

Quotation for Services Brief

Community Safety Strategic Plan (CSSP) for the Camden LGA



1. Introduction and Background

Camden 2025 is the overarching strategic document that provides the basis for all Council planning strategic direction. It provides direction and a set of goals that will have meaning for current and future residents of Camden. The strategic plan sets out the vision, the issues, the objectives and the actions that will guide Council planning through the years between now and 2025.

In 2003 a set of outcome based indicators were developed to ensure that strategies are focused towards sustainability and as a means of measuring Camden's progress towards sustainability. The indicators relate to the social, economic and environmental aspects of sustainability.

In recognition of the importance of social sustainability Council adopted the Community Wellbeing Policy in June 2003. Through this policy Council aims to foster and advance social sustainability, (community wellbeing) by developing and promoting a set of interrelated principles that underpin community wellbeing:

The 2004 Camden Community Plan has been integrated into Camden Councils overall planning framework. The Community Plan provides the lead strategic documentation in relation to the achievement of community wellbeing.

The Community Plan has a considerable amount of information under each of the eight key components that influence community wellbeing and includes: accessibility, arts and culture, community safety, economic development, healthy lifestyles and community health, housing and the urban environment, lifelong learning and recreation and leisure.

The issue of community safety is an area of growing concern and whilst research and statistics indicate that both the perceived and actual safety concerns in Camden are low, there is concern regarding the increasing urbanisation of the LGA. In recognition of the impact that crime and safety can have on the quality of life in the local community, Camden Council has a commitment to community safety and will develop a Community Safety Plan that will be integrated into Council's overall planning framework.

The Plan and subsequent strategies will:

- Integrate with other planning Council tools;
- Be the community's plan - not just Council's;
- Support social sustainability;
- Establish ownership of issues across the sector;
- Identify what is 'good' as well as 'not so good';
- Be strategic & action orientated;
- Meet the Crime prevention chapter and requirements to be endorsed by the Attorney Generals Department; and
- Be a resource that can be readily utilised by citizens, NGO's and Government.

2. Objectives of the Brief

The aim of this project is to develop a four year Community Safety Strategic Plan relevant to Camden Council. The Community Safety Strategic Plan will detail the aims, objectives and strategies that Council, the community and relevant stakeholders will implement.

The Community Safety Strategic Plan will involve analysis of relevant crime and community data, research, consultation and development of the plan. Key components of the project will include, but not be limited to:

- Develop a community safety/crime prevention plan for the Camden LGA;
- Undertake community consultation;
- Conduct Interviews with key stakeholders;
- Plan and facilitated a strategy development workshop;
- Prepare and submit Community Safety Strategic Plan; and
- Present the Community Safety Strategic Plan (CSSP).

Council is now in the process of seeking a consultant who will facilitate and coordinate drafting of this plan. To meet Councils' needs the strategic plan should reflect the priorities of key stakeholders, including Council. It should also incorporate information arising from crash data, input from key stakeholders and the outcomes of the research, consultation and workshops coordinated by the Consultant.

3. Essential Tasks To Be Completed

A project timeline indicating the minimum tasks as perceived by Council is provided in Appendix A.

1. Costing
2. Appropriate consultation and obtaining commitment/ongoing involvement with internal and external stakeholders (organisations and council)
3. Consultation with representatives from target groups (eg disability, children and families, young people etc)
4. Internal communication strategy and documentation for internal and external stakeholders (eg powerpoint presentation to Senior Management Team (SMT) and , Councillors etc.

4. Deliverables

The Community Safety Plan will identify Community Safety issues concerning the Camden community and propose strategies to address these issues. The Plan will be key in establishing the direction of Council's Community Safety Programs and assist Council in the effective allocation of resources. Some of the issues identified within the Community Safety Plan are not the sole responsibility of Council. The Community Safety Plan will identify other partners including other levels of government to work towards the overall success of plan.

The consultant will deliver a Community Safety Strategic Plan that is endorsed by Council including a chapter of crime prevention endorsed by Attorney Generals Dept.

An implementation plan to meet issues and strategies defined in CSSP (how to implement what has been developed), how to ensure milestones in the plan are being met.

The Plan will be provided in hard copy as well as electronic word version in a format that will be determined by Council.

5. Data Availability and Sources

The following documents can be downloaded via the Camden Council website:

<http://www.camden.nsw.gov.au>

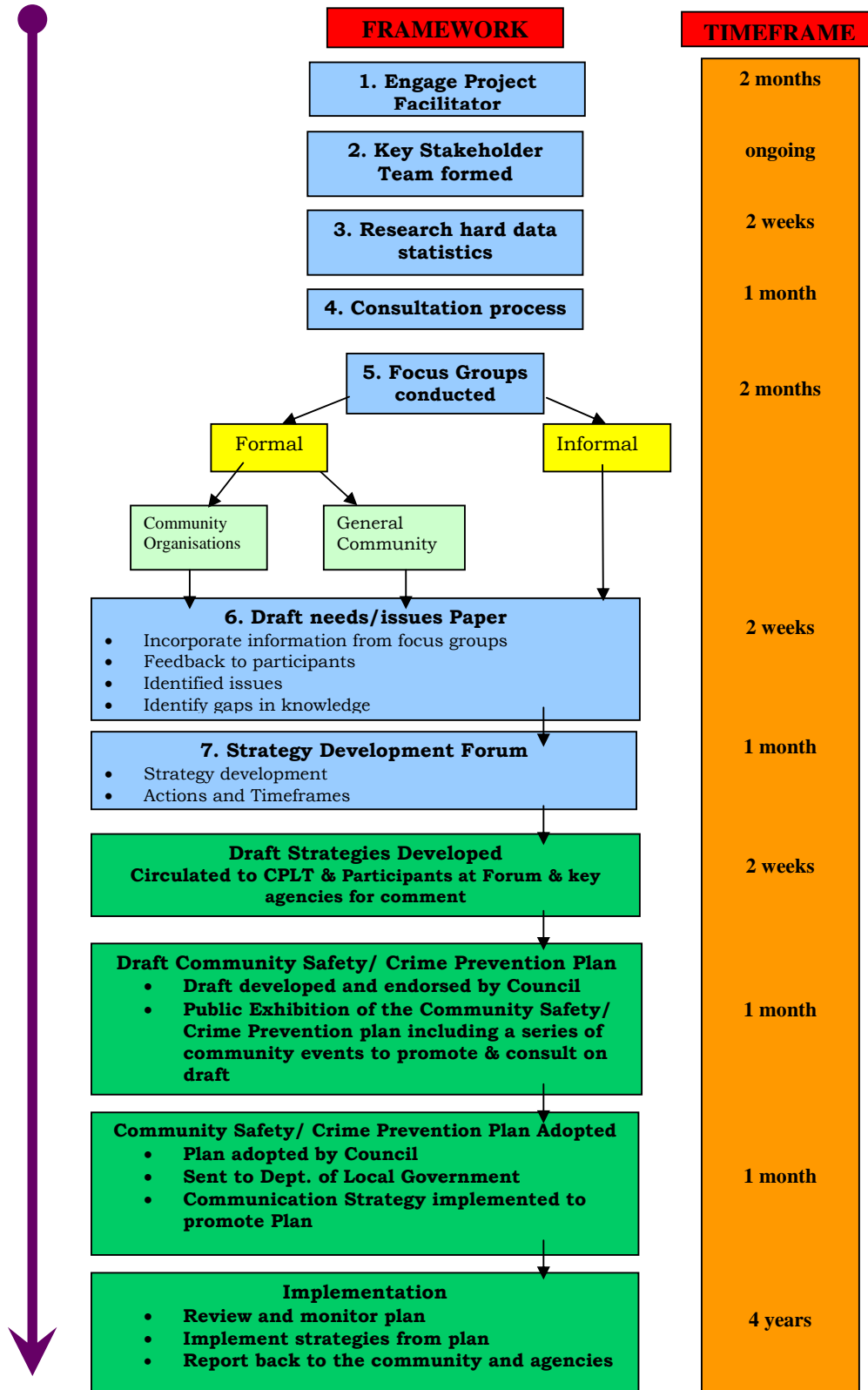
Camden 2025

Community Wellbeing Policy

Community Plan

6. Timeframe

The timeframe for developing the strategic plan is 5 months from the signing of the contract between the successful Consultant and Council. Below are the milestones and timeframe to be met by the Consultant throughout the project.



Milestones	Date
1. Deed of funds/contract signed	1 month
2. Engage project facilitator	2 weeks
3. Key stakeholder team formed	Ongoing
4. Research hard data statistics	1 month
5. Consultation process	2 months
6. Conduct focus groups	2 weeks
7. Draft needs/issues paper	1 month
8. Strategy development forum	2 weeks
9. Draft strategies developed	1 month
10. Draft plan	1 month
11. Adoption of plan	1 month
12. Implementation of plan	4 years

7. Terms of Engagement

Council shall engage the consultant for this project on the basis of *AS4122 - 2000 General Conditions of Contract for Engagement of Consultants*

The completion of the project shall be deemed to be when Council endorses the final Plan.

8. Payment Schedule

Two options are provided for payment of the project.

1. The project will be undertaken on a lump sum basis. The Consultant is to forward a single invoice upon completion of the final Community Safety Strategic Plan to Council for payment.
2. An alternative payment process based on delivery of an acceptable Community Safety Strategic Plan in three payments will be considered.
 - 33% payment at completion of research phase;
 - 33% payment at submission of draft Plan; and
 - 33% at Council endorsement of final CSSP.

9. Information/Liaison

Provide contact information for the Project Manager/s and other relevant staff.

FORMAL INSTRUMENT OF AGREEMENT

This agreement is made on**2006** between:

1. Camden Council of 37 John Street, Camden NSW 2570; and
- 2.

Description of the Works and Services Required:

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THE PARTIES AGREE AND DECLARE AS FOLLOWS:

GENERAL CONDITIONS

1. The Consultant or his representatives shall comply with all reasonable directions of the Director, Works and Services or his representative. Failure to comply with any reasonable directions will result in the contract being terminated.
2. The Consultant shall undertake all works in a professional manner and shall complete the works to satisfy the requirements of all relevant industry and legislative standards covering the work.
3. The Contractor shall indemnify Council against all claims arising out of any injury to any person or persons including the Contractor and his employees or employees of Council or damage to any property whatsoever including property of the Council, which may result as a consequence of the work.
4. All insurances shall be maintained current for the duration of the contract period.

SPECIFICATIONS

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EXECUTED AS AN AGREEMENT ON: DAY OF 2006

Signed For and On Behalf of Camden Council:

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(Name and Title) *(Signature)*

Witnessed By:

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(Name and Title) *(Signature)*

Signed For and On Behalf of the Consultant:

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(Name and Title) *(Signature)*

Witnessed By:

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(Name and Title) *(Signature)*

PART A

ANNEXURE TO THE AUSTRALIAN STANDARD

GENERAL CONDITIONS OF CONTRACT FOR THE ENGAGEMENT OF CONSULTANTS

AS 4122 – 2000

This Annexure shall be completed and issued as part of the quotation documents and, subject to any amendments to be incorporated into the *Contract*, is to be attached to the General Conditions and shall be read as part of the *Contract*.

Item	
1	The Brief is comprised in the following documents <i>(Clause 1)</i> <i>Quotation for Services Brief for the Community Safety Strategic Plan</i>
2 (a)	The Client or Principal is: <i>(clause 1)</i> <i>Camden Council</i> <i>ABN: 31 117 341 764</i>
(b)	The Client's or Principal's address is: <i>37 John Street</i> <i>Camden, NSW 2570</i> <i>Phone: 02 4654 7777 Fax: 02 4654 7829</i>
3 (a)	The Consultant is: <i>(clause 1)</i> A.C.N..... A.B.N.....
(b)	The Consultant's address is:
4	The law applicable is that of the State or Territory of: <i>(clause 1)</i> <i>New South Wales, Australia</i> <i>(if Nothing stated, the State or Territory where the Services are carried out)</i>
5	The Contract documents are: <i>(clause 2)</i> 1. These General Conditions of Contract – AS4122 – 2000. 2. The Brief being the documents stated in Item 1.
6 (a)	If required by Clause 3(b), the Consultant shall submit a Program for carrying out the Services: <i>(clause 3(b))</i> Yes/No
(b)	If yes, the Program shall be in the following form: <i>(clause 3(b))</i> <i>As per contained in the Brief, modified to suit the Project.</i>
(c)	If yes, the Program shall be submitted at the following time: <i>(clause 3(b))</i> <i>Already supplied</i>
7	Key personnel: <i>(clause 3(g))</i>
8	Fees and charges to satisfy Legislative Requirements payable by the Consultant. <i>(clause 4(f))</i> <i>Nil</i>

9	The <i>Client's</i> Representative is: (clause 6.1)	<i>Kerrie Doherty - Community Road Safety Officer</i>
10	The Consultant's Representative is: (clause 6.2)	
11	Intellectual Property Rights – Alternate applying: (clause 8.1)	
12	If Alternative 2 applies, the additional fee payable to the Consultant to vest the Intellectual Property Right in or relating to the Contract Material in the Client: (clause 8.2)	Not Applicable
13	Additional purposes for which Contract Material may be used: (clause 8.2)	<i>Council reporting and studies related to infrastructure and land use planning.</i>
14	The Consultant's liability is limited as follows: (clause 9.1)	<i>Value of the Contract</i>
15 (a)	Amount of professional indemnity insurance shall not be less than: (clause 10.1)	<i>AUS\$10 million</i>
	b) The period for which professional indemnity insurance shall be maintained	<i>Life of the Project.</i>
16	The amount of Public Liability insurance shall not be less than (clause 10.2)	<i>AUS\$20 million</i>
17	Claims for payment shall be made: (subclause 13.1)	On the First day of each month. On completion of the following stages of work.

22	Arbitration and expert Determination <i>(clause 15)</i>
(a)	Person to nominate an arbitrator or expert <i>If no-one is stated, the Chairperson for the time being of the Chapter of the Institute of Arbitrators & Mediators Australia in the State or Territory in Item 4);</i>
(b)	Rules for Arbitration <i>If nothing is stated Rules 5 – 18 of the Rules of the Institute of Arbitrators & Mediators Australia for the Conduct of Commercial Arbitrations</i>
(c)	Rules for expert determination. <i>(clause 15.4)</i> <i>If nothing is stated, the Guidelines for Expert determination of the Australian Commercial Disputes Centre.</i>

Part B

ANNEXURE TO THE AUSTRALIAN STANDARD
GENERAL CONDITIONS OF CONTRACT FOR THE ENGAGEMENT OF CONSULTANTS
AS4122 – 2000

DELETIONS, AMENDMENTS AND ADDITIONS

1. The following Clauses or parts of Clauses have been deleted from the General Conditions in AS4122 – 2000:

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2. The following Clauses have been amended and differ from the corresponding Clauses in AS4122 – 2000:

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3. The following Clauses have been added to those of AS4122 – 2000:

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