



# HUON VALLEY COUNCIL

## Part 2 – Specification of the Services

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### 1. Description:

The Huon Valley Council is seeking to engage a suitably qualified and experienced consultant (the “Contractor”) to prepare the Cygnet Township Structure Plan, in consultation with Council staff, for delivery in 2025. The services required include planning, urban design, community engagement, transport planning and infrastructure provision.

### 2. Background:

Cygnet is located in the Huon Valley between the D’Entrecasteaux Channel and the Huon River, 50 km away from the primary employment area of Greater Hobart. It is close to other towns in the Huon Valley, including Huonville and Ranelagh, as well as Franklin, and Geeveston on the other side of the Huon River. Cygnet is also a central point between smaller adjoining villages and hamlets along the Channel Highway including Cradoc Woodstock and Pelterata to the north, Wattle Grove, Glaziers Bay, Petchey’s Bay and Lymington to the west and Gardners Bay, Deep Bay, Ables Bay, Garden Island Creek and Verona Sands to the south. As a result, Cygnet serves as a regional hub and township centre, providing essential services and functions to residents and businesses in these smaller settlements.

The Cygnet Township Plan of 2010 highlighted that Cygnet is in an area significant to The Mellukerdee people, who utilised the coast and immediate hinterland throughout the year. This original intimacy with, and importance of, the estuarine and coastal environment is repeated throughout more recent times.

In 1793 Bruni D’Entrecasteaux imparted the name Port des Cygnet after the many swans seen in the estuarine port, implicitly acknowledging the natural values of the district.

Subsequently established as a probation station in 1845 Port Cygnet, the district attracted farmers, orchardists, timber workers, boat builders and their families, and was later proclaimed as the township of Lovett in 1862.

In the early 1900’s the town was renamed Cygnet, relating the town to its increasingly important estuarine port. The Port of Cygnet provided a major transport hub for the Huon and D’Entrecasteaux districts.

During the late 19th century over 1500 people lived in the town, while the number of residents decreased, the 1990s saw a resurgence in residents to be just over 850 people in 1996. The population at the 2021 census had increased to 1057, which is back close to the levels that it was when the town was at its most prosperous. The current population growth rate is 2.6%, which is higher than the State average.



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While the town no longer serves a major port, its role as a regional centre supporting agricultural and cottage art and craft industries, along with a regular commuter population, has ensured diverse lifestyles.

Today, Cygnet can build upon its broad cultural assets generated by new and established residents and a strong indigenous community.

The Huon Valley is currently experiencing significant and somewhat unprecedented development pressure, making it one of Tasmania's fastest-growing regions, with an increasing projected population growth rate. As a key regional hub and tourist destination for the Huon Valley, Cygnet has unexpectedly borne a significant brunt of this growth and the associated development pressures.

Cygnet must not only prepare to accommodate this anticipated population growth – providing a range of housing opportunities including medium and higher density, as well as affordable and social housing for current and future residents - but also contend with heightened uncertainties and threats, including those arising from climate change, flooding and bushfires.

The high population trend is projected to continue, with the Huon Valley region's population expected to increase by over 4,200 people to 23,029 by 2046.

Accommodating this level of growth will require Cygnet Township to accommodate at least 750 additional dwellings, exceeding the current practical (vacant) land supply of fewer than 500 dwellings. The Huon Valley will exhaust its practical (vacant) land supply in approximately 19 years. While the overall municipal land supply appears adequate, larger towns like **Cygnet** and **Huonville** face unique challenges.

Much of the centrally located land has numerous environmental constraints and risks, limited access to existing infrastructure as well as requiring significant landowner collaboration to bring this land to the market. Structure planning and coordination will be essential to achieve sustainable and high-quality development outcomes.

Higher density and infill development should be considered as solutions to local housing shortfalls, as long as they do not adversely affect neighbourhood character values and retain heritage value.

Through the development of the Community Vision in 2023, created in consultation with the community, the document outlines aspirations, needs and desires. The Vision, owned by the community, defines a common set of goals:

- **Getting around** - "The townships within the Huon Valley are well connected through improved active transport, public transport, and quality local and State roads."
- **Food production and security** - "The Huon Valley is seen as a leader in sustainable farming and food production with secure agricultural land protected. It provides economic, environmental, and economic benefits."



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- **Diverse and inclusive community** - "An inclusive community, where everyone is respected and welcomed. A community that adapts, responds, and supports changing population needs, including older and younger people. Aboriginal cultural heritage is respected, Aboriginal culture, history, knowledge, and rights."
- **Environment** - "The natural environment and ecosystems of the Huon Valley are protected, improved and restored. The community, infrastructure and landscapes are adaptive and resilient to climate change, sustainability and the circular economy."
- **Strong economy** - "Economic development is strengthened across the Huon Valley through supporting existing businesses and growing creative industries, primary producers and local businesses. New businesses and opportunities in tourism contribute to economic sustainability. Tourism continues to play an important role within the local economy while balancing the needs of the local community."
- **Health and wellbeing** - "The Huon Valley has good and equitable access to all government services, including social and affordable health services. Health and wellbeing are enabled through access to social and cultural activities, parks and trails, programs, and nature."
- **Decision making** - "Huon Valley decision making processes are collaborative, transparent, and well communicated. Council continues to actively seek feedback from the community to inform decisions."
- **A home for everyone** - "The Huon Valley provides affordable, quality homes that meet the changing needs of the community. An approach to planning and land use promotes increased housing diversity, sustainability, and neighbourhood character."
- **Creativity and Culture** - "The Huon Valley recognises, values and celebrates creativity and cultural identity. It provides an opportunity for all community."
- **Learning and development** - "The Huon Valley has access to a range of learning and development opportunities. Through strong educational links and local partnerships, the Huon Valley builds a culture of lifelong learning, enabling local employment opportunities."

The Land Use and Development Strategy (LUDS), developed after the Vision, is the Council's primary strategic document guiding long-term land use and development decisions. It bridges the gap between state and regional planning frameworks and community needs, organised around ten key themes: Heritage, Transport and Access, Service Infrastructure, Community Infrastructure, Environmental Values and Natural Hazards, Resource Industries, Tourist Development, Commercial and Industrial Employment, Communities, and Housing and Growth.

Community and stakeholder engagement for the Vision and the LUDS highlighted the urgent need for a strategic approach to population growth in the Huon Valley. Managing this growth effectively involves focusing on the densification and compact development of larger, well-established towns like Huonville. This strategy requires designating suitable land for residential infill development, ensuring it is brought to market efficiently while carefully considering local constraints, as well as heritage and scenic values.



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Increasing residential land supply and identifying areas for medium density in Cygnet, particularly along key transport corridors, will make it easier for residents to access essential services, facilities and employment, while also mitigating urban sprawl.

A significant portion of land in Cygnet, situated in a prime location near the Activity Centre and Mary Street, has been identified for this purpose. Already zoned for general residential and future urban development, these areas are crucial for driving compact and sustainable residential growth.

Some of this land is owned or leased by the Council including The Old School Farm Site, the old Coal Fired Power Station Site and The Caravan Park Site.

Some of this future urban and residential land is constrained by existing waterways, overland flow paths and inundation risks - therefore any design solutions must be innovative and incorporate linear open space networks to manage this existing risk and co locate stormwater assets and infrastructure.

The growth in these greenfield areas presents an opportunity to design a network of active and passive transportation options, such as walking trails, cycleways and roads. These networks will provide residents and visitors with greater mobility choices, seamlessly linking Cygnet existing public open spaces and recreation areas such as The Sports Centre, Burtons Reserve and The Football Oval. as well as the wider Cygnet township.

Establishing infrastructure that supports public bus routes will further enhance connectivity. Access to well-planned green spaces and vibrant streetscapes will improve the quality of life, offering recreational and social benefits for the community.

Mixed-use developments, including cafes, corner shops and other retail, office, and commercial spaces, will be encouraged to complement and enhance the Mary Street heritage streetscape to provide a range of community service options such as allied health and other healthcare services as well as housing options that include different densities to meet diverse community needs, with an emphasis on affordability and social housing.

A pivotal aspect of this growth is deciding on the design and location for the planned Cygnet Bypass Road to reduce traffic through Mary Street and improve the pedestrian experience within the Town Centre. The aim of the Bypass Road is to help alleviate congestion, enhance safety, and improve car parking opportunities away from Mary Street as well as create opportunities for revitalising Cygnet's Town Centre, transforming Mary Street into a more vibrant and pedestrian-friendly area where the town heritage and character can be improved and enhanced.

Given the numerous changes and growth pressures facing Cygnet, the study area has been carefully chosen. Despite some constraints, this area presents a significant opportunity.

The Structure Plan, developed with input from the community and stakeholders through the Vision and LUDS processes, will serve as a blueprint to guide sustainable growth and development, balancing challenges with opportunities to benefit the locality.



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## ***Precinct Vision and Principles***

Through the extensive community engagement in developing the Vision and LUDS, a shared vision and principles were established. Vision and principles that describe the 'essence' of what the area will be in the future. This vision and set of principles will guide the development of the discussion paper and structure plan. The detailed vision has been encapsulated into the below guiding statement for the project:

### ***Vision Statement:***

*"We are a diverse, productive and welcoming community with strong connections to the environment. We will continue to protect and promote the unique opportunities the Huon Valley provides including local produce, creativity, and access to the Huon River. As the community grows, we will continue to strengthen connectivity, employment, and education, while balancing the opportunities for a rural lifestyle."*

The below principles for the area include a set of detailed placemaking objectives.

### ***Principles:***

- Affordable, quality homes that meet the changing needs of the community. An approach to planning and land use promotes increased housing diversity, sustainability and neighbourhood character
- Improved transport options, including public and active transport, with quality road infrastructure connecting townships
- An inclusive community that adapts, responds and supports changing population needs
- Preservation and restoration of natural landscapes to build resilience against climate change and support a circular economy
- Everyday convenience, with local access to essential services, shops and facilities, supporting a self-sufficient and thriving town.
- Beautiful heritage streets that celebrate and preserve the unique cultural and architectural history of the area.
- Pedestrian-friendly environments that prioritise safe, accessible and enjoyable spaces for walking and cycling, connecting key areas and fostering community interaction.
- Shared custodianship, fostering a sense of collective responsibility for the environment, public spaces and community well-being while partnering with Traditional Owners and local residents.

### **3. Project Purpose:**



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The Cygnet Township Structure Plan (the "Plan") aims to transform the Cygnet Township into a vibrant, well-integrated and sustainable community that is an attractive place to live. The Plan will serve as a strategic framework to guide future land use and development, aligning with the community's vision of a connected, adaptable and resilient urban environment. By facilitating collaboration among key stakeholders, it will bring to life a cohesive and shared long-term vision for the area.

A carefully crafted structure plan will outline the preferred land use patterns and lay the foundation for implementing a Specific Area Plan (SAP), complete with statutory controls to direct development in a manner consistent with the community's goals. This comprehensive approach will address growth in a balanced and sustainable way, ensuring that development supports social, economic and environmental well-being.

The plan will address:

- land use,
- residential density and housing diversity,
- built form and design guidelines,
- heritage and neighbourhood character,
- transport integration,
- walkability and connectivity,
- the public realm,
- economic opportunities and service provision,
- resource efficiency,
- landscape values and open space provision,
- hazard mapping, risk management and mitigation
- Council owned land asset planning and management and
- Infrastructure provision.

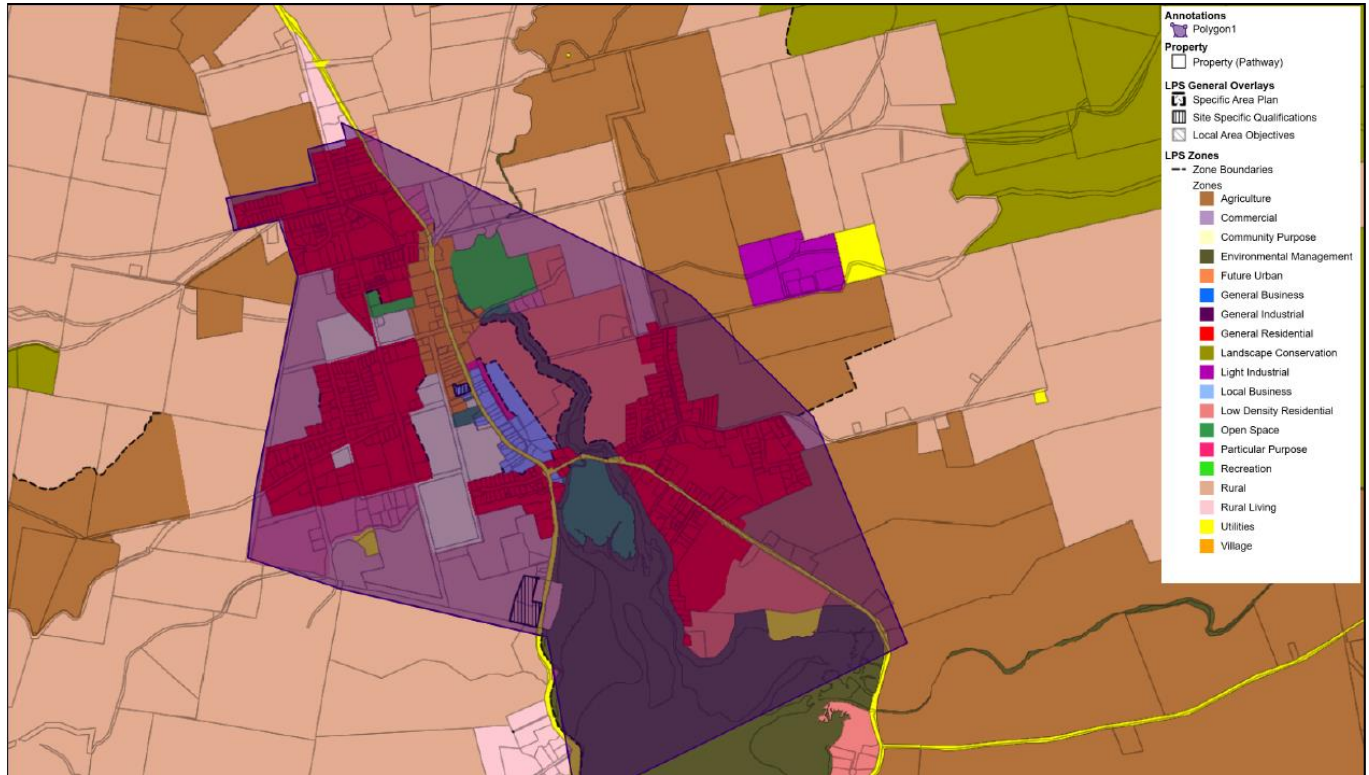
It will be a blueprint for development, investment and infrastructure over the next 5-10 years. It will include recommendations for policies and development controls to guide planning and sustainable growth and will inform an Urban Design Framework for the Cygnet Township.

Study area for project (approximate boundaries):





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#### 4. Project Objectives:

The primary objective of this project is to engage a qualified consultant to develop a comprehensive and strategic draft structure plan for the Cygnet Township. This plan will be created through collaboration with key stakeholders and the community, aligning with the Huon Valley Council's strategic goals and addressing community needs.

The key tasks driving the scope of work includes:

- Establish and maintain a close working relationship with the largest landowners in the study area. The consultant must engage with these landowners throughout the project to ensure that their interests and insights are incorporated into the structure plan, facilitating coordinated and sustainable development outcomes;
- Establish a clear and actionable framework for future growth and development in the Cygnet Township;
- Identify the key characteristics of the locality that are to be preserved and celebrated as positive representations of Cygnet Township unique identity;
- Identify and account for the existing land use patterns and constraints of the area and the influence this has on future development;



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- Identify the possibility of increased density and housing diversity - a mix of housing options to support varied family sizes, life stages and accessibility needs;
- Identify the ideal land use pattern, optimal built form and scale of development for the study area which is based on a range of inputs including design, planning, economic, social, environmental and built form heritage considerations
- Consideration and integration of the rich Aboriginal culture and history of the area.
- Conduct comprehensive analysis to ensure that transport routes / linkages within the subject area actively foster safe, efficient and convenient movement for pedestrians and cyclists as well as for vehicles;
- Identify the best Mary Street / Channel Highway access and egress locations for the Cygnet Bypass Road, in consultation with the Department of State Growth and other traffic and movement professionals;
- Identify and enhance active mobility, accessibility and permeability through the area for both pedestrians, PMDs, public transport as well as private vehicular movements;
- Develop a connected road network and pedestrian integrating the existing road grid and designed to encourage and prioritise pedestrian and cyclist movements, supported by appropriate street typologies and hierarchies that maintains and enhances the connectivity between the township, the waterways and the coastal area;
- Understand and identify the open space, community, transport and infrastructure provision requirements to meet the needs of the study area as it evolves across the planning horizon including how best to link existing and future public open spaces via linear corridors that integrate WSUD principles and potentially act in dual purpose for managing stormwater and overland flow;
- Identify appropriate social infrastructure (e.g. school, aged care / retirement village, Medical and allied health services) that will be essential for the health, wellbeing and prosperity of communities as well as suitable locations for these, to support the new residential development including the reuse / repurpose / redevelopment of Council Public and privately owned land assets.
- Conduct comprehensive land use planning assessments for the following sites/areas of significant community interest, ensuring the development of tailored plans that address their unique characteristics and future potential:
  - Old School Farm Site
  - Port Cygnet Council Depot Site
  - Caravan Park Site
  - Sport and Recreation Centres
  - Burtons Reserve
  - Potential Cygnet Township Entry point Gateway Artisan / Cultural Precincts -





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- The Cannery and the surrounding historic Sheds,
- Golden Valley Highway - west, and
- Northern entry on Channel Highway and
- South- East entry on Channel Highway;
- Incorporate principles of resource efficiency, sustainable building design and effective water and waste management into the structure plan;
- Create a detailed visual concept plan that integrates all these elements, providing a clear vision and actionable guide for sustainable growth;

There are number of other related Huon Valley plans and projects that need to be considered when preparing the plan, including:

- Huon Valley State of the Valley Report 2023
- Huon Valley Community Vision 2023
- Land Use and Development Strategy 2024
- Huon Valley Liveability Model 2024
- Strategic Plan 2024-2034
- Cygnet Residential Demand and Supply Analysis 2020
- The Cygnet Township Plan 2010
- Community Engagement Framework

## 5. **Scope of Work:**

Key action	Indicative timing
<b>Stage 1 – Discussion Paper</b>	
Initial inception meeting with Council team	February 2025
Consultant reviews existing information, data, planning framework etc. and commences preparing discussion paper & prepares Community/Stakeholder Engagement Plan (allow for 1 x 1.5 meetings to review baseline data).	February 2025
Consultant prepares draft discussion paper (allow for 2 x 1.5 meetings for reviews with Council). Project team to provide feedback as required.	March 2025
Key hold point – Council review prior to Stage 2	April 2025



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Key action	Indicative timing
<b>Stage 2 – Consultation on the discussion paper</b>	
Consultation in partnership with Council	May 2025
Prepare summary of consultation outcomes	May 2025
<b>Key hold point – Council review prior to Stage 3</b>	May/June 2025
<b>Stage 3 – Preparation of the Draft Structure Plan</b>	
Confirm scope / dates for consultant team. Prepare draft structure outline and stakeholder engagement plan.	June 2025
Conduct initial engagement with key agencies and stakeholders in partnership with Council.	June 2025
Preparation of draft structure plan, Project team to provide ongoing feedback as required.	June 2025
Workshops with key agencies, stakeholders, Council staff, Council (allow for 3 x 1.5 meetings for workshops)	July 2025
Finalisation of Draft Structure Plan	July 2025
<b>Stage 4 – Community feedback &amp; Council</b>	
Draft plan put on public exhibition	July 2025
Prepare final plan based on consultation outcomes	July 2025
Final plan distributed for comment	July 2025
Final plan endorsed	August 2025

## 6. Project Deliverables:

### Stage 1: Discussion Paper

This should include (but not limited to):



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- Overview covering the following: Why a precinct structure plan? Key issues and opportunities? What have we heard from the previous community engagement?
- Understanding Cygnet Structure Plan Area History
- Huon Valley Community Vision and LUDS, Key Findings, Implementation progress, Community and stakeholder input
- SWOT - Present and future for the precinct: Features | Strengths Weakness and potential threats Opportunities
- Specific focus on natural hazards, emergency planning and climate change management and need for community resilience.
- Transport network analysis - existing network, current projects and the future vision for transport
- Overview of key Land Use Planning considerations: Existing land use, Open space provision / analysis, Old School Farm Site, Port Cygnet Council Depot Site, Caravan Park Site, The Cannery and the surrounding historic Sheds, Sport Centre, Burtons Reserve, Existing and future urban form based on detailed analysis

## **Stage 2: Community Engagement**

The discussion paper to be put on exhibition and feedback sought from stakeholders and the community on potential change within the study area. This feedback will inform the draft structure plan and identify further work we need to do. There will be opportunities for everyone to engage on the draft structure plan in mid-2025 once the consultant has complete work on the draft structure plan.

The consultant must:

- document all engagement efforts, keeping a detailed record of input or feedback from all stakeholders, including elected members, state agencies and the community.
- compile a comprehensive summary report of community input and engagement activities.
- demonstrate how stakeholder input has been considered in revising the draft structure plan, clearly outlining the impact of feedback on the final recommendations.
- provide transparent records of all engagement activities to ensure accountability and openness throughout the process.

As part of this the consultant will need to:

- Attend all required project meetings.
- Meet all project reporting and administrative requirements.

Note: All documents delivered are to be practical, readable and well-structured and edited for correct spelling and grammar and invest full copyright and ownership in the Huon Valley Council.



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## Stage 3: Draft Structure Plan

A Structure Plan for Cygnet Township to be developed in consultation with key agencies and stakeholders including landowners and residents. The draft structure plan should address all objectives and tasks specified in section 4 and include the below (but not limited to):

- clarify the role and function of the precinct consistent with State or regional planning policies and strategies;
- present the detailed analysis that supports growth plans;
- consider interrelationships with similar areas within the region;
- present a vision for the precinct, based on shared and agreed objectives;
- establish objectives and desired outcomes for future development within the subject area;
- identify where growth and change will be facilitated based on themes (e.g. retail, office, housing, mixed zones, open spaces, bypass road, carparking);
- provide a spatial view of potential development zones, including suitable locations for specific development to help guide future investment;
- identify risks and constraints to development and growth;
- identify opportunities for a range of housing types and increased residential densities, including flow-on opportunities and impacts for social and physical infrastructure and transport;
- explore options for a potential Cygnet Bypass Road and identify where it would best be routed and any relocated carparking areas from off Mary Street in consultation with the Department of State Growth and other traffic and movement professionals;
- incorporate public transport networks, linkages and integrated transport plans where relevant;
- demonstrate that the structure plan encourages interlinking travel choices, travel behaviour changes and an increase in active and public transport usage;
- plan to maximise transport access to maintain participation in social and economic activities;
- demonstrate that the area can accommodate projected requirements for housing, social and community infrastructure;
- provide a draft implementation plan, including allocation of responsibilities (partner, advocate, deliver);
- preparation of a design vernacular that optimises the existing character of the Cygnet Township Area, captures the essential design themes that respects and celebrates the existing neighbourhood fabric and heritage character;



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- optimise and clarify the economic role of the study area and its role within the broader context of Huon Valley whilst maintaining the essential character of the locality.
- establish an urban design framework as the basis for future use and development standards;
- provide a comprehensive concept plan integrating all components of the draft structure plan.

## **Stage 4: Community feedback and Council**

The draft structure plan to be put on exhibition and feedback sought from stakeholders and the community on potential change within the study area. The consultant must exercise the same practice as specified in Stage 2: Community Engagement.

### **Project Timeframe:**

The commencement date is upon signing the contract. It is anticipated that the services including the provision of all deliverables will commence by February 2025 and run for approx. 6 months including 1 month for community consultation. The consultant must adhere to this timeline, ensuring timely delivery of all project components while accommodating necessary adjustments based on stakeholder input.

## **7. Required Consultant Profile:**

The selected consultant must be highly qualified, experienced and capable of delivering the project's objectives within the defined timeframe. The following requirements will be used as selection criteria by the selection committee:

- **Technical Capability and Experience** - Demonstrated experience in urban design, strategic planning, community engagement, transport planning and infrastructure projects in complex stakeholder environments.
- **Methodology, Project Understanding and Proposal Quality** - A clear and innovative approach to delivering the project, demonstrating an understanding of the objectives and potential challenges.
- **Local Government Understanding** - A sound understanding of local government operations and the ability to assess and manage risks associated with innovative approaches to collaborative design and planning.
- **Stakeholder Engagement Skills** - Proven ability to engage effectively with a diverse range of stakeholders, including elected members, state agencies, community groups, landowners and residents.



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- **Project Management** - Strong project management skills to ensure the timely and efficient delivery of the project, including coordination of subconsultants if needed.
- **Analytical and Design Skills** - High-level analytical skills, supported by a track record of developing creative, practical and evidence-based design solutions.
- **Communication and Reporting** - Excellent communication skills, both written and verbal, with a focus on preparing clear, well-structured reports and visual presentations that are accessible to a broad audience.
- **Team Expertise** - Access to relevant specialists who can provide expertise in specific areas as needed for the project.
- **Value for Money** - Competitive pricing with a transparent and detailed cost breakdown, ensuring the project delivers value for the investment.
- **References** - Positive feedback from previous clients on similar projects, showcasing the consultant's reliability and quality of work.

The consultant **MUST** also retain or have access to sub-consultants specialising in areas such as planning, infrastructure, transport planning, economics and urban design, as required by the project scope

## **8. Huron Valley Council Input:**

The Huron Valley Council will provide support to the consultant throughout the project. This support will include:

- access to relevant data, reports and strategic documents necessary for background analysis and planning.
- assistance with research, including coordinating meetings with key stakeholders and other relevant councils.
- facilitation of community engagement activities, including booking venues and managing event logistics as needed.
- ongoing feedback and input from the Council's project team to ensure alignment with strategic goals and objectives.
- administrative support for scheduling and organising workshops, meetings and consultation sessions

## **9. Regular Meetings:**

The consultant will be required to attend regular meetings with the Huron Valley Council project team throughout the duration of the project. These meetings will serve to:

- provide updates on progress and address any issues or challenges.
- discuss and review project deliverables at various stages.





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- ensure ongoing alignment with project objectives and timelines.
- facilitate collaboration and communication among stakeholders.

Meetings may be held in person or virtually, depending on the nature of the discussion and the availability of participants. The frequency of these meetings will be determined at the project's inception and adjusted as needed to ensure effective communication and project delivery.

## **10. Risk Assessment:**

Managing risks is crucial to the successful delivery of the project. The consultant must identify potential risks early and develop strategies to mitigate them. Key risks associated with this project include:

- **High Community and Council Expectations** - The project carries significant public interest and high expectations from both the community and senior levels of Council. The consultant must implement effective communication and engagement strategies to manage and meet these expectations.
- **Timeframe Constraints and Project Compression** - The project is subject to strict timelines, with potential compression due to internal and external expectations. The consultant should have robust project management practices to ensure that milestones are met on schedule, with contingencies in place for potential delays.
- **Budget Limitations** - Financial constraints may impact project delivery. The consultant must ensure that all activities are cost-effective and align with the project's budget.
- **Stakeholder Coordination** - Coordinating input from multiple stakeholders, including state agencies, community members and elected officials, may present challenges. The consultant must have strong stakeholder management skills to facilitate collaboration and address any conflicts.

The consultant is expected to maintain a proactive approach to risk management, providing regular updates on risk status and proposed mitigation measures to Huon Valley Council.

## **11. Project Handover Requirements:**

As per the Conditions of Contract, Huon Valley Council owns any existing material provided or created in the course of providing the Deliverables.

Upon completion of the project, the consultant must ensure a seamless handover of all materials to the Huon Valley Council. The handover requirements include but not limited to:

- all project deliverables, including the final structure plan, reports and supporting documents, in both digital (PDF and editable formats such as Word and CAD files) and hard copy formats as required



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- all design related files, including 3D visualisations, CAD files, Indesign files, PS and Illustrator files and any graphics created during the project, in accessible formats. Ensure all data is organised and properly labelled
- transfer full copyright and ownership of all materials to the Huon Valley Council, ensuring that the Council has unrestricted rights to use and modify the documents as needed.

**Note:** Council reserves the right to edit and make changes to final documentation prior to endorsement and public release. The consultant must also be available for follow-up consultations if any clarification or additional guidance is required after the project handover.

## **12. Return Brief and Fee Proposal:**

The provider must submit a return brief that demonstrates a thorough understanding of the project, including the proposed approach, work methodology and a detailed fee proposal.

The fee proposal must confirm the total cost required to undertake all work described in section 5 and 6 of this RFQ. The total cost shall be broken down into milestone payments aligned with key project deliverables. In addition, the fee proposal must cover the following items:

- The hourly rates for all consulting team members and any subcontractors, if applicable. This should include a clear description of their roles and skill sets. Hourly rates will apply to any approved variations to the contract scope.
- Any charges for travel, listed separately with a clear explanation of the manner in which it is charged
- If reporting and record keeping is to be charged separately then this too must be stated or an indication of how it is included in the milestone payments described

Each milestone payment claim must be accompanied by sufficient documentation demonstrating the completion of the relevant project stage/deliverable to Council's satisfaction.

Huon Valley Council reserves the right to clarify quotations and request further information for which the Contractor must respond in writing within the time frame given provided that Huon Valley Council provides the Contractor with at least four working days to comply with the request.

The return brief **MUST** also include a Detailed Project Plan, outlining:

- **Project Objectives and Outcomes** - A summary of the key objectives and the intended outcomes of the project.
- **Work Methodology** - A description of the approach and methodology to be used, including key activities, data analysis methods, community and stakeholder engagement strategies and how risks will be managed.



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- **Project Timeline** - A detailed timeline that includes specific start and end dates, key milestones, and deliverable deadlines, ensuring alignment with the project scope and objectives.
- **Resource Allocation** - A breakdown of how consulting team resources will be allocated throughout the project, including specific tasks and time commitments for each team member or subcontractor.
- **Risk Management Plan** - An identification of potential risks and a strategy for mitigating these risks, ensuring the project stays on track and within budget.
- **Communication Plan** - An outline of how the provider will communicate progress and updates to the Huon Valley Council, including the frequency and format of status reports and meetings.

The return brief should comprehensively outline how the provider intends to deliver the project efficiently and effectively, ensuring a clear and organised approach to achieving the desired outcomes.

### 13. Timing:

The quote must be received by 5:00pm (EST) Friday 31<sup>st</sup> January 2025

#### **Primary Contact:**

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