1.2 Quality urban greenspaces
1.5 Public open space, recreation facilities and services that meet community needs
- Direction: 2. Our Built Environment
- Outcome: 2.1 Infrastructure, assets and facilities that meet community needs
2.5 Sustainable transport is encouraged
- Direction: 4. Our Social Vitality
- Outcome: 4.1 Community is connected
4.7 Community is active and healthy
- Direction: 5. Our Civic Leadership
- Outcome: 5.3 Council is ethical, open, accountable and transparent in its decision making
5.4 Community is informed and aware

BACKGROUND

At its meetings on 21 March and 18 April 2016, Council resolved to prepare Plans of Management for Tunks and Anderson Parks respectively. In particular, Council resolved the following:

21 March 2016:

1. *THAT Council prepare a dedicated single, comprehensive Plan of Management for Tunks Park in consultation with Council's City Strategy division.*
2. *THAT the Plan of Management include consideration of management of traffic, boat access, flora and fauna, and active and passive recreation.*
3. *THAT the Plan of Management for Tunks Park be broadly consulted to the community.*
4. *THAT Council for Plans of Management for other parks in the local government area.*

18 April 2016:

1. *THAT Council receives the community petition in relation to Anderson Park.*
2. *THAT Council acknowledges the growing community concerns regarding synthetic turf in Anderson Park.*
3. *THAT Council's City Strategy Division prepare a detailed Masterplan and Plan of Management for Anderson Park. That the Masterplan include heritage, traffic and parking, storm water and recreation uses and provide, short, medium and long term planning for the park with dedicated landscape management plans for the park and the*

mature trees on and around the park particularly on the storm water channel.

4. *THAT extensive community participation and consultation be undertaken preparation of the Masterplan and Plan of Management.*
5. *THAT Council resolve to defer any development at Anderson Park until a Masterplan and Plan of Management have been developed considering all uses and users of the park and grounded in through community consultation.*
6. *THAT no work proceed unless and until Council adopts the Masterplan and Plan of Management for the park and any future works on the park must be compliant with the adopted Masterplan and Plan of Management.*

It was noted that various previously discussed plans for Tunks Park and Anderson Park created much public interest and concern. Following these resolutions, a number of enquiries were made by various stakeholders about the timeframes associated with the preparation and delivery of these resolutions.

In response to these enquiries, Council's City Strategy Division prepared a report to Council which broadly identified the resources and likely timeframes required to prepare and deliver these Plans. Given the background to these resolutions as well as the lack of internal capacity to complete this work within a reasonable timeframe given existing priorities, it was recommended that a consultant team be engaged to conduct this work including the important stakeholder consultation process.

Consistent with these recommendations, Council resolved on 18 July 2016:

1. *THAT Council's resolutions on 21 March and 18 April 2016 be noted but that the objectives and contents of a Masterplan and Plan of Management for Tunks and Anderson Parks be consolidated into a single planning document for each Park.*
2. *THAT in order to expedite the preparation of Plans of Management for Tunks and Anderson Parks, funding of \$100-\$150K be allocated to each to be spent in 2016/17.*
3. *THAT a detailed project plan be drafted including an engagement strategy for each plan.*
4. *THAT a Project Control Group led by City Strategy, be established to oversee the preparation of each Plan of Management.*

On 19 September 2016, Council's relevant Managers and Directors endorsed the establishment of an internal Project Control Group (PCG) led by City Strategy, to oversee the preparation and delivery of these Plans. Given the similarity of issues to be addressed for each park, a single PCG was established to oversee the preparation of both Plans for Tunks Park and Anderson Park.

Detailed Project Briefs have now been drafted for each park, including an engagement strategy (refer to Attachment 1 and 2).

CONSULTATION REQUIREMENTS

Community engagement will be undertaken in accordance with Council's Community Engagement Protocol. Details of the community engagement is discussed in detail in Section 3 of this report.

SUSTAINABILITY STATEMENT

The sustainability implications were considered and reported on during the initiation phase of this project.

DETAIL

1. Development of Project Briefs

The preparation of the draft Project Briefs has involved input from an internal PCG, led by City Strategy. The PCG comprises representatives from various sections of Council to ensure that the diversity of issues affecting the project is covered by internal professionals with relevant expertise.

Given the similarity of issues to be addressed for each park, the intent is for both Plans to be prepared concurrently and adopt a similar methodology. As such, the proposed project objectives, scope of works, staging and timing is similar for both Plans.

2. Review of previous submissions

Council has reviewed submissions received over the last 18 months regarding Council proposals to install flood lighting at Tunks Park and Astro-Turf at Anderson Park. In particular, the community raised concerns with the environmental, traffic and noise impacts associated with such works. Submissions have also been received identifying a number of ongoing noise, traffic and parking issues at both parks. These issues have been identified in the draft Project Briefs and will be addressed by the Masterplan/ Plan of Management.

3. Project Objectives

The combined Masterplan/ Plan of Management (POM) for Tunks and Anderson Parks should respect the social, recreational, environmental and heritage values and significance of the parks. They should acknowledge and respect the Park's value to a range of different users and be aware of the regional significance of the Parks in terms of their size, location and facilities provided.

In particular, the Project Briefs identify the following objectives for the combined Masterplan/ POMs:

- Establish an appropriate and integrated framework to guide decision-making regarding the short and long term use and management of Tunks and Anderson Parks;
- Reflect the values and expectations of local residents and the broader community regarding the use, enjoyment, management and development of Tunks and Anderson Parks;
- Meet all relevant legislative requirements, in particular the *Crown Lands Act 1989*, *Local Government Act 1993* and *Environmental Planning and Assessment Act 1979*;
- Be consistent with *North Sydney Council Community Strategic Plan 2013-2023* and any other relevant strategies, plans and policies;
- Protect the environmental, social, recreational and heritage values and significance of

Tunks and Anderson Parks; and

- Present a concept Masterplan that illustrates the proposed initiatives and actions required to implement improvements to Tunks and Anderson Parks as required.

4. Scope of Works

3.1 *Community Consultation*

The need to prepare a combined Masterplan/ POM for Tunks and Anderson Parks has arisen from a significant level of community interest in the future use and management of both these parks. In particular, there has been concern from the community regarding recent Council proposals for these parks, with some concern raised regarding the community consultation undertaken by Council for these proposals.

As such, there is a strong focus on consultation in the Project Briefs. The briefs require a thorough and proactive community and stakeholder consultation program, which will start early in the project, target as many user groups as possible, and involve at least two key consultation phases.

The first consultation phase will involve an information gathering process to identify community and stakeholder concerns, needs, wants and aspirations. The information gathering process will involve a range of engagement methods such as mail-outs, intercept surveys, questionnaires, meetings, interviews, online panels or any other method proposed by the appointed consultant and approved by Council's Project Team. The number and methods used will be negotiated with the appointed consultant and will be in accordance with Council's Community Engagement Protocol 2013.

The findings of this preliminary consultation stage is to be reported to Council's Project Team for review. The information gathered from the first phase of community engagement will inform the development of the draft Masterplan/ POMs.

The second phase of community and stakeholder engagement will involve extensive workshop consultations during the formal public exhibition period. In addition to Council's usual exhibition protocols, the consultant will be responsible for running stakeholder workshops during the exhibition period to obtain feedback on the draft Masterplan/ POMs. The outcomes of these workshops will be treated as public submissions, which will be reported to Council in a post exhibition report. As such, the feedback gathered from the workshops will be considered in any further amendments to the Masterplan/ POMs prior to their finalisation.

The Project Briefs require the appointed consultant to have extensive prior experience in community engagement. Excellent communication skills will be required from the consultant to successfully engage with a wide variety of stakeholders including land owners, local residents, the various users of the Parks and their facilities (such as organised community groups, sports and recreation committees, local businesses and schools), Council staff, Council Precinct Committees, and any relevant Public Authorities (such as RMS, Sydney Water and others).

3.2 *Preparation of Masterplan/ Plans of Management*

The Project Briefs outline that the project will be completed in four (4) key stages. They also outline the works to be undertaken by the appointed consultant during each stage. These are

outlined below.

3.2.1 Research and Analysis

The appointed consultant will be required to complete the following tasks during the initial research and analysis stage of the project:

- A policy review (to ensure consistency with all relevant statutory planning requirements)
- A site survey (showing contours, heights, location of facilities, allotment boundaries, and easements);
- Background research (including location and context, history and cultural heritage, ownership and management, physical characteristics, access and circulation, built facilities, uses and activities, maintenance, financial management);
- Site analysis (to identify and analyse site conditions, character and context)
- Identification of current issues and needs (this involves phase 1 community engagement);
- Identification of opportunities and constraints;
- Population forecasting (to identify future demand);
- A transport study (an accredited transport consultant is to be engaged to review current transport behaviour in the area and produce a Travel Plan for each Park addressing any current and foreseeable transport issues).

3.2.2 Preparation of Concept Plans

Following the initial research and analysis stage of the project, the consultant will then be required develop an appropriate set of Concept Plans. The Concept Plans should represent a translation of the information gathered in the research and analysis stage (including community and stakeholder needs, wants and aspirations) into a draft plan showing how the parks could look, function and be managed.

These Concepts Plans will be presented and agreed upon by Council's Project Team before proceeding to the next stage of the project.

3.2.3 Preparation of draft Masterplan/ Plans of Management

Following the endorsement of the Concept Plans by Council's Project Team, the consultant will be required to prepare draft Masterplan/ POMs. The preparation of these plans will also include:

- an estimate as to the probable cost of carrying out of any proposed works; and
- a review/reconciliation of how this fits with the identified available funding.

When complete, the draft Masterplan/ POMs will be reviewed by Council's Project Team and subsequently reported to Council for endorsement prior to being placed on public exhibition. During public exhibition, the consultant will undertake major community and stakeholder engagement activities (i.e. stage 2 workshop consultations) to obtain feedback on the draft Masterplan/ POM.

3.2.4 Final Masterplan/ Plans of Management

Following the public exhibition period, Council's Project Team will review the findings of the workshops and all submissions received. Council's Project Team will prepare a post exhibition report to Council outlining the community's reaction to the draft Masterplan/ POM and any proposed amendments.

The consultant will then be required to amend the draft Masterplan/ POMs in accordance with Council's resolution to produce final Plans for Tunks and Anderson Parks.

5. Key Issues

Addressing the competing recreation needs of a diverse range of users and the increasing use and intensity of Tunks and Anderson Parks is a major challenge for Council and the primary focus of the project.

Previous submissions highlighted the need for the Masterplan/ POM to address the community's concerns regarding the environmental, traffic and noise impacts associated with any proposed works to Tunks and Anderson Park.

To provide a greater level of certainty for all user groups in the future, the project briefs require the following issues regarding the use of the parks be investigated and addressed:

- How to meet the needs of and be acceptable to the diverse array of individuals and groups who use the Park (as far as possible)
- Conflicts between regional and local Park users who have different (and often competing) needs and expectations
- The impact of events (sporting and other) on the Park and on the local community (parking, traffic, noise, litter etc.)
- Level of use of different parts of the Park; especially overuse of the open lawn areas for sports and fitness purposes
- Growing demand for the Park to function as the local 'backyard' – for picnics, birthday parties and other gatherings as surrounding residential densities increase
- The relative demand for organised sports facilities in the North Sydney LGA relative to supply
- The expectations of sporting clubs and other organisations regarding the condition of fields/courts, condition of sporting infrastructure, ground closure policy etc. which may not always be met
- The commercial use of boat ramps.

The project briefs also identify a range of other issues/ considerations affecting Tunks and Anderson Parks, which relate to:

- Contamination
- Acid Sulfate Soils
- Heritage Conservation
- Fauna and Flora
- Bushfire
- Flooding
- Irrigation, Drainage and Sewerage
- Transport, Traffic and Parking
- Ownership.

The Project Briefs require these issues be addressed by the Masterplan/ POMs as well as any further issues identified during the consultation process and development of the Masterplan/ POM.

The Project Briefs also require the preparation of a comprehensive transport study by an accredited transport consultant as it represents an essential and important part of the process.

6. Budget

At its meeting on 18 July 2016, Council resolved:

THAT in order to expedite the preparation of Plans of Management for Tunks and Anderson Parks, funding of \$100-\$150K be allocated to each to be spent in 2016/17.

It is noted that the funding required to expedite the project is yet to be allocated. This funding will need to be allocated to enable the project to proceed to the tender stage.

7. Project Timing

It is anticipated that a preferred tenderer will be reported to Council in early 2017 with preliminary community and stakeholder consultation to commence shortly thereafter. It is anticipated that the final Plans will be completed by early 2018.

CONCLUSION

At its meetings on 21 March and 18 April 2016, Council resolved to prepare Plans of Management for Tunks and Anderson Parks respectively. These resolutions arose from a significant level of community interest in the future use and management of both these parks.

Detailed Project Briefs for Tunks and Anderson Parks have now been prepared with significant input from Council's PCG. Importantly, the Project Briefs require a thorough and proactive community consultation program, comprising two key consultation phases, which will inform the preparation of each Masterplan/ Plan of Management.

This report seeks Council's endorsement of the draft Project Briefs. It also notes that the funding required to expedite the project is yet to be allocated. As such, this funding will need to be allocated to enable the project to proceed to the tender stage in accordance with Council's Procurement Policy and section 55 of the Local Government Act 1993.



TUNKS PARK MASTERPLAN AND PLAN OF MANAGEMENT

Consultant Brief
November 2016

1 INTRODUCTION

North Sydney Council is seeking an experienced consultant to prepare a combined concept Masterplan and Plan of Management for Tunks Park.

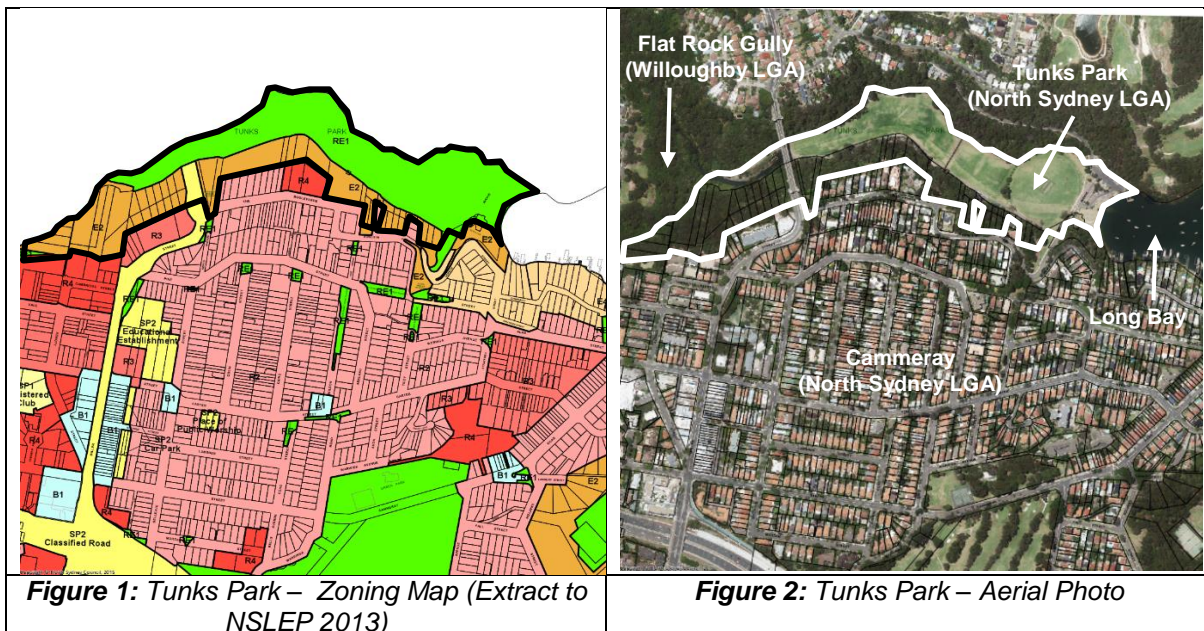
Tunks Park is one of the most significant open space areas fronting Middle Harbour. Characterised by expansive open lawns and playing fields bordered by large sweeps of natural bushland rich in biodiversity, Tunks Park is an attractive and popular foreshore area that is greatly valued by the North Sydney Community.

2 BACKGROUND

2.1 Site Location and Context

Located off Brothers Avenue in the Middle Harbour catchment suburb of Cammeray on the northern edge of the North Sydney Council area, Tunks Park is an integral part of an open space corridor that extends from the foreshore of Long Bay west under Northbridge Suspension Bridge to Flat Rock Gully Reserve in the Willoughby Council area. It is a relatively large, linear reserve covering approximately 13 hectares of land.

Tunks Park is primarily situated within *RE1 Public Recreation* zoning under North Sydney LEP 2013 with its bushland areas zoned *E2 Environmental Conservation* (refer to Figure 1). The residential areas of Cammeray, which adjoin the southern border of the Park's bushland contain predominantly single dwelling houses and some small residential flat buildings, which overlook the Park (refer to Figure 2). On the slopes to the north, the Park is bordered by Willoughby Council area bushland.



2.2 History

Tunks Park was once a natural valley, with waterfalls and a tidal estuary. Prior to European Settlement in 1788, the valley was occupied by the Cammeraygal people who drew spiritual and physical sustenance from the land and nearby waterways. The natural creekline and estuarine mudflats survived up until the early 1900s. By the mid-1930s however, ground levelling works began as part of Depression-era job creation and tipping operations filled the upper area resulting in major environmental impacts, such as loss of flora and fauna, contamination of the creekline and stormwater runoff carrying pollutants to the catchment.

Officially opened on 5 May 1956, Tunks Park is an example of foreshore reclamation for public recreation that was typical of the late nineteenth century. The land had been transferred from the Maritime Services Board to the Department of Lands in 1941 and incorporated within the boundaries of North Sydney Council in 1948. Discussions over reclamation began in 1944, where it was decided by the Department of Lands that the underutilised area be turned into sports fields. In 1948, North Sydney Boys High Parents and Citizens Association offered to contribute funds towards the creation

of public playing fields, for competitive sports, that might also be used by students from the school. The initial agreement between the school and Council was for afternoon use over 25 years.

By the early 1950s, pipes were laid to carry the water from the unaffected upper catchment creeklines, under the (then yet to be constructed) playing fields and directly into Long Bay. Silt from the Bay and the remaining mudflats were then used as packing to create the flat surface playing fields seen today. By 1955, construction of the sport fields was completed with additional plans for spectator seating and three dressing rooms, which were never completed. The sports grounds were named the Falcon Memorial Playing Fields Tunks Park, a reference to Falcon Street which runs alongside North Sydney Boys High. Tunks Park itself was named after William Tunks, the first Mayor of St Leonards from 1867-1883.

2.3 Significance

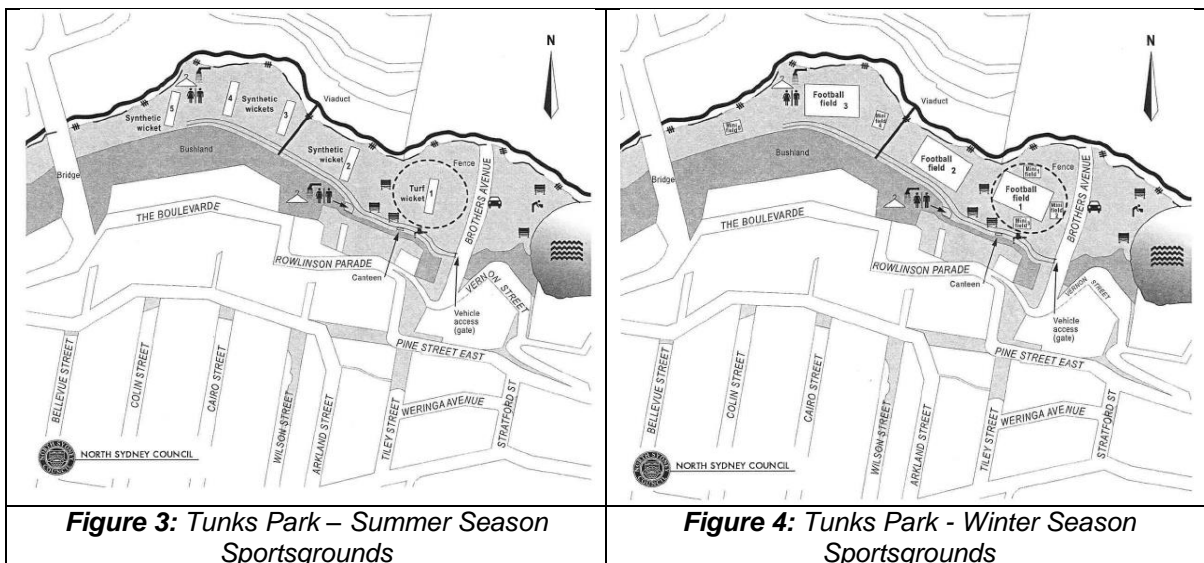
Tunks Park is one of North Sydney's most popular reserves. It is a great community asset of considerable social, recreational, environmental and heritage (Aboriginal and European) significance.

Tunks Park is one of the few foreshore parks in North Sydney with a boat ramp providing direct access to the harbour. Comprised of a combination of bushland and flat, grassy open space, the corridor provides a wide range of passive and active recreational opportunities for local residents, students and visitors from further afield. The bushland area of Tunks Park is maintained by two active Bushcare community volunteer groups and generally utilised for passive recreation. The flat grassed areas are used as sports fields but also accommodate a range of other informal recreation activities such as jogging and dog walking. The sport fields host cricket in the summer, soccer, rugby league and rugby union in the winter, as well as training and school sports and carnivals.

The main features of Tunks Park include:

- 4 synthetic turf wickets and 1 turf wicket for cricket in the summer (refer to Figure 3);
- 3 football fields and 5 mini fields for soccer, rugby league and rugby union in the winter (refer to Figure 4);
- Ancillary Park facilities including exercise equipment, change rooms, a canteen, public toilets, shelter sheds, seats, barbecues, picnic tables, and car and trailer parking;
- A children's playground; and
- A boat ramp with dinghy storage and fish cleaning table facilities.

Accommodating the various user groups with their differing needs and requirements is a major challenge for Council. The local community uses Tunks Park as their backyard – a place to relax, play and socialise – while visitors from further afield are attracted by sporting and other types of active recreational pursuits. Impacts associated with the increasing use and intensity of the Park is also of major concern to Park users, local residents and Council.



Tunks Park contains two items of Local Heritage Significance under North Sydney LEP 2013 and Willoughby LEP 2012, these include the overhead sewerage viaduct and the century old suspension

bridge. Remnants of Aboriginal shell middens, rock art, caves and overhangs dating back 6,000 years are also known to exist in Tunks Park and the surrounding areas.

The *North Sydney Natural Area Survey 2010*, identified Tunks Park a biodiversity 'hotspot' for fauna – an area of special importance for biodiversity conservation and management. Tunks Park supports the greatest local diversity of bird species, in particular small bushland birds, which is a group that has largely disappeared from other North Sydney reserves. Tunks Park is also a critical habitat for several identified reptile, plus frog, owl, bat, possum, bandicoot and wallaby species and forms a valuable natural resource for environmental education.

The bushland at Tunks Park forms an important link to the bushland at Mortlock Reserve and Flat Rock Gully located in the Willoughby Council area. Over the last 20 years, Council has increasingly recognised its responsibility in managing bushland and has supported a large and enthusiastic volunteer workforce. The Tunks Park Bushcare Group, Tunks Park West Bushcare Group and Council's Bushland Management Team continue to undertake regular maintenance activities as well as rehabilitation and regeneration works at Tunks Park.

2.4 Ownership

Tunks Park comprises 64 parcels of land including Crown land, Council-owned land, privately-owned land and land owned by public authorities. The vast majority of Tunks Park, however, is Crown land reserved for the purposes of public recreation on 30 March 1951. North Sydney Council, as reserve trust manager (R74114), is responsible for the care, control and management of Tunks Park on behalf of the Crown.

3 PROJECT APPROACH & OBJECTIVES

The need to prepare a combined Masterplan and Plan of Management (POM) for Tunks Park has arisen in response to a significant level of community interest in the future use and management of Tunks Park.

In particular, Council plans to install flood lighting at Tunks Park raised much public interest and concern. Submissions received regarding Council's proposal highlights the need for the Masterplan/ POM to address the potential environmental, noise and traffic impacts associated with any works to Tunks Park.

3.1 Project Approach

The Tunks Park Masterplan/ POM is to:

- Establish an overall vision for the Park based on a thorough analysis of existing site conditions, the site's context, and the stated needs and aspirations of local residents and other key stakeholders;
- Identify clear objectives and establish clear directions for planning, resource management and maintenance of the Park; and
- Provide a basis for assigning priorities in works programming and budgeting.

The Tunks Park Masterplan/ POM is to be developed with a high level of community and other stakeholder involvement and consultation, resulting in a high level of support for the Plan, and a solution consistent with community and stakeholder priorities.

It should also incorporate the principles of ecologically sustainable development (ESD) in order to produce innovative and responsible design and management solutions.

Given the high cost of land and the developed nature of North Sydney, the importance of managing Council's existing network of parks and reserves wisely is paramount. The open space Tunks Park provides is highly valued by the North Sydney community.

3.2 Project Objectives

The Tunks Park Masterplan/ POM should respect the environmental, social, recreational and heritage significance of the Park. It should acknowledge and respect the Park's value to a range of different

users, and be aware of the regional significance of the Park in terms of its size, location and facilities provided.

Sensitive upgrading works where required, rather than an extensive redesign is needed to make Tunks Park a more attractive and interesting place to be, and to improve the Park's ability to cater for the recreation needs of the current and future community.

Specifically, the Tunks Park Masterplan/ POM should:

- Meet all relevant legislative requirements, in particular the *Crown Lands Act 1989*, *Local Government Act 1993* and *Environmental Planning and Assessment Act 1979*;
- Be consistent with *North Sydney Council Community Strategic Plan 2013-2023* and other relevant strategies, plans and policies;
- Establish an appropriate and integrated framework to guide decision-making regarding the short and long term use and management of Tunks Park;
- Reflect the values and expectations of local residents and the broader community regarding the use, enjoyment, management and development of Tunks Park;
- Protect the environmental, social, recreational and heritage values and significance of Tunks Park; and
- Present a concept Masterplan that illustrates the proposed initiatives and actions required to implement improvements to Tunks Park as required.

4 ISSUES

Tunks Park is subject to pressure from a variety of sources.

The Masterplan/ POM should address a host of issues affecting the Park including contamination, acid sulfate soils, flooding, sedimentation, drainage, transport, access and circulation, fauna and flora, Aboriginal and European heritage conservation, the competing recreation needs of a diverse range of users and the increasing use and intensity of the park.

The project should also address any further issues raised during the community consultation process and development of the Masterplan/ POM.

1) Use

Addressing the competing recreation needs of a diverse range of users and the increasing use and intensity of the Park is a major challenge for Council. In particular, the following issues need to be addressed:

- How to meet the needs of and be acceptable to the diverse array of individuals and groups who use the Park (as far as possible);
- Conflicts between regional and local Park users who have different (and often competing) needs and expectations;
- The impact of sporting events on the Park and on the local community (parking, traffic, noise, litter etc.);
- Level of use of different parts of the Park, especially overuse of the open lawn areas for sports and fitness purposes;
- Timing of use of different parts of the Park (night and day use) and their impact on the Park and local community (parking, traffic, noise impacts);
- The relative demand for organised sports facilities in the North Sydney LGA compared to supply;
- Growing demand for the Park to function as the local 'backyard' – for picnics, birthday parties and other gatherings as surrounding residential densities increase;
- How to effectively manage the commercial use of the boat ramp;
- The *North Sydney Recreation Needs Study 2005* suggests a number of upgrades that require further investigation including: installation of sport field lighting for night use; upgrades to public amenities and change facilities; installation of fencing around play areas; installation of shade structures; provision of sight screens for cricket, a new clubhouse; increase capacity for on-site car parking; reconfiguration of Ovals 4 and 5 to increase useability; and

- Sporting clubs and other organisations have expectations regarding the condition of fields/courts, condition of sporting infrastructure, ground closure policy etc. which cannot always be met.

2) Transport, Access and Circulation

Access to Tunks Park is relatively difficult due to factors such as steep topography and the presence of residential properties abutting much of the western section of the Park.

Tunks Park is primarily accessed via Brothers Avenue. A car park with trailer parking is also located within the Park off Brothers Avenue, which accommodates approximately 50 cars. There is only one alternative pedestrian access point to Tunks Park, which is located at the junction of The Boulevard and Rowlinson Parade.

The community has raised a number of transport related issues, which need to be addressed. These include:

- Traffic congestion in and around Tunks Park on Saturdays, especially during the winter sporting season. Constriction points include Lower Cliff Street (in the Willoughby Council area) and the main vehicle access point to Tunks Park via The Boulevard, Rowlinson Parade and Brothers Avenue.
- The difficulties faced by emergency vehicles trying to access and exit the streets surrounding Tunks Park during peak traffic conditions.
- Illegal parking and lack of parking in and around Tunks Park, especially when major sporting events are occurring at the Park.
- Lack of pick-up and drop off areas for patrons.
- Pedestrian/cyclist/vehicle conflict on the streets surrounding Tunks Park, especially when major sporting events are occurring at the Park.
- The flow on impact of solutions such as shuttle buses from local centres or major transport interchanges during peak Park use times, temporary one-way controls and parking restrictions on surrounding streets and residential areas.
- The *North Sydney Water-Based Recreation Needs Study 2006* recommends the provision of additional dedicated water-access points and formalised storage facilities for small, non-motorised craft.

3) Contamination

The Environmental Protection Authority (EPA) found the contamination of fill material, groundwater and sediment in parts of Tunks Park presented a significant risk of harm to the environment under the *Contaminated Land Management (CLM) Act 1997*. In particular, the part of Tunks Park located immediately west of the suspension bridge contained soils with a range of contaminants including heavy metals (lead and zinc), benzo(a)pyrene and petroleum aromatic hydrocarbons ("PAH's").

In January 2003, Council commenced a proactive program of assessing open space sites for contamination, and submitted a voluntary remediation proposal for the site, which was approved by the EPA in March 2003. In March 2003, a preliminary Soil Contamination Survey and report was completed. This included collecting 58 surface soil samples from locations that were spread out in a regular grid pattern across the park area. Each sample was collected from a depth of 0-0.15m and sent to a NATA-registered laboratory for chemical analysis.

Based on the results of the survey, the report concluded that the surface soils at Tunks Park meet the NSW EPA requirements for parkland and recreational open space to a 95% level of confidence. In December 2003, an EPA site audit certified that the site was appropriate for "park, recreational open space and playing field" uses. In April 2004, the EPA advised Council that the EPA had determined that contamination at the site no longer posed a significant risk of harm as defined under section 9 of the CLM Act. Accordingly, the EPA issued a section 22 Notice to End Declaration for the site in April 2004.

It is important that the Masterplan/ POM acknowledge and address the findings of any previous investigations into the site's contamination. Should the Masterplan/ POM recommend any works or activities, particularly in parts of the Park known to contain soils with contaminants, a further investigation to assess the suitability of surface soils for public recreation may be required.

4) Acid Sulfate Soils

The Acid Sulfate Soil (ASS) Risk map for the Parramatta/Prospect River area prepared by Department of Land and Water Conservation indicates that the site is located in an area classed as 'disturbed terrain.' An investigation into the site's acid sulfate potential has not been undertaken. As such, consideration should be given to likelihood of acid sulfate soils on the site and whether an investigation will be required to assess the environmental risks associated with disturbing acid sulfate soils.

5) Sedimentation

In 2003, a sedimentation basin (a type of Gross Pollutant Trap) with an integrated fishway bypass channel was designed and constructed by Council to help mitigate siltation in Long Bay and improve water quality. The system involved placing a weir across the confluence of Quarry Creek and Flat Rock Creek at the western end of Tunks Park's playing fields. The design incorporated a narrow, vegetation-lined bypass channel that enables the movement of native fish species past the weir. Over time, however, the bypass channel has become choked by accumulated sediment containing contaminants, which prevent fish movement through the channel.

The Tunks Park Masterplan/ POM is to address the ongoing management and maintenance of the weir.

6) Drainage (Stormwater and Sewerage)

Tunks Park forms a critical junction in the Northside Storage Tunnel (NST). The NST is one of Sydney's largest wastewater systems and comprises of four main overflow points which act as 'relief valves' when the pipes reach their capacity. Tunks Park is one of the largest overflow points in the 16km system that runs from Lane Cover River to North Head.

There are also three stormwater pipes that traverse the Park and open out into the natural creekline below the junction of Hamilton Land and Marks Street, before being diverted into a series of underground concrete stormwater channels which drain to Long Bay. There are also several stormwater pipes that drain directly into the bushland area and into the understorey.

Sewerage pipes also traverse Tunks Park. During heavy rainfall, fluid has been reported to leak from the round concrete pop-up lids into the surrounding bushland area. The increased moisture and nutrients have had negative effects on native vegetation and contributed to the growth of weed species.

The Tunks Park Masterplan/ POM is to address the ongoing management and maintenance of existing stormwater and sewerage systems.

7) Flooding

Council is preparing a *draft North Sydney LGA Wide Flood Study 2016* to identify flood prone land in accordance with the NSW State Government's Floodplain Development Manual.

Due the topographical nature of Tunks Park, there is potential for the land at Tunks Park to be subject to flooding. The Masterplan/ POM should acknowledge and address the findings of this study.

8) Fauna and Flora

The *North Sydney Natural Area Survey 2010* identified the bushland of Tunks Park to be in good to fair condition. However, the survey reported large areas of native vegetation in poor or very poor condition that pose management problems.

The loss of vegetation cover has resulted in accelerated erosion of an intrinsically shallow soil profile. Qualified bush regeneration contractors, Council staff and volunteers have coordinated several re-vegetation and bush regeneration projects to re-establish native vegetation, improve creek health and wildlife habitat, as well as control the spread of noxious weeds along property boundaries, creekline edges and stormwater drains. This work has been done in accordance with Council's *Bushland Plan of Management* and Willoughby Council's *Flat Rock Gully and Bicentennial Reserve Plan of Management*.

The *North Sydney Natural Area Survey 2010* also identified Tunks Park a biodiversity 'hotspot' for fauna – an area of special importance for biodiversity conservation and management. In particular, the Grey-headed Flying-fox (*Pteropus poliocephalus*) and Powerful Owl (*Ninox strenua*), which is known to frequent the Park at night, is listed as Vulnerable under Schedule 2 of the NSW

Threatened Species Conservation Act 1995. Under the Act, critical habitat is required to be protected.

The Masterplan/ POM should consider opportunities to increase and improve the biodiversity of Tunks Park in consultation with Council's Bushland Management Team. The impact of domestic animals, artificial lighting shining into the reserves, and garden plant escapees on the Park's fauna and flora should also be considered.

9) Heritage Conservation

There is one known site of Aboriginal cultural heritage located within Tunks Park, which requires specialist management under the *National Parks and Wildlife Act 1974*. This site is not accessible to the general public for security purposes, however its location is recorded on a limited access database held by Council. There may be other unidentified sites present on the property.

Tunks Park Suspension Bridge, Aqueduct and the Sewer Viaduct are of historic, aesthetic and technical significance and are listed as heritage items under Schedule 5 of North Sydney LEP 2013. Historically, they form key components and one of the few substantial visible parts of the Northern Suburbs Ocean Outfall Sewer (NSOOS), a major Sydney engineering work of the early 20th century which serves a considerable extent of Sydney. Other items of significance, although not listed as heritage items, are the reconstructed Falcon Gates next to the car park which should be maintained.

10) Bushfire

Council's *Bushfire Prone Land Map* identifies all land at risk of bush fire within the North Sydney Council area, in accordance with section 146 of the *Environmental Protection and Assessment Act 1979*.

As identified in the map, Tunks Park contains land considered to be at risk of supporting and/or being subject to bush fire. Fire is an ecological tool that has been used to regenerate native plant communities at Tunks Park, as well as manage the high fuel levels located in some areas of the Park.

The Masterplan/ POM must acknowledge the risk of bush fire on the site and incorporate any relevant fire management strategies.

11) Ownership

Tunks Park comprises 64 parcels of land including Crown land, Council-owned land, privately-owned land and land owned by public authorities.

Consideration should be given to the implications of the Park's ownership, particularly any legislative requirements that might apply when preparing a POM for Crown Land or any land not owned by Council but under its care and control.

5 SCOPE OF WORK

5.1 Community Consultation

A thorough program of community and stakeholder involvement and consultation will be an essential part of successfully developing a combined Masterplan/ POM for Tunks Park. The engagement process should involve the community and other stakeholders in the decision-making process regarding the use, improvement and management of Tunks Park.

Community and stakeholder engagement should start early, target as many user groups as possible, be consistent with the principles of Council's *Community Engagement Protocol 2013* and comprise at least the following two (2) stages:

- Stage 1: Information gathering/ Community values
- Stage 2: Workshop consultations

The preliminary consultation process is to identify community and stakeholder concerns, needs, wants and aspirations. It is likely to involve engagement methods such as mail-outs, intercept surveys, questionnaires, meetings, interviews, online panels or any other method proposed and approved by

Council's Project Team. The findings of this preliminary consultation process is to be reported to Council's Project Team.

The second stage of community engagement will involve extensive workshop consultations. In addition to Council's usual public exhibition protocols, the Consultant will be responsible for running stakeholder workshops during the formal exhibition period to obtain feedback on the draft Masterplan/ POM. The outcomes of these workshops is to be reported to Council's Project Team.

Community and stakeholder engagement should be undertaken in accordance with the *North Sydney Community Engagement Protocol 2013* (refer to Appendix 1), which offers multiple strategies for community engagement. However, Council is open to alternatives. As the methods of engagement are yet to be decided, submissions should itemise the cost of each engagement method proposed.

Community and stakeholder support for the Masterplan/ POM is critical and will facilitate the implementation of the Plan.

The Consultant will need prior experience in community and stakeholder engagement. Excellent communication skills will be essential to successfully engage a wide variety of organised stakeholders including land owners, local residents, the various users of the Park and its facilities (such as active community groups, sports and recreation committees, schools and local businesses), Council staff, Council Precinct Committees and any relevant Public Authority (such as RMS).

The Consultant's Tender issue program may be fine-tuned upon appointment in consultation with Council's Project Team and Council's Community Engagement Co-ordinator.

5.2 Preparation of combined Masterplan and Plan of Management

1) Research and Analysis

This stage of the project will commence with the Consultant liaising with Council's Project Team to clarify the project's aims and processes. The Consultant will then undertake:

- A policy review (to ensure consistency with all relevant statutory planning requirements, including all relevant Council strategies, plans and policies);
- A site survey (Whilst Council has a variety of maps and images of Tunks Park, it does not possess accurate base plans. It is the Consultant's responsibility to carry out, or to oversee the carrying out of a detailed and accurate survey outlining the following:
 - Contours and spot heights;
 - Location and height of built structures;
 - General alignment of bushland areas;
 - Location of isolated trees within active areas of the park;
 - Allotment boundaries; and
 - Any easements affecting the land.
- Background research (location and context, history and cultural heritage, ownership and management, physical characteristics, access and circulation, built facilities, uses and activities, maintenance, financial management);
- Site analysis (to identify and analyse site conditions, character and context);
- Identification of current issues and needs (stage 1 community engagement is required here);
- Identification of opportunities and constraints;
- Population forecasting (to identify future demand);
- A transport study (an accredited transport consultant is to be engaged to review current transport behaviour in the area and produce a Travel Plan for Tunks Park addressing any current and foreseeable traffic and transport issues.

The following matters must be specifically addressed in the Travel Plan:

- A multi-modal analysis of current walking, cycling, public transport, delivery, traffic and parking facilities as well as an assessment of current mode share for trips to and from Tunks Park;
- A clear statement of objectives for the Tunks Park Travel Plan (e.g. reduce private vehicle travel and associated impacts to and from Tunks Park);
- Specific, measurable, achievable, relevant and time-based targets that support this overarching objective (e.g. 100% increase in cycling to/from Tunks Park);

- Action plans (including both hard and soft engineering measures) that promote walking, cycling and public transport use to and from Tunks Park in order to minimise the negative impacts of traffic and parking on residential and park user amenity (this should include realistic modelling of future mode share); and
- An ongoing commitment to monitor and review the Travel Plan/action plans based on the success of otherwise of the POM.

2) Preparation of Concept Plans

The Consultant will work closely with Council's Project Team to develop Concept Plans. These should represent a translation of the information gathered in the research and analysis stage (including community and stakeholder needs, wants and aspirations) into a draft physical plan showing how Tunks Park could look, function and be managed.

The Consultant will be responsible for determining an appropriate set of Concept Plans to present to Council for discussion. Consultant's submissions should provide an indication of the content of the set of drawings/documents that will be provided. Presentation of design ideas in a form that can be easily understood is essential; artistic impressions and 3D imagery should be included to achieve this.

3) Preparation of draft Masterplan/ Plan of Management

Taking into account the information gathered during the research and analysis stage (including community and stakeholder needs, wants and aspirations), the Consultant will be required to prepare a draft Masterplan/ POM for Tunks Park. Other tasks at this time will include:

- An estimate as to the probable cost of carrying out the proposed work
- A review/reconciliation of how this fits with the identified available funding

When complete, the draft Masterplan/ POM will be reviewed by Council's Project Team and reported to Council for endorsement prior to being placed on public exhibition for a period of at least 6 weeks (42 days).

The consultant will undertake major community and stakeholder engagement activities (i.e. stage 2 workshop consultations) during the public exhibition period to obtain feedback on the draft Masterplan/ POM.

4) Final Masterplan/ Plan of Management

Once the public exhibition and submission period has ended, Council's Project Team will review the findings of the workshop consultations and all submissions received. Council's Project Team will prepare a report to Council outlining the community's reaction to the draft Masterplan/ POM and any proposed appropriate amendments.

The Consultant will be required to amend the draft Masterplan/ POM in accordance with Council's resolution to produce a final Plan for Tunks Park.

6 PROJECT TIMING AND STAGING

Immediately following the appointment of the successful Consultant, a project initiation meeting between the Consultant and Council's Project Team will be held. Council envisages that the project will proceed in accordance with the stages outlined below.

1) Project Initiation

- Meeting with Council's Project Team to confirm the project brief, finalise the scope of works and finalise stakeholder engagement program;
- Publicity program to raise community and stakeholder awareness of the project and encourage involvement;
- Consultant research and analysis, identification of legislative requirements, issues affecting Tunks Park, opportunities and constraints, stage 1 community engagement (fact-finding/identification of needs, values, wants and ideas);
- Ongoing consultation/ discussion with Council's Project Team as required.

2) Park Survey

Whilst Council has a variety of maps and images of Tunks Park, it does not possess accurate base plans. It is the Consultant's responsibility to carry out, or to oversee the carrying out of a detailed and accurate survey of Tunks Park. This item is included in the Consultancy Fee as it represents an essential and important part of this process.

3) Transport Study

It will be the Consultant's responsibility to engage an accredited transport consultant to produce a Travel Plan for Tunks Park. This item is included in the Consultancy Fee as it represents an essential and important part of this process.

4) Development of Concept Plans

- Preparation of Concept Plans suitable for use in major community and stakeholder engagement processes;
- Councillor Briefing
- Report contents of stage 1 community engagement to Council's Project Team
- Ongoing consultation/ discussion with Council's Project Team as required.

5) Preparation of draft Masterplan/ Plan of Management

- Preparation of a draft Masterplan/ POM (incorporating information gathered from research and analysis stage including community and stakeholder needs, wants and aspirations);
- Public exhibition of the draft Masterplan/ POM (for a minimum of 6 weeks);
- Major community and stakeholder engagement activities (stage 2 community engagement) to be undertaken during public exhibition;
- Councillor briefing
- Report contents of stage 2 community engagement to Council's Project Team
- Council's Project Team will report contents of all public submissions (including contents of stage 2 workshop consultations) to Council and propose appropriate amendments.

6) Finalisation of Masterplan/ Plan of Management

- Consultants to incorporate amendments (as adopted by North Sydney Council) to produce final Masterplan/ POM for Tunks Park.

The Consultant must be able to commence the project immediately, and the draft Masterplan/ POM must be completed (to the point of being ready for public exhibition) within 6 months of the project initiation meeting with Council's Project Team.

Once the public exhibition and submission period has ended, Council's Project Team will prepare a report to Council outlining the community's reaction to the draft Masterplan/ POM and any proposed changes to be made to the Plan as a result of the public feedback. The Consultant will then be required to amend the draft Masterplan/POM to incorporate these changes, and to produce a final Plan.

The Masterplan/ POM must be finalised within 3 weeks of receiving the amendments from Council's Project Team.

7 RESOURCES

Council can provide the following resources (or web links where appropriate):

Statutory Framework:

- Local Government Act 1993
- Crown Lands Act 1989
- Environmental Planning and Assessment Act 1979
- Contaminated Land Management Act 1997
- National Parks and Wildlife Act 1974
- Threatened Species Conservation Act 1995
- Fisheries Management Act 1994
- State Environmental Planning Policy No 19 – Bushland in Urban Areas
- Sydney Harbour Regional Environmental Plan (Sydney Harbour Catchment) 2005
- Companion Animals Act 1998

Plans, Policies and Studies:

- North Sydney Local Environmental Plan 2013
- North Sydney Development Control Plan 2013
- Bushland Plan of Management
- Playgrounds Plan of Management 2016
- Foreshore Parks and Reserves Plan of Management 2010
- Sportsgrounds Plan of Management 2010
- North Sydney Council 2020 Vision
- North Sydney Council Delivery Program
- North Sydney Community Engagement Protocol 2013
- North Sydney Community Strategic Plan 2013-2023
- North Sydney Recreational Needs Study 2005
- North Sydney Recreational Needs Study 2015
- North Sydney Water-Based Recreation Needs Study 2006
- North Sydney Foreshore Access Strategy 2007
- North Sydney Council Open Space Provision Strategy 2009
- North Sydney Urban Forest Strategy 2011
- Draft North Sydney LGA Flood Study 2016
- North Sydney Council Playgrounds Methodology Document 2015
- North Sydney Council Synthetic Field Feasibility Study 2008
- North Sydney Natural Area Survey 2010
- Towards Sustainability Plan 2004
- Sportsground Amenities Buildings Condition Assessment Report 2007
- NSW Rural Fire Service Planning for Bush Fire Protection Guide 2006
- Greater Sydney Local Land Service Transition Catchment Action Plan 2013-2023

Site Specific Documents:

- Preliminary Report for the Soil Contamination Survey, Tunks Park 2003
- Tunks Park Bushland Rehabilitation Plan 2001
- Tunks Park Bushland Fauna Rehabilitation Plan 2003
- Tunks Park Weir Fish Passage Remediation Report 2014
- Council Memo – Tunks Park Sedimentation Basin and Fishway Rehabilitation Project 2015.
- Council Report – Sedimentation levels in Long Bay 2001

It will be the Consultant's responsibility to collect and collate any other required base data. This requirement must be taken into account in the fee proposal.

8 PROJECT MANAGEMENT AND REPORTING

The Consultant will maintain in contact with Council's Project Team throughout the course of the project via telephone, email and face-to-face meetings, as required.

Council's Project Coordinator, Katerina Pikoulas, is the primary contact for the project and should be the first point of contact for the Consultant. The Project Coordinator will be available to provide direction and guidance as required, and will oversee the day-to-day running and management of the project.

Katerina can be reached via email katerina.pikoulas@northsydney.nsw.gov.au.

9 BUDGET

A quote should be submitted outlining clearly all costs involved in undertaking the project, including a proposed schedule of payments for the duration of the project, the indicative hourly rates for the consultant staff expected to be involved in the project, and a maximum fee to be charged to Council.

Please note, all Consultancy fee proposals must incorporate the preparation of an accurate and detailed site survey; a Transport Study and Travel Plan by an accredited transport consultant; and potentially further contamination and acid sulfate studies. It should also factor all meetings with Council's Project Team and at least two (2) Councillor briefings of one (1) hour duration each.

Consultants should itemise the fee proposal into components as follows:

- Research and Analysis (including collection of base data, e.g. site surveys and traffic study)
- Preparation of Concept Plans
- Community and Stakeholder Engagement Program
- Draft Masterplan/Plan of Management
- Finalisation of the Masterplan/Plan of Management

Note: The process of Consultant selection is not solely dependent upon cost, but shall be in accordance with the selection criteria set out in Part A Conditions of Tendering (CT. 9).

10 SUBMISSION REQUIREMENTS

- 1) Methodology
The submission is to outline the proposed methodology to be used, including any outsourcing of tasks to third parties.
- 2) Community Engagement Strategy
The submission is to outline the details of the proposed community and stakeholder engagement strategy to be used.
- 3) Examples of Past Work
A brief summary of similar studies undertaken should form part of your submission. Please include client references.
- 4) Competitive Fee Proposal
The submission is to include an itemised fee proposal, setting out clearly the costs involved in undertaking the project.
- 5) Timelines
The submission is to outline when each aspect of the project will be completed.
- 6) Submission Lodgement
Submissions are requested by [DATE]

Note: Any significant changes the Consultant wishes to make to the program must be clearly set out in their submission.

11 CONDITIONS OF ENGAGEMENT

In Submitting a response to this brief, it is understood that the consultant agrees to the following conditions of engagement. Any actual or potential conflict with these conditions must be clearly stated in the proposal.

- 1) Copyright
Council will be the exclusive copyright owner of all material arising out of the project.
- 2) Conflict of Interest
Engagement under this brief is subject to the Consultant disclosing in writing to the Council the full details of any interest (pecuniary or otherwise) of the Consultant, or any of its employees or agents which may conflict with the performance by the Consultant of its obligations under this brief.
- 3) Agreement
The consultant is required to sign an agreement with Council that incorporates the agreed methodology, timeframe and fee.
- 4) Termination
Council reserves the right to terminate the agreement for any reason by notice in writing effective immediately.
- 5) Timeliness

Aspects of the project will be completed within agreed timeframes.

6) Terms of Payment

Council's terms of payment are 30 days from the end of the month in which the supplies are delivered unless Council has specified otherwise in writing.

7) Variations

The agreement may only be varied in writing and both parties shall sign such variations.

8) Indemnities

The consultant releases and indemnifies Council from and against all actions, claims, suits, demands, costs, charges and expenses for which Council and its servants and agents may be held liable in respect of any loss, damage, accident, injury of whatever nature or kind and however sustained or occasioned and whether to property or persons in connection with this Agreement, but excluding such liability arising from any negligent act, default or omission on the part of Council and its servants and agents, either solely or in contribution thereto.

9) Compliance with Tender and Public Quotation Procedures

The successful Consultant is required to comply with the following documents relating to Council's Tender and Public Quotation Procedures:

- Procurement Policy Guidelines for Council Officers and Information for Tenderers
- Procurement Policy Process Flowcharts
- Statement of Business Ethics – Standards for Contractors their Staff and Business Associates

These documents can be found on the North Sydney Council website www.northsydney.nsw.gov.au



ANDERSON PARK MASTERPLAN AND PLAN OF MANAGEMENT

Consultant Brief
November 2016

1 INTRODUCTION

Located on the foreshores of Neutral Bay, Anderson Park is one of Neutral Bay's most important recreation parks and a great community asset. North Sydney Council is seeking an experienced consultant to prepare a combined concept Masterplan and Plan of Management for Anderson Park.

This Masterplan/ Plan of Management should be prepared in accordance with the *Crown Lands Act 1989* and *Local Government Act 1993* to provide to provide useful, consistent and enforceable set of guidelines and vision for the effective short and long-term management of Anderson Park.

2 BACKGROUND

2.1 Site Location and Context

Located at the head of Neutral Bay gully, Anderson Park is bounded by Clark Road to the southwest, by Kurraba Road to the west and north, and by Neutral Bay to the east.

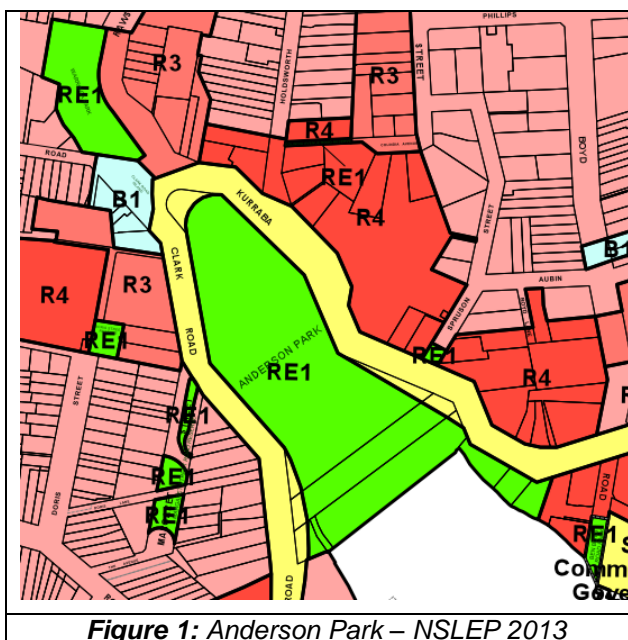


Figure 1: Anderson Park – NSLEP 2013

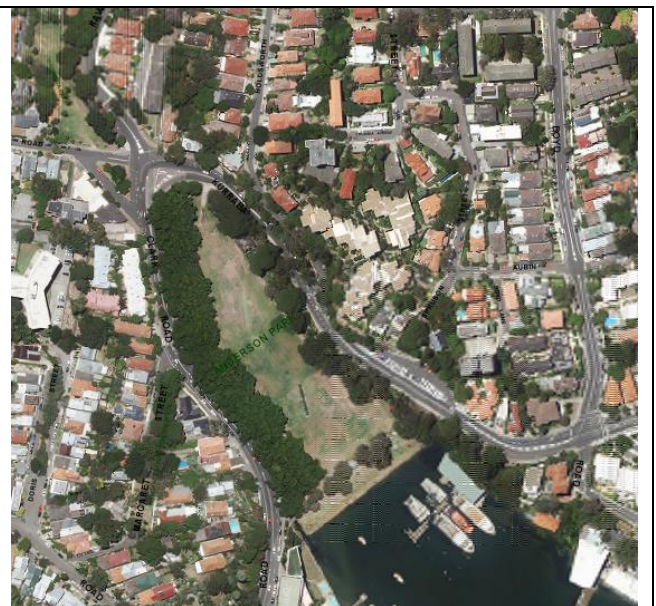


Figure 2: Anderson Park – Aerial Photography

The surrounding development is predominantly residential buildings consisting of a mix of apartments and single dwellings. There is also a row of shops and restaurants opposite the park at the corner of Clark Road and Kurraba Road.

To the east, the Park borders the waters of Neutral Bay, and the Neutral Bay Marina and boatshed adjoin the Park on its north-eastern boundary. To the north-west of the Park, across Kurraba Road, is Warringa Park.

2.2 Land Ownership and Zoning

The land comprising Anderson Park is bounded by Clark and Kurraba Roads and Neutral Bay. The reserves are managed by the 'Anderson Park (Part) (D500352) Reserve Trust' which is under North Sydney Council control as a separate corporate entity for the purposes of the Crown Lands Act.

The Masterplan/ POM should also include Neutral Bay Marina which is currently privately owned but is identified for acquisition for Local Open Space under NSLEP 2013.

The details of Anderson Park are outlined in the below table.

| Anderson Park | | | | |
|----------------------|-------------------------|---|------------------|------------------------------|
| No. | Zone | Legal Description | Ownership | Reserve Trust Manager |
| 1 | RE1 - Public Recreation | Lot 2, DP 913708 | Crown | North Sydney Council |
| 2 | RE1 – Public Recreation | Lot 3, DP 913708 | Crown | North Sydney Council |
| 3 | RE1 – Public Recreation | Lot 5, DP 69187 (Neutral Bay Marina) | Private | |
| 4 | RE1 – Public Recreation | Lot 3, DP 68287 (Neutral Bay Marina) | Private | |
| 5 | RE1 – Public Recreation | Lot 3, DP 333590 | Private | |
| 6 | RE1 – Public Recreation | Lot 7361, DP 1168049 | Crown | North Sydney Council |

2.2 Key Function

The primary function of Anderson Park is to meet the recreational needs of the public for both active and passive recreation.

The sports fields are used by is currently used for cricket in summer and football codes and soccer in winter. The Park also caters for sports training as well as for use by local schools. Other areas of the Park are used by visitors for more passive forms of recreation including walking, picnicking, sitting, socialising, eating lunch, viewing the harbour and fishing from the seawall.

The Park also is also utilised as pedestrian thoroughfare with many pedestrians travelling on the footpath which runs parallel to the waterfront and provides a quick link between Kurraba Road/ Clark Road.

2.3 Key Features

The key features of Anderson Park include:

- Sportsfield, which is currently used for cricket in summer and football codes and soccer in winter;
- 2 synthetic cricket pitches and a synthetic cricket pitch/ nets adjoining the amenities block.
- Combined change room/amenities block including an accessible toilet, storage and canteen facilities
- Drainage canal that runs from the intersection of Clark, Rawson and Kurraba Roads in the northern corner of the Park roughly parallel with Clark Road and then enters Neutral Bay.

2.4 History

Anderson Park was created following reclamation of the head of Neutral Bay during the 1890's. Originally known as Wallaringa Park, the bulk of Anderson Park was dedicated on 8 October 1898. The Park was renamed in 1926 to honour William Anderson, a long-serving alderman on the Council and Mayor from 1914 to 1918.

From photographs taken in 1888, it can be seen that prior to reclamation the Park was a salt marsh with *Avicennia marina* at the water edge and grasses on the higher land. The land was originally used for the grazing of cattle.

Photographic records indicate that by 1937 infilling had occurred, tree plantings had taken place, that the sea wall and the drainage canal had been constructed, and that the Park was being used for recreational purposes.

In addition to land-based activities, the foreshore area was used for water-based recreational pursuits including fishing and boating. The beach was once used for swimming; in 1932 a sizeable

petition was sent to North Sydney Council requesting the erection of a 'shark proof' bathing facility on Anderson Park Beach.

Anderson Park achieved a degree of fame when, on the 17th July 1934, Air Commodore Charles Kingsford-Smith and Captain P. Gordon Taylor took off from the Park on a promotional flight over Sydney to Mascot in a Lockheed Altair single-engined plane, which at the time was the world's fastest plane.

Three plaques located inside a semi-circular, depression-era concrete wall commemorate Kingsford-Smith's historic flight, the naming of the Park, and the history of the area respectively. One plaque contains historical information including the facts that the area was originally home to people of the Cameraygal tribe, and used for timber cutting, boat repairing, lime burning, quarrying, fishing and filling barrels of fresh water.

3 PROJECT APPROACH & OBJECTIVES

The need to prepare a combined Masterplan/ POM for Anderson Park is a response to the significant level of community interest in the future use and management of the Park.

In particular, there had been concerns regarding a recent Council proposal to replace the existing sportsfield with a synthetic surface. In a report to Council on 18 April 2016, in response to these concerns, Council resolved the following:

1. *THAT Council receives the community petition in relation to Anderson Park.*
2. *THAT Council acknowledges the growing community concerns regarding synthetic turf in Anderson Park.*
3. *THAT Council's City Strategy Division prepare a detailed Masterplan and Plan of Management for Anderson Park. That the Masterplan include heritage, traffic and parking, storm water and recreation uses and provide, short, medium and long term planning for the park with dedicated landscape management plans for the park and the mature trees on and around the park particularly on the storm water channel.*
4. *THAT extensive community participation and consultation be undertaken preparation of the Masterplan and Plan of Management.*
5. *THAT Council resolve to defer any development at Anderson Park until a Masterplan and Plan of Management have been developed considering all uses and users of the park and grounded in through community consultation.*
6. *THAT no work proceed unless and until Council adopts the Masterplan and Plan of Management for the park and any future works on the park must be compliant with the adopted Masterplan and Plan of Management.*

As such, all development at Anderson Park has been delayed until the Masterplan/ POM is completed.

3.1 Project Approach

The Anderson Park Masterplan/ Plan of Management is to:

- Establish an overall vision for the Park based on a thorough analysis of existing site conditions, the site's context, and the stated needs and aspirations of local residents and other key stakeholders;
- Identify clear objectives and establish clear directions for planning, resource management and maintenance of the Park; and
- Provide a basis for assigning priorities in works programming and budgeting.

The Anderson Park Masterplan/ POM is to be developed with a high level of community and other stakeholder involvement and consultation, resulting in a high level of support for the Plan, and a solution consistent with community and stakeholder priorities.

It should also incorporate the principles of ecologically sustainable development (ESD) in order to produce innovative and responsible design and management solutions.

Given the high cost of land and the developed nature of North Sydney, the importance of managing Council's existing network of parks and reserves wisely is paramount. The open space Anderson Park provides is highly valued by the North Sydney community.

3.2 Project Objectives

The Anderson Park Masterplan/ POM should respect the environmental, social, recreational and heritage significance of the Park. It should acknowledge and respect the Park's value to a range of different users, and be aware of the regional significance of the Park in terms of its size, location and facilities provided.

Sensitive upgrading works where required, rather than an extensive redesign is needed to make Anderson Park a more attractive and interesting place to be, and to improve the Park's ability to cater for the recreation needs of the current and future community.

Specifically, the Anderson Park Masterplan/ POM should:

- Meet all relevant legislative requirements, in particular the *Crown Lands Act 1989*, *Local Government Act 1993* and *Environmental Planning and Assessment Act 1979*;
- Be consistent with *North Sydney Council Community Strategic Plan 2013-2023* and other relevant strategies, plans and policies;
- Establish an appropriate and integrated framework to guide decision-making regarding the short and long term use and management of Anderson Park;
- Reflect the values and expectations of local residents and the broader community regarding the use, enjoyment, management and development of Anderson Park;
- Protect the environmental, social, recreational and heritage values and significance of Anderson Park; and
- Present a concept Masterplan that illustrates the proposed initiatives and actions required to implement improvements to Anderson Park as required.

4 ISSUES

Anderson Park is subject to pressure from a variety of sources.

The Masterplan/ POM should address a host of issues including contamination, acid sulfate soils, heritage conservation, flooding, drainage, transport, access and circulation, the competing recreation needs of a diverse range of users and the increasing use and intensity of the park.

The project should also address any further issues raised/ identified during the consultation process and through the development of the Masterplan/ POM.

1) Use

Addressing the competing recreation needs of a diverse range of users and the increasing use and intensity of the Park is a major challenge for Council. In particular, the following issues need to be addressed:

- How to meet the needs of and be acceptable to the diverse array of individuals and groups who use the Park (as far as possible);
- Conflicts between regional and local Park users who have different (and often competing) needs and expectations;
- The impact of sporting events on the Park and on the local community (parking, traffic, noise, litter etc.);
- Level of use of different parts of the Park, especially overuse of the open lawn areas for sports and fitness purposes;
- Timing of use of different parts of the Park (night and day use) and their impact on the Park and local community (parking, traffic, noise impacts);
- The relative demand for organised sports facilities in the North Sydney LGA compared to supply;

- Growing demand for the Park to function as the local 'backyard' – for picnics, birthday parties and other gatherings as surrounding residential densities increase;
- The *North Sydney Recreation Needs Study 2015* identified Anderson Park as the most appropriate location to provide an additional synthetic field for the North Sydney LGA., however there was strong community opposition to this proposal; and
- Sporting clubs and other organisations have expectations regarding the condition of fields/courts, condition of sporting infrastructure, ground closure policy etc. which cannot always be met.

2) Transport, Access & Circulation

A variety of travel modes are available to residents and visitors accessing the park:

- Walking - local footway network with entrances to the park at various locations along Clark Road and Kurraba Road;
- Cycling - local roads and, in future, on regional cycle Route 3 via Clark Road and Kurraba Road;
- Public transport - local bus stops, Neutral Bay Wharf, High Street Wharf, Milsons Point Station and North Sydney Station are all within walking distance of the park; and
- Private vehicles - classified and local road networks with on-street parking available directly adjacent to the park and in nearby roads during periods of peak demand, which include weekends, sporting carnivals and events.

A previous assessment of mode share of trips to and from the park suggests that the majority of local journeys are walked while those travelling from further afield drive, take public transport or cycle.

The Plan of Management will include a Transport Plan for the park that identifies actions that will encourage walking, cycling, public transport and ride sharing trips to and from the park as well as discouraging single occupant vehicle trips.

Footpaths that provide access to different areas within the park also form part of North Sydney's strategic walking/ footpath network. Walking infrastructure that addresses the needs of longer walking journeys made via the park should be a consideration of the Plan of Management. Competition for on-street parking between residents and park users is another key issue that must be addressed.

3) Contamination

In 2003, Council commenced a proactive program of assessing open space sites for potential contamination. Anderson Park was deemed likely to present a higher risk of leachate polluting harbour areas due to previous land uses and activities.

A preliminary site contamination investigation was undertaken in late 2003. This included groundwater sampling and analysis were undertaken to assess the suitability of surface soils for public recreation, and to assess the quality of groundwater in the area of the former landfill site adjacent to Neutral Bay.

The test results indicated high levels of two contaminants; polycyclic aromatic hydrocarbons (PAH) and benzo(a)pyrene in soil samples taken in the northern section of the Park that necessitated temporarily closing this area and undertaking remediation works. Further detailed soil sampling investigations determined that the soil contamination was limited to the northern portion of Anderson Park. The test results for the groundwater indicated low levels of nitrate and fluoride that did not exceed allowable levels.

A Remediation Action Plan (RAP), as required under the Contaminated Land Management Act 1997, was developed in consultation with Johnstone Environmental Technologies, Plateau Tree Services and North Sydney Council to facilitate remediation of the portion of Anderson Park that had contaminated soil. The RAP was implemented in 2004, which involved:

- Covering the main grassed area with a 250mm thick layer of clean topsoil (not clay material, to ensure fig tree roots continued to receive water via infiltration).

- Covering the area under the drip line of the trees with a 125mm thick layer of clean topsoil. Another 125mm is to be added after at least 6 months to allow the tree roots to adapt to the modified soil conditions.
- Fencing the eastern side of the Park to prevent access to the fig trees.

In the preparation of DA 227/15 in 2015 for the proposed installation of a synthetic sportsfield, Environmental Investigation Services (EIS) carried out a Phase 1 assessment, which identified some contaminants of concern in the soil (Polycyclic Aromatic Hydrocarbons (PAHs) including Benzo(a)pyrene (B(a)P)).

It was recommended that a Phase II assessment was not warranted but it was recommended that the contaminated soil is to be removed to a depth of 0.3m and the site would be effectively capped through the installation of the previously proposed synthetic surface.

The Phase I report recommends that an Environmental Management Plan (EMP) be implemented for Anderson Park, regular inspections by a suitably qualified person and maintenance of site records.

It is important that the Masterplan/ POM acknowledge and address the findings of any previous investigations into the site's contamination. Should the Masterplan/ POM recommend any works or activities, particularly in parts of the Park known to contain soils with contaminants, a further investigation to assess the suitability of surface soils for public recreation may be required.

4) Acid Sulfate Soils

The ASS risk map for the Natural Bay area prepared by Department of Land and Soil Conservation indicates that the site is located in an area classed as having a in an area classed as 'disturbed terrain'.

An investigation in 2014 included an assessment of the potential risk of disturbing acid sulfate soil during installation of the synthetic playing field. The assessment included the analysis of 2 fill samples for potential acid sulfate soil characteristics. However based on the results of the assessment, the risk of disturbing acid sulfate soil during the previously proposed development was considered to be low.

Consideration should be given to likelihood of acid sulfate soils on the site and whether an investigation will be required to assess the environmental risks associated with disturbing acid sulfate soils.

5) Drainage (Stormwater and Sewerage)

One of the most significant features of the Park is the drainage canal that runs from the intersection of Clark, Rawson and Kurraba Roads in the northern corner of the Park roughly parallel with Clark Road and then enters Neutral Bay. The drainage canal is separated from the main Park area by a chain mesh fence.

There are a number of other utilities including sewer vents and manhole covers are located in the south west corner of the Park. Sydney Water has recently installed a number of wells near the sea wall. They frequently access the Park to maintain these wells.

The Anderson Park Masterplan/ POM is to address the ongoing management and maintenance of existing stormwater and sewerage systems.

6) Flooding

Council is preparing the draft 'North Sydney LGA Wide Flood Study 2016' to identify flood prone land in accordance with the NSW State Government's Floodplain Development Manual.

Due the topographical nature of Anderson Park, there is potential for the land at Tunks Park to be subject to flooding. The Masterplan/ POM should acknowledge and address the findings of this study.

7) Fauna and Flora

Landscape elements in Anderson Park including trees, shrubs and ground covers which is a significant element of the Park that contributes greatly to its visual character.

The Park is dominated by the Hill's Weeping Figs lining Clark Road and the Port Jackson Figs located on the north eastern side of the Park. Other major landscape element is the sports field and the open grass area at the centre of the Park.

As resolved by Council, the Masterplan/ POM should include dedicated landscape management plans for the Park and the mature trees in and around the park, particularly near the storm water channel.

The Masterplan/ POM should identify opportunities to increase biodiversity in the area. However all new plantings within Anderson Park should be sympathetic to the existing established landscape character of the Park.

8) Heritage Conservation

Anderson Park is listed in Schedule 5 of NSLEP 2013 for its heritage significance relating to its social values as a foreshore reclaimed recreation space, its aesthetic values for the parkland spaces, fig trees and rusticated Depression era fencing and for its historic values.

It also, notably has heritage associative values as the take-off point for Charles Kingsford Smith and Patrick Gordon Taylor's early promotional aeroplane flight over Sydney to Mascot in a Lockheed Attair single-engine aeroplane.

The park is not located within a conservation area but is located in the vicinity of the Whaling Road Conservation Area, which is directly across Clark Road from the Park.

5 SCOPE OF WORK

5.1 Community Consultation

A thorough program of community and stakeholder involvement and consultation will be an essential part of successfully developing a combined Masterplan/ POM for Anderson Park. The engagement process should involve the community and other stakeholders in the decision-making process regarding the use, improvement and management of Anderson Park.

Community and stakeholder engagement should start early, target as many user groups as possible, be consistent with the principles of Council's *Community Engagement Protocol 2013* and comprise at least the following two (2) stages:

- Stage 1: Information gathering/ Community values
- Stage 2: Workshop consultations

The preliminary consultation process is to identify community and stakeholder concerns, needs, wants and aspirations. It is likely to involve engagement methods such as mail-outs, intercept surveys, questionnaires, meetings, interviews, online panels or any other method proposed and approved by Council's Project Team. The findings of this preliminary consultation process is to be reported to Council's Project Team.

The second stage of community engagement will involve extensive workshop consultations. In addition to Council's usual public exhibition protocols, the Consultant will be responsible for running stakeholder workshops during the formal exhibition period to obtain feedback on the draft Masterplan/ POM. The outcomes of these workshops is to be reported to Council's Project Team.

Community and stakeholder engagement should be undertaken in accordance with the *North Sydney Community Engagement Protocol 2013* (refer to Appendix 1), which offers multiple strategies for community engagement. However, Council is open to alternatives. As the methods of engagement are yet to be decided, submissions should itemise the cost of each engagement method proposed.

Community and stakeholder support for the Masterplan/ POM is critical and will facilitate the implementation of the Plan.

The Consultant will need prior experience in community and stakeholder engagement. Excellent communication skills will be essential to successfully engage a wide variety of organised stakeholders including land owners, local residents, the various users of the Park and its facilities (such as active community groups, sports and recreation committees, schools and local businesses), Council staff, Council Precinct Committees and any relevant Public Authority (such as RMS).

The Consultant's Tender issue program may be fine-tuned upon appointment in consultation with Council's Project Team and Council's Community Engagement Co-ordinator.

5.2 Preparation of combined Masterplan and Plan of Management

1) Research and Analysis

This stage of the project will commence with the Consultant liaising with Council's Project Team to clarify the project's aims and processes. The Consultant will then undertake:

- A policy review (to ensure consistency with all relevant statutory planning requirements, including all relevant Council strategies, plans and policies);
- A site survey (Whilst Council has a variety of maps and images of Anderson Park, it does not possess accurate base plans. It is the Consultant's responsibility to carry out, or to oversee the carrying out of a detailed and accurate survey outlining the following:
 - Contours and spot heights;
 - Location and height of built structures;
 - General alignment of tree canopy;
 - Allotment boundaries; and
 - Any easements affecting the land.
- Background research (location and context, history and cultural heritage, ownership and management, physical characteristics, access and circulation, built facilities, uses and activities, maintenance, financial management);
- Site analysis (to identify and analyse site conditions, character and context);
- Identification of current issues and needs (stage 1 community engagement is required here);
- Identification of opportunities and constraints;
- Population forecasting (to identify future demand);
- A transport study (an accredited transport consultant is to be engaged to review current transport behaviour in the area and produce a Transport/ Travel Plan for Anderson Park addressing any current and foreseeable traffic and transport issues.

The following matters must be specifically addressed in the Travel Plan:

- A multi-modal analysis of current walking, cycling, public transport, delivery, traffic and parking facilities as well as an assessment of current mode share for trips to and from Anderson Park;
- A clear statement of objectives for the Anderson Park Travel Plan (e.g. reduce private vehicle travel and associated impacts to and from Anderson Park);
- Specific, measurable, achievable, relevant and time-based targets that support this overarching objective (e.g. 100% increase in cycling to/from Anderson Park);
- Action plans (including both hard and soft engineering measures) that promote walking, cycling and public transport use to and from Anderson Park in order to minimise the negative impacts of traffic and parking on residential and park user amenity (this should include realistic modelling of future mode share); and
- An ongoing commitment to monitor and review the Travel Plan/action plans based on the success of otherwise of the POM.

2) Preparation of Concept Plans

The Consultant will work closely with Council's Project Team to develop Concept Plans. These should represent a translation of the information gathered in the research and analysis stage (including community and stakeholder needs, wants and aspirations) into a draft physical plan showing how Anderson Park could look, function and be managed.

The Consultant will be responsible for determining an appropriate set of Concept Plans to present to Council for discussion. Consultant's submissions should provide an indication of the content of the set of drawings/documents that will be provided. Presentation of design ideas in a form that can be easily understood is essential; artistic impressions and 3D imagery should be included to achieve this.

3) Preparation of draft Masterplan/ Plan of Management

Taking into account the information gathered during the research and analysis stage (including community and stakeholder needs, wants and aspirations), the Consultant will be required to prepare a draft Masterplan/ POM for Anderson Park. Other tasks at this time will include:

- An estimate as to the probable cost of carrying out the proposed work
- A review/reconciliation of how this fits with the identified available funding

When complete, the draft Masterplan/ POM will be reviewed by Council's Project Team and reported to Council for endorsement prior to being placed on public exhibition for a period of at least 6 weeks (42 days).

The consultant will undertake major community and stakeholder engagement activities (i.e. stage 2 workshop consultations) during the public exhibition period to obtain feedback on the draft Masterplan/ POM.

4) Final Masterplan/ Plan of Management

Once the public exhibition and submission period has ended, Council's Project Team will review the findings of the workshop consultations and all submissions received. Council's Project Team will prepare a report to Council outlining the community's reaction to the draft Masterplan/ POM and any proposed appropriate amendments.

The Consultant will be required to amend the draft Masterplan/ POM in accordance with Council's resolution to produce a final Plan for Anderson Park.

6 PROJECT TIMING AND STAGING

Immediately following the appointment of the successful Consultant, a project initiation meeting between the Consultant and Council's Project Team will be held. Council envisages that the project will proceed in accordance with the stages outlined below.

1) Project Initiation

- Meeting with Council's Project Team to confirm the project brief, finalise the scope of works and finalise stakeholder engagement program;
- Publicity program to raise community and stakeholder awareness of the project and encourage involvement;
- Consultant research and analysis, identification of legislative requirements, issues affecting Anderson Park, opportunities and constraints, stage 1 community engagement (fact-finding/identification of needs, values, wants and ideas);
- Ongoing consultation/ discussion with Council's Project Team as required.

2) Park Survey

Whilst Council has a variety of maps and images of Anderson Park, it does not possess accurate base plans. It is the Consultant's responsibility to carry out, or to oversee the carrying out of a detailed and accurate survey of Anderson Park. This item is included in the Consultancy Fee as it represents an essential and important part of this process.

3) Transport Study

It will be the Consultant's responsibility to engage an accredited transport consultant to produce a Travel Plan for Anderson Park. This item is included in the Consultancy Fee as it represents an essential and important part of this process.

4) Development of Concept Plans

- Preparation of Concept Plans suitable for use in major community and stakeholder engagement processes;

- Councillor Briefing
 - Report contents of stage 1 community engagement to Council's Project Team
 - Ongoing consultation/ discussion with Council's Project Team as required.
- 5) Preparation of draft Masterplan/ Plan of Management
- Preparation of a draft Masterplan/ POM (incorporating information gathered from research and analysis stage including community and stakeholder needs, wants and aspirations);
 - Public exhibition of the draft Masterplan/ POM (for a minimum of 6 weeks);
 - Major community and stakeholder engagement activities (stage 2 community engagement) to be undertaken during public exhibition;
 - Councillor briefing
 - Report contents of stage 2 community engagement to Council's Project Team
 - Council's Project Team will report contents of all public submissions (including contents of stage 2 workshop consultations) to Council and propose appropriate amendments.
- 6) Finalisation of Masterplan/ Plan of Management
- Consultants to incorporate amendments (as adopted by North Sydney Council) to produce final Masterplan/ POM for Anderson Park.

The Consultant must be able to commence the project immediately, and the draft Masterplan/ POM must be completed (to the point of being ready for public exhibition) within 6 months of the project initiation meeting with Council's Project Team.

Once the public exhibition and submission period has ended, Council's Project Team will prepare a report to Council outlining the community's reaction to the draft Masterplan/ POM and any proposed changes to be made to the Plan as a result of the public feedback. The Consultant will then be required to amend the draft Masterplan/POM to incorporate these changes, and to produce a final Plan.

The Masterplan/ POM must be finalised within 3 weeks of receiving the amendments from Council's Project Team.

7 RESOURCES

Council can provide the following resources (or web links where appropriate):

Statutory Framework:

- Local Government Act 1993
- Crown Lands Act 1989
- Environmental Planning and Assessment Act 1979
- Contaminated Land Management Act 1997
- National Parks and Wildlife Act 1974
- Threatened Species Conservation Act 1995
- Fisheries Management Act 1994
- State Environmental Planning Policy No 19 – Bushland in Urban Areas
- Sydney Harbour Regional Environmental Plan (Sydney Harbour Catchment) 2005
- Companion Animals Act 1998

Plans, Policies and Studies:

- North Sydney Local Environmental Plan 2013
- North Sydney Development Control Plan 2013
- Bushland Plan of Management
- Playgrounds Plan of Management 2016
- Foreshore Parks and Reserves Plan of Management 2010
- Sportsgrounds Plan of Management 2010
- North Sydney Council 2020 Vision
- North Sydney Council Delivery Program
- North Sydney Community Engagement Protocol 2013

- North Sydney Community Strategic Plan 2013-2023
- North Sydney Recreational Needs Study 2005
- North Sydney Recreational Needs Study 2015
- North Sydney Water-Based Recreation Needs Study 2006
- North Sydney Foreshore Access Strategy 2007
- North Sydney Council Open Space Provision Strategy 2009
- North Sydney Urban Forest Strategy 2011
- Draft North Sydney LGA Flood Study 2016
- North Sydney Council Playgrounds Methodology Document 2015
- North Sydney Council Synthetic Field Feasibility Study 2008
- North Sydney Natural Area Survey 2010
- Towards Sustainability Plan 2004
- Sportsground Amenities Buildings Condition Assessment Report 2007
- NSW Rural Fire Service Planning for Bush Fire Protection Guide 2006
- Greater Sydney Local Land Service Transition Catchment Action Plan 2013-2023

It will be the Consultant's responsibility to collect and collate any other required base data. This requirement must be taken into account in the fee proposal.

8 PROJECT MANAGEMENT AND REPORTING

The Consultant will maintain in contact with Council's Project Team throughout the course of the project via telephone, email and face-to-face meetings, as required.

Council's Project Coordinator, Mark Yee, is the primary contact for the project and should be the first point of contact for the Consultant. The Project Coordinator will be available to provide direction and guidance as required, and will oversee the day-to-day running and management of the project.

Mark can be reached via email mark.yee@northsydney.nsw.gov.au.

9 BUDGET

A quote should be submitted outlining clearly all costs involved in undertaking the project, including a proposed schedule of payments for the duration of the project, the indicative hourly rates for the consultant staff expected to be involved in the project, and a maximum fee to be charged to Council.

Please note, all Consultancy fee proposals must incorporate the preparation of an accurate and detailed site survey; a Transport Study and Travel Plan by an accredited transport consultant; and potentially further contamination and acid sulfate studies. It should also factor all meetings with Council's Project Team and at least two (2) Councillor briefings of one (1) hour duration each.

Consultants should itemise the fee proposal into components as follows:

- Research and Analysis (including collection of base data, e.g. site surveys and traffic study)
- Preparation of Concept Plans
- Community and Stakeholder Engagement Program
- Draft Masterplan/Plan of Management
- Finalisation of the Masterplan/Plan of Management

Note: The process of Consultant selection is not solely dependent upon cost, but shall be in accordance with the selection criteria set out in Part A Conditions of Tendering (CT. 9).

10 SUBMISSION REQUIREMENTS

1) Methodology

The submission is to outline the proposed methodology to be used, including any outsourcing of tasks to third parties.

- 2) Community Engagement Strategy
The submission is to outline the details of the proposed community and stakeholder engagement strategy to be used.
- 3) Examples of Past Work
A brief summary of similar studies undertaken should form part of your submission. Please include client references.
- 4) Competitive Fee Proposal
The submission is to include an itemised fee proposal, setting out clearly the costs involved in undertaking the project.
- 5) Timelines
The submission is to outline when each aspect of the project will be completed.
- 6) Submission Lodgement
Submissions are requested by [DATE]

Note: Any significant changes the Consultant wishes to make to the program must be clearly set out in their submission.

11 CONDITIONS OF ENGAGEMENT

In submitting a response to this brief, it is understood that the consultant agrees to the following conditions of engagement. Any actual or potential conflict with these conditions must be clearly stated in the proposal.

- 1) Copyright
Council will be the exclusive copyright owner of all material arising out of the project.
- 2) Conflict of Interest
Engagement under this brief is subject to the Consultant disclosing in writing to the Council the full details of any interest (pecuniary or otherwise) of the Consultant, or any of its employees or agents which may conflict with the performance by the Consultant of its obligations under this brief.
- 3) Agreement
The consultant is required to sign an agreement with Council that incorporates the agreed methodology, timeframe and fee.
- 4) Termination
Council reserves the right to terminate the agreement for any reason by notice in writing effective immediately.
- 5) Timeliness
Aspects of the project will be completed within agreed timeframes.
- 6) Terms of Payment
Council's terms of payment are 30 days from the end of the month in which the supplies are delivered unless Council has specified otherwise in writing.
- 7) Variations
The agreement may only be varied in writing and both parties shall sign such variations.
- 8) Indemnities
The consultant releases and indemnifies Council from and against all actions, claims, suits, demands, costs, charges and expenses for which Council and its servants and agents may be held liable in respect of any loss, damage, accident, injury of whatever nature or kind and however sustained or occasioned and whether to property or persons in connection with this Agreement, but excluding such liability arising from any negligent act, default or omission on the part of Council and its servants and agents, either solely or in contribution thereto.

9) Compliance with Tender and Public Quotation Procedures

The successful Consultant is required to comply with the following documents relating to Council's Tender and Public Quotation Procedures:

- Procurement Policy Guidelines for Council Officers and Information for Tenderers
- Procurement Policy Process Flowcharts
- Statement of Business Ethics – Standards for Contractors their Staff and Business Associates

These documents can be found on the North Sydney Council website www.northsydney.nsw.gov.au.