

BROOME COMMUNITY PLAN – TERMS OF REFERENCE

PROJECT BACKGROUND

- The Shire of Broome, as part of the finalisation of the Community Development Strategy, is seeking to appoint consultants to undertake development of the **Broome Community Plan**. Specifically, Council approved funding as part to the 2009/10 budget to undertake this initiative which will focus on consultation and planning the areas of Sport & Recreation and Arts and Culture within the Shire of Broome.
- In mid 2009, LandCorp, due to the local significance of planning for Broome North, envisaged to develop a **Community and Economic Development Plan** which would describe the anticipated demographic and lifestyle profile of future residents and outline the infrastructure, services and programs to be provided over the life of the development.
- Following initial discussions held in August 2009, Shire of Broome and LandCorp identified benefits of developing a whole of town approach and agreed to pursue a planning partnership to reach an optimal community outcome.

PURPOSE

The Broome Community Plan will identify local needs and demonstrate how social outcomes will be met across the town. It will include a community audit, provide direction for community development activities, services and facilities, engender local ownership and confirm stakeholder participation.

SHIRE OF BROOME & LANDCORP – COMMUNITY PLAN COMMON AIMS & OBJECTIVES

Sufficient overlap exists between the objectives of Shire of Broome and LandCorp to pursue a partnership approach to community planning with the following shared Aims and Objectives:

1. Develop a shared understanding of local needs and future provision of local services and infrastructure
2. Develop agreements with key / relevant stakeholders to facilitate the Community Plan findings
3. The Community Plan will support the co-location, multi-use and joined provision of community and public facilities, including public open spaces on selected sites.
4. The Community Plan will be implemented through an agreement between the Shire of Broome, LandCorp and key stakeholders.
5. Early consultation will be conducted with other state government agencies involved in the planning and delivery of community facilities and services.
6. The Community Plan will include a range of sub-plans including a Sport & Recreation and Public Art Plan (2010-1015).
7. The objectives of the Plan are to provide guidelines for the future decision making of Broome Shire Council, LandCorp and the community on matters of sport and recreation, public art provision and broader community needs.
8. The Community Plan will adopt a wider, holistic focus on community needs and maximising participation outcomes in areas of health, lifestyle and well-being.
9. The Community Plan will be underpinned by principles of community development and consultation; partnerships and collaboration; incorporating indigenous and multicultural requirements as reflective of the composition of the Broome community.

10. The Community Plan will be adopted by the Shire of Broome and include integrated resource / capacity planning to ensure it is both achievable and sustainable.

It is intended that the Community Plan will integrate the needs of the Shire of Broome for a Sports and Recreation and Cultural and Public Arts Plan with LandCorp requirement to develop a broader community plan for the Broome North Development. Although it is a requirement to integrate the separate plans within the main body of the document, each plan will also be required to be listed in the appendix.

The Community Plan will include:

1. Purpose of the Community Plan (inclusive of the whole of town approach)
2. A community vision and specific objectives which relate to the whole town of Broome
3. A description of the local context of Broome including history/heritage and demographic profile with sufficient detail to understand the future demographic projections.
4. A community audit with adequate level of detail relating to the likely social and economic environment, the constraints and opportunities and how alliances can be made to address recreation, cultural and community needs.
5. Documentation of the community engagement process and the key themes and aspirations identified.
6. Identification of key stakeholders and opportunities for partnerships to provide community/recreation/cultural facilities, services and programs. Including opportunities for partnerships with not for profit agencies and community groups.
7. A detailed program of Community/Recreation/Cultural facilities, services and programs required in Broome (Integration of findings from sub-plans). Including:
 - I. Likely scale, type and location of community/recreation/cultural facilities
 - II. Likely services and programs
 - III. Desired timeframes for provision
 - IV. Responsibilities for provision
 - V. Life cycle cost estimates
8. Identification of employment generation opportunities within Broome and develop strategies to achieve employment self-containment and business development.
9. Details of funding, implementation framework and agreements
10. Process and responsibilities for the ongoing assessment and monitoring of community needs and planning, including regular reviews of the community plan.
11. Within the appendix the following sub-plans will be listed:
 - a. ***Sport and Recreation Strategic Plan***, including:
 - i) Audit/Inventory of existing sport and recreation facilities
 - ii) Facilities and services needs assessment
 - iii) Partnership options and implications
 - iv) Development of a recreation policy framework
 - v) Facilities and services development rationale including indicative costed development options
 - vi) The prioritisation of facility development throughout Broome (ie: clustering to maximise efficiency and effectiveness)
 - vii) 5 year capital works plan for the Broome Recreation and Aquatic Centre (BRAC)
 - viii) Active Recreation Plan
 - ix) Plan to include recommended actions, responsibilities, resource requirements, time frames and key performance indicators.

- b. **Cultural Strategic Plan**, including:
- i) Community Asset Analysis (assess existing situation, trends, needs and opportunities)
 - ii) Community consultation (all sectors)
 - iii) Identify key issues, themes and priorities
 - iv) Set goals, objectives, strategies, actions, timeframes and key performance indicators
 - v) Identify and assemble resources required for implementation
- c. **Public Art Plan**, including:
- i) Identified precinct locations and themes (must reflect local environment ie: historical, contemporary, environmental and cultural)
 - ii) Scale
 - iii) Priority mix
 - iv) Monitoring and funding
 - v) Procedures (artist engagement, selection and commissioning)
 - vi) Maintenance and conservation
 - vii) Decommissioning

SELECTION CRITERIA

Each applicant should address the criteria as listed:

Project Personnel (20%)

Provide full details of the project personnel to be involved in delivering the Broome Community Plan, including:

- Background
- Qualifications
- Availability to undertake the role

Experience and Capability (30%)

Outline specific expertise in the area of:

- Community engagement (experience in engaging in a multi-cultural environment)
- Community Planning processes
- Sport and Recreation planning
- Arts and Culture planning
- Affordability issues
- Knowledge of Broome community

Methodology (30%)

Demonstrate through a written proposal (maximum four A4 pages)

- Understanding of local needs
- The community planning process to be undertaken
- The key deliverables

Fees (20%)

Provide fee structure, inclusive of an hourly rate for provision of services