

Additional information

Special Meeting

Wednesday, 20 October 2021

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
4.1	SUNSHINE COAST MASS TRANSIT OPTIONS ANALYSIS	
	ATTACHMENT 1 ADDITIONAL INFORMATION - COUNCILLOR NATOLI..5	



Additional Information Request

Meeting:	Special Meeting	Date:	20 October 2021
Requesting Councillor:	Cr J Natoli		
Item:	Sunshine Coast Mass Transit Options Analysis		
Circulation			
Officer (title):	Program Director Urban Growth		
Approving GE (title):	Acting Group Executive Liveability and Natural Assets		

In response to questions received, please note the following additional information for your consideration.

Please note that the page numbers provided in your email did not align with the page numbering relating to the particular questions in the Engagement Report, however we have endeavoured to respond to the pages we believe you were referring to.

- 1. Request: Please provide me with all communication between Council and Articulous regarding Articulous's engagement as consultants for the Sunshine Coast Mass Transit Options Analysis before the Special meeting 20 October 2021.**

Please find attached (Q1 documentation) the communication between Council and Articulous regarding Articulous' engagement on the Options Analysis. The information provided includes:

1. Tender documentation
2. Notices to respondents

It should be noted that the proposals received (including Articulous') and the contract documentation with Articulous are commercial-in-confidence and cannot be made available.

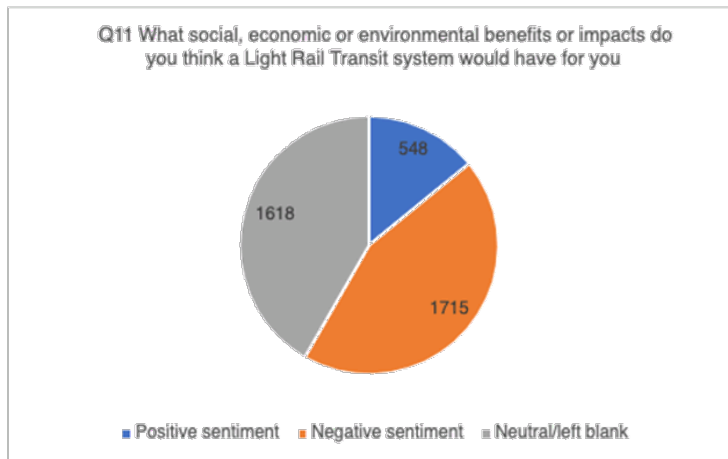
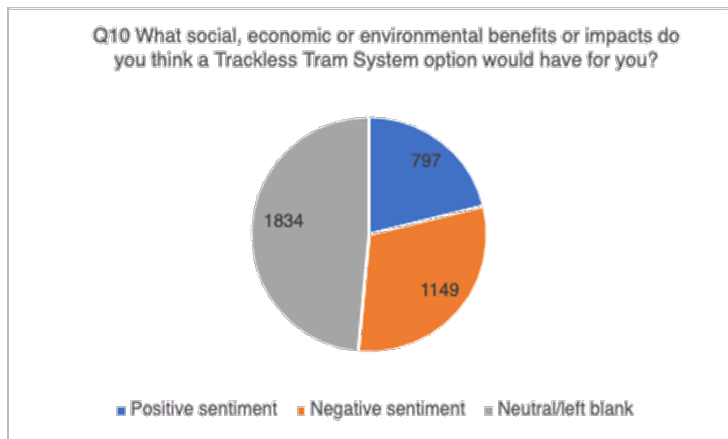
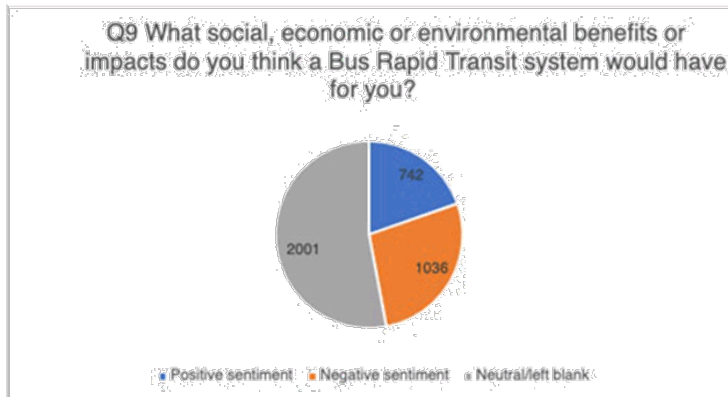
- 2. Question: List in order of priority from lowest to highest the total number of positive comments for each of the 5 Mass Transit Options.**

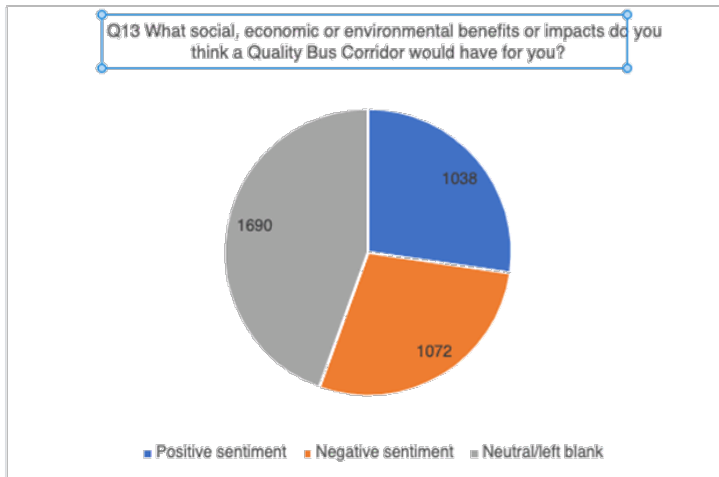
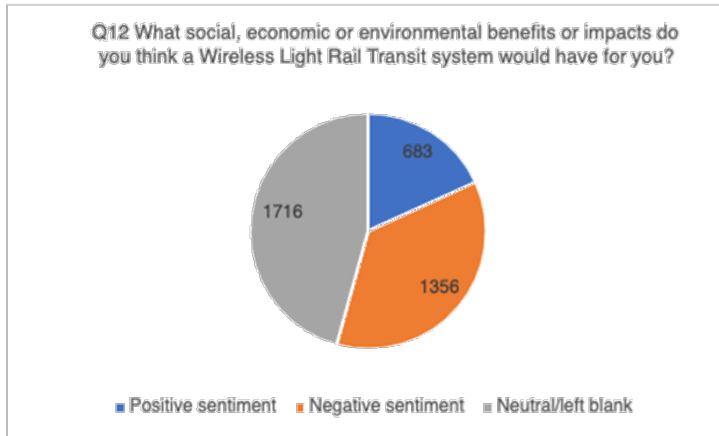
The response to survey questions 9-14 (p 50-68 of Engagement Report) address the public sentiment for each option as well as identifying a summary of people's views on the option. This gives the reader a good perspective on the volume of positive and negative comments for each option.

For example, question 11 asks 'What social, economic or environmental benefits or impacts do you think a Light Rail Transit system would have for you?' The engagement report indicates that 'this option attracted much stronger negative sentiment (45%) than other mass transit options. It also attracted the strongest emotional responses. People either felt that this was their preferred option or were strongly opposed to this option

Appendix 2 (p 40 of Engagement Report) breaks down the sentiment toward each of the mass transit options (p 50-59 of Engagement Report). As each option received different numbers of comments this sentiment is expressed in percentages rather than numbers. This allows the reader to objectively compare the community response toward each of the mass transit options.

The following graphs have been copied from this appendix with percentages replaced with numbers.





3. Question: Along the proposed route name the suburbs (All suburbs) from highest to lowest and provide the number of people per suburb which support all five options to proceed to the Detailed Business Case?

The Engagement Report expresses this metric in percentages rather than numbers. This allows the reader to objectively compare the community response toward each mass transit options. Table 1 shows the responses by numbers.

Table 1
 Responses to question 14 from residents living within the mass transit corridor (numbers)

Suburb	Very dissatisfied	Somewhat dissatisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Very satisfied	Not sure
ALEXANDRA HEADLAND, QLD	177	43	14	37	30	9
MOOLOOLABA, QLD	161	36	31	51	37	3



MAROOCHYDORE, QLD	114	25	23	103	94	6
BUDDINA, QLD	95	19	6	19	18	3
WARANA, QLD	76	20	10	22	21	2
WURTULLA, QLD	43	12	6	33	30	1
MINYAMA, QLD	35	6	5	8	5	2
PARREARRA, QLD	32	8	7	17	22	3
MAROOCHYDORE BC, QLD	24	5	3	11	11	1
CURRIMUNDI, QLD	17	8	1	28	28	3
COTTON TREE, QLD	16	4	1	7	9	
CALOUNDRA, QLD	15	2	4	18	20	5
BOKARINA, QLD	12	7	2	12	22	3
BATTERY HILL, QLD	12	4	4	11	8	1
GOLDEN BEACH, QLD	10	3	1	17	29	
BIRTINYA, QLD	10	5	5	11	19	
CALOUNDRA WEST, QLD	9	3	3	20	14	
AROONA, QLD	9	7	2	8	9	
MOFFAT BEACH, QLD	8	1	5	10	14	2
DICKY BEACH, QLD	7	2	2	12	7	
KINGS BEACH, QLD	6	1	2	5	12	1
CALOUNDRA BC, QLD	6	1	1	5	2	
KAWANA, QLD (Parrearra)	5	1	1		3	
SHELLY BEACH, QLD	4	2	1	6	7	
KAWANA ISLAND, QLD (Parrearra)	2	1	1	3	1	

4. Request: Also list the suburbs (all suburbs) in order of highest to lowest the number of people per suburb who were unsatisfied that these options should proceed to the detailed business case?

See response to question 3.

5. Question: Page 22 (28), first paragraph, it stated more than a third of the respondents went on to express a positive sentiment to at least one of the mass transit options. Name the option and the number, if more than one name each of the options and list the number of people expressing positive sentiment for that option.

The table below (through cross tabulated analysis) compares the results of Q14 (How satisfied are you that the five recommended options are the best options to be further considered in the detailed business case?) to the positive sentiment expressed toward each mass transit option (Questions 9-13).

Each survey respondent could choose to comment on each of the mass transit options (questions 9-13). These comments were analysed for sentiment and compared to how each survey respondent answered Q14.



Sentiment refers to the contextual polarity of text or a document, meaning, the emotional effect the text or document has on the reader (or the author wants to convey). It also indicates the attitude of the author about the subject.

Each open-ended response was classified as possessing either positive, negative, neutral sentiment or no direct sentiment.

Positive sentiment describes responses that contain positive words/sentences or that express a positive sentiment attached toward the prompting question.

In the table below, the top line of the table set out the Likert scale applied in Q14. The numbers below this scale show the number of positive responses expressed by each survey respondent in questions 9-13 compared to how they answered Q14.

Q14 rating for five options as a package	Very dissatisfied	Somewhat dissatisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Very satisfied	Not sure	No response
Q9 Bus rapid transit	124 positive comments	80 positive comments	57 positive comments	249 positive comments	211 positive comments	21 positive comments	0 positive comments
Q10 Trackless tram	86 positive comments	73 positive comments	62 positive comments	271 positive comments	292 positive comments	13 positive comments	0 positive comments
Q11 Light rail	26 positive comments	15 positive comments	20 positive comments	167 positive comments	266 positive comments	4 positive comments	0 positive comments
Q12 Wireless light rail	55 positive comments	47 positive comments	39 positive comments	233 positive comments	298 positive comments	11 positive comments	0 positive comments
Q13 Quality bus corridor	444 positive comments	165 positive comments	84 positive comments	196 positive comments	129 positive comments	19 positive comments	1 positive comment

Please note: Appendix 2 breaks down the sentiment toward each of the mass transit options. As each option received different numbers of comments this sentiment is expressed in percentages rather than numbers. This allows the reader to objectively compare the community response toward each mass transit option.

6. Question: The last line of page 31 states most people (68% of survey respondents) believe it is important to have to be a good mass transit system. What percentage of those were referring to heavy or fast rail / CAMCOS?

Survey question 4 was a general question on 'How important do you think it is to have a good mass transit system on the Sunshine Coast'. It did not seek opinions in relation particular options or modes therefore no statistics relating to heavy or fast rail are available.

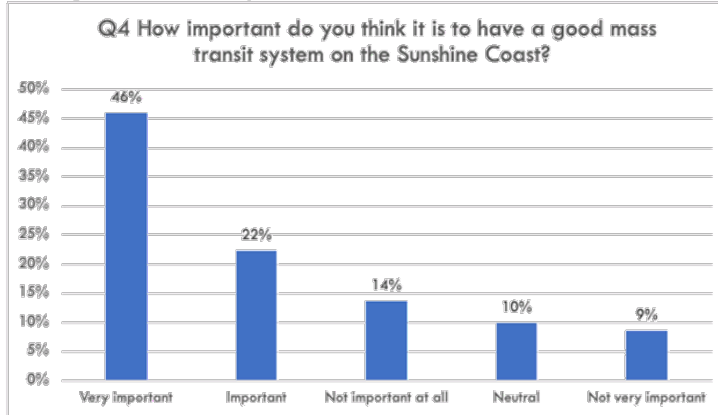
Note that survey question 6 - 'Are there any other public transport services you think should be included in the integrated public transport master plan?' revealed feedback on CAMCOS and faster rail. Page 44 of the Engagement Report shows the key words that were raised in the free text section of the survey. These key words included reference to CAMCOS, fast rail connections and direct links to Brisbane.

The Options Analysis makes clear that regional rail in the CAMCOS corridor is considered an essential component of the Mass Transit Master Plan (reference page 23 of the Options Analysis) and the Council believes a reliable, convenient rail connection from Maroochydore City Centre to Brisbane is required as well as improved local public transport.

As proposed in the proposed Mass Transit Master Plan, intercity and local mass transit services would complement, rather than compete with each other and the combination of these services, when supported by high frequency and feeder bus services, would provide a comprehensive and integrated public transport system serving the most populous and busy parts of the Sunshine Coast.



The engagement report includes the following graph for Question 4 – How important do you think it is to have a good mass transit system on the Sunshine Coast



7. Question: What number of people under the age of 50 were satisfied that all 5 options should progress to the detailed business case and what number of people over 50 years of age we dissatisfied with all 5 options progressing to the Detailed Business Case?

The engagement report expresses this metric in percentages rather than numbers. This allows the reader to objectively compare the community response toward each mass transit options. Table 2 shows the responses by numbers.

It assumed that this query is in relation to the community response to Q14 (How satisfied are you that the five recommended options are the best options to be further considered in the Detailed Business Case?)

The engagement report covers the differences in age response to Q 14 in detail from p61.

Please note: More older people than younger people completed this survey. Consequently, when comparing results between age groups percentages rather than number should be used as it provides a common value

Respondents under 50 years	
Respondents under 50 somewhat satisfied or very satisfied with five mass transit options	870 out of 1573* respondents under 50
Respondents under 50 somewhat dissatisfied or very dissatisfied with five mass transit options	569 out of 1573* respondents under 50
Respondents under 50 neither satisfied nor dissatisfied	111 out of 1573* respondents under 50
Respondents under 50 not sure	22 out of 1573* respondents under 50
Respondents over 50 years	
Respondents over 50 somewhat satisfied or very satisfied with five mass transit options	885 out of 2286* respondents over 50



Respondents over 50 somewhat dissatisfied or very dissatisfied with five mass transit options	1198 out of 2286* respondents over 50
Respondents over 50 neither satisfied nor dissatisfied	147 out of 2286* respondents over 50
Respondents over 50 not sure	50 out of 2286* respondents over 50
Respondents who did not provide an age	
Those who did not provide an age - somewhat satisfied or very satisfied with five mass transit options	10 out of 35* respondents who did not identify an age
Those who did not provide an age - somewhat dissatisfied or very dissatisfied with five mass transit options	21 out of 35* respondents who did not identify an age
Those who did not provide an age neither satisfied nor dissatisfied	1 out of 35* respondents who did not identify an age
Those who did not provide an age - not sure	1 out of 35* respondents who did not identify an age

*Note: Not everyone completed this question. The totals provided are the overall totals for the survey for each group (as opposed to just that question).

8. Question: What was the total number of people who participated in the survey added comments?

3,616 respondents provided comments in relation to the survey's open ended questions.

9. Question: What was the total number who were concerned about these three issues:

- a. Impacts on foreshore and coastal areas.
- b. A mass transit system could be inflexible.
- c. Mass transit may decrease road capacity and increase congestion?

These are key findings from the entire engagement process. In addition to the survey this included three deliberative activities. These were an intergenerational forum, community roundtable discussions and an enquiry by design workshop. These were group activities and the responses therefore reflect the results of the deliberations of the group and not individual opinions.

11. Question: On page (32) heading "Other Submissions" are the 4 dot points the only comments from all of community submissions presented to council by MTAG?

Appendix 1 (p 36) of the Engagement Report also outlined the key themes raised in the submissions.

12. Question: What was the total number of so-called Other Submissions?

There were 30 submissions from organisations which were received outside of the formal engagement process. Other submissions were also provided by individuals which were also not part of the formal



engagement process. These submissions were reviewed and considered by Council and the matters raised were consistent with the matters raised in the formal engagement activities. It was not possible to determine how many of these submissions were from individuals who had also completed Council's survey or the MTAG survey, but it appears many did both.

13. Question: Were the community submissions presented to council by MTAG regarded as submissions or pro forma?

The Sunshine Coast Mass Transit engagement process was not subject to statutory requirements. Accordingly, there was no need to assign a particular status to correspondence received during the engagement process.

To ensure the integrity of the engagement process and subsequent reporting, the MTAG feedback forms were reviewed and the themes referenced in the engagement reporting.

The MTAG feedback forms were paper based, asked two questions and provided space for written comments to be added. When compared with the comments provided in response to the questions asked in the Council's surveys, it was apparent that many of the written comments in the MTAG feedback forms were very similar and in some case identical, suggesting that the feedback was following a proforma.

Although it was not possible to determine how many people completed both Council's survey and MTAG's feedback form, it appears that many completed both. An audit of the completed MTAG forms revealed duplicates.

MTAG provided a submission to Sunshine Coast Council, the analysis of which is included in Appendix 1 of the Engagement Report along with the other submissions provided outside the formal engagement process.

The MTAG submission, which included MTAG's feedback form and its key findings, as analysed by MTAG, is included in its entirety in Appendix 5 of the Engagement Report.

14. Question: What was the total number of so-called Other Submissions which were against light rail, and how many were in support of light rail?

30 submissions were provided by organisations outside the formal engagement process. The key themes of the submissions were summarised by Sunshine Coast Council based on an analysis of each submission. The summary of these submissions is provided in Appendix 1 of the Engagement Report. The submissions were not assessed specifically to assess the preference for light rail.

Other submissions were also provided by individuals; submissions that were also not part of the formal engagement process. These submissions were reviewed by Council and the matters raised were consistent with the matters raised in the formal engagement activities.

15. Question: On page 33 (Headed Survey Statistics, if you add the total under 30 = 7.3%, ages between 30 and 50 = 33% and ages between 50 and 70 = 46.6% this only totals 86.9%, where are the other 13.1%?

The other 13.1% comprised of the 'other submissions' including -

- 71 years and older 12.1%
- No response 1%

Age	Number of responses
Under 21 years of age	94
21 to 30 years of age	192
31 to 40 years of age	516
41 to 50 years of age	771
51 to 60 years of age	908



61 to 70 years of age	909
71 years of age and older	469

16. Question: On Page 34 headed Community Led Engagement Activities. Why is that only MTAG's submission was available on appendix 5, what about the other community and business-based organisations submissions, why were they not included? Can these be all included in appendix 5?

Appendix 5 presents the 'Community led activities. This was aimed to represent those community organisations that undertook their own consultation events separate to Council's engagement process. This appendix includes MTAG survey responses and the Beach Matters petitions to the Queensland Parliament. Other submissions were written by a variety of stakeholders with the intention for Sunshine Coast Council to consider. They were not submissions intended for public viewing, and it is therefore considered inappropriate to publicly release these submissions. This approach is consistent with the Information Privacy Policy Principals which form a schedule of the Information Privacy Act 2009 as follows

'An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity, other than the individual the subject of the personal information unless:

- *The individual is reasonably likely to have been aware or to have been made aware, under IPP 2 (data collection) or under a policy or other arrangement in operation before the commencement of the IP schedule that it is the agency's usual practice to disclose that type of personal information to the relevant entity; or*
- *The individual has expressly or implied agreed to the disclosure.'*

Should Cr Natoli want to read the submissions he is welcome to attend the project office in person to read hard copies of the submissions.

17. Request: Please provide me with a copy of all submissions listed in Appendix 1 on page 36?

Information in these submissions is considered in-confidence information and is not intended to be made publicly available. Should Cr Natoli wish to read the submissions he is welcome to attend the project office in person to read hard copies of the submissions.

18. Question: On page 36 under heading Business and Industry Groups dot point 8 states: Understand the potential for a mass transit system to address land supply, housing affordability and liveability issues, and to improve productivity and employment opportunities. Can you please explain how mass transit does all of this?

This question is complex in nature and the matters are considered in detail in the Sunshine Coast Mass Transit Options Analysis report. Please refer to the executive summary of the Options Analysis for a summary of these matters.

19. Question: Based on the Key Words on page 42 it would indicate little support for mass transit especially for any light rail options?

Question 3 asks respondents in considering the type of mass transit system they would like to use, to identify what features they think are important. Many of the key words provided by the respondents did not directly answer the question.

20. Question: Based on the Key Words on page 44 do you agree they do not match the findings in question 4? And most of the words are not supportive of the mass transit system outlined in the Options Analysis, especial the light rail options?

These two questions are related to two different topics. Q4 (How important do you think it is to have a good mass transit system on the Sunshine Coast?) relates to mass transit, Q5 (How satisfied are you that the Integrated Public Transport Master Plan provides a suitable basis for serving the long-term public transport needs of the Sunshine Coast?) relates to the Public Transport Master Plan.



Question 4 - 'How important do you think it is to have a good mass transit system on the Sunshine Coast?' 68% of respondents felt that it was 'very important' or 'important' to have a good mass transit system irrespective of age or household type.

Question 6 relates to 'are there any other public transport services you think should be included in the public transport master plan?' The responses to question 6 provided qualitative feedback on the community's ideas around alternative transport services. This feedback has been incorporated into the Options Analysis as referenced in the Public Transport Master Plan and project recommendations.

For example, a key theme of 'additional heavy rail connections' was raised on page 44. The Public Transport Master Plan includes a regional rail connection from Beerwah to Maroochydore.

Also 'no light rail' was identified as a key theme. Concerns around light rail were often associated with amenity impacts caused by overhead wires and potential barriers to the beach. The recommendations consider these elements and address these concerns through recommendation 12 (c) that recommends-

'Detailed attention, and appropriate funding consideration, is given to the placemaking aspects of the project, particularly in relation to highly valued community spaces (including but not limited to Alexandra Headland) recognising the community's strong desire to protect and enhance public spaces.'

21. Question: Based on 62% of people who did not believe the stage one route was connected to the right location, and on page 42 only 9% showed positive sentiment to the proposed route, why is council still supporting this route and not going back to the drawing board and considering other options?

Council has acknowledged the concerns around the proposed mass transit route. While some of the negative sentiment related to the route not being extended to places such as Caloundra, the Sunshine Coast Airport and the University, other negative feedback on the route related to the section of the route through Alexandra Parade.

Section 20.4 of the Options Analysis provides a review of the alternate corridor options around Alexandra Parade. This initial assessment is expected to be further investigated in the detailed business case as suggested in recommendation 2a of the Options Analysis as follows –

'Sunshine Coast Council and the Queensland Government acknowledge the community engagement process undertaken in relation to the draft Options Analysis and that this report has been updated in light of the feedback received during the engagement process, noting that some matters would benefit from further consideration during the preparation of Detailed Business Case.

These matters include:

- a. *Conducting a further investigation / co-design of the options (mass transit vehicles, electrification, urban design, landscaping, street furniture, active transport provisions, convenient pedestrian crossings, carparking and overall safety) for the local mass transit route between Maroochydore and Mooloolaba. This investigation should review potential alternative routes in the area bounded by Alexandra Parade and the Sunshine Motorway and be undertaken in the context of a broader master planning process for the Alexandra Headland area.'*...

22. Question: Key Words on pages 54 and 57 would you agree that most comments were negative against Mass Transit in particular light rail?

The survey question on light rail received 45% negative sentiment. It also received 13% positive sentiment and 42% neutral sentiment.

With regard to comments about mass transit, Question 4 relates to 'How important do you think it is to have a good mass transit system on the Sunshine Coast?' 68% of respondents felt that it was 'very important' or 'important' to have a good mass transit system irrespective of age or household type.

23. Question: Also, would you agree the comment on page 53 - 4th dot point "Enables higher density living along the route" should be taken as a negative rather than a positive comment?



These dot points relate to question 10 - *'What social, economic or environmental benefits do you think a Trackless Tram System Option would have for you?'*

The report indicated key themes relating to the question that included - *'Enables higher density living along the route'*. The Engagement Report did not define this comment as either a positive or negative sentiment.

The associated pie graph for question 10 indicates that there was 30% negative sentiment, 21% positive sentiment and 50% neutral/blank sentiment relating to the Trackless Tram system.

24. Question: On page 54 the graph shows only 13% of the respondents were positive about Light rail while 44% had negative sentiments? Why is that all 3 light rail options are not removed from the Recommendations if there is so little public support for it?

The page 54 graph refers to the sentiment received about the potential social, economic or environmental benefits or impacts of light rail. This sentiment graph demonstrates that those who were opposed to light rail were more motivated to provide negative comments than other respondents. This is aligned with the higher amount of emotional responses about light rail. 45% of respondents said that they were very satisfied or somewhat satisfied that the 5 recommended options are the best options to be further considered in the Detailed Business Case. This demonstrates that 45% of respondents were satisfied with light rail progressing to business case.

Light rail has been retained as a modal option to be investigated in the Detailed Business Case for the following reasons –

- 1- The QLD government's Project Assurance and Business Case Development Frameworks require a stage 2 Options Analysis to narrow the breadth of options by applying rigorous evaluation criteria before assessing the viability of the shortlisted options. The evaluation framework reflects the service requirements or problems being addressed by the investment and typically includes transport, land use, sustainability, and economic outcomes. The SCMT Options Analysis adopted this best practice approach through a robust multi-criteria assessment to ensure an open and transparent shortlisting of options. To remove an option that is proven to meet the service requirements and perform well through the evaluation process would undermine the integrity of the process and would not meet framework requirements.
- 2- Light Rail is the most energy efficient form of local mass transit (due to the low friction of steel wheels on steel tracks). Energy efficiency is of particular importance to some in the community as evidenced in the feedback provided during the community engagement.
- 3- As the employment numbers and population grow in key activity centres so will demand for transport. light rail has the highest carrying capacity of all modes at 300 passengers per vehicle. This means more people can be carried in fewer vehicles. This results in improved traffic function as services would be able to run at optimum frequencies, particularly at peak times. This would enable traffic signalling to operate most effectively and allow traffic to move as efficiently as possible. Ultimately this would result in a more efficient transport network.
- 4- The engagement process revealed no clear majority, with 45% of respondents indicating they were very satisfied or somewhat satisfied that the 5 recommended options are the best options to be further considered in the Detailed Business Case, while 46% said they were somewhat dissatisfied or very dissatisfied. However, the detailed examination of preferences reveals:
 - 71% of respondents under 21 were very satisfied or somewhat satisfied with the 5 recommended options and, by default, were supportive of light rail being further investigated.
 - 71% of respondents aged 21 to 30 years were very satisfied or somewhat satisfied with the 5 recommended options and, by default, were supportive of light rail being further investigated.
 - 51% of respondents aged 31-40 years were very satisfied or somewhat satisfied with the 5 recommended options and, by default, were supportive of light rail being further investigated.
 - 51% of respondents aged 41-50 years were very satisfied or somewhat satisfied with the 5 recommended options and, by default, were supportive of light rail being further investigated.
 - 50% of respondents aged 51-60 years were very dissatisfied or somewhat dissatisfied with the 5 recommended options and, by default, were not supportive of light rail being further investigated.
 - 54% of respondents aged 61-70 years were very dissatisfied or somewhat dissatisfied with the 5 recommended options and, by default, were not supportive of light rail being further investigated.



- 51% of respondents aged over 70 years were very dissatisfied or somewhat dissatisfied with the 5 recommended options and, by default, were not supportive of light rail being further investigated.

Note that there are only two light rail options as part of the Options Analysis – 1 Light Rail and 2 – Wireless Light Rail.

25. Question: Key Words on page 49, how many were made when referring to “Failed on Gold Coast” compared to “Worked on Gold Coast”?

Q11 What social, economic, or environmental benefits or impacts do you think a Light Rail Transit system would have for you?

Sentiment	Number of comments
Worked on Gold Coast	18
Failed on Gold Coast	24

26. Question: Key Words on page 59, how many said, “preferred option” and how many said “Do not like options”?

Page 59 refers to Q13 - What social, economic, or environmental benefits or impacts do you think a Quality Bus Corridor would have for you?

Sentiment	Number of comments
Preferred option	1038
Do not like option	1072

27. Question: on page 61 regarding the top page graph please provide me with the exact numbers for each age group for the 7 categories from left to right from Neither satisfied nor dissatisfied to Very Satisfied? Also provide the total number of respondents per age group category.

Please note: More older people than younger people completed the survey. Consequently, when comparing results between age groups, percentages rather than number should be used as it provides a common value. The survey data should not be considered in isolation. The outcomes of the deliberative engagement activities should also be considered when considering the engagement outcomes.

Satisfaction with mass transit option	Under 21 years of age	21 to 30 years of age	31 to 40 years of age	41 to 50 years of age	51 to 60 years of age	61 to 70 years of age	71 years of age and older
Very satisfied	38	78	140	212	202	148	74
Somewhat satisfied	30	59	126	187	177	187	97
Neither satisfied nor dissatisfied	5	8	39	59	55	52	40
Somewhat dissatisfied	5	4	55	56	95	108	60
Very dissatisfied	11	42	150	246	360	392	183
Not sure	4	1	6	11	18	20	12

28. Question: Page 88 Enquiry by Design Workshop, can you provide me with a list of participants, their occupation, age, gender and sector they worked in?



The team has provided you with a list of participant organisations (Q28 Documentation attached). Names have been withheld for privacy reasons.

29. Question: page 105, can you provide me with the power point presentation provided by the council representative and who was that representative?

Appendix 10 of the Engagement report contains a copy of the presentation provided to the community at round table events. Mass transit team members presented this powerpoint at both round table events.

30. Also what is meant by “The long-term costs of mass transit must be included in the Options Analysis evaluation”?

Reference page 105 – Community Round Table. There was an open discussion in the room where many issues were raised by community members. A community member raised the point that ‘the long-term costs of mass transit must be included in the Options Analysis evaluation.’ This comment referred to the ongoing operational costs of the facility. Operational costs include wages, fuel, maintenance etc. These longer term operational costs have been accounted for in the financial analysis (chapter 18) of the Options Analysis report.

31. Question: provide me with the list of slides shown on the expected population growth as mentioned on page 107 under heading “Room discussion on urban form”?

The reference to population growth related to the graphic created in the Corporate Plan as shown in Figure 1 below –

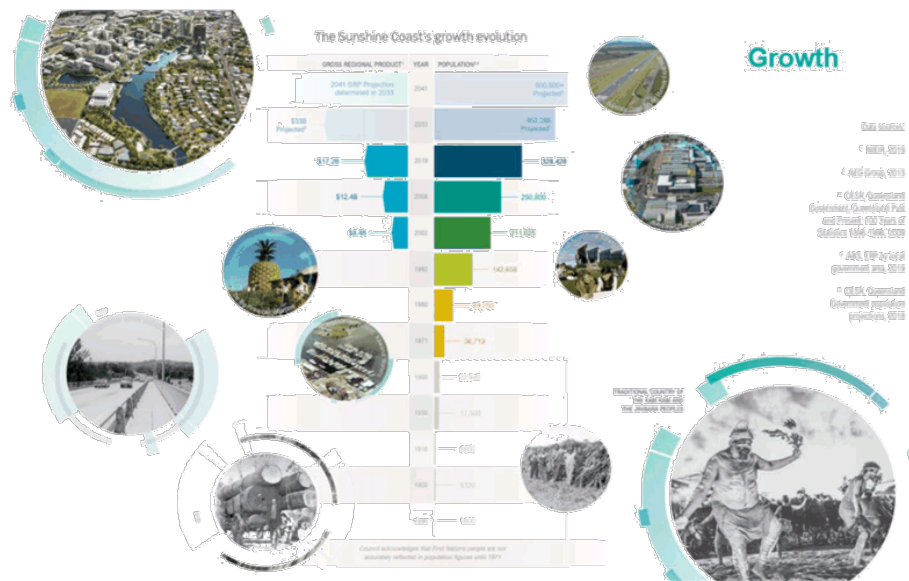


Figure 1 SCC Corporate Plan Population Graphic



Question 1 Documentation

Sunshine Coast
COUNCIL

Information Session

Community Engagement Strategy

Sunshine Coast Mass Transit Business Case Options Analysis Phase

ITT 2018

5 November 2020

ITT2018 Information Session Presentation

Sunshine Coast
Mass Transit

www.sunshinecoast.qld.gov.au

1

Question 1 Documentation

ITT2018 Information Session Presentation

Today

1. Tender process
2. Overview of tender
3. Community engagement process
4. Sunshine Coast Mass Transit Project Background
5. Questions

Question 1 Documentation

ITT2018 Information Session Presentation

Timelines for the tender process

- Information session today
- Closing Date - 12noon, 24 November 2020
- Unsuccessful Respondents will be notified
- Contract will be formalised with successful contractor and a pre-start meeting will occur
- Expect a commencement date in mid December 2020
- Contract term until 30 June 2021

Question 1 Documentation

A teal triangle pointing downwards, with the text "ITT2018 Information Session Presentation" below it.
ITT2018 Information Session Presentation

Tender Package

- **Invitation to Tender**

Identifies contract overview, tender lodging information, tender closing date/time

- **Attachments**

Project Brief

- **Tender Response Form**

The methodology should demonstrate an understanding of the work required and articulate how the client and consultant team interaction would be facilitated to establish an effective working partnership throughout the project.

Total number of pages must not to exceed 15 x A4 pages and is to be minimum 10p

- **Submission Requirements**

Completed Tender Response Form
Completed Pricing Schedule
Required attachments

- **Tender Enquiries** - tenderenquiries@sunshinecoast.qld.gov.au

Cut-off for requests for clarification or further information will not be accepted on or after the date that is 5 days prior to the Closing Date.



Question 1 Documentation



ITT2018 Information Session Presentation

How Will Tenders Be Evaluated?

An evaluation panel will assess your tender submission in line with Schedule 3 – Evaluation Criteria:

Evaluation Criteria	Weighting (%)
Price	25%
Capability and Experience	20%
Methodology	30%
Contribution to Local Economy	20%
Social Benefit and First Nations Engagement	5%



t.qld.gov.au

Question 1 Documentation



ITT2018 Information Session Presentation

Q-Tendering



Council uses electronic tendering via the Queensland Government QTenders website

No hard copies or DVD's required



Respondents lodge their tender submission directly to the Queensland Government QTenders website from the comfort of their own home or business

Tenders can be submitted at any time prior to tender close



t.qld.gov.au

Question 1 Documentation



ITT2018 Information Session Presentation

Tender Lodging Queries

If you have difficulty with the tender lodgement process, lodgement support queries should be addressed to the Queensland Government QTenders help desk:

- Telephone the help desk on [\(07\) 3215 3699](tel:0732153699)
- Click on the [System Enquiries](#) link
- Click on the [Help](#) link
- Email BSU@hpw.qld.gov.au



Question 1 Documentation

ITT2018 Information Session Presentation



Sunshine Coast Mass Transit

2. Overview of tender

Question 1 Documentation

ITT2018 Information Session Presentation

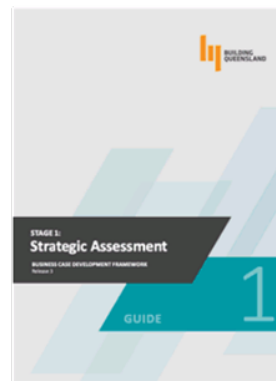
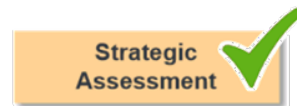
Overview

- Tenders are invited to develop and deliver the Community Engagement Strategy for the Sunshine Coast Mass Transit Business Case Options Analysis phase.
- The purpose of the community engagement program is to ensure the important Options Analysis phase of the Mass Transit business case is informed by stakeholder and community feedback.
- The consultation will be underpinned by a draft of the *Options Analysis* report. The final *Options Analysis* that will eventually go to government will be informed by this community input.
- A team of Sunshine Coast Council officers will deliver the engagement work in partnership with the successful tenderer

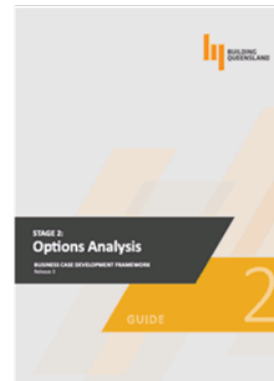
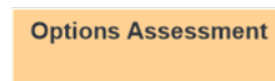
Question 1 Documentation

ITT2018 Information Session Presentation

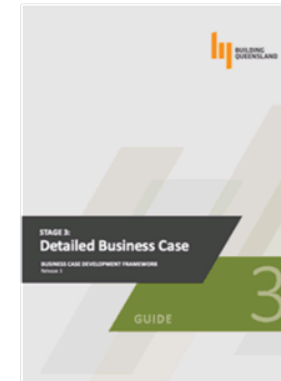
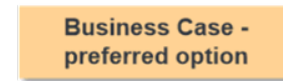
Building Queensland Business Case Development Framework



- Define a problem or opportunity
- Test ideas to address



- Narrow the breadth of options
- Assess the viability of remaining options



- Evaluate the viability of the highest ranked options
- Develop investment and implementation plans

Question 1 Documentation

ITT2018 Information Session Presentation

Sunshine Coast Mass Transit: Business case timeline



We are at this stage
in the process

Overall Mass Transit Project Timelines

Project Phase	Dates
<i>Strategic Business Case</i>	Completed
<i>Options Analysis - Stage 1 of the mass transit system</i>	Receive by Council in first half of 2021 following community engagement
<i>Detailed Business Case - Stage 1 of the mass transit system</i>	2021 & 2022, with community engagement likely in 2022
Investment Decision and Procurement - Stage 1 of the mass transit system	Depending on the acceptability of the Detailed Business Case, and taking into account other investment policy priorities of the Queensland and Australian Governments, this phase could occur by the end of 2023
Delivery of Stage 1 of the mass transit system	By 2027 (indicative and as noted above, subject to Queensland and Australian Government approvals)

Question 1 Documentation

ITT2018 Information Session Presentation



Sunshine Coast Mass Transit

3. Community Engagement



**OPTIONS IS THE FOCUS
OF THIS PHASE 2 of the engagement
process**



Scope

The **community engagement program** will aim to:

- Generate greater community awareness of the growth challenge and the benefits of transport and urban planning in sustainable growth management.
- Convey the consequences of not taking decisive actions in relation to the transport network and urban form of the Sunshine Coast.
- Inform and seek feedback from stakeholders and the community about a broad range of transport and land use options for responding to the challenges and opportunities.
- Elicit and understand the views and values of residents and businesses across the region in relation to the mass transit and land use options presented.
- Invite consideration of the merits and shortcomings of the various options to enhance understanding of which options are preferred any why.
- Convey clear feedback on how the findings of the community engagement program have informed and influenced decisions.
- Confirm Council's commitment to taking the community on the journey through robust and transparent engagement at appropriate intervals.

Community engagement timelines

Engagement program		
Stage	Objective	Timeframe
1 – Inform	To inform and educate the community about the mass transit project and urban transformation, the next steps and how to be involved in future stages.	Late 2020
2 – Engage	To engage with community and stakeholders on options for mass transit and land use and to seek thoughtful and well considered feedback to inform the final Options Analysis.	Early 2021
3 – Feedback	To report back to Council, our community and stakeholders about how their input has been considered and incorporated into the final Options Analysis.	Mid 2021
Future engagement opportunities		
Future	Detailed Business Case (DBC) engagement led by the Queensland Government	Subject to the timing of the DBC process
Future	Planning scheme amendments - statutory community consultation (as required)	TBD

Engagement Principles

Sunshine Coast Council

- Timeliness
- Information and Feedback
- Mutual Respect
- Action Learning
- Foresight

(Source: SCC Community Engagement Policy and Framework)

Building Queensland

- Engagement focuses on the best interests of the community
- Engagement is open, honest and meaningful
- Approaches to engagement are inclusive and appropriate
- Information is timely and relevant
- Information is accurate, easy to understand and accessible
- Decision-making is transparent.

(Source: Building Qld Stakeholder Engagement Guide – Business Case Development Framework)

Any commitments made by Council in response to community consultation need to be meaningful

Scope of this phase 2 - engagement on options

The Community Engagement Strategy is to:

- Engage the stakeholders and the community about the options for mass transit to inform the finalisation of the Options Analysis report. (This will coincide with the release of the draft *Options Analysis* report)
- Test the land use options for the urban corridor and associated built form and urban realm with stakeholders and the community, in order to understand the community's preference for the options to inform future planning studies including the Detailed Business Case
- Engage the community through a placemaking process to identify the valued elements and character of the communities along the coastal corridor, and the potential strategies required to protect the valued characteristics, create meaningful places and an interesting journey north-south.

Out of Scope for this phase 2 of engagement

Due to this currently being an options analysis phase of the business case, detailed engineering of the various options is not yet available to be exhibited. The engagement process can not include:

- Details of any impacts on properties and on-street parking
- Detailed design and construction plans
- Detailed cost estimates
- Detailed town planning proposals including zoning and regulation
- Detailed social and environmental impact assessment

These details, when developed, are expected to be dealt with in future processes by the Queensland Department of Transport and Main Roads, who will be the project owner and will be prepare any detailed business case that may be developed.

Out of Scope for this phase 2 of engagement - continued

- The community engagement program will need to convey how the various mass transit options would be affected by, and would in turn affect, the future urban form of the Sunshine Coast as set down in the SEQ Regional Plan *ShapingSEQ* and the Sunshine Coast Planning Scheme
- However, the engagement program is not able to provide a means for seeking feedback about the current content of *ShapingSEQ* and the Sunshine Coast Planning Scheme
- Any consultation process for these statutory planning instruments is required to comply with the provisions of the Planning Act 2016
- Future consultation on any review or amendment of the SEQ Regional Plan *ShapingSEQ* or the Sunshine Coast Planning Scheme would be the appropriate time to consider any changes to the current urban growth management framework and intended future urban form.

Question 1 Documentation

ITT2018 Information Session Presentation

Future Engagement Opportunities beyond the Options Phase

- Detailed Business Case engagement led by Queensland Government
- Planning scheme amendments (if required) – statutory community consultation
- Review of SEQ Regional Plan

Question 1 Documentation

ITT2018 Information Session Presentation

Project Deliverables

Milestone	Item	Time allocation
Inception meeting	Meeting	Early December 2020
Deliverable 1	Draft Community Engagement Strategy document for review	Early December 2020
Deliverable 2	Communication and Engagement working group workshop – input into strategy document and preliminary collateral	December 2020
Deliverable 3 & Hold Point	Finalisation of Community Engagement Strategy and implementation plan	January 2021
Deliverable 4	Preparation of collateral for Community Engagement process	January 2021
Deliverable 5	Councillor workshop – endorsement of collateral	Jan/February 2021
Deliverable 6	Community Engagement	February 2021 - early April 2021
Deliverable 7	Collection and analysis of stakeholder and community feedback	April 2021
Deliverable 8	Comprehensive consultation report and summary document	May 2021

22

Question 1 Documentation

ITT2018 Information Session Presentation



Sunshine Coast Mass Transit

4. Project Background

The Sunshine Coast Region local government area - a fast growing region

- Over the past 20 years, the population of the Sunshine Coast has grown by 125,500 people or 67.7 per cent
- At an average of 2.8 per cent per year
- Overall, this is the second highest growth rate of any region in Queensland
- By comparison, Queensland's population grew by only 35 per cent at an average of 2 per cent per year over the same period
- Estimated Resident Population in 2019 was **328,428** (by ABS)
- The region's population is projected to continue to grow strongly, reaching **518,000** in 2041 and more than 600,000 by 2050
- **Extra 190,000 residents between 2019 and 2041**

Question 1 Documentation

ITT2018 Information Session Presentation

The Sunshine Coast Region local government area - a fast growing region

- And the year 2041 is not an end point
- Growth won't simply stop then
- based on historical growth patterns and trends, it is reasonable to expect another 200,000 people over the three decades after that as well.

25

Why mass transit?

The vision for the Sunshine Coast Mass Transit project is to provide *a step change to public transport that can set the region on a path to sustainable transport and appropriate urban development.*

Work already done by Council has shown this vision can be achieved through:

- providing a high quality regional mass transit solution to connect the region's main residential, employment and recreational precincts, supported by an integrated feeder bus and active transport network
- containing the rate of urban expansion that results in car-based suburban greenfield developments to the agreed expansion areas at Caloundra South, Palmview and Beerwah East
- locating the majority of new housing and jobs in the catchment of the mass transit system, while maintaining a recognisable low key Sunshine Coast character.

The alternative is to see urban sprawl, to continue to provide additional lanes to existing roads, build new roads, and provide major increases in car parking in and around centres and beachside precincts.

Why Mass Transit? - four key problems for the Sunshine Coast

GROWTH DRIVER

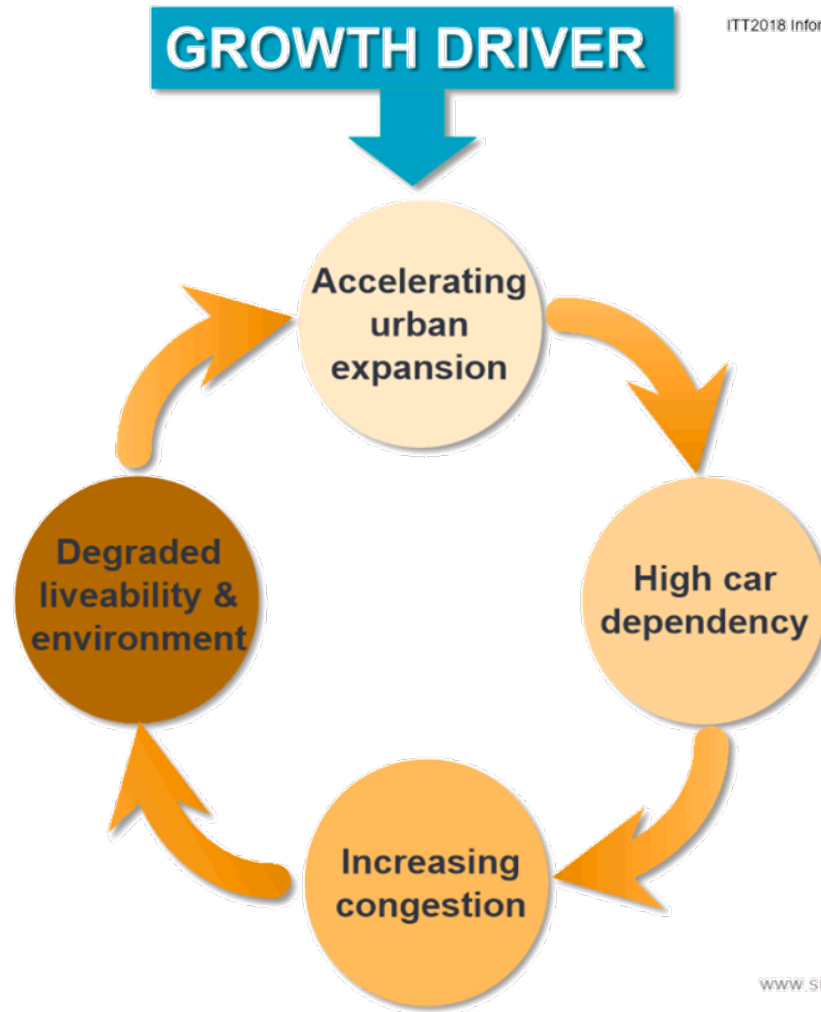


1. An accelerating trend towards urban expansion
2. High dependency on private motor vehicle transport
3. Growing levels of road congestion
4. Threats to liveability and environmental sustainability

Question 1 Documentation

ITT2018 Information Session Presentation

The risk of a vicious circle...

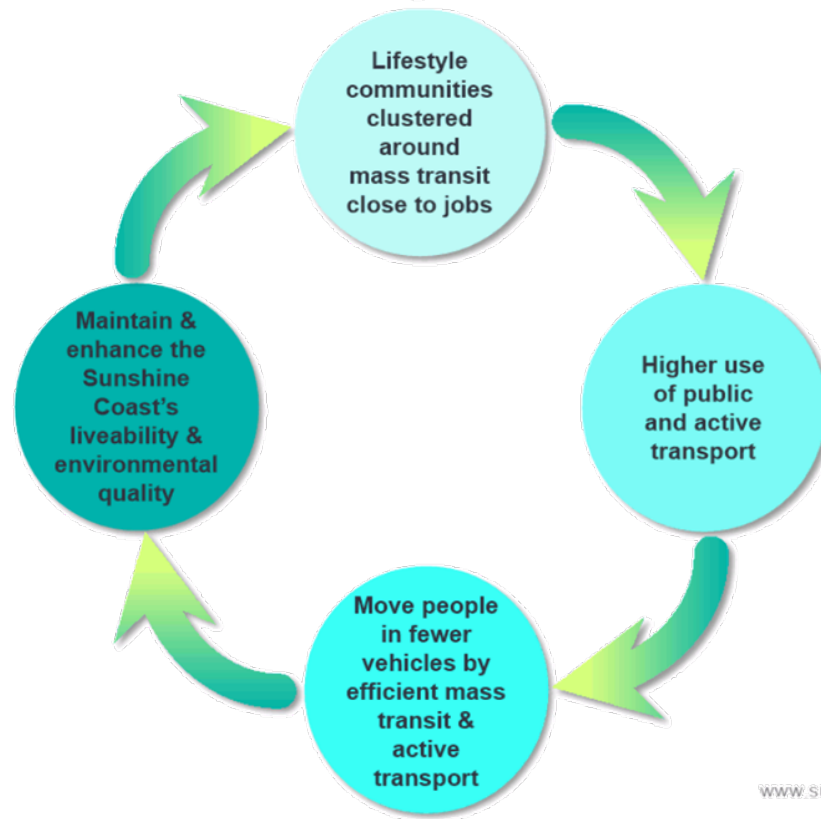


Question 1 Documentation

The opportunity for a virtuous circle...

GROWTH DRIVER

ITT2018 Information Session Presentation



Question 1 Documentation

Mass Transit Master Plan

- High quality regional mass transit solution
- Connecting the region's main residential, employment & recreational precincts
- Supported by an integrated feeder bus & active transport network



(Source: Master Plan development for Sunshine Coast Mass Transit Strategic Business Case based on The Sunshine Coast High Frequency Public Transport Network at 2041 in the Integrated Transport Strategy 2019)

www.sunshinecoast.qld.gov.au

Question 1 Documentation

Strategic Business Case recommended 5 mass transit stages

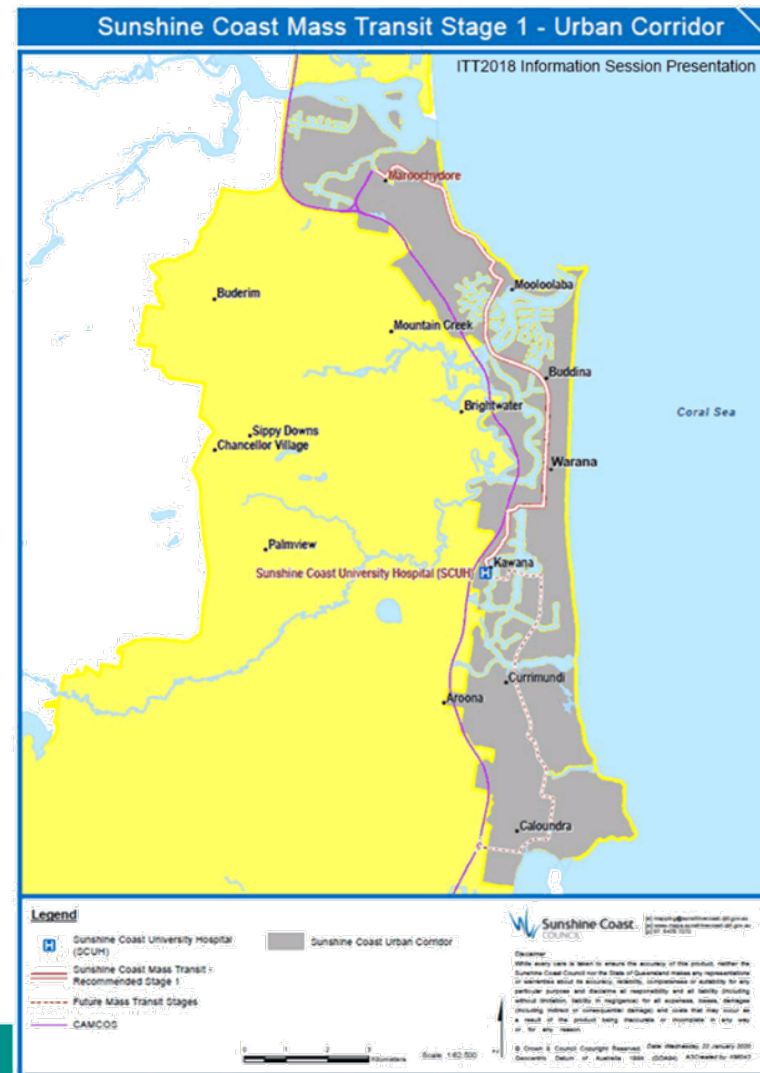
- Staging the delivery of the mass transit network is necessary to achieve affordability
- Areas 1 & 2 assessed in SBC as highest priority
- SBC recommended a focus on Area 1 - Maroochydore to SCUH to manage congestion, support urban transformation & activity centres



Question 1 Documentation

AREA OF INTEREST

- Sunshine Coast Urban corridor is the area of interest for the options analysis
- Contains most of the region’s important activity centres
- An important area for urban consolidation
- Two mass transit corridors have been identified:
 - CAMCOS, a separate corridor notionally for regional heavy rail
 - Coastal mass transit corridor, Maroochydore to Caloundra, previously endorsed for light rail



Mass Transit Technology Options identified in the interim findings report:

1. Bus system operation enhancements– no infrastructure improvements
2. Bus system upgrades with infrastructure enhancement upgrades
3. Road network upgrades in Sunshine Coast Urban Corridor
4. Quality Bus Corridor (shortlisted in the interim findings report)
5. Bus Rapid Transit (shortlisted in the interim findings report)
6. Light Rail Transit (shortlisted in the interim findings report)

Question 1 Documentation

Option 4. Quality Bus Corridor

ITT2018 Information Session Presentation



Question 1 Documentation

Option 5. Bus Rapid Transit

ITT2018 Information Session Presentation



Question 1 Documentation

Option 5. Bus Rapid Transit (cont'd)

ITT2018 Information Session Presentation



Question 1 Documentation

ITT2018 Information Session Presentation

Option 5. Bus Rapid Transit (cont'd)

Reference design – Brisbane *Metro* vehicle



- 24.4 metre long bi-articulated vehicle
- 100% low floor
- Fully electric powered
- Quoted capacity 150 passengers
- Recharge at end of run
- Deep charge overnight
- Pilot vehicle ordered from Europe by Brisbane City Council

<https://www.brisbane.qld.gov.au/traffic-and-transport/public-transport/brisbane-metro/brisbane-metro-vehicle>

Question 1 Documentation

ITT2018 Information Session Presentation

Option 6. Light Rail Transit



Question 1 Documentation

ITT2018 Information Session Presentation

Option 6. Light Rail Transit



Question 1 Documentation -
Urban form options

Design to achieve a low-key lifestyle city that maintains and enhances the Sunshine Coast's valued character and identity:

- urban villages containing a mix of uses which create local community hubs*
- a range of desirable housing choices suitable for an affordable coastal oriented lifestyle*
- containing building height and site cover to deliver a built form that is consistent with a low-key approach to urbanisation, without excessive high-rise development*
- Increasing density and development around stops to capitalise on the improved accessibility and amenity*



SCUC - focus on areas suitable for renewal

SCUC - centre focus
www.sunshinecoast.qld.gov.au | 40

Question 1 Documentation

Placemaking opportunities

- A public realm that supports activated, vibrant places that are green, accessible, inclusive and reflect local character
 - Supporting healthy and active lifestyles with extensive active transport networks and enhanced open space and recreation facilities
 - Capitalising on opportunities for views, aspect and walk-up access to beaches
 - Residential building types that foster outdoor living and allow for interaction with pedestrian activity at street level
 - Climate friendly building design to reduce energy needs, capitalise on prevailing breezes, sun and shade.



5. Questions?



Question 1 Documentation

ITT2018 Invitation to Tender



Invitation to Tender

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018

Contract Overview

Tenders are invited to develop and deliver the Community Engagement Strategy for the Sunshine Coast Mass Transit Business Case Options Analysis phase.

The purpose of the community engagement program is to ensure the important Options Analysis phase of the Mass Transit business case is informed by stakeholder and community feedback.

The community engagement program will aim to:

- Generate greater community awareness of the growth challenge and the benefits of transport and urban planning in sustainable growth management.
- Convey the consequences of not taking decisive actions in relation to the transport network and urban form of the Sunshine Coast.
- Inform and seek feedback from stakeholders and the community about a broad range of transport and land use options for responding to the challenges and opportunities.
- Elicit and understand the views and values of residents and businesses across the region in relation to the mass transit and land use options presented.
- Invite consideration of the merits and shortcoming of the various options to enhance understanding of which options are preferred and why.
- Convey clear feedback on how the findings of the community engagement program have informed and influenced decisions.
- Confirm Council's commitment to taking the community on the journey through robust and transparent engagement at appropriate intervals.

The consultation will be underpinned by a draft of the *Options Analysis* report. The final *Options Analysis* that will eventually go to government will be informed by this community input.

This is a lump sum contract. The budget range for this contract is \$300,000 to \$400,000 (excluding GST). This engagement will commence in December 2020, with the Comprehensive Consultation Report and Summary Document to be completed in May 2021.

An information session will be held on 5 November 2020.

Invitation to Tender - Page 1/4
© Sunshine Coast Council 2020

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

PART 1 – TENDER PROCESS TERMS

The Tender Process Terms will govern the entire Tender Process, including the assessment of all Tenders.

The Tender Process Terms are available on the following link: https://d1j8a4bqwzee3.cloudfront.net/~media/Corporate/Documents/Tenders/tender_process_terms_march.pdf

A summarised version of the process is as follows:

- This document represents the release of the Tender to the market;
- Tenders will be accepted until **12noon 24 November 2020**;
- Evaluation of Tenders will be conducted against predetermined evaluation criteria and within Council's governance and probity framework;
- Council, at its sole discretion, may shortlist Tenders and conduct interviews as deemed necessary;
- Council may accept none, one or more of the Tenders submitted.

Probity Environment

In the preparation of any Tender, Prospective Respondents should consider the following:

- All requests for assistance, advice, clarifications and/or further information should be directed to the contact point contained in Schedule 1 Item 5 of this Invitation to Tender.
- Direct contact with any elected member of Council or Local Government Employee regarding any part of this Tender, other than those listed in Schedule 1 Item 5, is prohibited.
- Any prohibited contact with a Local Government Employee or elected member of Council may result in the Respondent or Prospective Respondent and their Tender being disqualified from the Tender Process.
- The Tender Process Terms will take precedence over information contained in this part in the event of conflict between the two.

PART 2 – LIST OF SCHEDULES

The following Schedules form part of this Invitation to Tender:

Schedule 1	Tender Details
Schedule 2	Information Session
Schedule 3	Evaluation Criteria
Schedule 4	General Terms and Conditions
Schedule 5	Service Specification and Supporting Documentation
Schedule 6	Tender Response Form

Question 1 Documentation
 Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase
 Contract Number: ITT2018

SCHEDULE 1 – TENDER DETAILS

Terms used in this Invitation to Tender take their meaning from the Tender Process Terms (TPT) (available in Part 1 of the Invitation to Tender above).

This Invitation to Tender is subject to the Tender Process Terms. A brief summary of key aspects of this Invitation to Tender is set out in the table below:

Item	Description	Detail
1.	Closing Date (Clause 1.1 and 5.3(b)(ii) of the TPT)	12noon, 24 November 2020.
2.	Contract Name and Number: (Clauses 1.1 and 5.3(b)(i) of the TPT)	Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase Contract No: ITT2018
3.	Tender lodgement times (Clause 5.3(b)(ii) of the TPT)	Any time up to 12noon on the Closing Date.
4.	Validity Period (Clause 5.7 of the TPT)	90 days from the Closing Date.
5.	Name and contact details	The Contract Administrator is the Project Manager. Tender Enquiries Prospective Respondents are to address all enquiries in relation to this procurement in writing via email to tenderenquiries@sunshinecoast.qld.gov.au All enquiries must reference the Contract Number ITT2018. Submission Enquiries For assistance with accessing the Invitation to Tender and attachments, or submitting your electronic Tender, please contact the Queensland Government QTenders website team via email BSU@hpw.qld.gov.au or telephone (07) 3215 3699. Note: Respondents must keep the file size of each document below 10Mb.
6.	Tender Box	Tenders must be submitted electronically through the Queensland Government QTenders portal prior to the Closing Date: https://qtenders.hpw.qld.gov.au
7.	Local Government inviting Tenders	Sunshine Coast Regional Council ABN 37 876 973 913.
8.	Clarifications (Clause 4.3(c) of the TPT)	Cut-off for requests for clarification or further information will not be accepted on or after the date that is 5 days prior to the Closing Date.

SCHEDULE 2 – INFORMATION SESSION

Date and Time:	2.00pm, 5 November 2020
Address:	Microsoft Teams Online Meeting
Special Instructions:	Respondents required to register their attendance for this online meeting via email to tenderenquiries@sunshinecoast.qld.gov.au Registrations are required by 5.00pm Tuesday 3 November 2020

Question 1 Documentation
Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018 Invitation to Tender

SCHEDULE 3 – EVALUATION CRITERIA

The Evaluation Criteria and weightings are:

Evaluation Criteria	Weighting (%)
Price	25%
Capability and Experience	20%
Methodology	30%
Contribution to Local Economy	20%
Social Benefit and First Nations Engagement	5%

SCHEDULE 4 – GENERAL TERMS AND CONDITIONS

The following attachment comprises the General Terms and Conditions.

Details
General Terms and Conditions (AS4122-2010) <ul style="list-style-type: none">• Terms and Conditions of Contract• Annexure to the Australian Standard 4122-2010 – Part A• Annexure to the Australian Standard 4122-2010 – Part B• Annexure to the Australian Standard 4122-2010 – Part C

SCHEDULE 5 – SERVICE SPECIFICATION and SUPPORTING DOCUMENTATION

The following attachments comprise the Service Specification and form part of this Invitation to Tender:

Attachment Number	Details
1.	Project Brief
2.	Key Performance Indicators

There is no Supporting Documentation that forms part of this Invitation to Tender.

SCHEDULE 6 – TENDER RESPONSE FORM

Refer to attached documents for completion and electronic lodgement in the Tender Box.

Appendix Number	Details
1.	Tender Response Form (Word format)
2.	Pricing Schedule – Part 2.1 (Excel format)

Question 1 Documentation

ITT2018 Meeting Minutes of Information Session

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018
Date and Time: 5 November 2020 at 2.00pm
Location: Microsoft Teams

The Contract Administrator introduced herself and other Sunshine Coast Council staff and representatives as follows:

- Leah Bancroft, Project Manager, Urban Transformation, Sunshine Coast Council (Contract Administrator)
- Brian Weychardt, Procurement Specialist, Sunshine Coast Council
- Ken Deutscher, Project Manager Mass Transit Business Case, Sunshine Coast Council
- Adam Cracknell, Senior Project Engineer, Sunshine Coast Council

Council provided the following information:

1. Tender Process
2. Overview of the Tender
3. Community Engagement Process
4. Sunshine Coast Mass Transit Project Background

This information was shared in a presentation which has been provided as an attachment to Notice to Respondents One.

Key points raised during the information session:

- Confirmed the closing date and time of 24 November 2020 at 12noon. Close time is Queensland time / AEST.
- Respondents can upload completed submissions at any time prior to the tender close date and time.
- All tender enquiries are to be made in writing via email to tenderenquiries@sunshinecoast.qld.gov.au, in accordance with the timeframes nominated in the Invitation to Tender.
- Schedule 6 – Appendix 1 – Tender Response Form has a Respondent Declaration page that can be signed and sent in separately to the completed Tender Response Form. Respondents are encouraged to submit their completed Tender Response Form as a word or digital .pdf document, rather than a scanned document.
- Schedule 6 – Appendix 2 – Pricing Schedule is to be provided in excel format, not PDF.

Respondent questions and Council's response:

Question 1: In terms of the budget, do Respondents need everything budgeted, including running of events, advertising, i.e. campaign costs, Letter box drops, advertising in digital campaigns?

Response 1: This is a lump sum contract for consulting services. Council would cover non-service costs such as venue hire, printing, advertising. Council would be hosting and staffing community engagement events.

Question 2: Regarding the three pronged approach, and particularly the Placemaking component, is that going out with a blank canvas (what does Council want to see?), or will Council go out with options and ask for feedback.

Response 2: A bit of both, Council have some ideas/materials but will be going to the community to discuss the forecast population growth of the corridor, asking how Council can maintain and potentially improve the character / look and feel of the new community.

Question 1 Documentation

ITT2018 Meeting Minutes of Information Session

- Question 3:** Does Council still have databases from previous engagement?
- Response 3:** Yes. A relatively detailed stakeholder list has been compiled from databases from recent engagement processes. Council will provide relevant information from the stakeholder database to the successful Respondent.
- Question 4:** Regarding the level of Council support, will Council run the events? Will the successful Respondent need to assist with the logistics?
- Response 4:** The successful Respondent will prepare the material to be presented. Council will manage delivery of the material where it is to be physically presented (e.g. at a community event).
- Question 5:** Could Council please provide more information around Hinterland engagement?
- Response 5:** Tools need to be suitable to engage the whole region. Council officers will undertake the face to face engagement with the community (where appropriate with COVID-19).
- Question 6:** Is the digital engagement expected to be on the Council website, or an external platform?
- Response 6:** The preferred platform is Engagement HQ / Bang the Table. Council has an existing subscription. Visit <https://haveyoursay.sunshinecoast.qld.gov.au/>.
- Question 7:** Will the website be built by the successful Respondent or by Council?
- Response 7:** The successful Respondent will be required to build the site. Council officers will take responsibility for the launching/publishing of the content. For social media and related platforms, Council's Communications Branch will upload pre-drafted posts.
- Question 8:** Schedule 5 – Attachment 1 – Project Brief mentions simulations and 3D tools to assist in conveying the message. Is that something that Council is looking for the successful Respondent to be responsible for? Does Council imagine partnering in this?
- Response 8:** Yes, and yes.
- Question 9:** Can Respondents submit for individual components only?
- Response 9:** No. Council will enter into a contract with one entity only. Offers involving multiple firms must have nominated a lead Respondent, and nominated sub-consultants.
- Question 10:** Will the draft Options Analysis report be shared with the Respondent prior to the drafting of the engagement strategy?
- Response 10:** Relevant information will be provided to the successful Respondent.
- Question 11:** Will a detailed stakeholder list be available? Such a list could involve those moving inter/intra state. Are they on the list, how have they been identified?
- Response 11:** Yes. A relatively detailed stakeholder list has been compiled from databases from recent engagement processes, however Council will be looking for the successful Respondent to come up with methods to engage stakeholders such as those mentioned in the question. Council will provide relevant information from the stakeholder database and property database to the successful Respondent.
- Question 12:** Will Council manage hotlines and a project email address?
- Response 12:** Yes.
- Question 13:** Schedule 5 – Attachment 1 - Project Brief indicates submissions must be limited to a maximum of 15 pages. Does this include attachments?
- Response 13:** No, just the submission response to the Brief. CVs, insurances etc. are not included in the 15 page limit.

Question 1 Documentation

ITT2018 Meeting Minutes of Information Session

Question 14: It appears from the Brief that a 2D design consultant has already been engaged by Council. Is this the case, and if so, how are Respondents to interface?

Response 14: Council's Communications Branch and Graphic Design Team will be involved in reviewing and potentially adding corporate branding / headers, logos etc. The successful Respondent is to develop the collateral.

Question 15: Does Council have the expectation of the successful Respondent having the Team on the ground full time in the Sunshine Coast, or could they be away in, for example, Brisbane?

Response 15: There is no expectation of having the successful Respondent requiring a local 'on ground' presence on the Sunshine Coast to fulfil the project requirements. Please refer to the Tender Response Form for more information on the Contribution to Local Economy evaluation criteria.

Question 16: Does Council have reference and working groups already established? Will the successful Respondent need to be part of or contribute to the Team?

Response 16: Yes, the successful Respondent may need to present to these working groups, and would benefit from attending these, and may need to present to the project control group.

Question 17: Regarding working with Cultural and Environmental Heritage Teams, is Council engaging or will this be done by the successful Respondent.

Response 17: The successful Respondent will not be required to engage with these groups, but will need to provide relevant collateral to assist Council to engage with these groups.

Question 18: Are all the options on the same alignment?

Response 18: Most local mass transit options are on the same alignment from Maroochydore to Sunshine Coast University Hospital. However other options including the road and bus network upgrades would be on other parts of the network.

Question 19: Is a discussion on the alignment to be part of the engagement?

Response 19: The relative merits of the protected CAMCOS corridor and the local (coastal) mass transit corridor is part of the conversation with the community, but revision of these routes is not proposed. Regional bus upgrades are part of the broader option.

Question 20: Has any market analysis on the need for future development been undertaken? If so, can the successful Respondent obtain this information?

Response 20: To the extent that it is part of the business case, yes.

Question 21: Section 2.3 Methodology of Schedule 6 – Appendix 1 – Tender Response Form requests a project work breakdown schedule in Microsoft Project format. Will a breakdown in Excel format be acceptable?

Response 21: Yes.

Leah Bancroft
Project Manager Urban Transformation
Sunshine Coast Council



Question 1 Documentation

ITT2018 Notice to Respondents One

Pre Closing Date Notice to Respondents

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018
Notice to Respondents No. One (1)
Date: 12 November 2020

Respondents are to note the following attached items:

1. Meeting Minutes of Information Session held online via Microsoft Teams on 5 November 2020 at 2.00pm
2. Information Session Presentation

Respondents are to note the following responses to questions raised:-

Consideration of mass transit technologies

Question 1: In what way would Council like mass transit technologies considered? Does Council want options to be researched and proposed?

Response 1: Relevant materials will be made available to the successful Consultant upon commencement. For the purposes of preparing a submission, the background section of Schedule 5 – Attachment 1 - Project Brief, and the information on the project website – www.sunshinecoast.qld.gov.au/masstransit, will provide sufficient information on the options being considered / to be consulted on.

Table 1: Scope of community engagement program in 3. Scope of services of Schedule 5 - Attachment 1 - Project Brief should also assist in conveying that it is not the Consultant's responsibility to research or propose options. The Community Engagement Strategy is to communicate information on the options considered in the mass transit option analysis so that the community is able to provide informed feedback.

Land use options to accommodate forecast growth (as per current growth management policy position)

Question 2: Is this referring to the testing of existing land use options, or uncovering new ones?

Response 2: The Queensland Government Statisticians Office (QGSO) has forecast growth for the coastal corridor and Council will be seeking the community's views on how this growth could be accommodated while maintaining and enhancing the Sunshine Coast's valued lifestyle, character and identity in the coastal corridor.

As such, the engagement strategy is intended to visualise alternative scenarios such as containing new residences close to the key urban centres which would provide a higher built form mostly unit and apartment style living, or creating a dispersed residential form along the mass transit corridor that would offer greater housing choice such as townhouses or apartments. It could also be an alternative scenario, or a combination of these. Council seek engagement tools that will allow the community to provide feedback on their preferences to accommodate this forecast growth. In large part, the 3D component of this engagement strategy is about visualising the built form options identified in the South East Queensland Regional Plan (and other documents) in their local context.

Question 3: Have the growth forecasts already been completed?

Response 3: The QGSO provides population forecasts (low, medium and high series projections) using census data from the Australian Bureau of Statistics and other assumptions. Council intends to use the 2018 medium series population projections for the options analysis.

ACKNOWLEDGEMENT OF NOTICE TO RESPONDENTS

Respondents are to acknowledge receipt of this Notice to Respondents in Part 3 – Respondent Compliance of the Response Form.

Page 1/4

Question 1 Documentation

ITT2018 Notice to Respondents One

Identify roles and responsibilities of the three tiers of government, including the State Government's key role in undertaking the detailed planning for, and delivery of public transport services.

Question 4: Will this be done in collaboration with the Council Team?

Response 4: Yes.

Preparation of 3D perspectives of a range of built form and public realm options

Question 5: What will these 3D perspectives be used for? To what fidelity do these 3D perspectives need to be created? Does Council have examples of the fidelity expected? How many need to be created?

Response 5: Primarily to enable built form and public realm scenarios to be considered by the community so they are able to provide informed feedback on their preferences. More detail is provided in response to Questions 6 - 9 below.

It is also expected that the consultation material will be highly visual. The Consultant Team is therefore expected to include specialists in the development of 3D materials, infographics, and innovative web based communications which meet Council brand guidelines.

Question 6: What is the purpose of each of these materials? For testing or end-use communications?

Response 6: The purpose of the 3D material is to visually represent what proposed urban form options and public realm options would look like on the ground.

Question 7: What level of fidelity is expected for the materials? Master plans, architectural renders, sketches etc.?

Response 7: Ideally renders, however well-developed sketches might suffice. Samples of the nominated Specialist's previous work would assist in the evaluation of submissions.

Question 8: What type of web-based communications are required?

Response 8: The project currently uses a website and a MailChimp mailing list. Others can be proposed by the Respondent.

Question 9: Could Council please confirm that the successful Respondent will be responsible for the development of collateral such as 3D simulations within the \$300,000 to \$400,000 budget for the Mass Transit Community Engagement Strategy?

Response 9: Development of 3D collateral is in scope and expected to be delivered as part of the budget identified. It is acknowledged that there will be limits on how detailed and extensive the 3D elements can be for this budget. Respondents are expected to specify the level of detail and extend to 3D elements to be supplied.

Manage the development and delivery of innovative digital tools to be supplied by a sub-contractor including 3D visualisation and innovative participation tools and platforms

Question 10: Referring to 'innovative digital tools', are they for getting feedback from the public on an ongoing basis (post this project, as part of the ongoing engagement strategy)? Or is this only for the purposes of this community engagement project, and if so, can the tools be purchased for use during the project. For example, off the shelf software applications such as Miro, Experience Fellow etc.

Response 10: For the purposes of this Tender, the tools can be assumed to be required for the duration of this project only. Respondents should make themselves familiar with the capabilities of Council's existing system (Engagement HQ, refer to Deliverable 10 of Schedule 5 – Attachment 1 – Project Brief, clause 6, Deliverables) prior to proposing an alternative that provides the same functionality. If a bespoke platform is proposed, Respondents should give

ACKNOWLEDGEMENT OF NOTICE TO RESPONDENTS

Respondents are to acknowledge receipt of this Notice to Respondents in Part 3 – Respondent Compliance of the Response Form.

Page 2/4

Question 1 Documentation

ITT2018 Notice to Respondents One

consideration of the need for Council to maintain comprehensive records. To this end, the system must allow for downloading / archiving of all data collected during the use of the platform. Consideration should also be given to the timing risk associated with establishment terms of the timeframes for this engagement process.

The Team will likely include suitable capacity to enable built form and public realm scenarios for consideration to be prepared with limited input from Council officers.

Question 11: What is the purpose of the scenarios? Are they to be used to better understand the feedback from the public e.g. Why certain people prefer certain options?

Response 11: The intent of this section of Schedule 5- Attachment 1 - Project Brief is to communicate to Respondents that Council has limited capacity to provide detailed direction to a team of 3D artists. A Consultant Team will need to include considerable architectural, planning and landscape design expertise. The Team will be required to develop 3D models of sections of the corridor with depictions of the built form and public realm that are consistent with Sunshine Coast Council planning controls and design character (e.g. consistent with the Yellow Book).

Design and develop the online engagement hub preferably using Council's existing platform (Engagement HQ) including all content and tools.

Question 12: Does Council expect the Consultant to build an engagement space for Sunshine Coast Council on the Engagement HQ platform (<https://www.bangthetable.com/>). If so, will Council be responsible for the cost and maintenance of hosting and managing the platform after the initial build?

Response 12: Yes – the Consultant is to be primarily responsible for building the engagement site. Council already maintains a subscription to the platform.

Visit <https://haveyoursay.sunshinecoast.qld.gov.au/>.

An alternate platform would be considered, however the advantages must be clearly articulated, and the timing risk associated with establishment considered. The ability to export all intellectual property (i.e. feedback collected) must also be confirmed.

Question 13: Are Respondents to assume use of Engagement HQ will be for the purposes of ongoing community engagement, not just for this project?

Response 13: See Response 12 above.

In addition, the Consultant must be able to evaluate the success of the engagement program in both engaging with, and obtaining feedback from, the key stakeholders and community.

Question 14: Is it intended that the evaluation measures will be created as part of the project? Or are there existing measures?

Response 14: Yes, it is intended to be developed as part of the project.

Produce an advertising strategy to support the program implementation.

Question 15: What is the purpose of this strategy? To get the community to participate e.g. On the online platform, in workshops etc.?

Response 15: Yes, the purpose is to get the wider community to participate and this may need to be through a variety of ways.

Question 16: Could Council please clarify what is meant by an advertising strategy? For what channels? TV, print, social media etc.

Response 16: An important objective is to get as many people as possible to participate in the engagement process, and for the channels recommended by the successful Respondent to maximise participation, within a reasonable budget.

ACKNOWLEDGEMENT OF NOTICE TO RESPONDENTS

Respondents are to acknowledge receipt of this Notice to Respondents in Part 3 – Respondent Compliance of the Response Form.

Page 3/4

Question 1 Documentation

ITT2018 Notice to Respondents One

Question 17: Are Respondents to assume the advertising strategy is for the purpose of this program? Or for the broader engagement strategy?

Response 17: For the purpose of this program.

Meetings

Question 18: What percentage of time does Council expect the successful Respondent to be on site with the Project Team?

Response 18: Council have no detailed expectations – only that the Team functions efficiently. This should be reflected by Respondents in the submitted Schedule 6 – Appendix 2 – Pricing Schedule.

Question 19: Is Council open to working with a team that is co-located in QLD and another state?

Response 19: Yes.

Question 20: Is Council open to some of the work being carried out remotely, where appropriate?

Response 20: Yes.

Other Questions

Question 21: In Schedule 5 - Attachment 2 - Key Performance Indicators, Council have listed project documentation that will be used as Source Data for measuring Contractor performance. How formal does Council expect this documentation to be?

Response 21: It is the expectation of Council that the successful Respondent will need to develop and maintain these documents, as required, throughout the engagement. These will need to be provided in a suitable format to Council and be able to be reported to the Project Team as requested.

Question 22: How has Council been tracking community sentiment for Phase 1?

Response 22: Council has used a third party to measure sentiment for the last three months.

Question 23: Does Council have a separate budget for advertising in support of engagement activities?

Response 23: Yes.

Question 24: Does Council expect the successful Respondent to consult with related Government Agencies on its behalf i.e. Environment Agencies?

Response 24: No. This will be undertaken by Council officers.

Question 25: Will success in this contract could be cause for disqualification for the successful Respondent for further or future bids on this project?

Response 25: No.

ACKNOWLEDGEMENT OF NOTICE TO RESPONDENTS

Respondents are to acknowledge receipt of this Notice to Respondents in Part 3 – Respondent Compliance of the Response Form.

Page 4/4



Question 1 Documentation

ITT2018 Notice to Respondents Two

Pre Closing Date Notice to Respondents

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018
Notice to Respondents No. Two (2)
Date: 19 November 2020

Respondents are to note the following responses to questions raised:-

- Question 1: In relation to the participation of the consultant team in the engagement events, please clarify:
- Is the Consultant required to attend the events, manage facilitation and engage with participants in partnership with Council Officers?
 - If not, how will the Consultant be provided with feedback from events in order to undertake data analysis and reporting?
- Response 1: This will be dependent on the proposed methodology submitted by the Respondent. Some approaches may require specialised equipment to deliver 3D content. In this case, the consultant would need to set up the necessary equipment, and potentially be available to resolve any issues that might arise. In other cases, the consultant might design a feedback form that can be completed on, for example, a mobile phone, in which case the consultant may be able to receive all information electronically. The consultant might choose to include an on-site resource in their cost estimates. Although there is no intention to exclude the consultant from any face-to-face engagement sessions, the intention is for Council staff to be present at every session.
- Question 2: Can Council provide further guidance and/or expectations of the Consultant in relation to managing hotlines and a project email address? How will the Consultant be provided with records to inform the engagement report?
- Response 2: Council already maintains a project email address. Once a consultant is engaged, all correspondence in and out can be shared with the consultant. Council officers will send correspondence from this email address, responses will be based on the Community Engagement Strategy (Deliverable 3). Input from the consultant on the responses may be required. Responses will be made available to the consultant team to inform the Phase 3 engagement report.
- A hotline does not currently exist. If the respondent strongly recommends a hotline, it should be assumed that a Council officer will answer calls, but that the officer will not always be a technical officer. Scripting from standard responses will need to be developed by the consultant for Council staff to deliver. Responses recommending a hotline should include a process for managing enquiries that cannot be answered from the standard responses and a process for maintaining a record of the enquiries.
- Question 3: Can Council please clarify and provide further information on who will be responsible for designing collateral, and confirm if a 2D design consultant has been engaged.
- Response 3: For clarification, a 2D design consultant has not been engaged. The question about a 2D design consultant was raised during the Industry Briefing session on Microsoft Teams on 5 November 2020.
- The verbal response given clarified that Council's Communications Branch and Graphic Design Team were the 2D designers alluded to during the presentation.

ACKNOWLEDGEMENT OF NOTICE TO RESPONDENTS

Respondents are to acknowledge receipt of this Notice to Respondents in Part 3 – Respondent Compliance of the Response Form.

Page 1/4

Question 1 Documentation

ITT2018 Notice to Respondents Two

Regarding division of responsibility between the consultant and Council's Graphic Design Team, by way of example, Figure 1 below shows the material supplied recently by a consultant. Figure 2 shows the same graphic with elements added by Council's Graphic Design Team.

Council's Graphic Design Style Guide will be supplied to the successful respondent. It will be advantageous for the consultant to supply material as close to final version as possible for final branding to be incorporated by Council's Graphic Design Team.

It is important to note that the Council team is not sufficiently resourced to produce large amounts of material. Tender submissions should include teams with sufficient resources to produce the collateral with an absolute minimum reliance of Council staff.



Figure 1: collateral as supplied by the consultant



Figure 2: the collateral from Figure with Council's Graphic Design Team input.

ACKNOWLEDGEMENT OF NOTICE TO RESPONDENTS

Respondents are to acknowledge receipt of this Notice to Respondents in Part 3 – Respondent Compliance of the Response Form.

Page 2/4

Question 1 Documentation

ITT2018 Notice to Respondents Two

- Question 4: Could Council provide an overview of the relationship (specific assumptions) between the SCMT Preliminary Business Case and the Urban Transformations Directions Paper (e.g. has the '2041 intervention scenario' in the SCMT Preliminary Business Case been informed by the Urban Transformations Directions Paper)? We note that the Urban Transformations Directions Paper is dated Feb 2017 and the SCMT Preliminary Business Case is dated Jan 2020.
- Response 4: There is no Preliminary Business Case as yet, the January 2020 document is an Interim Findings Report. The report now being prepared for the community engagement process will be titled an "Options analysis" as per the latest Queensland Business Case Development Framework.
- The *Urban Transformation Directions Paper 2017* represented Council's policy ideas on managing growth to protect the region's lifestyle and environment. These policy ideas were largely embraced and amplified in the Queensland Government's statutory SEQ Regional Plan, ShapingSEQ in 2017. They are still integral to the mass transit project's objectives.
- The *intervention scenario* described in the Interim Findings Report 2020 was put forward to demonstrate the possible response that could result from the development of a light rail mass transit and supporting regulatory and investment approaches in the coastal urban corridor. It is not a definitive scenario, and is not an official government projection. Nor is it the only scenario that will be considered in the options analysis which must take a broad view on all feasible options.
- Question 5: What additional data / further information will be made available to the successful consultant in relation to the land use analysis (including the intervention scenario) that was prepared for the SCMT Preliminary Business Case?
- Response 5: Further input on land use matters to be included in the engagement process will be available to the successful Respondent. The successful Respondent will not be required to actively develop this or any other technical information relating to the mass transit project, as that is being developed by technical experts in those fields. The job of the successful Respondent will be to ensure the broad range of information required for the rigorous analysis of problems, opportunities and options can be understood by a reasonably informed member of the public.
- Question 6: Can Council confirm if the engagement process relates to the entire SCMT alignment and or just priority area # 1 (i.e. Maroochydore to Kawana)? Are the alignment options available or will this only be provided to the successful consultant?
- Response 6: Yes, the engagement process relates to options for the entire SCMT alignment, but the focus will be on Stage 1 of the network. The proposed alignment is public and is on Council's website ([here](#)).
- Question 7: Has Council prepared a Social Impact Evaluation and a Public Interest Assessment?
- Response 7: The Building Queensland Business Case Framework requires the preparation of a Social Impact Evaluation in the preparation of the Options Analysis. The draft Options Analysis will be made available to the successful Respondent. A Public Interest Assessment is not a requirement for the Options Analysis phase of the Business Case Framework but will be undertaken as part of the Detailed Business Case.
- Question 8: Can Council please confirm that all demographic data and projections will be provided and that no modelling will be required.
- Response 8: Refer to Response 5 of this Notice to Respondents. No modelling will be required.

ACKNOWLEDGEMENT OF NOTICE TO RESPONDENTS

Respondents are to acknowledge receipt of this Notice to Respondents in Part 3 – Respondent Compliance of the Response Form.

Page 3/4

Question 1 Documentation

ITT2018 Notice to Respondents Two

- Question 9: [Is this community engagement strategy only engaging with the community/stakeholders regarding the three mass transit options shortlisted by PwC and their potential application to "Mass Transit Stage 1 – Urban Corridor – Maroochydore to Kawana"?](#)
- Response 9: The engagement is to 'take the community on the journey' of the development of the Sunshine Coast public transport master plan, the elements of that master plan, the identification of the priority investment area – the Stage 1 Urban Corridor and the six options being investigated for that stage.
- Previous planning has shown the highest priority for providing mass transit should be in the coastal corridor from Maroochydore City Centre to Sunshine Coast University Hospital as this precinct experiences significant traffic congestion and has the greatest concentration of activities that would benefit from public transport. However, the options for staging will be reconsidered in the Options Analysis consultation phase.
- Council is expecting engagement of the broader community as the benefits of the project are not limited to the corridor and the impacts of doing nothing will also affect the broader Sunshine Coast.
- Question 10: [To what extent has Council undertaken engagement with the local aboriginal community in relation to the Sunshine Coast Mass Transit project?](#)
- Response 10: Consultation with the local First Nations people has not commenced at this time. These stakeholders have been identified and will be engaged during this consultancy.
- Question 11: [What data will Council provide for the 3D visualisation? What format, area etc?](#)
- Response 11: A full range of GIS datasets, and photogrammetry can be supplied. Respondents can familiarise themselves with the publicly available data at <https://maps.sunshinecoast.qld.gov.au>, and https://bit.ly/SEQ_3D. Some 3D building models can be supplied. These will not be georeferenced, or site specific. Consultants should not rely solely on Council supplied material. Reference vehicles can also be supplied to the successful Respondent.
- Response 12: [Are there other business case advisors supporting the project team that is outlined under section 9.4 of Schedule 5 - Attachment 1 - Project Brief? Are you able to advise which disciplines they fall under \(fin/com, economics, technical\) and which firms have been appointed?](#)
- Response 12: PwC continue to provide business case advisory services (economic and financial) for the Options Assessment. The technical and transport modelling advisers who have supported PwC will continue to do so.
- Question 13: [Point 7 in Section 6 \(project deliverables\) of Schedule 5 - Attachment 1 - Project Brief states the Consultant will plan, coordinate, implement and assist in the delivery of all engagement events and activities. The meeting minutes from the briefing state that Council will undertake face-to-face engagement. For the purposes of budget, do you envisage that the consultant will attend face-to-face community engagement sessions?](#)
- Response 13: See Response 1 of this Notice to Respondents.

ACKNOWLEDGEMENT OF NOTICE TO RESPONDENTS

Respondents are to acknowledge receipt of this Notice to Respondents in Part 3 – Respondent Compliance of the Response Form.

Page [4/4](#)

Question 1 Documentation

ITT2018 Schedule 4 - General Terms and Conditions



Schedule 4 General Terms and Conditions

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase

Contract Number: ITT2018

Amended from Australian Standard 4122-2010 General Conditions of Contract for Consultants

- 4.1 The words "*Principal*" and "*Client*" have the same meaning when used in this Invitation to Tender.
- 4.2 The General Terms and Conditions will govern any Contract established as an outcome of this Invitation to Tender.
- 4.3 The General Terms and Conditions comprise Australian Standard AS4122-2010 General Conditions of Contract for Consultants and Annexures Part A and Part B.
- 4.4 Annexure Part B contains deletions, amendments and additions to Australian Standard AS4122-2010 General Conditions of Contract for Consultants. Where words contained in Annexures Part A and Part B differ to those in the Australian Standard AS4122-2010 General Conditions of Contract for Consultants, the Annexure shall take precedence.
- 4.5 This Invitation to Tender document does not include a copy of the Australian Standard AS4122-2010. Respondents are to make their own arrangements to obtain a copy.

© Standards Australia Limited.

Reproduced or distributed by **Sunshine Coast Council (ABN 37 876 973 913) (Licensee)** under licence by Standards Australia. All amended, marked-up and licensed copies of this document must be obtained from the Licensee.

This material is not for resale. Any reproduction or distribution (in whole or in part) is expressly prohibited unless with the prior written consent of (or on behalf of) Standards Australia or in accordance with the *Copyrights Act 1968* (Cth). Should any user be interested in reproducing any content of this document, please contact Standards Australia via copyright@standards.org.au.

Sunshine Coast Council (ABN 37 876 973 913) - reproduced and modified with the permission of Standards Australia under SCCLSA29042020

Schedule 4 – General Terms and Conditions (Consultancy 4122)

Page 1/13

Question 1 Documentation
 Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
 Phase
 Contract Number: ITT2018

ANNEXURE TO THE AUSTRALIAN STANDARD 4122-2010 – PART A

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

Item

1.	The <i>Client</i> is: (clause 1.1)	Sunshine Coast Regional Council ABN – 37 876 973 913 Locked Bag 72 Sunshine Coast Mail Centre QLD 4560
2.	The <i>Consultant</i> is: (clause 1.1)	Legal Entity Name Address ACN ABN
3.	The <i>Contract Documents</i> are: (clause 1.1)	1. Letter of Acceptance 2. Technical Specifications and all relevant attachments to the Invitation to Tender 3. These General Conditions of Contract 4. The <i>Consultant's</i> tender
4.	The <i>Scope</i> is described in the following <i>Documents</i> , or the <i>Scope</i> is: (clause 1.1)	Schedule 5 – Service Specification
5.	The purpose(s) for which the <i>Services</i> will be suitable is/are: (clause 5.1)	Develop and deliver Community Engagement strategy
6.	The <i>Client's</i> representative is: (clause 6.1)	Leah Bancroft
7.	The <i>Consultant's</i> representative is: (clause 6.2)	
8.	Claims for payment must be made on the following basis: (clause 10.1)	Lump Sum Fee GST Inclusive: No
9.	Disbursement for which the <i>Consultant</i> may claim payment: (clause 10.2)	Nil
10.	Time to claim payment is no later than: (clause 10.3)	Claims shall be made on the 1 st business day of each month and payment shall be made within 30 days from receipt of a correctly rendered invoice in accordance with clause 41.
11.	The time for payment is no later than: (clause 10.6)	No later than 30 calendar days after satisfaction of Part B clause 41.
12.	The rates of interest for overdue payments: (clause 10.9)	Seven (7%) percent per annum

Sunshine Coast Council (ABN 37 876 973 913) - reproduced and modified with the permission of Standards Australia under SCCLSA29042020

Schedule 4 – General Terms and Conditions (Consultancy 4122)

Page 2/13

Question 1 Documentation
 Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
 Phase
 Contract Number: ITT2018

13.	Alternative 1: The date or the period after commencement of this <i>Contract</i> , by which the <i>Services</i> must be completed is: (clause 12.1)	Alternative 1: Date: 30 June 2021	
14.	Other causes of delay for which the <i>Consultant</i> may notify an extension of time: (clause 12.3(c))	Nil	
15.	The <i>Approvals</i> to be obtained by the <i>Consultant</i> are: (clause 13.2)	Not applicable	
16.	The key personnel are: (clause 18)	Name:	Role to be performed:
		1. As nominated in the Tender Response Form	
		2.	
17.	Existing conflicts of interest: (clause 19.2)	Refer to Tender Response Form	
18.	Copyright and other <i>Intellectual Property Rights</i> , the Alternative that applies is: (clause 21.3)	Alternative 2	
19.	List excluded <i>Intellectual Property Rights</i> : (clause 21.3)	Not applicable	
20.	The additional amounts payable to the <i>Consultant</i> for granting of <i>Intellectual Property Rights</i> to the <i>Client</i> is: (clause 21.4)	Nil	
21.	Does clause 22 (<i>Moral Rights</i>) apply? (clause 22.1)	No	
22.	The following <i>Documents</i> are confidential: (clause 23.1)	All documents provided by the <i>Client</i> , until endorsed for release by the <i>Client</i>	
23.	Maximum period for which <i>Client</i> may suspend the <i>Services</i> at any one time, after which the <i>Consultant</i> may terminate: (clause 24.4)	60 days	
24.	The <i>Consultant's</i> liability is limited to: (clause 29.1)	No limit set	
25.	The amount of public liability insurance is: (clause 30.2)	\$20,000,000.00 Twenty Million Dollars for each and every claim [Minimum]	
26.	The amount of the professional indemnity insurance is: (clause 30.4)	\$1,000,000.00 One Million Dollars for each and every claim [Minimum]	
27.	The professional indemnity insurance must be maintained for the following period: (clause 30.4)	Seven (7) years after the date of completion of the <i>Services</i> .	

Sunshine Coast Council (ABN 37 876 973 913) - reproduced and modified with the permission of Standards Australia under
 SCCLSA29042020

Schedule 4 – General Terms and Conditions (Consultancy 4122)

Page 3/13

Question 1 Documentation
Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

28.	The <i>Client</i> must effect the following insurances and maintain them for the following periods: (clause 30.7)	Nil
29.	The address for service of notices is: (clause 33.1)	<u><i>Client:</i></u> Address: Locked Bag 72, Sunshine Coast Mail Centre QLD 4560 Email: Contract Administrator's email <u><i>Consultant:</i></u> Address: Email:
30.	The law governing this <i>Contract</i> is: (clause 35)	Queensland
31.	Has this <i>Contract</i> been amended from its original form?	Yes

Contract Name: Community Engagement Strategy - Sunshine Coast 2018 Schedule 4 - General Terms and Conditions
Phase
Contract Number: ITT2018

ANNEXURE TO THE AUSTRALIAN STANDARD 4122-2010 – PART B

DELETIONS, AMENDMENTS AND ADDITIONS

DELETIONS:

Nil

AMENDMENTS:

The following clauses have been amended and differ from the corresponding clauses in AS 4122-2010.

1. INTERPRETATION

Delete the definition of *Force Majeure* and replace with the following:

"means:

- (a) A *Covid Delay Event*; or
- (b) Any of the following:
 - (i) act of God;
 - (ii) law, rule, regulation or order of any government or governmental authority;
 - (iii) act of war declared or undeclared;
 - (iv) accident, fire, explosion, epidemic;
 - (v) riot, civil disturbance, insurrection, sabotage or act of terrorists; or
 - (vi) flood, earthquake, hail, lightning, severe weather conditions or other natural calamity,which:
 - (i) is beyond the control of the affected party;
 - (ii) could not have been reasonably foreseen by the Affected party; and
 - (iii) was not directly or indirectly caused or contributed to by the Affected party,but excludes any strike, stoppage, go-slow, lockout, blockade, picketing or other industrial action."

Add the following at the end of the sentence in *Legislative Requirements*:

"as amended supplemented, replaced or novated"

9. VARIATIONS

Delete subclause 9.2 and replace with:

"If the *Consultant* considers any *Direction* requires a *Variation* but the *Direction* is not in writing or does not specify that it directs a *Variation*, then the *Consultant* must promptly notify the *Client* in writing setting out why the *Consultant* considers the *Direction* requires a *Variation*. In that case the *Consultant* must not comply with the *Direction* unless the *Consultant* receives a written *Direction* specifying a *Variation*."

Insert the following new subclause 9.2A:

If the *Consultant* receives a written notice that the *Client* rejects the written *Direction* regarding the requested *Variation* setting out the reasons why, the *Consultant* must comply with the *Direction* but may within twenty (20) *Business Days*, dispute the *Client's* notice by serving a further notice under clause 32."

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

18. KEY PERSONNEL

Delete clause 18 and replace with:

- "18.1 The *Services* must be performed by the key personnel as specified in the Tender Response Form, unless the *Client* has consented otherwise in writing. A person replacing the key personnel, with the *Client's* written consent, will be considered to be one of the key personnel during the *Consultant's* engagement to provide the *Services*.
- 18.2 The *Consultant* must ensure that the key personnel are competent and have the necessary qualifications and experience, and shall exercise skill, care and diligence in execution and completion of the *Services* on which they will be engaged.
- 18.3 The *Consultant* must not without the written consent of the *Client*:
- (a) Allow key personnel to delegate any part of the *Services*;
 - (b) The Key Personnel shall retain responsibility for the quality and timely delivery of the *Services*. The *Consultant* shall not allocate tasks not connected with the *Services* to Key Personnel if the allocation of those tasks would compromise the quality or delivery of *Services*.
- 18.4 If any of the key personnel are not available to perform any of the *Services* allocated to them the *Consultant* must immediately:
- (a) Notify the *Client* in writing of the circumstances;
 - (b) If so requested by the *Client*, arrange for replacement of that person with a person satisfactory to the *Client* at its sole discretion, at no cost to the *Client*.
- 18.5 The *Client* may, on reasonable grounds, give notice to the *Consultant* to remove any key personnel from working on the *Services*. Upon receipt of such notice under this clause, the *Consultant* must, at no cost to the *Client*, promptly remove and replace the key personnel mentioned in the notice with a person approved by the *Client*."

20. SUBCONTRACTING AND ASSIGNMENT

Delete subclauses 20.1 and 20.2 and replace with:

"The *Consultant* shall not, without prior written approval of the *Client*, assign, in whole or in part, any right, benefit or interest in this *Contract*. The *Client* may assign its interest in this *Contract* to a third party, in which event the *Consultant* agrees to be bound by the terms and conditions contained herein as if the *Contract* had been made between the *Consultant* and that third party."

23. CONFIDENTIALITY

Delete clause 23 and replace with:

- "23.1 The *Consultant*, except as required by law, acknowledges that confidential information is sensitive and valuable, and will remain at all times the property of the *Client*. The *Consultant* must ensure that it and its employees, agents and approved subconsultants, keep confidential any information obtained in the course of performing the *Contract*. However, the *Consultant* may disclose any information:
- (a) which it is legally required or entitled to disclose; or
 - (b) to its legal and accounting advisers for the purposes of obtaining advice in relation to the *Contract* or any matter arising from the *Contract*."
- 23.2 The confidentiality obligations of the parties will not extend to:
- (a) information already in the public domain other than due to a breach of this *Contract*;
 - (b) any disclosure required by law; or
 - (c) any disclosure reasonably required in order to comply with a request for information made by an appropriate government agency or government authority.

Question 1 Documentation
Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

- 23.3 The *Client* may at any time, require the *Consultant* to arrange for its employees, agents, subconsultants or consultants engaged in the work under the *Contract*, to execute a Deed of Confidentiality in a form provided by the *Client*.
- 23.4 In the event of a breach of any part of this clause the *Client* may serve on the *Consultant* a written notice to show cause pursuant to clause 27 of the *Contract*."

24. SUSPENSION BY THE CLIENT

Delete subclause 24.2 and replace with:

"Unless the suspension has been directed due to a *Covid Delay Event* or the *Consultant's* wrongful conduct, the *Client* must pay the *Consultant* any costs and expenses reasonably incurred by the *Consultant* as a result of the suspension."

ADDITIONS:

The following clauses have been added to those of AS 4122-2010 clauses 1 to 36:

1. INTERPRETATION

Insert the following new defined terms:

"**Authority**" means any government or any governmental, semi-governmental or local government authority, administrative or judicial body or tribunal, department, commission, public authority, agency, minister, statutory corporation or instrumentality."

"**Acceptance Notice**" has the meaning given in the Tender Process Terms, or where the *Services* are being procured by the *Client* other than pursuant to the Tender Process Terms, such other written notice as the *Client* issues to the *Consultant* confirming the *Consultant's* offer or Tender to perform the *Services* has been accepted.

"**Contract Date**" means the date specified in the *Acceptance Notice*.

"**Covid Pandemic**" means the family of viruses that cause respiratory infections, also known as Coronavirus, Novel Coronavirus and Covid-19."

"**Covid Delay Event**" means:

- (a) The *Covid Pandemic*;
- (b) Compliance with any lawful direction or order issued by an Authority after the *Contract Date* in connection with the *Covid Pandemic*."

"**Letter of Acceptance**" has the same meaning as *Acceptance Notice*.

12. TIME

12.4 If a *Force Majeure* substantially prevents, hinders or delays performance of this *Contract* for a period in excess of five *Business Days* then the *Client* may, at its option, immediately terminate this *Contract* (including the application of specific terms of this *Contract*) in whole or in part by written notice to the *Consultant*.

12.5 In the event that the *Client* terminates this *Contract* under clause 12.4, the *Client* will make payments to the *Consultant* only in respect of performance of the *Services* by the *Consultant* in accordance with the terms of this *Contract* up to the date of termination.

13. LAW AND APPOVALS

Insert:

13.4 Clause 13.3 does not apply to a *Covid Delay Event*.

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

Question 1 Documentation

25. SUSPENSION BY THE CONSULTANT

25.5 If the duration of a suspension under this clause 25:

- (a) relates to a *Covid Delay Event*; and
- (b) exceeds 5 *Business Days*;

then the *Client* may, at its option, immediately terminate this *Contract* (including the application of specific terms of this *Contract*) in whole or in part by written notice to the *Consultant*.

25.6. In the event that the *Client* terminates this *Contract* under clause 25.5, the *Client* will make payments to the *Consultant* only in respect of performance of the *Services* by the *Consultant* in accordance with the terms of this *Contract* up to the date of termination.

29 LIMITATION OF LIABILITY

29.3 Clause 29.1 does not apply to the extent a liability is insured and recovered under an insurance policy maintained by the *Consultant* pursuant to clause 30 (or would have been recovered but for an act or omission of the *Consultant*).

37. TERM OF CONTRACT

This *Contract* will be a one-off consultancy with work to be completed by 30 June 2021.

38. POLICY, DELEGATIONS & GUIDELINES COMPLIANCE

The *Consultant*, its employees, agents and subcontractors shall comply with all relevant Policies and Guidelines of the Principal that are existing, introduced, amended, supplemented or replaced from time to time, which include but are not limited to relevant IT, Code of Conduct, Management of Impaired Performance at Work CEO Procedure, Fraud and Corruption.

39. LICENCE ARRANGEMENTS FOR SPATIAL DATA SUPPLIED BY COUNCIL

39.1 Where the *Contract* requires the *Client* to supply digital spatial data to the *Consultant*, the *Consultant* must undertake to sign a Data Licence Agreement covering the terms and conditions of the data supply:

- (a) Where the *Contract* is a 'one-off' *Contract*, the *Consultant* must sign a Standard Data Licence Agreement.
- (b) Where a Preferred Supplier or is subject to a Standing Arrangement, the *Consultant* must have a valid and current Standing Agreement for the supply of *Client's* data, and undertake to sign an appropriate attachment covering data supplied as part of the current *Contract*,

39.2 The *Consultant* must adhere to all terms and conditions set out in the Standard Agreement or Standing Agreement including attachments.

39.3 If changes or additions to a Standard Agreement or Standing Agreement are deemed necessary, additions or amendments may be made by mutual agreement, using an appropriate Deed of Variation.

Contract Name: Community Engagement Strategy - Sunshine Coast 2018 Schedule 4 - General Terms and Conditions
Phase
Contract Number: ITT2018

40. MEDIA RELEASES

- 40.1 The *Consultant* must not issue any advertisement, information, publication, document or article for publication concerning the *Contract* or any activities undertaken in performance of the *Contract* in any media without the prior written approval of the *Client*. The *Consultant* must refer to the *Client* any media enquiries concerning the *Contract* and its performance.
- 40.2 No advertising in any form, including but not limited to, *Consultant's* banners, shade cloth or similar, is allowed on, or in the near vicinity of, the site that is the subject of the *Contract*, without the express written consent of the *Client*.
- 40.3 The *Client* reserves the right, as its sole discretion, to install signage, shade cloth fence covers and/or advertising if any kind whatsoever, on, or in the near vicinity of, the site that is the subject of the *Contract*. This may include the *Consultant's* logo/brand as mutually agreed.

41. INVOICING

- 41.1 The *Consultant* must submit invoices to the *Client's* representative. The *Client* will not have any obligation to pay the *Consultant* for *Services* and any disbursements until:
- (a) achievement of the individual key contract milestones have been completed to the satisfaction of the *Client's* representative; and
 - (b) the *Client's* representative has been given a correctly rendered invoice.
- 41.2 A correctly rendered invoice must:
- (a) Be mailed to the address on the purchase order; and
 - (b) Identify:
 - (1) the *Services* and any disbursements of the subject of the invoice; and
 - (2) on the invoice if the invoice has been paid:
 - (2.1) that the invoice has been paid by credit card; and
 - (2.2) a nil balance is due and payable.
- In the event of any overpayment, the *Consultant* will reimburse the *Client* within seven (7) days of the date of such overpayment.
- (c) Specify all of the following:
 - (i) title of the *Contract*;
 - (ii) the contract number allocated to the *Contract* by the *Client*;
 - (iii) details of the *Services*;
 - (iv) purchase order number;
 - (v) details of the amount requested by the *Consultant*;
 - (vi) Australian Business Number of the *Consultant*;
 - (vii) address for payment of the *Consultant*;
 - (viii) date of supply of the *Services* and any disbursements identified in the invoice;
 - (ix) *Consultant's* invoice number and invoice date;
 - (x) total amount payable by the *Client* and particulars of any GST payable in respect of the *Contract*;
 - (d) In addition where the *Services* are charged on a time basis, provide records of time spent by individual persons on the *Services*, verified by the *Client's* representative; and
 - (e) In addition where targets are set out in the order or the specification provide sufficient detail to enable the *Client's* representative to assess progress against the targets; and
 - (f) Otherwise comply with the requirements of a tax invoice for the purposes of the GST Act.

Sunshine Coast Council (ABN 37 876 973 913) - reproduced and modified with the permission of Standards Australia under
SCCLSA29042020

Schedule 4 – General Terms and Conditions (Consultancy 4122)

Page 9/13

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

41.3 Upon receipt of an invoice, the *Client's* representative may require the *Consultant* to provide additional information to assist the *Client's* representative to determine whether or not an amount is payable.

42. LIABILITY

Neither party will be liable to the other for loss of actual or anticipated revenue or profits, increased capital or financing costs, or increased overheads or operational costs or any other indirect, special, consequential, or punitive damages or loss arising from or in connection with the *Services* or this *Contract* and howsoever arising under any indemnity, statute, contract, tort (including negligence), or otherwise at law.

43. ETHICAL PRINCIPLES

- 43.1 The *Client* and the *Consultant*, at all times agree to adhere to, and abide by, the ethical principles of the *Public Sector Ethics Act 1994* or its successor.
- 43.2 The *Consultant* has an obligation to advise and educate its employees, agents and subconsultants engaged for *Services* under the *Contract*, on the ethical principles outlined in the *Public Sector Ethics Act 1994* or its successor.

44. DOCUMENTS

All *Documents* supplied shall be in editable Microsoft Office compatible format with a minimum of three (3) copies. The *Client* may request the *Consultant* to produce all *Documents* up to the date of request at any time during the *Contract* in the native format (.3ds, .indd) as may be applicable.

44A. RECORDS

- 44A.1 The *Consultant* must keep and maintain records of all *Deliverables* and *Documents* provided to the *Client*.
- 44A.2 The *Consultant* must keep and maintain all information, data and records that it is required by this *Contract* to keep and maintain:
- (a) in the manner and format (if any) required by the *Client*; and
 - (b) using a comprehensive, reliable and secure records management system for the keeping, accessing, back-up and archiving of information, data and accurate records,
- during the Term and for a period of seven (7) years after expiry or termination of this *Contract*.
- 44A.3 The *Consultant* must deliver information, reports and data (whether electronic or otherwise) required to be delivered under this *Contract* in the format specified by the *Client* from time to time.

45. GIS DIGITAL FILE FORMATS

All GIS digital data supplied by the *Client* will be in Esri File Format (shape file) only. The *Consultant* must have the necessary knowledge and expertise to import and export this format, at the *Consultant's* own expense.

46. PRIVACY

- 46.1 This *Contract* is an agency contract for the purposes of section 35 of the *Information Privacy Act 2009*. The *Consultant* is bound by the 11 Information Privacy Principles, and with respect to any act done, or practice engaged in by the *Consultant* for the purposes of this *Contract*, in the same way and to the same extent as the *Client* would have been bound in respect of that act or practice had it been directly carried out or engaged in by the *Client*.
- 46.2 Any personal information provided as part of the tender process and duration of the *Contract* will be used for the purposes of contracting with the *Consultant*, provision of services under the *Contract* and the ongoing contract management. The *Client* is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Personal

Sunshine Coast Council (ABN 37 876 973 913) - reproduced and modified with the permission of Standards Australia under SCCLSA29042020

Schedule 4 – General Terms and Conditions (Consultancy 4122)

Page 10/13

Question 1 Documentation
Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

information will be accessed by persons who have been authorised to do so. Personal information is dealt with in accordance with the *Client's* Privacy Policy available on the *Client's* website www.sunshinecoast.qld.gov.au.

- 46.3 The obligation rests with the *Consultant* to advise individuals that are engaged in employment under this *Contract*, of all instances where their personal information has been provided to the *Client*. *Consultants* must advise individuals that all personal information is dealt with in accordance with the *Client's* Privacy Policy and the *Information Privacy Act 2009*.

47. NOTICE TO REMEDY

- 47.1 Without prejudice to any other rights of the *Client* under this *Contract* or at common law, if for any reason the *Consultant* fails to perform any obligation under this *Contract* which is capable of remedy, the *Client* may give notice to the *Consultant* requiring the *Consultant* to remedy the default (Notice to Remedy).
- 47.2 Notice to Remedy must specify that it is a notice issued under that clause.
- 47.3 The *Consultant* must remedy the default in accordance with a Notice to Remedy:
- (a) in the manner (if any) specified in the notice;
 - (b) within the time (if any) specified in the notice (which must be a reasonable time); or
 - (c) if no time is specified in the notice, within ten (10) Business Days of the date of receipt of the notice.
- 47.4 If the *Consultant* fails to remedy a default in accordance with a Notice to Remedy, without prejudice to any other rights of the *Client* under this *Contract* or at common law, the *Client* may, at its option do any or all of the following:
- (a) refer the matter to dispute resolution;
 - (b) suspend any or all payments to the *Consultant* under this *Contract* for the period during which the default remains unremedied;
 - (c) remedy the default itself or arrange for the default to be remedied by a third party; or
 - (d) issue the *Consultant* with a Notice to Show Cause pursuant to clause 27.

49. HOLD POINTS

The *Consultant* shall not proceed with the *Contract* past the *Hold Points*, until the *Client* gives notice in writing that the *Consultant* can proceed.

The *Client* may in its sole discretion elect not to proceed past any *Hold Points* and should the *Client* elect not to proceed then it will give the *Consultant* seven (7) days notice that it does not wish to proceed past a *Hold Point* and the *Contract* will be at an end. Upon the *Client* exercising its right not to proceed under this clause, the *Client* agrees to pay a lump sum unit based on the rates submitted in Schedule 6 – Appendix 2 – Pricing Schedule - Part 2.1 for each item of the Stage that has been completed at the time notice is given under this clause.

This *Contract* has a *Hold Point* at the conclusion of Deliverable 3 – Finalisation of the Community Engagement Strategy and Implementation Plan.

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

Question 1 Documentation

PART C

Annexure to the Australian Standard
General Conditions of Contract for Consultants
AS 4122-2010

**Moral Rights Consent Form 1 – For Employees of the Consultant
(clause 22)**

To: [INSERT CONSULTANT]
ABN: [INSERT ABN]

In relation to any work that I perform for [Consultant's name] ('you') in the course of my employment, I agree as follows:

- (a) Unless you and I agree otherwise in writing, I will not be attributed personally as the author of my work and you will be described as the author of any work I perform and as the author of any product that results from my work.
- (b) Alternatively you and your client may agree on the form of attribution to be given to any specific product of my work.
- (c) Without notifying or consulting me, you may alter my work in any way that you consider desirable, or necessary.
- (d) You need not advise me if you are notified of any intended alteration to or demolition of any project, building or structure related to my work.
- (e) You may provide a copy of this content to any client.
- (f) This consent also applies to all work that I have already performed for you.

Signed by the holder of *Moral Rights*: _____

_____/_____/_____
Print name of signatory Date

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

**Moral Rights Consent Form 2– For use by the Consultant with its
subconsultants and subcontractors
(clause 22)**

To: [INSERT CONSULTANT]
ABN: [INSERT ABN]
Project Name: [INSERT NAME OF PROJECT]

Note: Project name must be inserted for this consent to be valid.

In relation to any services that we supply to [Consultant's name] ('you') in the course of [project name], we agree that, given the nature of the work, and the purpose, manner and context of its intended use:

- (a) Nothing in this consent prevents you describing yourself as an author or the author of [project name] or as the project comes to be known from time to time.
- (b) We will also be attributed as an author in circumstances that you consider reasonable and practicable, or as otherwise agreed with you in writing.
- (c) You need not advise us if you are notified of any intended alteration to or demolition of any project, building or structure related to our work.
- (d) You may provide a copy of this content to any of your clients.
- (e) We have the right to give this consent on behalf of our employees and our own subconsultants and subcontractors (if any).
- (f) We will provide you with copies of such consents within a reasonable time if you request them.

Signed by the subconsultant
on behalf of each holder of
Moral Rights:

Print name and ABN of
subconsultant/subcontractor.

Date

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief



Schedule 5 – Attachment 1 Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit
Business Case Options Analysis Phase

Contract Number: ITT2018

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

Contents

1. Introduction	3
2. Background	4
2.1. Previous and future Stakeholder and community engagement	9
3. Scope of services	10
3.1. Goals	11
4. The Budget	13
5. Project interfaces	13
6. Project Deliverables	13
7. Timeframes, milestones and hold points	15
8. Governance	15
9. General Project Requirements	16
9.1. Document requirements	16
9.2. Reporting and Communication	17
9.3. Meetings	17
9.4. Resource Availability	18
Appendix 1 - Sunshine Coast Mass Transit Draft Options Analysis - Community Engagement Framework	19

Question 1 Documentation ITT2018 Schedule 5 - Attachment 1 - Project Brief
Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

1. Introduction

The Sunshine Coast Regional Council (Council) seeks the services of a suitably qualified Consultant to coordinate the preparation and implementation of a comprehensive, high quality stakeholder and community engagement strategy that will help Sunshine Coast Council seek feedback, ideas and inputs as it proceeds with the preparation of the *Options Analysis* phase of the business case process for Sunshine Coast Mass Transit (SCMT).

The SCMT *Options Analysis* is the second stage in the business case process prescribed by government and its content sets down the purpose, elements and outcomes of the *Options Analysis* process in accordance with Building Queensland's Business Case Development Framework. The Options analysis must also satisfy the requirements of Infrastructure Australia's Assessment Framework relevant to this stage of the business case process.

The community engagement program is intended to generate broad understanding of the transport problems and opportunities faced by the region as it continues to grow, and key options for addressing them.

The community engagement program will provide opportunities for community and stakeholders to consider and provide feedback on the draft *Options Analysis* report. The *Options Analysis* document can then be finalised after consideration of the feedback and will be presented to Council for consideration in mid-2021. At that time, Council will decide whether it will submit the *Options Analysis* to the Queensland Government so that the Government can proceed to the final phase of the business case process – the *Detailed Business Case* in partnership with Council

In addition to seeking input to finalise the *Options Analysis*, this engagement will also seek to ensure the stakeholders and community are clear about the trade-offs associated with managing growth in different ways (i.e. urban expansion versus consolidation). The engagement will also seek informed feedback on particular land use and urban form options for the coastal corridor to accommodate forecast growth (based on Queensland Government Statisticians Office forecasts) that are both compatible with the character and lifestyle values of the Sunshine Coast, and able to be supported by a mass transit intervention. This input will inform ongoing land use planning for the coastal corridor for both the SCMT *Detailed Business Case* and any considerations in a future planning scheme. It is important to understand the community's preference for the different land use and urban form options that are potentially available to assist in achieving the consolidation benchmarks specified for the Sunshine Coast in the SEQ Regional Plan and to explain the important role that mass transit could potentially play in supporting urban consolidation done well and in the right locations.

The broad program objectives are:

- Participation from the broadest range of stakeholders and members of the community from across the region.
- Quality input from the community that can inform the finalisation of the SCMT *Options Analysis*
- Greater community awareness of the region's growth challenge and the role of transport and urban planning in enabling sustainable growth management
- Increased stakeholder awareness of, and support for, a transport network that serves the travel needs of a sustainable Sunshine Coast and provides attractive and viable alternatives to private vehicle use to improve the lifestyle of residents, accessibility and decrease congestion
- A broad understanding of the approach, analysis and findings of the *Options Analysis* phase of the business case process as identified through general media commentary, social media content and community feedback obtained during the community engagement program.

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase

Contract Number: ITT2018

There will need to be a strong focus on options in the engagement process, consistent with the Building Queensland guidelines on developing business cases in Queensland. There will also need to be a strong focus on demonstrating the relatively modest scale, form and appearance of urban form and the dwelling densities envisaged to be accommodated in the Sunshine Coast Urban Corridor to demonstrate to the community that the protection of the character of the Sunshine Coast is of utmost importance.

Council's [Sunshine Coast Mass Transit Project webpage](#) provides full background and information on this project.

2. Background

Council's objectives in the mass transit business case

Whilst public transport is a State Government responsibility, Council is responsible for the majority of the roads in the region, and has responsibility for local land use planning, and as such has a pivotal role to play in integrated land use and transport planning for our region. Council is planning for an overall transport network to serve the travel needs of the Sunshine Coast in the future. Because the Queensland Government plans for, and manages, state roads and provides public transport services, Council works in conjunction with the Queensland Government to ensure the State and Council networks are planned and operated in a coordinated manner.

Equipped with an understanding of the type of transport network required to sustainably serve the needs of the Sunshine Coast into the future, and based on its efforts since 2012 to examine how to most appropriately manage increasing travel demand and reduce the dominance of private vehicle use, Council commenced a business case for a SCMT system in 2018.

The first phase of the business case process – the *Strategic Business Case* – was endorsed by Council in 2019. The *Strategic Business Case* process commenced by examining the potential mass transit system for the entire Sunshine Coast, not just the coastal corridor. This would be a fully integrated and connected public transport system incorporating:

- the existing heavy rail North Coast Rail Line from Beerwah to Nambour
- a proposed regional heavy rail connection linking Beerwah to Caloundra, Kawana and Maroochydore along the CAMCOS corridor suitable for longer distances between stops
- a local mass transit system along the coastal corridor suitable for shorter distances between stops
- a high frequency bus network connecting to other key destinations such as the hinterland. (Refer to Figure 1).

Question 1 Documentation ITT2018 Schedule 5 - Attachment 1 - Project Brief
 Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
 Phase
 Contract Number: ITT2018



Figure 1. High level public transport master plan for Sunshine Coast Region

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
 Phase
 Contract Number: ITT2018

The *Strategic Business Case* tested the various elements of this system. It concluded that the delivery of local mass transit system between Maroochydore City Centre and Sunshine Coast University Hospital is of the highest priority and should therefore be the first stage of SCMT to be delivered (Refer Figure 2). This is due to the Sunshine Coast Urban Corridor (in grey in Figure 3 below) already experiencing some of the most congested traffic conditions on the Sunshine Coast and as it has the greatest concentration of activities that would benefit from high quality public transport access.



Figure 2 Recommended investment priorities from the Strategic Business Case

Question 1 Documentation ITT2018 Schedule 5 - Attachment 1 - Project Brief
 Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
 Phase
 Contract Number: ITT2018



Figure 3: Sunshine Coast Urban Corridor extent

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase

Contract Number: ITT2018

The second phase of the business case process – the *Options Analysis* – is the subject of this community engagement strategy (although elements of the Strategic Business Case will also need to be included in the engagement strategy) and focusses on the extent to which this first stage of SCMT has the capacity to deliver the desired benefits as part of the overall transport network for the Sunshine Coast.

For the *Options Analysis* to determine the ability of a mass transit investment to deliver these benefits, it needs to take full account of the form in which the forecast growth of the Sunshine Coast is intended to be accommodated, having regard to Council’s strategic planning intentions.

Council’s planning for the future growth of the Sunshine Coast is required by the *Planning Act 2016* to give effect to the Queensland Government’s statutory regional plan for the South East Queensland (SEQ) region, known as *ShapingSEQ*.

ShapingSEQ sets dwelling benchmarks and employment baselines for each local government area in the region. The dwelling benchmarks for the Sunshine Coast specify that from 2016 to 2041, 87,000 new dwellings will be needed to accommodate the forecast population growth of the Sunshine Coast, of which 53,700 (or 63%) will be delivered by way of the consolidation of development in the existing urban area across the Sunshine Coast local government area (not just the Sunshine Coast Urban Corridor) and 33,300 (or 37%) will be delivered by the expansion of development on land outside the existing urban area.

ShapingSEQ states that growth by consolidation is to be focused “in and around appropriate locations along the urban corridor from Maroochydore to Caloundra, and in areas with superior access to public transport, employment and services.” *ShapingSEQ* also directs the focus of the Sunshine Coast’s employment growth to 2041 on Regional Economic Clusters located in the urban corridor. The strategic outcomes of the *Sunshine Coast Planning Scheme 2014* are consistent with *ShapingSEQ*’s intentions for the urban form of the Sunshine Coast.

The *Options Analysis* therefore evaluates the options for delivering a mass transit system that will contribute most effectively to establishing a sustainable transport network serving the current and future urban form of the Sunshine Coast.

It follows that the delivery of this system is integral to the ability of the Sunshine Coast to grow sustainably over time to provide an attractive and viable alternative to private vehicle use to improve the lifestyle of residents, improve accessibility and reduce congestion.

Prospective Respondents should familiarise themselves with the project background. The project website contains all the information necessary for this purpose. <https://masstransit.sunshinecoast.qld.gov.au>

While the community engagement task which is the subject of this engagement focusses on the *Options Analysis*, stakeholders and the community will need to be ‘taken on the journey’ for Council’s growth management strategy and the transport network best suited to support this.

Business case process

An investment in a regional mass transit solution is a major intervention that can only be delivered by the Queensland Government, which is responsible for public transport on the Sunshine Coast. However Council is undertaking the initial planning and business case work in its role as the planning authority for the region.

For any significant public transport network to be considered for funding, it must be underpinned by a supportive business case. Council endorsed the first phase of the business case process - the *Strategic Business Case* - in July 2019. The purpose of this phase (now known as a *Strategic Assessment* under Building Queensland’s April 2020 guidelines) is to define a problem or opportunity that needs to be addressed, identify potential ideas that could resolve the issues or develop the opportunity, and evaluate whether any of the ideas have the potential to be viable options.

Question 1 Documentation ITT2018 Schedule 5 - Attachment 1 - Project Brief
Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

The second phase, known as the *Options Analysis*, aims to “narrow the breadth of options by applying rigorous evaluation criteria before assessing the viability of any remaining options”. Work on this phase has been progressed and focusses on the first stage of an integrated urban public transport solution for the region.

Draft analysis undertaken to date is supportive of the need for, and value of, a substantially improved and integrated public transport solution to support the forecast growth in the coastal corridor, and identifies the unacceptable consequences of not pursuing this strategy. When completed, the draft *Options Analysis* will provide an assessment of a shortlist of options for Stage 1 of the mass transit response.

If the *Options Analysis* is approved, the final phase is the *Detailed Business Case*, which aims “to evaluate the viability of the highest ranked option/s with surety of outcomes across all evaluation criteria and develop investment implementation plans”. The means *inter alia* defining the detail of the project and recommending a tightly specified reference project option, based on evidence that the desired benefits will be realised and the project can be delivered for the estimated cost.

For the SCMT project (and consistent with the usual approach for detailed business case development) this work would be led by the Queensland Government, as the party that would ultimately deliver and own the solution identified.

2.1. Previous and future Stakeholder and community engagement

The draft *Options Analysis* is being developed with extensive technical content. However, it also forms part of an important broader context connected with a range of transport planning and urban growth planning policy issues. All of these elements need to be considered and progressed in an integrated manner to maximise the outcome for the region’s communities and to ensure that the liveability and connectivity of the region are not only maintained, but enhanced.

To date, as is usual with the early phases of business case development, Council has not undertaken a formal consultation and engagement process. Instead, all relevant documentation has been made public, and the project development has drawn on previous consultation on mass transit undertaken in 2012 and 2014, as well as consultation on the Integrated Transport Strategy undertaken in 2017-18.

Council determined in August 2020 that it is important that the community is engaged on this breadth of issues and to understand the views about the options for mass transit. To that end, a Sunshine Coast Mass Transit Stakeholder and Community Engagement Framework (**Appendix 1**) was endorsed by Council on 27 August 2020.

The *Options Analysis* will be presented to Council for consideration in mid-2021 when it is finalised following the completion of Council’s community engagement activities. Should Council approve the *Options Analysis* at that time, it will be formally transmitted to the State Government for assurance review. Once finalised, the Department of Transport and Main Roads will take the lead on the development of the detailed business case, which will be needed to influence and inform any State and Federal government funding decisions for a public transport solution of this nature.

Under the approach typically followed by the State, the *Detailed Business Case* process for SCMT would also include further extensive community engagement on all detailed aspects of the proposed project.

Should the Detailed Business Case be approved, there may be related proposals to amend the *Sunshine Coast Planning Scheme 2014*, which would be subject to a separate statutory community consultation process in accordance with the *Planning Act 2016*.

Question 1 Documentation ITT2018 Schedule 5 - Attachment 1 - Project Brief
Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

3. Scope of services

The Council requires the services of an experienced community engagement consultancy to design and implement, in collaboration with the Council, a comprehensive community engagement program to engage with and seek feedback from stakeholders and the community to support the preparation of the SCMT *Options Analysis*.

The Community Engagement Strategy is to:

- Engage the stakeholders and the community about the options for mass transit to inform the finalisation of the Options Analysis report. (This will coincide with the release of the draft *Options Analysis* report).
- Test the land use options for the urban corridor and associated built form and urban realm with stakeholders and the community, in order to understand the community's preference for the options to inform future planning studies including the Detailed Business Case.
- Engage the community through a placemaking process to identify the valued elements and character of the communities along the coastal corridor, and the potential strategies required to protect the valued characteristics, create meaningful places and an interesting journey north-south.

Council is preparing the initial phases of the business case process for SCMT so the project is well positioned to proceed to the *Detailed Business Case* phase of the process. Whichever mass transit option is ultimately preferred will be part of the SEQ public transport network and will be the responsibility of the Queensland Government to deliver through its procurement, contractual and project management arrangements.

Accordingly, there are certain aspects of the project that are outside of Council's area of responsibility and therefore cannot be considered in this phase of the planning for the project and therefore are not able to be subject to the community engagement program for the *Options Analysis*.

The community engagement program will need to convey how the various mass transit options would be affected by, and would in turn affect, the future urban form of the Sunshine Coast as set down in *ShapingSEQ* and the Sunshine Coast Planning Scheme. However, the program is not able to provide a means for seeking feedback about the content of *ShapingSEQ* and the *Sunshine Coast Planning Scheme* as any consultation process for these planning instruments is required to comply with the provisions of the *Planning Act 2016*.

Table 1 summarises the aspects that are in scope and out of scope of the community engagement program in terms of issues the community will be engaged on for this stage of the business case process.

Question 1 Documentation ITT2018 Schedule 5 - Attachment 1 - Project Brief
 Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
 Phase
 Contract Number: ITT2018

Table 1: Scope of community engagement program

In scope	Out of scope (in terms of issues the community will be engaged on for this stage of the business case process)
<ul style="list-style-type: none"> • Discussion on the need for a sustainable transport network for the Sunshine Coast including a mass transit system • Mass transit options being considered in the Options Analysis and how they can deliver sustainable transport and land use outcomes • Consideration of mass transit technologies • Land use options to accommodate forecast growth (as per current growth management policy position) • Placemaking opportunities • Preparation of 3D perspectives of a range of built form and public realm options 	<ul style="list-style-type: none"> • Phase 1 – Inform, of the SCMT Community Engagement Framework • Consideration of alternative transport networks for the Sunshine Coast • Detailed modelling and design of various mass transit modes, route alignments and station locations • Consideration of the property impacts of the mass transit alignments • Consideration of the location of new areas for urban development outside of the current urban footprint or change in consolidation policy set out in ShapingSEQ • Consideration of construction processes including timeframes, staging and impacts • Detailed traffic modelling of the traffic performance associated with mass transit options • Detailed layouts of road and lane configurations for mass transit options • Operational elements such as fares, schedules and integration with existing services

The community engagement program is to be based on an overarching Sunshine Coast Mass Transit Communication and Engagement Framework which has been approved by Council. The Communication and Engagement Framework includes three key phases:

- Phase 1 – Inform – August 2020 to February 2021 (*out of scope*)
- Phase 2 – Engage – February and March 2021 (*in scope*)
- Phase 3 – Feedback – April to mid 2021 (*in scope*)

Council has commenced the implementation of this framework with *Phase 1 – Inform* currently being rolled out in two stages from August to November 2020 and from November 2020 to February 2021.

The Community Engagement Strategy which is to encompass Phase 2 and 3 of the framework is to consider findings from the prior phases and any changes to stakeholder and community sentiment, project status or the engagement environment.

3.1. Goals

The goals of the Community Engagement Strategy are to:

1. Inform the stakeholders and the community about the need to act

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase

Contract Number: ITT2018

- Generate greater community awareness of the region’s growth challenge and the role of transport and urban planning in enabling sustainable growth management.
 - Convey the consequences either of not taking decisive action or of choosing to pursue alternative approaches to the transport network and urban form of the Sunshine Coast.
2. Inform and seek feedback from stakeholders and the community on the options
- Conduct a community engagement program on feasible options for mass transit and land use in the context of the forecast growth for the Sunshine Coast Urban Corridor.
 - Improve understanding of the role a coordinated land use and transport strategy for the Sunshine Coast can play in sustainably managing the region’s growth.
3. Consult on the options
- Elicit and understand the views and values of residents and businesses across the region in relation to the mass transit and land use and associated built form options presented.
 - Invite consideration of the merits and shortcomings of the various mass transit and land use options proposed in the Options Analysis to enhance understanding of which options are preferred and why.
4. Deliver the consultation outcomes
- Report back to the Council on themes of feedback and how it can be incorporated into the business case and future planning studies
5. Close the loop
- Identify roles and responsibilities of the three tiers of government, including the State Government’s key role in undertaking the detailed planning for, and delivery of, public transport services.
 - Convey clear feedback on how the findings of the community engagement program have informed and influenced decisions and the next steps.
 - Confirm Council’s commitment to taking the community on the journey through robust and transparent engagement at appropriate intervals.

The program will be required to incorporate digital engagement techniques alongside traditional engagement methods and tools may include, but are not limited to, web-based surveys, design charrettes, virtual and in-person (COVID requirements permitting) community information sessions and focus groups.

It is also expected that the consultation material will be highly visual. The Consultant team is therefore expected to include specialists in the development of 3D materials, infographics, and innovative web based communications which meet Council brand guidelines. The team will likely include suitable capacity to enable built form and public realm scenarios for consideration to be prepared with limited input from Council officers. Council’s Communication Branch will design and produce all other collateral unless otherwise agreed.

Stakeholders

A diverse range of stakeholders and the community will need to be engaged through this program. These include internal and external stakeholders, geographic stakeholders, political leaders, technical advisors, industry experts, community groups and the general community. The project will attract interest from a broad range of stakeholders including but not limited to:

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase

Contract Number: ITT2018

- those who live, work, run a business or own a property on, or travel to the Sunshine Coast and, in particular, the coastal corridor from Maroochydore to Caloundra
- stakeholders with an interest in how the continuing growth of the Sunshine Coast will affect their way of life and the character of their neighbourhood
- those interested in having access to improved transport opportunities
- advocates for sustainable, well-planned development of the Sunshine Coast
- those who are concerned about the implications of change for the future of the Sunshine Coast
- those keen to preserve the integrity of the Sunshine Coast's natural environment
- those keen to maintain the valued character of the Sunshine Coast
- those interested in moving intrastate and interstate to the Sunshine Coast
- those who have invested in or are interested in investing in the Sunshine Coast.

Council has established a comprehensive list of key stakeholders. The identification of stakeholder interests, current level of project awareness, issues and level and means of engagement will form part of the key deliverables. In addition, the Consultant must be able to evaluate the success of the engagement program in both engaging with, and obtaining feedback from, the key stakeholders and community.

4. The Budget

The proposed budget for this contract is in the range of \$300,000 - \$400,000.

5. Project interfaces

There are a number of other engagement programs planned that will either require messaging from this strategy or which outcomes from their engagement programs will need to be considered in the detailed planning for this community engagement program. These projects and the indicative engagement timing are:

- Corporate Plan update – November 2020
- Coastal Hazard Adaptation Strategy – November 2020
- Stormwater Management Strategy – November 2020
- Caloundra Centre Activation Project – November 2020 and February/March 2021
- New planning scheme preliminary consultation – mid 2021
- North Coast Connect – business case is with Infrastructure Australia for review. Report may emerge at some time in the proposed Sunshine Coast Mass Transit engagement process.

This consultancy will need to interface with these projects.

6. Project Deliverables

This commission will, in collaboration with the Council, require the development and implementation of a comprehensive, high quality Community Engagement Strategy and program, which seeks input from the full spectrum of stakeholders through highly visual, best practice activities and tools, supported by a comprehensive awareness raising and capacity building, for input into the *Options Analysis* phase of the business case process for SCMT.

The project work breakdown schedule and methodology is to include these deliverables and reflect how they are to progress.

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase

Contract Number: ITT2018

1. Review relevant background documents and program findings taking into account the findings from the prior activities and campaigns and any changes to community sentiment, project status or the engagement environment.
2. Prepare a detailed Community Engagement Strategy in collaboration with Council which includes:
 - a. the key messaging,
 - b. identification of comprehensive list of stakeholder and community interests/issues,
 - c. implementation action plan for the delivery of the engagement program including key messages (including for other project interfaces) and the timing and cost of tools and activities to achieve the objectives for each phase,
 - d. roles and responsibilities of the team and the role the Council team is expected to undertake in terms of the planning and delivery of each key component.
3. Provide advice to Council in preparing an exposure draft of the *Options Analysis* report to ensure it is able to be understood by a reasonably informed member of the public.
4. Facilitate two Councillor workshops.
 - a. Workshop 1 - to seek Councillor input in the development of the community engagement collateral, and
 - b. Workshop 2 - to seek endorsement of the community engagement collateral.
5. Develop all content and materials to achieve the community engagement requirements of the implementation action plan, with the exception of collateral design.
6. Review and regular update of an issues register.
7. Plan, coordinate, implement and assist in the delivery of all engagement events and activities, including associated logistics such as venue bookings, catering etc.
8. Develop and monitor direct contact channels and record all interactions and activities.
9. Manage the development and delivery of innovative digital tools to be supplied by a sub-contractor including 3D visualisation and innovative participation tools and platforms.
10. Design and develop the online engagement hub preferably using Council's existing platform (Engagement HQ) including all content and tools.
11. Work with Council's Communications Branch to produce a media and social media strategy for the project to ensure it maximises stakeholder and community involvement and achieves the community engagement goals.
12. Produce an advertising strategy to support the program implementation.
13. Develop a data collection, analysis and reporting methodology which considers both digital and face-to-face inputs to achieve a comprehensive and accurate record of the program.
14. Deliver an engagement report which clearly details the process and findings so it can be considered in the finalisation of the SCMT *Options Analysis* and ongoing land use planning, and which evaluates the success of the engagement program in creating community awareness and obtaining feedback.
15. Deliver a summary consultation report for Council's website to inform the community of the consultation outcomes and how they have informed the *Options Analysis*.

Question 1 Documentation ITT2018 Schedule 5 - Attachment 1 - Project Brief
 Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
 Phase
 Contract Number: ITT2018

7. Timeframes, milestones and hold points

Respondents must provide a program recommending milestones and hold points to achieve a six (6) week Phase 2 engagement period concluding by April 2021.

The following are required timings for key deliverables and hold points in the Contract:

Milestone	Item	Time allocation
Inception meeting	Meeting	Early December 2020
Deliverable 1	Draft Community Engagement Strategy document for review	Early December 2020
Deliverable 2	Communication and Engagement working group workshop – input into strategy document and preliminary collateral	December 2020
Deliverable 3 & Hold Point	Finalisation of Community Engagement Strategy and implementation plan	January 2021
Deliverable 4	Preparation of collateral for Community Engagement process	January 2021
Deliverable 5	Councillor workshop – endorsement of collateral	Jan/February 2021
Deliverable 6	Community Engagement	February 2021 - early April 2021
Deliverable 7	Collection and analysis of stakeholder and community feedback	April 2021
Deliverable 8	Comprehensive consultation report and summary document	May 2021

Supporting Documentation

Appendix No	Details
1.	SCMT Community Consultation Framework

8. Governance

Sunshine Coast Mass Transit Solution Project Control Group

The Sunshine Coast Mass Transit Solution Project Control Group will provide overall steerage of the Sunshine Coast Mass Transit Project.

Sunshine Coast Mass Transit Solution Project Control Group - Communication and Engagement Working Group

A Working Group has been constituted by the Sunshine Coast Mass Transit (SCMT) Project Control Group to coordinate and manage the stakeholder and community communications and engagement program, aiming to

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

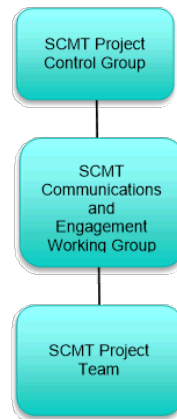
Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase

Contract Number: ITT2018

ensure a comprehensive, transparent and meaningful engagement process is delivered to inform the preparation of the business case for SCMT.

The purpose of the SCMT Communication and Engagement Working Group is:

- To provide direction and guidance to the project team in relation to the stakeholder and community communication and engagement process for the SCMT business case process
- To endorse communication and engagement activities including the formation of any reference groups that may be considered beneficial to the effective implementation of those activities
- To endorse the key messages and communication and engagement media
- To ensure the project scope and Options Analysis findings appropriately respond to the feedback received from stakeholders and the community
- To advocate for the SCMT project outcomes to maintain a clear and persuasive mandate for the project.



Governance model for Sunshine Coast Mass Transit Program as of July 2019

9. General Project Requirements

9.1. Document requirements

The Consultant shall develop and implement an appropriate *document management system* e.g. document registers, numbering and revision system, transmittals etc, with all material maintained within a MS Teams environment hosted by the Council.

Material outside the responsibility of Council's Communication Branch is to be prepared in accordance with Council's Design Guidelines.

All working files will be provided to the project team and Councils' Communications Branch for comment and approval prior to public release. Council retains ownership of all collateral and files prepared by the Consultant.

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

Council is obligated under the following (but not necessarily limited to); the Public Records Act, Evidence Act and Freedom of Information Act with regard to the making and keeping of accurate project records. The Consultant shall maintain a secure electronic and hardcopy record of project related documentation for the life of the contract.

9.2. Reporting and Communication

The Consultant shall provide an organisation chart of the project team and nominated key personnel for each sub-consultant discipline / role.

Changes to key personnel, or sub-Consultants will require prior written approval by Council's Contract Administrator.

The consultant shall nominate a Consultant's Representative so as to establish a single point of contact and accountability, and continuity of communication.

The consultant will be working closely with a number of internal stakeholders. All communication with stakeholders shall be via the Contract Administrator or as agreed with the Contract Administrator.

The Consultant will be required to submit updated reports to the Contract Administrator weekly (verbally) and at least monthly in writing or as agreed to ensure the consultant's work remains within the scope of the project in accordance with the agreed program.

The written updates will outline, at a minimum, the following:

- The status of tasks
- Tasks completed since last report
- Tasks to be completed in next reporting period
- Any delays, risks or opportunities
- Changes to delivery dates for milestones (if any)
- Updated issue register/log.

The Consultant shall maintain continual liaison with Council's Contract Administrator. The Consultant shall ensure that all responses to design queries comply with agreed timeframes.

9.3. Meetings

The Consultant shall allow for and attend regular meetings with the project team. The agenda and minutes will be prepared by the Consultant, and the Consultant is required to continually update the issues register accordingly.

Significant and/or important meetings shall be held at Council's Caloundra Administration Building, unless otherwise agreed with the Contract Administrator.

The Consultant is to allow for an average of one meeting per week for the life of the project, this project meeting may be held online. Assumptions to include travel where required, meeting preparation, generation and distribution of minutes.

The Consultant may be required to attend or present at stakeholder meetings as requested by the Contract Administrator.

The Consultant shall provide a detailed meeting schedule to indicate what meetings/workshops they consider necessary to achieve the desired design outcomes, e.g. pre-start, internal engagement, design meetings, etc.

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

The meeting schedule shall be continuously updated throughout the term of the contract.

9.4. Resource Availability

In preparing the implementation plan for the delivery of the Community Engagement Strategy, the Consultant is to be cognisant of the resources available internally and identify resource responsibilities by task and ensure appropriate resources are allocated for the successful delivery of the Community Engagement program. It is expected that the Council project team will undertake the face-to-face engagement with the community.

The SCMT project team is comprised of:

- Project Manager Mass Transit (3 days per week)
- Specialist Business Case Advisor (2-3 days per week)
- Project Manager Urban Transformation (Contract Administrator) (5 days per week)
- Senior Project Engineer Mass Transit (4 days per week)

There may also be opportunities to involve officers from other branches to assist in the delivery of the engagement program.

Council's Communications Branch will also be involved and will remain the initial source of engagement with the news media and will undertake design and delivery of all collateral with the exception of 3D visualisation or any other tools considered outside their expertise.

Question 1 Documentation ITT2018 Schedule 5 - Attachment 1 - Project Brief
Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

Appendix 1 - Sunshine Coast Mass Transit Draft Options Analysis - Community Engagement Framework



Sunshine Coast Mass Transit Draft Options Analysis and Urban Transformation Community Engagement Framework

Sunshine Coast Council is planning now for future growth to ensure our lifestyle, environment and liveability of the Sunshine Coast is protected into the future. The Sunshine Coast is expected to grow to more than 518,000 people over the next 20 years which will require a sustainable plan for growth. Part of that plan will be an efficient and accessible public transport network.

It is important that our community and stakeholders have the opportunity to share their views, expertise and ideas to help shape our collective future. This Community Engagement Framework outlines Council's commitment to consult the community and stakeholders to inform the Draft Sunshine Coast Mass Transit Options Analysis and Urban Transformation project.

Urban transformation

Through the Urban Transformation project, Council will identify key centres where significant opportunities can be achieved to provide greater housing and lifestyle choice, and improve and enhance local areas. The project will ensure Council meets the growth targets set by the Queensland Government in a sustainable way by focusing on areas where land use change and housing diversity is most appropriate, as well as leveraging a mass transit solution to achieve urban renewal benefits.

The Sunshine Coast Mass Transit project identifies mass transit options for our coastal corridor where around 80 percent of the population lives and where a greater proportion of the population is expected to be accommodated in more accessible, connected and well serviced locations.

The Urban Transformation project will consider the integration of a mass transit solution including land use changes and local area enhancements, such as more walkable suburbs with accessible paths and shade trees to access the corridor. Urban transformation will be focussed on areas close to the mass transit stations that have the greatest potential for renewal rather than existing high-quality residential areas.

Planning for a long-term transit solution

As this growth occurs, our community must be less reliant on private vehicles for short regional travel – and an efficient and sustainable public transport solution will be critical in achieving this shift.

Mass transit solutions require significant planning to undertake a rigorous assessment of viability, benefits and impacts through a business case process. The initial phase of this process, the Strategic Business Case, was completed and released in 2019. In January 2020, Council commenced work on the Preliminary Business Case which will be submitted to the Queensland Government once endorsed by Council.

The business case process is guided by the Building Queensland Framework which recently adopted a new approach to change the Preliminary Business Case to an Options Analysis. The new approach aims "to narrow

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase

Contract Number: ITT2018

the breadth of options by applying rigorous evaluation criteria before assessing the viability of any remaining options”.

The Options Analysis assesses land use, transport, liveability and environmental sustainability challenges, considers options to address these challenges and defines the priority for more detailed investigations. It does not establish a definitive position on matters such as the alignment of the mass transit system, which are subject to further investigation in the Detailed Business Case.

While significant community consultation is to be undertaken during the preparation of the Detailed Business Case, Council considers there would be benefit in seeking early input from the community at the Options Analysis phase while it remains a Council-led initiative, to build on the range of strategies, plans and consultation programs undertaken by Council in recent years.

Therefore, before considering and submitting the Options Analysis to the Queensland Government, Council will seek feedback from our community and stakeholders through an extensive consultation program. This will include a phase of technical engagement with state agencies as well as a conversation with the community around the views and ideas for the mass transit system and the form and character of the surrounding areas.

Once the engagement program is complete, the draft Options Analysis will be finalised with community and stakeholder inputs and presented to Full Council. The final Options Analysis will clearly articulate the engagement program, findings and ways community input has shaped the final document.

Once the Options Analysis is considered and endorsed by Council in 2021, it will be provided to the Queensland Government as the basis for the preparation of the Detailed Business Case – to be led by the Queensland Government in partnership with Council.

Our approach to engaging

Council is committed to best practice engagement and genuinely seeking meaningful input that will help shape the way in which we continue to live, travel, work and play.

Consultation will be based on the International Association for Public Participation (IAP2) standard as the best practice framework for community engagement. Consultation will be undertaken at a number of points through the planning lifecycle for this project, at times which are appropriate to seek input to ensure there is a genuine opportunity for the community to influence the project.

The following principles will underpin Council's ongoing community engagement process:

Timeliness – Council will engage with its community in ways that are timely, open to all, easily understood and not overly bureaucratic or resource-intensive.

Information and feedback – the community has the right to be well-informed on issues and receive feedback from Council on how its input will be used to inform Council decisions.

Mutual respect – Council's goal is one of inclusive involvement. All voices matter, all opinions are valued and considered.

Action learning – Council is committed to the development of innovative engagement approaches, learning from each engagement experience, and using such learning to improve our approaches to engagement.

Foresight – Council engages with its community not only to learn about and respond to present needs, but also to gain a better understanding of our communities' perspective on emerging issues that may affect our preferred future.

In the pursuit of best practice business case development, the Building Queensland stakeholder engagement principles will also guide the strategic engagement approach which are outlined in the *Stakeholder Engagement Guide, Business Case Development Framework*.

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
Phase
Contract Number: ITT2018

Opportunities for engagement

There are several opportunities for the community to have input into the Mass Transit project including:

Corporate Plan 2021-2025

As part of Council's annual review of its Corporate Plan, community and stakeholders will be invited to provide input into the broader context of managing growth including a sustainable transport network.

Engagement on the Corporate Plan will provide context for subsequent engagement on mass transit and urban transformation and will help set the strategic drivers for Council and the Sunshine Coast. Engagement on mass transit will therefore be complementary to this engagement.

Draft Sunshine Coast Mass Transit Options Analysis and Urban Transformation project

A community engagement program will be undertaken to seek feedback on the mass transit options identified in the Options Analysis and the community's views and ideas for the Urban Transformation project, including land use scenarios and urban renewal opportunities. Feedback will be sought on the community's values around local character, landscape, heritage and culture, mass transit design, as well as local facilities, open space and enhancements opportunities.

Council will also reconfirm the community's feedback and views received to date on key elements including growth management, jobs, connectivity, liveability and accessibility.

Future opportunities

Delivering a mass transit system is a long-term process that requires years of planning and an ongoing commitment from all levels of government. This means there are several additional opportunities for stakeholders and the community to help shape the project by having their say, including:

- **Detailed Business Case** – community engagement is a critical component to the preparation of the Detailed Business Case. Feedback will be sought on the reference design, including its alignment and the proposed locations and form of the stations. Engagement will also seek input on land use planning ideas including the local character that needs to be protected and the enhancement opportunities to benefit the community.
- **Planning scheme amendments** – should the Detailed Business Case be approved and funding secured to deliver the project, there may be changes required to the Sunshine Coast Planning Scheme, which will be subject to a separate statutory community consultation process in accordance with the *Planning Act 2016*.

Engagement program

The Draft Sunshine Coast Mass Transit Options Analysis and Urban Transformation engagement program will be delivered in three stages. The consultation phase is scheduled to commence after the adoption of the *Sunshine Coast Council Corporate Plan 2021-2025* in early-2021.

The program will give people the opportunity to have their say at a time when the community is best placed to participate (i.e. when a sufficient period is available outside school holidays, taking account of COVID-19 considerations).

The proposed timeframes provide time to plan a high-quality engagement program, prepare tools and materials to explain the technical elements of the draft Options Analysis, to enable broad understanding and meaningful participation, and to ensure resources are available to manage the engagement process and properly consider and analyse the feedback received. In the meantime, Council will provide additional information about the project to ensure the community has an opportunity to become more aware of the project and make the most of the consultation process to follow.

A well-planned and considered engagement program will offer a range of consultation opportunities and engagement methods to ensure equitable and informed participation. The program will incorporate digital

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 1 - Project Brief

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis
 Phase

Contract Number: ITT2018

engagement techniques alongside traditional engagement methods and tools may include web-based surveys, virtual and in-person community information sessions and focus groups.

The engagement program will be delivered through the following key phases.

Table 1: Engagement milestones for the Mass Transit Draft Options Analysis and Urban Transformation

Engagement program		
Stage	Objective	Timeframe
1 – Inform	To inform and educate the community about the mass transit and urban transformation projects, the next steps and how to be involved in future stages.	Late 2020
2 – Engage	To engage with community and stakeholders on options for mass transit and to seek thoughtful and well considered feedback to inform the final Options Analysis.	Early 2021
3 – Feedback	To report back to our community and stakeholders about how their input has been considered and incorporated into the final Options Analysis.	Mid 2021
Future engagement opportunities		
Future	Detailed Business Case engagement led by the Queensland Government	TBA
Future	Planning scheme amendments - statutory community consultation (as required)	TBA

Question 1 Documentation

ITT2018 Schedule 5 - Attachment 2 - Key Performance Indicators



Schedule 5 – Attachment 2 Key Performance Indicators

Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase

Contract Number: ITT2018

Council measures Contractor performance through Key Performance Indicators (KPIs). Achievement of the agreed KPI targets demonstrates to Council that the Supplier is delivering on core components of the Contract.

The KPIs will also assist both Council and Suppliers to review performance at regular intervals throughout the term of the Contract. Council will utilise the results obtained from the reviews to provide valuable feedback to the Supplier regarding their performance

Question 1 Documentation
 Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase 1
 Contract Number: ITT2018 Schedule 5 - Attachment 2 - Key Performance Indicators

KPI Ref.	KPI	Objective	Source Data	Calculation	Minimum Standard	Target	Review Frequency
A	Delivery Methodology	Ensure compliance with the approved consultancy services delivery methodology.	<ul style="list-style-type: none"> Project Plan Risk Management Plan Communications Register Program Templates Project Work Breakdown Schedule (MS Project) List of deliverables 	Number of corrective action requests to address non-compliance with the approved methodology	Less than 2 requests recorded during the review period.	Zero corrective action requests.	At the completion of each Deliverable
B	Consultancy Services Program	Meets the deadlines imposed by the agreed consultancy services Program.	<ul style="list-style-type: none"> Project Plan Project Work Breakdown Schedule (MS Project) 	Number of Days: Service Progression/ Service Program	Less than 3 days overdue.	Zero days overdue.	At the completion of each Deliverable
C	Quality	The consultancy services delivers the expected outputs.	<ul style="list-style-type: none"> Project Plan Project Work Breakdown Schedule (MS Project) List of deliverables 	Number of requests for additional information or amendments to information provided Number of versions	Less than 3 requests. Less than 4 versions.	Zero requests.	Project completion
D	Communication	The consultant's representative/s are available to attend meetings.	<ul style="list-style-type: none"> Project Plan Communications Register Meeting Attendance Register – Meeting Minutes 	Percent attended: meetings attended/ number of meeting requests	Over 95% of meeting requests accepted and attended over the review period.	100% of meeting requests accepted and attended.	Project completion

Question 1 Documentation
 Contract Name: Community Engagement Strategy - Sunshine Coast Mass Transit Business Case Options Analysis Phase 1
 Contract Number: ITT2018 Schedule 5 - Attachment 2 - Key Performance Indicators

		The consultant's representative/s respond to requests within the required timeframe.	Communication Register	Number of recorded occurrences when a response was not received within the required timeframe	Less than 3 recorded occurrences over the review period.	Zero recorded occurrences.	Project completion
--	--	--	------------------------	---	--	----------------------------	--------------------

Question 1 Documentation

ITT2019 Schedule 6 - Appendix 1 - Tender Response Form



Schedule 6 - Appendix 1 Tender Response Form

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit
Business Case Options Analysis Phase

Contract Number: ITT2018

Table of Contents

Part 1	Respondent's Details	2
Part 2	Evaluation Criteria	3
	2.1 Price	3
	2.2 Capability and Experience	4
	2.3 Methodology	7
	2.4 Contribution to Local Economy	10
	2.5 Social Benefit and First Nations Engagement	12
Part 3	Respondent Compliance	13

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
 Contract Number: ITT2018

Part 1 Respondent's Details

The Respondent must complete this Tender Response Form in its entirety, including every Part, to ensure the Tender is a Conforming Tender. Failure to provide the information may make the Tender a Non-Conforming Tender.

If the Respondent wishes to include further information than that requested in the Tender Response Form, they must complete the acknowledgement and table at the end of the relevant Part, before attaching the extra information.

The Respondent must first submit a Conforming Tender, before submitting an Alternative Tender. Alternative Tenders must be clearly and fully described.

The Respondent submits this Tender as a:
<input type="checkbox"/> Conforming Tender, or
<input type="checkbox"/> Alternative Tender (only if Conforming Tender also submitted).

Date of submission:

Information Required	Details
LEGAL ENTITY NAME of Respondent <i>If Respondent is a company – specify the full company name and full name of all directors and secretaries.</i>	
Respondent's Australian Company Number (ACN) (if applicable)	
Respondent's Australian Business Number (ABN)	
Respondent's Registered Business Name or Trading Name	
State or Territory in which Business / Corporation / Individual is registered	
Name of Holding Company / Corporate Group (if applicable)	
Is the Respondent registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address/es for the service of notices	Postal Address:
	Email Address:
Street address (registered office address of the Respondent, only if different from Postal Address)	
Branch responsible for servicing this Contract	
Contact name	
Contact email	
Contact telephone	

Question 1 Documentation
Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018

Part 2 Evaluation Criteria

2.1 Price

RESPONDENT'S NAME:

LUMP SUM

This is a lump sum Contract.

Lump sum price (excluding GST)	\$
GST	\$
Lump sum price (including GST)	\$

PRICING SCHEDULE

The Respondent must provide a unit rate for each item in the attached Schedule 6 – Appendix 2 – Pricing Schedule – Part 2.1 (MS Excel) of this Tender Response Form.

The completed Pricing Schedule (MS Excel) must be uploaded as an MS Excel file and not be password protected.

The Pricing Schedule is to provide a staged breakdown of the lump sum fee in terms of personnel/rate/activity in accordance with the methodology and work breakdown schedule provided. This is a lump sum contract and is not a schedule of rates contract. When submitting their lump sum price, the Respondent is obliged to price the entire works required for successful completion of this Contract. The purpose of this Pricing Schedule is to provide a guide for progress payments and will be relied upon in the event of any contract variations.

Submitted costs must be all inclusive of expenses relating to delivery of the scope, including travel, materials, disbursements.

Any advice on budget should be considered as a guide only. The tendered lump sum shall match the proposed methodology a work breakdown schedule to deliver the requirements outlined in Schedule 5 - Attachment 1 - Project Brief.

Question 1 Documentation
 Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
 Contract Number: ITT2018

2.2 Capability and Experience

RESPONDENT'S NAME:

Contract Experience

Provide details of recent and/or current contracts of a similar nature to those required in this Contract (See Specification and scope document) which have been undertaken in the last 12 to 24 months, where key personnel nominated in the "Resources" section of Part 2.3 of this Tender Response Form have been/are involved.

CONTRACT 1	
Contract Name	
Organisation work undertaken for	
Description of Contract work, and what similarities are shared with this tender?	
Contract start date	
Contract completion date	
Key personnel nominated in Part 2.3 "Resources". Be clear how resource directly contributed to this project in terms of their role, tasks and outcome.	
Any delays and reasons	
Your initial Contract amount	
Your Contract amount at completion	
Reasons for variations (if any)	
Disputes, if any and how were these resolved	
How was project quality managed	
How were contract risks managed	
Referee Contact Name:	
Contact Number:	
Contact Email:	

CONTRACT 2	
Contract Name	
Organisation work undertaken for	
Description of Contract work, and what similarities are shared with this tender?	
Contract start date	
Contract completion date	
Key personnel nominated in Part 2.3 "Resources". Be clear how resource directly contributed to this project in terms of their role, tasks and outcome.	
Any delays and reasons	
Your initial Contract amount	
Your Contract amount at completion	
Reasons for variations (if any)	
Disputes, if any and how were these resolved	
How was project quality managed	

Question 1 Documentation
 Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
 Contract Number: ITT2018

How were contract risks managed	
Referee Contact Name:	
Contact Number:	
Contact Email:	

CONTRACT 3	
Contract Name	
Organisation work undertaken for	
Description of Contract work, and what similarities are shared with this tender?	
Contract start date	
Contract completion date	
Key personnel nominated in Part 2.3 "Resources". Be clear how resource directly contributed to this project in terms of their role, tasks and outcome.	
Any delays and reasons	
Your initial Contract amount	
Your Contract amount at completion	
Reasons for variations (if any)	
Disputes, if any and how were these resolved	
How was project quality managed	
How were contract risks managed	
Referee Contact Name:	
Contact Number:	
Contact Email:	

Commitments during contract period

The Respondent is committed to the following contracts during the nominated contract period:

Organisation	Description of Contract	Completion Date	Referee
			Contact Name: Number: Email:
			Contact Name: Number: Email:
			Contact Name: Number: Email:

Please provide an explanation as to how you would coordinate projects to ensure that there is no impact on the delivery of this Contract.

Additional Information

List all attached documents in the table below and describe their relevance to this Part. Any attachments not referenced to the relevant Part will not be considered.

Question 1 Documentation
Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018

Attachment No.	Attachment Description

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
 Contract Number: ITT2018

Question 1 Documentation

2.3 Methodology

RESPONDENT'S NAME:

Methodology for delivery of Specification

The Respondent is to outline the methodology for delivery of the specification, as outlined in Schedule 5 of the Invitation to Tender (that is, provide a detailed method statement). The methodology should demonstrate the Respondent's understanding of the work required.
 The methodology proposed is to articulate how the client and consultant team interaction would be facilitated to establish an effective working partnership throughout the project.

The total number of pages must not to exceed 15 x A4 pages and is to be minimum 10pt font.

Submit a project work breakdown schedule (in Microsoft Project and PDF format) which sets out the anticipated activities to deliver the project as specified in Schedule 5 - Attachment 1 - Project Brief, and include (as a minimum):

1. All tasks associated with completion of the project
2. Sequencing, dependencies and critical path
3. Milestones
4. All meetings and workshops
5. Deliverables (as outlined in Schedule 5 as a minimum)
6. Identify nominated personnel against key tasks/activities for clarity of role and responsibility in the team

Project Work Breakdown Schedule Attached

The total number of pages must not to exceed two (2) A3 pages and is to be minimum 10pt font.

Resources

NOMINATED KEY PERSONNEL				
Role in this Contract	Nominated Key Personnel	Service period with your business	Years in Industry	Key Skills
Consultant's Representative				

An organisation chart that demonstrates team structure and internal and external reporting to Council is to be included specific to the nominated project team, together with resumes (1 x A4 page per resume).
 Organisation Chart Attached
 Resumes Attached

SUB-CONTRACTORS				
If sub-contracting any work under the Contract, please provide details of proposed sub-contractors.				
Name of Sub-Contractor	Role of Sub-Contractor	Location of Sub-Contractor	Period of association with your business	Referee
				Contact Name: Number: Email:
				Contact Name: Number:

Question 1 Documentation
 Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
 Contract Number: ITT2018

			Email:
--	--	--	--------

Health and Safety

Council is dedicated to promoting and improving standards of Health and Safety to ensure a safe and healthy working environment for all of its workers, contractors, visitors, customers/clients and the public in general.

Provide copies of each of the following essential items:	• Safety Policy	<input type="checkbox"/> Attached
	• WHS Incident Report Form and Procedures	<input type="checkbox"/> Attached

Respondents are to identify the top 3 safety hazards associated with the delivery of this Contract and define the mitigation strategies that will be implemented to control, reduce or eliminate the identified risks.

--

Does your business have a designated Work Health and Safety Officer? If yes, a copy of their qualifications must be attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Attached
Is your business certified to AS 4801 (Occupational Health & Safety Management Systems)? If yes, a copy of the accreditation certificate and safety policy must be attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Attached
Does your business have a Work Health and Safety Management System? If yes, please attach key details about the system and how your business maintains a safe system of work.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Attached
Has your business ever received a work improvement, prohibition notice or other fine or offence under any work health and safety legislation? If yes, Council is interested in the steps taken following the event to improve your work practices and the improvements implemented since the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Please confirm you are aware of the restrictions imposed by the State and Commonwealth Government relating to the Novel Coronavirus (COVID-19) pandemic and will continue to comply with these requirements and any changes to them.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
--	---

Environment and Sustainability

Outline any initiatives being implemented by your business to ensure and continually improve:

- the overall sustainability of your business and its products.
- management of environmental impacts.

e.g. any energy, water, waste, packaging, transport and community initiatives that improve sustainability.

--

Outline any environmental or sustainability initiatives that your business will enforce during the term of this Contract.

--

Does your business have an environment and sustainability policy and/or environmental and sustainability performance targets? If yes, attach a copy of the environmental policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Attached
Is your business accredited to ISO 14001? If yes, attach a copy of the accreditation certificate.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Attached
Has your business participated in an environmental management or sustainability program? e.g. Queensland State Government's ecoBiz Queensland program link: www.ecobiz.cciq.com.au If you are currently participating in any such programs, please provide any certification or documentation relating to the program and your involvement.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Attached

Quality Assurance

Question 1 Documentation
 Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
 Contract Number: ITT2018

Does your business have a quality assurance policy? If yes, attach a copy of the policy.	<input type="checkbox"/> Attached
Is your business accredited to ISO 9001? If yes, attach a copy of the accreditation certificate.	<input type="checkbox"/> Attached

Provide details of what systems, processes and procedures are in place to ensure quality of the goods and services supplied by your business, and how this will be applied in delivering this Contract.

Additional Information

List all attached documents in the table below and describe their relevance to this Part. Any attachments not referenced to the relevant Part will not be considered.

Attachment No.	Attachment Description

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
 ITT2019 Schedule 6 Appendix 1 Tender Response Form
 Contract Number: ITT2018

2.4 Contribution to Local Economy

RESPONDENT'S NAME:

Council aims to encourage the development, growth and sustainability of the local economy within the Sunshine Coast local government area (LGA). Refer to [this map](#) for the boundary of the Sunshine Coast LGA. Council will evaluate this criterion by considering the financial and social contributions made by your business to the local economy. Please refer to Council's [Social Strategy](#), [Regional Economic Development Strategy](#) and [Local Preference in Procurement Guideline](#) for more information.

Respondents are to confirm if they identify as one of the following:	
(a) Locally owned and operated (primary office within the Sunshine Coast LGA, as well as any employees); or	<input type="checkbox"/> Yes
(b) Are not locally owned, but have a local operation/office in the Sunshine Coast LGA with local employees; or	<input type="checkbox"/> Yes
(c) Are not locally owned, or have a local operation/office, but have employees who reside within the Sunshine Coast LGA; or	<input type="checkbox"/> Yes
(d) Have no operation or employees based within the Sunshine Coast LGA.	<input type="checkbox"/> Yes
Respondents who identify as either (a), (b), or (c) above, must provide details below to demonstrate their local presence within the Sunshine Coast LGA:	
Address of local operation/office (if applicable):	
Function of local operation/office (if applicable):	
No. of employees performing in local operation and/or residing in Sunshine Coast LGA:	
Business activities, and proportion of services performed in the Sunshine Coast LGA:	

Provide details of how your business currently contributes, or will contribute, to employment generation and future growth within the Sunshine Coast LGA.
 This may include but is not limited to:

- New employees required for the Contract;
- Temporary labour hire arrangements;
- Incorporation of employment opportunities for vulnerable groups (for example Indigenous, long term unemployed, people with a disability or mental illness, disengaged youth and the aged) within the community;
- Training and skills development initiatives, apprenticeships, school based apprenticeships and or Cadet placements, work experience etc;
- Partnerships with TAFE, Universities.

Provide details of how your business currently contributes, or will contribute, to local economic growth and provide sustainable economic benefits within the Sunshine Coast LGA.

Provide details of sub-contractors/suppliers within the Sunshine Coast LGA from whom you will/or currently source services/goods/materials if awarded this Contract, and the type of services/goods/materials sourced. (i.e. fuel, office supplies, plant and equipment etc.)

Name of local Sub-Contractor / Supplier	Role of local Sub-Contractor / Supplier and period of association with your business	Estimated value of expenditure with this local supplier / subcontractor for previous 12 months	Referee contact details (provide name and contact number)

Question 1 Documentation
Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018

Provide details and supporting evidence of any social contribution activities your business undertakes, or will undertake, which enhance the Sunshine Coast community.
This may include, but is not limited to:

- support/partner with local community groups/not-for profit organisations to build their capacity (including sporting and recreational clubs)
- volunteering activities that strengthen the community (for example delivery of a solution to a local issue, providing pathways to training and employment for volunteers, building capacity of volunteers)
- support or undertake initiatives or events that contribute to the personal health and wellbeing and safety of locals
- contribution towards affordable and appropriate living
- supporting or understanding initiatives or events that contribute to an inclusive community and opportunities for all.

Additional Information

List all attached documents in the table below and describe their relevance to this Part. Any attachments not referenced to the relevant Part will not be considered.

Attachment No.	Attachment Description

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
 Contract Number: ITT2018

Question 1 Documentation

ITT2018 Schedule 6 Appendix 1 Tender Response Form

2.5 Social Benefit and First Nations Engagement

RESPONDENT'S NAME:

Social Benefit Engagement

Please refer to Council's [Community Strategy](#) and [Social Benefit Procurement Guideline](#) for more information.

Is your business a Social Benefit Supplier, including:	
• Community Organisation, including not-for-profit entities; or	<input type="checkbox"/> Yes
• Australia disability enterprise; or	<input type="checkbox"/> Yes
• Charitable business venture; or	<input type="checkbox"/> Yes
• Community development finance institution; or	<input type="checkbox"/> Yes
• Worker or community owned co-operative; or	<input type="checkbox"/> Yes
• Fair trade social enterprise; or	<input type="checkbox"/> Yes
• Intermediate labour market companies; or	<input type="checkbox"/> Yes
• Social Enterprise.	<input type="checkbox"/> Yes
If yes to any of the above items, please provide supporting documentation.	<input type="checkbox"/> Attached

Is your business engaging any Social Benefit Suppliers in your supply chain? If yes, please provide details.

First Nations Engagement

Please refer to Council's [Reconciliation Action Plan 2017-2019 \(RAP\)](#) and [First Nations Procurement Guideline](#) for more information.

Is your business:	
• 50 % or majority owned by Aboriginal or Torres Strait Islander people; or	<input type="checkbox"/> Yes
• A non-First Nations business that employs at least 75% of Aboriginal or Torres Strait Islander workers; or	<input type="checkbox"/> Yes
• An equal Joint Venture agreement with a majority owned Aboriginal or Torres Strait Islander business entity; or	<input type="checkbox"/> Yes
• Registered as a First Nations Business with the Black Business Finder or with Supply Nation .	<input type="checkbox"/> Yes
If yes to any of the above items, please provide supporting documentation.	<input type="checkbox"/> Attached

Please confirm if your business:	
• Engages First Nations Business in its supply chain; or	<input type="checkbox"/> Yes
• Employs more than 25% of First Nations people; or	<input type="checkbox"/> Yes
• Will be employing at least one additional First Nations person in the delivery of the contract.	<input type="checkbox"/> Yes
If yes to any of the above items, please provide details.	

Additional Information

List all attached documents in the table below and describe their relevance to this Part. Any attachments not referenced to the relevant Part will not be considered.

Attachment No.	Attachment Description

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018

Part 3 Respondent Compliance

RESPONDENT'S NAME:

Insurance and Licences

All Insurance Certificates of Currency must be in the Respondent's correct legal entity name.

Note: Council does *not* accept insurance policies with aggregated total limits.

Copies of the following relevant Insurance Certificates of Currency must be attached:

Insurance Type	Copy of insurance attached.
Workers Compensation (Workcover)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Public Liability (Minimum required \$20 Million/occurrence)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Professional Indemnity (Minimum required \$1 Million/occurrence)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018

RESPONDENT'S NAME:

Contract Terms and Conditions

Council will not agree to any Respondent proposed variations or departures to any of the clauses, conditions and requirements of the Invitation to Tender documents.

- I/We have read, understood and accept all of the clauses, conditions and requirements of the Invitation to Tender documentation and make this Tender accordingly.

The documentation referred to in this Part includes all Invitation to Tender documentation and any and all schedules and attachments.

Notices to Respondents

If Council has provided Notices to Respondents prior to the Closing Date, please acknowledge.

The following Notices to Respondents have been received and are acknowledged by the Respondent:

Notice to Respondents No.	Date Issued

Conflict of Interest

The following information is disclosed for the purposes of this Tender. The Respondent must provide details of any actual, perceived or potential Conflicts of Interest that exist or may arise in connection with the making and/or formation of any Contract.

If there is nothing to declare, the Respondent *must* insert "**None**" in the space below.

In submitting a Tender in response to this Invitation to Tender, the Respondent acknowledges and warrants that to the best of my/our knowledge and belief and subject to any disclosures detailed below:

- (a) no family, business or pecuniary relationships exist between the Parties to this Tender;
- (b) neither the Respondent nor its officers, employees, contractors or family members have:
 - (i) engaged in any unethical behaviour or sought and/or obtained an unfair advantage; or
 - (ii) received or will receive any pecuniary or in-kind advantage from any other Respondent.

In relation to this Tender Process;

- (c) no officer, employee, contractor or family member associated with the Respondent is or has been engaged by Council in a position or role that in any way relates to the Respondent's Tender or this Tender Response Form;
- (d) no officer, employee, contractor or family member associated with Council has been offered any benefit or inducement associated with this Tender, including any offer relating to employment; and
- (e) other than specified below, neither the Respondent nor any of its officers, employees, contractors or family members have or are likely to have any Conflict of Interest.

The Respondent further undertakes to immediately notify the Contract Administrator for Council in writing if any warranty contained in this Tender Response Form becomes, or may become incorrect.

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018

Respondent Declaration

RESPONDENT'S NAME:

Respondents are to note that the Respondent Declaration Part of the Tender Response Form must be signed and submitted with your Tender. Respondents may print, sign and scan this Part of the Tender Response Form as a separate attachment and attach it with their Tender submission.

Tender Response Form Declaration	
The Respondent offers to provide the relevant Goods and/or Service to the Council in accordance with the information, standards, warranties and representations in the Respondent's submission (including this Tender Response Form) and the terms of the Contract.	
The Respondent agrees that, by submitting this Tender Response Form, it is bound by the terms and conditions of, and gives all representations, warranties and acknowledgements required by, the Invitation to Tender and attached documents.	
The Respondent agrees that its submission will remain open for acceptance by the Council and will be valid and irrevocable for the Validity Period.	
The Respondent acknowledges that unless otherwise expressly stated, all terms used in this Tender Response Form have the meaning assigned to them in the Tender Process Terms or associated documents.	
The signatories below represent and warrant that they are authorised to execute this Tender Response Form for and on behalf of the Respondent.	
If this Tender Response Form is executed under power of attorney for and on behalf of the Respondent, the attorney warrants that it is duly authorised to execute this Tender Response Form for and on behalf of the Respondent and that the attorney's authority is derived under a deed.	
Executed as a deed poll in favour of Council. [Execution clause for execution of this deed poll by a <i>company</i>]	
Executed by)))
.....
[Insert full name of Respondent]	[Insert ACN of Respondent]
.....
[Signature Secretary/Director/Authorised Representative]	[Signature of Director]
.....
[Insert name of Secretary/Director/Authorised Representative]	[Insert name of Director]
Date: / /	
[Execution clause for execution of this deed poll by an <i>individual</i>]	
Signed sealed and delivered by)))
.....
[Insert full name of Respondent] in the presence of.	[Signature of Respondent]
.....
[Signature of witness]	[Insert name of witness]
Date: / /	

Question 1 Documentation

ITT2018 Schedule 6 - Appendix 2 - Pricing Schedule

Contract Name: Community Engagement Strategy – Sunshine Coast Mass Transit Business Case Options Analysis Phase
Contract Number: ITT2018
Schedule 6 - Appendix 2 - Pricing Schedule - Part 2.1

This is a lump sum contract and is not a schedule of rates contract. When submitting their lump sum price, the Respondent is obliged to price the entire works required for successful completion of this Contract. The purpose of this Pricing Schedule is to provide a guide for progress payments and will be relied upon in the event of any contract variations. Submitted costs must be all inclusive of expenses relating to delivery of the scope, including travel, materials, disbursements.

Respondent Name:												
Classification (as per Panel)	Hours											Total fee (excluding GST)
	Project Director	Project Manager	Senior Adviser	Graphic Designer	3D Specialist	Architect	etc	etc	etc	etc	etc	
Rate (excluding GST)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Activity												
Preparation of Community Engagement Strategy												
Workshop with the Communications and Engagement Working Group												\$ -
Finalisation of Community Engagement Strategy and implementation plan												\$ -
Activity (Respondent to describe)												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
HOLD POINT												
Preparation of (non-3D) collateral												
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Preparation of 3D collateral												
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Councillor Workshop												
Activity												\$ -
Activity												\$ -
Activity												\$ -
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Community Engagement												
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Phase 3 Collection and analysis of stakeholder and community feedback												
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Activity												\$ -
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Comprehensive consultation report												
Activity												\$ -
Activity												\$ -
Activity												\$ -
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Project Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Provisional Item (outside the scope identified in the Project Brief, but recommended by the Respondent to best achieve the objectives)												
Activity												\$ -
Activity												\$ -
Activity												\$ -
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -

Question 28 Documentation

Community Round Table attendance - Organisations	
Dates - June 4	
Location - Venue 114	
Planning Institute of Australia (Qld) – Sunshine Coast Branch	Dev/Consulting
Sunshine Coast Airport	Govt Agencies
Caloundra Residents Association	Resident organisation
Beerwah Marketplace	Business community
WSP	Dev/Consulting
Sunshine Coast Access Advisory Network (SCAAN)	Accessibility
Urban Development Institute of Australia (UDIA), Sunshine Coast (Regional Policy Exec)	Dev/Consulting
Rail Tram Bus Union QLD Branch	Active transport
Youth Advocacy Group	Youth
Sunshine Coast Association of Residents Oscar Inc	Resident organisation
ARUP	Real estate/Property
Australian Institute of Traffic Management (AITPM)	Dev/Consulting
Healthy Ageing Partnership (HAP)	Seniors/Aged care
Walker Corporation – Maroochy City Centre	Dev/Consulting
Sunshine Coast Hospital & Health Service	Govt agencies
Beach Matters Group	Resident organisation
UDIA, Sunshine Coast	Dev/Consulting
Planning Institute of Australia (Qld) – Sunshine Coast Branch	Dev/Consulting
First Nations Team	Internal
Glasshouse Country Community	Business community
Mass Transit Action Group (MTAG)	Resident organisation
Visit Sunshine Coast	Business Community
RACQ	Active transport
Sunshine Coast Environment Council (SCEC)	Enviro preservation
Alexandra Headland Community Association	Resident organisation
Wildlife Preservation Society of Qld - Sunshine Coast & Hinterland	Enviro preservation