Inverell Public Open Space Strategy Brief

INVERELL
SHIRE COUNCIL

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1.0 Background

Situated in the New England North West Inverell is an emerging regional centre with a population of approximately 12,000 and services a commercial catchment nearing 50,000. Inverell boasts a variety of commercial, industrial and residential opportunities with the Macintyre River at the heart of the town.

Inverell Shire Council currently owns and manages a diverse range of public parks and reserves in numerous locations across the Shire. These parks and reserves contribute to a positive rural life-style and help to attract visitors to Inverell, which is a growing regional centre. Council has an important role to ensure that Inverell Shire's open space network is preserved and enhanced for current and future residents.

In recent times there have been numerous approaches made to Council from various community organisations, user-groups and individuals in respect to the use, management and upgrades of public open spaces, particularly in the Inverell Township.

Recognising the need to implement a strategy to plan and manage public open space into the future, Council resolved at its ordinary meeting in September 2014 to seek expressions of interest for the completion of an Inverell Public Open Space Strategy. A copy of the background report and associated resolution has been included in **Appendix 1**.

2.0 Project summary & aims

The Inverell Public Open Space Strategy will be a document that provides Council with a frame-work to direct public open space planning and management in a co-ordinated and more effective manner. The overarching aim of the Inverell Public Open Space Strategy will be to ensure that public open spaces are sustainably managed to enhance the community's health, wellbeing and enjoyment.

The aims of the public open space strategy (focusing on Inverell) would broadly be to:

- Identify Council owned and managed public open space;
- Classify the existing public open space network;
- Identify current and potential future uses and infrastructure requirements; and
- Make clear recommendations for future open space planning and management for each park or reserve taking into consideration available resources and future sustainability.

3.0 Project area

The Inverell Public Open Space Strategy will focus on the existing Inverell Shire Council owned and managed public open space within the township of Inverell. It is noted that there are other public parks and reserves in Inverell including public streets and roads, schools and lands owned by other government entities. While these lands need to be referenced, it is not the intention of the strategy to focus on these lands.

Appendix 2 includes a preliminary plan of the study area and includes a preliminary schedule of Council owned and managed parks and reserves.

4.0 Scope of works

In formulating a response to the brief interested parties should allow for the following scope of works:

1. **Attend a Project Start-up Meeting in Inverell** - The intention of the start-up meeting is to meet with key Council staff and / or Councillors to discuss key elements of the project scope, any assumptions, sequencing, and the communication strategy.

2. **Preparation of a Draft Communication Strategy -** A communication strategy is required to be prepared in conjunction with, and approved by Council. The communication strategy is to focus on how the Council will communicate with the community during the various phases of the project. The communication strategy will need to consider matters such as the key stakeholders, the timing of communication with the community, the extent and frequency of communication and the medium to be used for communications such as public displays, information sessions, newspaper and radio advertisements, interactive information on Council's website the use of social media such as facebook and twitter. Council will require a draft for review prior to finalisation.

3. **Undertake Public Open Space Audit -** A comprehensive audit will be required to establish and clearly define the types and extent of the public open spaces in Inverell. It is not the intention to include Council owned street and road reserves in the strategy. The audit is to include an assessment of location, key attributes, uses as well as existing infrastructure and facilities. Council will assist with the initial desk-top audit; however, a physical site by site audit to verify the desk-top findings and assumptions will be required.

4. **Categorise each Public Open Space -** Each public open space is to be categorised. Categories may include, but not be limited to, the purpose, dominant use, location, passive or active status or current and future management objectives.

5. **Preparation of an Issues Paper -** Provide Council with an issues paper outlining the audit findings and categorisations for each public park or reserve. The issues paper will be used to inform the draft Inverell Public Open Space Strategy and may also be placed on exhibition with the draft strategy. Council will require a draft for review prior to finalisation.

6. **Preparation of a "Draft Inverell Public Open Space Strategy" -** Provide Council with a Draft Inverell Public Open Space Strategy with clear recommendations for future open space planning and management for each park or reserve. Council must be consulted on the proposed format of the strategy. Council will require a draft for review prior to finalisation.

7. **Finalise Inverell Public Open Space Strategy -** Upon endorsement, the Draft Inverell Public Open Space Strategy will be placed on public exhibition. Allowance should be made for any amendments to the plan that may be required as a result of the exhibition process.

8. **Regular progress updates -** Council's Manager Development Services is to be kept informed with regular progress updates throughout all phases of the project.

5.0 Specific outputs / deliverables

In formulating their response to the brief interested parties should make provision for the following outputs:

- A minimum of two (2) site visits;
- A communications strategy;
- An issues paper addressing all the aspects identified in the brief and outcomes resulting from the project process;
- Inverell Public Open Space Strategy with clear recommendations; and
- Appropriately scaled plans and tables to graphically represent the recommendations for the project and each park or reserve where necessary.

6.0 Consultants response to the brief

In preparing a response to the brief sufficient information must be provided to enable Council to make an informed assessment of each of the following criteria:

- **Experience –** provide details of what projects of a similar nature have been completed. Include examples of innovative approaches and outcomes.
- **Methodology / Approach –** demonstrate an understanding of the issues involved and detail the sequence of activities to ensure that the desired project outcomes are achieved
- **Personnel –** what range of skills are you able to bring to the project? Specific details should be provided in relation to the nominated Project Manager and team members.
- **References –** a minimum of two referees should be nominated as well as any testimonials from previous clients.
- **Price –** provide a nominated fixed total cost (GST inclusive) to complete the project as well as a payment schedule. Additional hourly rates for the project team should also be nominated for any agreed project variations.
- **Commencement and time frame –** please nominate an available commencement date (first site inspection and start-up meeting with Council) and confirm availability of resources to complete the project within the nominated time frame.
- **Modifications –** Council asks that you proactively review our request and scope and advise if you consider additional (or less) work will be required or a different approach taken to achieve Council's aims.
- **Inputs from Council –** Council is committed to work closely with the selected consultant throughout all phases of the project. Council's Manager Development Services will be available to assist during site audits and inspections. Please clearly indicate any other inputs and resources you will require from Council.

7.0 Project timetable

Council is to be provided with a Draft Inverell Public Open Space Strategy within six (6) months from the date of the first site visit.

8.0 Related documents

There is a vast amount of useful and recent resources available from New South Wales, Australia and around the world. It is expected that the selected consultant will review and reference the most relevant of these resources in developing a Public Open Space Strategy for Inverell.

9.0 Further enquiries

Any enquires in relation to the Inverell Public Open Space Strategy Brief should be directed to Council's Manager Development Services, Anthony Alliston. Phone 0425271633 or Email anthony.alliston@inverell.nsw.gov.au

APPENDIX 1

Council report and associated resolution

MINUTES OF THE ORDINARY MEETING OF INVERELL SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATIVE CENTRE, 144 OTHO STREET, INVERELL ON WEDNESDAY, 24 SEPTEMBER, 2014, COMMENCING AT 3 PM.

SECTION C
COMMITTEE REPORTS

3. CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING MINUTES – 10 SEPTEMBER 2014 S4.11.16

105/14 RESOLVED *(Castledine/Baker) that:*

i) the Minutes of the Civil & Environmental Services Committee Meeting held on Wednesday, 10 September, 2014, be received and noted; and

ii) the following recommendations of the Civil & Environmental Services Committee be adopted by Council:

4. PROPOSED INVERELL PUBLIC OPEN SPACE STRATEGY S21.8.1

That:

i) the draft Inverell Public Open Space Strategy Brief be endorsed; and

ii) Council's Manager Development Services seek expressions of interest from suitably qualified and experienced companies for the preparation and completion of a Public Open Space Strategy for Inverell.

MINUTES OF THE CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, 144 OTHO STREET, INVERELL ON WEDNESDAY, 10 SEPTEMBER, 2014, COMMENCING AT 8.30 AM.

SECTION D
DESTINATION REPORTS

4. PROPOSED INVERELL PUBLIC OPEN SPACE STRATEGY S21.8.1

MDS-A

RESOLVED (Harmon/Watts) that the Committee recommend to the Council that:

i) the draft Inverell Public Open Space Strategy Brief be endorsed; and

ii) Council's Manager Development Services seek expressions of interest from suitably qualified and experienced companies for the preparation and completion of a Public Open Space Strategy for Inverell.

ITEM NO:	4.	**FILE NO**: S21.8.1	
DESTINATION 5:	The communities are served by sustainable services and infrastructure		**S**
SUBJECT:	**PROPOSED INVERELL PUBLIC OPEN SPACE STRATEGY**		

PREPARED BY:	Anthony Alliston, Manager Development Services

SUMMARY:

This report has been initiated as a result of a previous resolution of Council to prepare an "Open Space Strategy". Funding for this project is now available in the 2014/15 budget.

The Committee is being asked to recommend to Council to endorse the draft Inverell Public Open Space Strategy Brief and seek expressions of interest for the preparation of the strategy.

COMMENTARY:

Introduction

Inverell Shire Council currently owns and manages a diverse range of public parks and reserves in numerous locations across the Shire. These parks and reserves contribute to a positive rural life-style and help to attract visitors to Inverell, which is a growing regional centre. Ensuring the Inverell Shire's open space network is preserved and enhanced for current and future residents is an important role of Council.

In recent times there have been numerous approaches made to Council from various community organisations, user-groups and individuals in respect to the use, management and possible upgrades of public open spaces, particularly in the town of Inverell. This report has been initiated by an identified need to have a guiding strategy document to assist Council in the future sustainable management of public open space within the Inverell Township.

Discussion

The value that public open space provides to the community is a combination of social, economic and environmental factors. A principle role of public open space is to support health, recreation and leisure functions. This includes active pursuits, such as organised sports, exercise, children's play and social activities; yet also encompasses passive uses such as quiet reflection in an attractive setting.

It is also reported that open spaces and sports activities attract investment, support local businesses and provide spaces for major events which attract tourists and visitors and boosts local economies.

For many years Council has been contending with requests from various community organisations, user-groups and individuals in respect to the use, management and upgrade of public open spaces. These requests have been, and continue to be, dealt with on individual merit and in an ad-hoc way without an overall strategic vision. In recognition of Council's role to ensure the Inverell Shire's open space network is effectively and sustainably managed for current and future residents, Council resolved in June, 2010 to prepare an "Open Space Strategy".

A Public Open Space Strategy would provide Council with an overarching frame-work to direct public open space planning and management in a co-ordinated, sustainable and more effective manner. It would also assist the community in understanding the current intentions, and in some cases, what the future intentions are for each park or reserve in the study area.

There is a vast amount of useful resources and guidelines on public open space planning from New South Wales, Australia and around the world. It is the intention that some of these resources should be referenced in developing a Public Open Space Strategy for Inverell.

At this point it is recommended to focus on Inverell, as this is the primary source of enquiries and pressure in respect of the use, management and upgrades to parks and reserves. It is noted that there are other public parks and reserves in Inverell including public roads and streets, schools and lands owned by other government entities. It is not the intention of the strategy to focus on these lands. Once the Public Open Space Strategy for Inverell has been completed, Council would be able to utilise a similar methodology to develop strategies for the rest of the Shire's parks and reserves.

The aim of the Inverell Public Open Space Strategy would broadly include:

- Identification and confirmation of Council owned and managed public open space;
- Classification of the existing public open space network;
- Identification of current uses and infrastructure; and
- Recommendations for future open space planning and management.

In developing and preparing the strategy it is proposed that Council seek the services of an external consultancy firm with experience in matters such as open space planning and landscape design. There is also considerable benefit in calling upon the experiences of those firms regularly involved in open space planning.

Given the nature of this undertaking it is proposed that the external consultant also be required to (in consultation with Council) develop a communication strategy as a first step in the development of the strategy. The communication strategy will focus on how Council proposes to communicate with the community during the various phases of the project. The communication strategy will need to consider matters such as, the key stakeholders for the project, the timing of communication with the community, the extent and frequency of communication and the medium to be used for communications.

Appendix 3 (D12 – D21) includes a draft brief prepared by Council's Manager Development Services. It is intended to use the brief to seek expressions of interest from suitably qualified and experienced companies to undertake the works necessary to prepare the Inverell Public Open Space Strategy.

In summary, the brief provides interested parties with some background to the project including a summary of the project aims and the study area. The brief then nominates the key steps in the project, outlines the specific outputs of the project and nominates the criteria to which consultants will be assessed against.

Should Council wish to progress with the preparation of an Inverell Public Open Space Strategy the first step would be to seek expressions of interest, in accordance with the brief, from suitably qualified and experienced companies.

Conclusion

The Committee is being asked to recommend to Council that Council endorse the draft brief and seek expressions of interest for the preparation of an Inverell Public Open Space Strategy. It is intended that any subsequent expressions of interest be considered by Council.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: S.05 Attractive and vibrant town centres, local centres and community meeting places are provided.

Term Achievement: S.05.01 Local centres, community facilities and prominent meeting places are increasingly valued and recognised by the community as a focus of their village and feature of the Shire.

Operational Objective: S.05.01.01 Engage the Shire's communities in identifying and creating community places that are valued and used.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Allocation has been made for this project in the 2014/15 budget.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That the Committee recommend to the Council that:

iii) the draft Inverell Public Open Space Strategy Brief be endorsed; and

iv) Council's Manager Development Services seek expressions of interest from suitabl qualified and experienced companies for the preparation and completion of a Publi Open Space Strategy for Inverell.

APPENDIX 2

Preliminary plan of the study area and schedule of parks and reserves

RED HATCH = RE1
BLUE HATCH = RE2
GREEN HATCH = OTHER
PURPLE SHADE = CROWN RESERVE

Inverell Public Open Space Strategy
Preliminary Schedule of Parks and Reserves

- 'Arthur Street Park' Arthur Street;
- 'Bellevue Park' Wade Street;
- 'Cameron Park' Cameron Street;
- 'Campbell Park' Campbell Street;
- 'Community Garden' Swanbrook Road;
- 'Cunningham Place Park' Cunningham Place;
- 'Gordon Street Park' Gordon Street;
- 'Inverell Apex Park' Froude Street;
- 'Inverell Rugby Ground' Ross Street;
- Inverell Tennis Courts, Evans Street;
- 'Lake Inverell' Lake Inverell Drive;
- Macintyre River public reserve
- 'Mawson Street Park' Mawson Street;
- 'Northey Park' Glen Innes Road;
- 'Pat Noughton Memorial Park' Hopper Street;
- Public garden and recreation space, Butler Street;
- Public reserve, MacIntyre Street.
- 'Rosslyn Gardens Park' Sapphire Street;
- Sporting Complex and 'Inverell Park', Eucalypt Drive;
- 'Victoria Park' Evans Street;
- 'Varley Oval' Lawrence Street; and
- 'Waratah Park' Waratah Avenue.