

Attachment 1: Specification

**Community Engagement
"CHARRETTE"
Bald Hill – Stanwell Park**

BACKGROUND

Bald Hill is located on Lady Wakehurst Drive Stanwell Park, on NSW South Coast's Grand Pacific Drive and is a world renowned destination for aviation historians, glider enthusiasts and thousands of visitors who are drawn by the breathtaking view of the Illawarra coastline and the Sea Cliff Bridge.

The site has been the base of several commercial tourism operators, such as bike tours, hang and para-gliding and a food vending van. In addition to these, business operators such as bus tours and photographers and booked wedding ceremonies make regular use of the reserve, with further potential for ecotourism including walking trails and whale watching season.

Tourism Wollongong statistics suggests that the site averages 900 visitors per day and up to 3000 per day on weekends. As a result of the high utilisation and aging infrastructure onsite, the reserve and amenities require refurbishment to ensure the location accommodates the recreational needs of current and future demands of users.

In particular, Bald Hill reserve presents particular constraints including toilet amenities and car parking that fail to cater for the aged and individuals with a disability. Further issues include safe pedestrian and vehicular movement and traffic management at enter and egress points.

Investigations have also confirmed that both land ownership and current zoning are some of the complexities surrounding this site. Preliminary discussions/negotiations have been initiated between Wollongong City Council and the Roads and Maritime Services in relation to potential land transfers that would permit some existing and proposed infrastructure to be located on land under Council's care and control.

Council now seeks to engage a skilled facilitator with a proven track record to lead its community consultation through a "Charrette" to engage the public in identifying issues and solutions and in turn provide Council with a report to inform its design and treatment of the built and natural environment at Bald Hill. All relevant information relating to the site will be provided to the successful consultancy.

Plan of Management

A Plan of Management (PoM) for the site commenced in 2008 and was placed on Public exhibition from 30 March to 29 May 2009, this in turn was endorsed by Council on 4 August 2009 and was adopted by NSW Land and Property Management Authority, under the Crowns Lands Act 1989 on 10 December 2009. The PoM can be located via Council's web site or an electronic copy can be sent on request.

2011 Draft Landscape Master Plan

In mid 2011 Council commenced developing a site Landscape Master Plan for Bald Hill. The draft plan presented a graphic illustration of renewal and enhancement opportunities including improved car park configuration, a kiosk and new toilet amenities. This draft was placed on exhibition at Helensburgh, Thirroul and Wollongong libraries as well as information available on Council's website. The consultation period ran from Wednesday, 14 September until Friday, 14 October 2011.

Council staff presented the draft Landscape Master Plan at the local Neighbourhood forum 1 meeting on 14 September 2011 and also attended an on-site community kiosk on Saturday, 17 September 2011. Feedback from these consultation sessions indicated that local residents believed that the draft had been developed with little community input and were opposed to a variety of elements of the plan and these were highlighted to the newly elected Council and local media agencies.

At the 10 October 2011 Council meeting, Councillors voted unanimously to remove the Draft Master Plan from exhibition with a commitment to engage the community in the creating a vision for the site.

Current Status

Refurbishment of current amenities

The existing amenities are in poor condition and are operated via a dated septic pump out system. A \$50,000 allocation has been made from the current budget to undertake minor but essential short term refurbishment of the existing amenities and works are anticipated to be undertaken in April 2012. The scope for this project will permit the amenities to be secured, see the replacement of doors and walls between cubicles, floor treatment, drainage improvements and painting of amenities building.

Council is currently investigating a sewer connection of amenities on the site with Sydney Water. These investigations with Sydney Water are likely to identify complexities noting that Sydney Water's current services boundary does not include Bald Hill precinct and a boundary adjustment through the NSW Government's Department of Planning will be required. An assessment will also be required to ascertain as to whether the Sydney Water Infrastructure can accommodate the additional demand that amenities at Bald Hill will produce.

KEY OBJECTIVES OF CHARRETTE

The Charrette is seen as a key community engagement tool to inform the development of a Landscape Master Plan for Bald Hill Stanwell Park.

The Charrette will require the consultancy to lead participants to openly and objectively examine and identify the issues, constraints, environmental, historical, recreation and tourism interrelationships, and identify limitations and opportunities for the site.

The Charrette must create and maintain an environment of trust, so that all individuals and stakeholders contributing are respected, listened to and able to assist each other in reaching a shared consensus on key elements and features deemed to be appropriate for the future of the site.

The Charrette will enable creative and realistic ideas and perspectives to be put forward from participants so as to permit the consultancy to formulate a number of agreed elements and concepts and a design layout that will form the brief for the development of a Landscape Master plan for the site.

SCOPE & SPECIFICATION OF SERVICES

The successful consultant will be required to prepare, lead and facilitate the Charrette commencing in late March 2012. The consultant will be required to;

- Undertake briefing sessions with Council Officers in late March 2012.
- Establish and maintain a Code of Cooperation for Charrette sessions.
- Liaise with Council to book all venues to host participant and stakeholder Charrette sessions.
- Provide all information technology systems and materials to facilitate sessions.
- Advertise and promote the Charrette participant and stakeholder sessions via Consultancy Media releases, direct mail to targeted stakeholders and also utilising Council's Internet and standard print media allocation (Illawarra Mercury & Wollongong Advertiser). *(All advice to be released and distributed a minimum of 2 weeks in advance of Charrette sessions).*

It is a requirement for the Consultancy to deliver the following;

- Facilitate two (2) initial meetings with Council Officers to attain all relevant documentation that relates to the site and confirm Charrette schedule and stakeholders. *(2 x ½ day sessions).*
- Conduct an initial meeting with Councillors in early April 2012 to ascertain their individual and collective views and vision for the site. *(1 x ½ day sessions).*

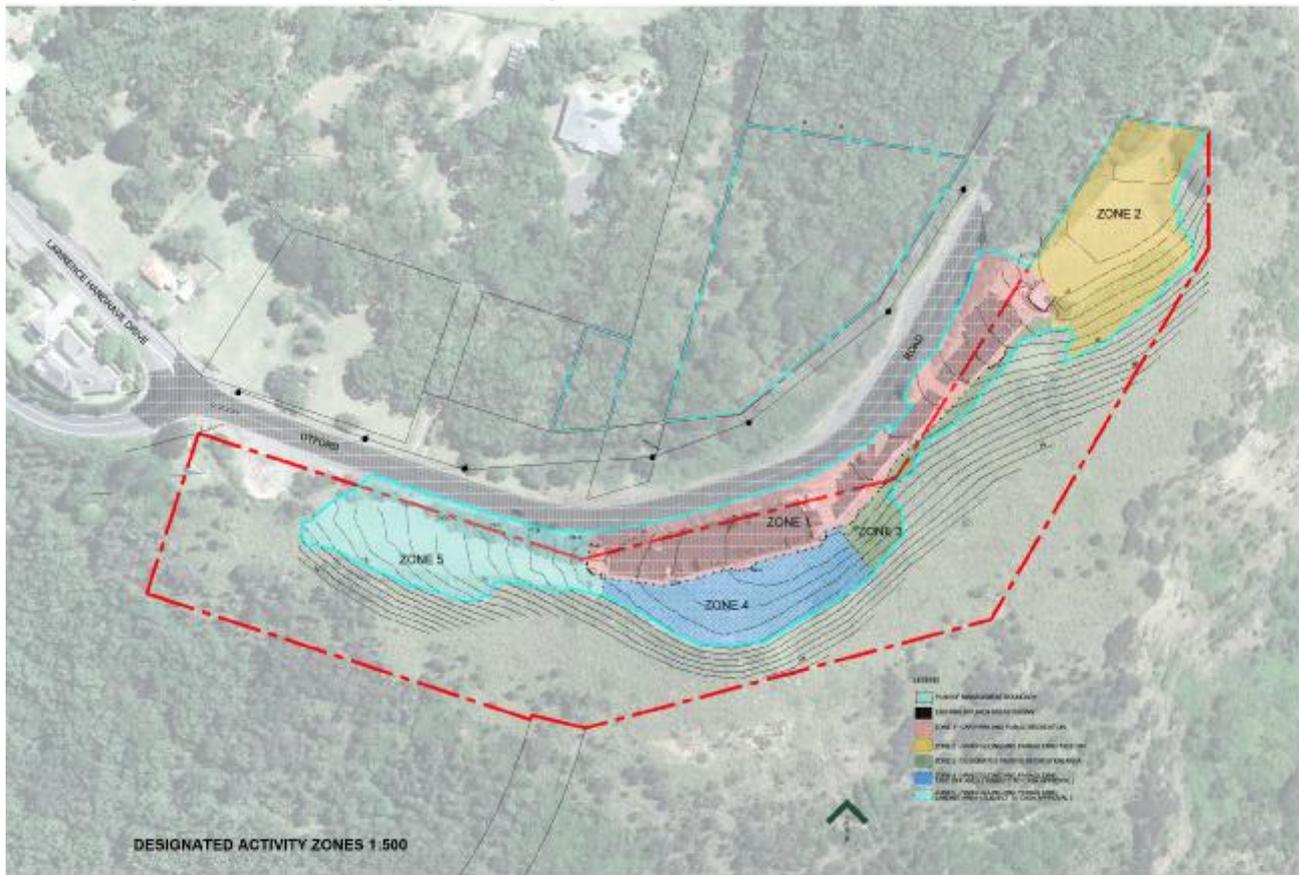
- Facilitate a Stage 1 engagement session with identified Commercial, Government and Non Government stakeholders. *(1 X ½ day session)*.
- Facilitate a Stage 1 engagement session with the general community. *(1 X ½ day session)*.
- Provide a written report of key findings from the Stage 1 engagement sessions which would be made electronically available to all participants.
- Facilitate a combined Stage 2 Charrette with Identified stakeholders and the general community. The Charrette must create a list of feasible 'shared' and 'agreed' concepts and elements which should create a realistic vision for the site and inform the consultants design brief for the development of a draft landscape master plan. *(1 X 1 day Charrette)*.
- Provide a concept Landscape Master Plan (drawn to scale on a site plan) supported with a cost estimate of works.
- Provide a written report and a 1 hour presentation to Council of the key findings including a list of 'shared' and 'agreed' concepts and elements from the Stage 2 Charrette and provide a concept Landscape Master Plan with estimated costs to enable Council's Landscape Design team to further develop the Draft Concept Landscape Master plan.
- Facilitate a combined Stage 3 Charrette with Identified stakeholders and General Community to review the Draft Concept Landscape Master plan. The Charrette must create a list of 'shared' and 'agreed' concepts and elements which will inform a final design brief for the development of a draft Landscape master plan. *(1 X 1 day Charrette)*.
- Provide a final written report and a 1 hour presentation to Council of the key findings including a list of 'shared' and 'agreed' concepts and elements from the Stage 3 Charrette and provide a final design brief to enable Council's Landscape Design team to finalise a draft Landscape Master plan.

NB: It is expected that all the consultants requirements above will completed by 22 June 2012.

Council will assist the consultant with;

- Supplying the images generated for the original engagement.
- Make available relevant documentation pertinent to the site and planning requirements.
- Make key staff available for consultants in specified preparation meetings and Charrette sessions.
- Supply identified stakeholders details.
- Assist in the notification of the Charrette date and venue as outlined above.
- Provide Food and Refreshments for Charrette sessions.
- Generate concept Landscape Master plan designs from consultants reports and landscape design briefs.
- Generate final Landscape plan.

Images of Bald Hill – Designated Activity Zones



Images of Bald Hill – Plan of Management and Planning zones

