

Catalina

Community Development Services

Tender Document

TENDER NO: 04/2022



Tender close:

3:00pm (WST), Wednesday 5 October 2022

Tender to be lodged in the Tender Box located at:

Tamala Park Regional Council
Unit 2, 369 Scarborough Beach Road, Innaloo
Ph: 9205 7500



Tenders received after the time specified for closing will not be accepted

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Background

The Tamala Park Regional Council (TPRC) is developing the Catalina Estate in the suburbs of Clarkson and Mindarie within Perth’s north coast corridor. The TPRC is comprised of the Town of Cambridge, City of Joondalup, City of Perth, City of Stirling, Town of Victoria Park, City of Vincent and City of Wanneroo. These member Councils have a joint holding in the Project. Satterley Property Group (Satterley) acts as project manager and exclusive selling agent on behalf of the TPRC.

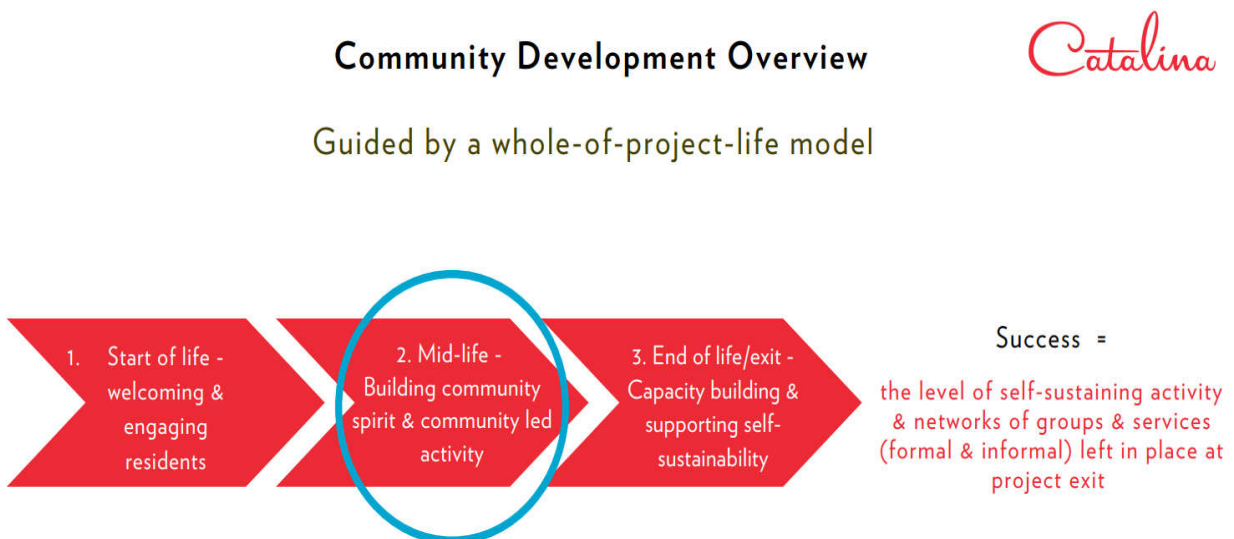
The vision of TPRC and in turn Catalina can be summarised as:

To create a sustainable urban community offering diverse housing choice, social connectivity and employment opportunities.

Catalina is positioned in the Perth northern corridor, leveraging on its unique urban infill position, located close to existing community facilities in retail/shopping, health, education and transport. At completion Catalina will comprise of around 2,400 lots, with approximately 1,100 homes completed to date. It is anticipated that the site will be developed at a rate of 80 to 100 lots per annum.

A copy of the Estate Plan is included in Annexure C and depicts the key features of the development including residential densities, public open space and a future school site. Further details of the Project and its features can be found on the Project website <https://satterley.com.au/catalina/about>.

Catalina is currently placed at a ‘mid-life’ point, when considering where it presently sits within a whole-of-project-life model – see figure below. The model suggests there be a current emphasis on building community spirit and community-led activity.



Community Development Strategic Framework

The TPRC has adopted a strategic framework for the development of Catalina Estate, which identifies a range of objectives, strategies, opportunities and actions to promote the growth of a sustainable and vibrant community. Community development-related components of the framework are set out in the following table:

Strategic Pillar	Objective	Strategy	Opportunity	Action
Natural Environment	To demonstrate high quality stewardship in environmental management and innovation in sustainability.	Foster and encourage environmental management and innovation in sustainability.	Provide structured events and opportunities for the residents of Catalina to take ownership of the environmental welfare of the Project.	Include at least one environmental community event each year within the community development program.
Social	To support the development of a connected, inclusive, safe, and healthy community.	Deliver community events and promote activation of public open spaces.	<ol style="list-style-type: none"> 1. Create and deliver a community events program. 2. Support establishment and ongoing development of community and resident groups. 3. Achieve a strong level of community participation at project events. 	<ol style="list-style-type: none"> 1. Deliver at least three community events each year. 2. Foster the development and ongoing growth of a Catalina Residents Group by offering at least three opportunities each year to participate in initiatives or events. 3. Provide a minimum of three project events each year. 4. Seek feedback about Catalina Estate from attendees at community events to inform future Project Planning and Development.
Economic	To maximise return for member Councils whilst delivering environmental, social, and economic objectives.	Facilitate support networks.	Regular market research and insights.	Collect feedback from residents to inform strategic decisions and strategies.

Scope of Services

The TPRC requires a consultant to deliver a Community Development Program for Catalina Estate. The scope of required services is detailed in the following table. The Program pursues the aims of the Strategic Framework, with the following intended outcomes:

- Community supported in resident-led activity that continues after project exit.
- Opportunities provided for community to contribute in meaningful ways.
- Inclusive, connected communities.
- Understanding of resident satisfaction levels, areas for improvement and community issues.
- Opportunities provided for resident input into community event calendar.
- Opportunities provided for neighbours to meet and get to know one another.
- Community activated to keep the Estate alive through resident participation.
- Residents informed about development updates and Community Development activity within the Estate to maximise attendance/participation.
- Residents empowered through information and resources to assist with community-building and resident-run activities.
- Vibrancy in the Estate or the broader area through sponsored community activity.
- Community group capacity increased.
- Alignment of community development with other project aims, particularly estate marketing.
- Activated new community amenities that encourage outdoor recreation and active lifestyles.
- Community connection and safety by providing the opportunity for neighbours to meet and socialise in a safe and friendly atmosphere.
- External parties supported to deliver large scale events independent of developer support.
- Residents empowered through seed funding, information and resources to assist with community-building, resident-run activities and new initiative in Catalina.
- Increased community participation in the Catalina-based community activities.
- Identified and supported community sponsorship opportunities for initiatives that meet applicable guidelines and have positive PR potential.

ITEM	ACTION	DELIVERABLES	TIMEFRAME
1	Meeting Attendance, Reporting and Project Team Liaison	Attendance, Liaison, Reporting and Administration. <i>Attend fortnightly TPRC/Satterley meetings, communicate with the TPRC/Satterley team and undertake administration as required to provide updates on and oversight of the planning and delivery of community development initiatives and ensure they are coordinated with the Project.</i>	Fortnightly Meeting and regular liaison with Project Team.
2	Community Development Program Planning	Annual Community Development Program Plan. <i>Prepare an Annual Community Development Plan, detailing the strategies and implementation actions for community development for the financial year.</i>	Annually (note - Plan for FYE 2023 has been completed). A Plan for each subsequent year of the contract term is required by 1 May.

3	Community Newsletter	Community Newsletters. <i>Newsletters are to be produced in an A4 booklet form (A3 folded) and/or electronically to maximise distribution to residents within the Estate.</i>	Two newsletters annually
4	Resident Welcome Functions	Resident welcome function. <i>Hold one function per year with a target minimum of 60 attendees.</i>	Annually
5	Community Environmental Initiative	Environmental Initiative. <i>Hold one environmental initiative annually, with a target minimum of 20 attendees.</i>	Annually
6	Minor Events	Minor Events. <i>Organise two minor events / series of events per calendar year, with a target minimum of 40 attendees.</i>	Two events annually
7	Major Events	Major Events. <i>Organise one major event per calendar year, with a target minimum of 100 attendees.</i>	Annually
8	Community Liaison	Facebook Page Management <i>Content copywriting, scheduling, monitoring and analysis of the Estate Facebook page. Based on a KPI of minimum 4 posts per month focused on the four content pillars - Inform/ Engage/ Consult/ Serve.</i>	Ongoing
9	Place-based Community Capacity Building	Partnership with 'Befriend' Service Provider <i>Monitor and report on collaboration initiative with external partner that aims to support the Catalina community to create their own resident-led activity, cultivate new social connections and extend social networks. Provide support to new and established residents' groups to increase their capacity to undertake community initiatives in Catalina.</i>	Ongoing
10	Community Survey	Annual Community Survey <i>Conduct survey on residents' attitudes, opinions, experiences and needs to provide insight to help plan future community development initiatives.</i>	Annually

11	Website Maintenance	Catalina Website Content Advice <i>Review the 'Community' page on the Catalina website and provide advice on any required updates.</i>	As required
12	Sponsorship	Community Sponsorship Program <i>Promote sponsorship program, support community submissions, review applications and provide recommendations, liaise with applicants and acquit grant funds.</i>	As required

Tenderers are required to detail fees for the provision of each service component in Annexure D – Fee Schedule. This Schedule sets out suggested allowances for hours for each service component. These should be regarded as maximums. The TPRC’s expectation is that fees should only be charged for hours actually incurred in providing the specific service component and shall not exceed the suggested allowances.

The initial contract term of appointment will be for a period of two years with the potential for a one-year extension at the absolute discretion of the TPRC.

Supporting Documents

The following information is appended to this document to assist the preparation of tender submissions:

- Tender Form (Annexure A);
- General Conditions (Annexure B);
- Estate Plan (Annexure C); and
- Fee Schedule (Annexure D).

Submission Requirements

Completed Tender Form

Tenderers shall provide a completed copy of the Tender Form provided under Annexure A.

Written Submission

Tenderers shall provide a written submission that individually addresses the Selection Criteria set out in this Tender Document. The assessment of tenders and selection of the successful tenderer will be based on an assessment of the ability of tenderers to address and satisfy the requirements of the Selection Criteria.

The submission shall include the following:

- Information that demonstrates the capability of the company to provide the required services and addresses each selection criterion;
- Completed Tender Form as provided under Annexure A;
- Details of insurance coverage including professional indemnity (minimum \$5M) and public and products liability (minimum \$20M);

- Details of any material event, litigation, insolvency, breaches of law, offence or other matters involving the consultant or its Directors over the past 5 years;
- Tenders must be placed in a sealed envelope and lodged in the Tender box at Tamala Park Regional Council, Unit 2, 369 Scarborough Beach Road, Innaloo WA 6018 not later than the time and date on the cover page of the Tender Document. **Tenders received after the time specified for closing will not be accepted.**

Tenderers are required to provide two unbound copies and two electronic copies of your submission on separate USBs or CDs.

Selection Criteria

Tender submissions must address each of the selection criteria individually. The following selection criteria will apply:

Qualitative Criteria

1. Commercial Arrangements 40%

Tenderers should provide lump sum fees to complete each of the tasks contained under the scope of services, by completing the fee schedule provided under Annexure D. Consultants are required to provide professional fees only, as event and other activity-related costs are to be paid by TPRC.

2. Demonstrated Experience and Capabilities 30%

Tenderers should demonstrate a proven track record in implementing and managing Community Development programs for comparable land development projects, including undertaking similar tasks to those contained within the indicative scope of works. Details of the background of the company and services it has provided to similar projects within the past 5 years should be provided, with evidence of achieving strong results in community development and references from previous clients.

3. Key Personnel 15%

Tenderers should provide details of the key personnel that will be responsible for implementing and managing the Community Development programs, including experience in undertaking similar tasks to those contained within the indicative scope of works.

4. Project Understanding 15%

Tenderers should demonstrate an understanding of community development issues facing the Catalina Project and present the proposed strategy to address these matters.

Tenderers should provide a discussion of key community development issues, demonstrating an understanding of the relevant context of the Catalina Project and outlining a strategic approach that addresses these.

Compliance Criteria

Tenderers are required to complete Part 3 of Appendix A – Tender Form and provide additional information as requested. A failure to respond to the compliance criteria or certain responses to them may result in the exclusion of a Tender from further consideration.

Assessment Process

At the close of the Tender period, all Tenders received in the Tender Box at the TPRC office (Unit 2, 369 Scarborough Beach Road, Innaloo WA) will be collected, recorded and assessed by the TPRC office.

Tenders will be assessed against the requirements of the weighted Selection Criteria detailed above.

Management and Reporting Structure

The successful Community Development Consultant will be appointed directly by the TPRC but will report to Satterley Property Group as project managers on behalf of the TPRC.

The TPRC operates under the *Local Government Act*. Further information on the TPRC, its structure and policies can be found on the TPRC website www.tamalapark.wa.gov.au.

Terms of Engagement

The successful consultant will be required to enter into a formal contract of engagement (AS4122-2010) with the TPRC upon appointment. The initial term of appointment will be for a period of two years with the potential for a one-year extension at the absolute discretion of the TPRC.

The company's performance will be formally reviewed every twelve months to ensure that the Scope of Service is being met and the company is meeting acceptable performance standards.

The TPRC reserves the right, at its absolute discretion, to terminate the consultancy at any time should the company not be able to meet acceptable performance standards.

General Conditions of Tendering

This Tender is subject to the General Conditions of Tendering detailed in Annexure B.

Enquiries

Additional information with respect to the consultancy and the requirements of the tender can be obtained by contacting:

Mr Simon O'Sullivan
Manager Project Coordination
Tamala Park Regional Council
via email only: simon.osullivan@tamalapark.wa.gov.au

Annexure A - Tender Form

Tender Number: 04/2022

Date:

Tenderers must ensure that they fully and completely disclose all relevant information in completing this form. Terms used in this form have the same meaning as given in the Tender Document, unless the context otherwise requires:

1. IDENTITY OF THE PROPONENT ENTITY

Name of Organisation(s) ACN /ABN

Business Address

Postal Address

2. CONTACT DETAILS

Name of Contact Person

Position

Telephone

Email

3. COMPLIANCE CRITERIA

Compliance Criteria	Met
The Tenderer is to confirm it currently has the required insurances (professional indemnity (minimum \$5M) and public and products liability (minimum \$20M)) or, if successful, is willing to obtain the required insurances, prior to executing a contract with the TPRC. If no, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Tenderer is to confirm there are no instances of any material event, litigation, insolvency, breaches of law, offence or other matters involving the Tenderer or its Directors over the past 5 years. If yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Tenderer agrees to be bound by the terms and conditions set out in Annexure B – General Conditions. If no, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Tenderer agrees to the General Conditions of Contract. If no, please provide a listing of departures by clause, the reason for the departure, and proposed alternate wording for the clause in question.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>The Tenderer is to confirm whether it is acting as an agent or trustee for another person or persons. If yes, please provide details.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The Tenderer is to confirm whether it is acting jointly or in association with another person or persons. If yes, please provide details.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The Tenderer is to confirm whether it or any of the specified personnel have any actual, potential or perceived conflict of interest in relation to the performance of the contract. If yes, please provide details.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. AGREEMENT TO TERMS AND CONDITIONS

By completing and signing this Tender Form, the proponent confirms that they:

- a) have read and understood Tender No. 04/2022 including noting and accounting for any Addenda;
- b) agree to be bound by the terms and conditions set out in the Tender Document; and
- c) acknowledge the Selection Criteria and Annexures A – D, contained within the Tender Document.

Complete and submit this form with the Tender.

Signed by Director of entity Tendering:

Name: Date:

Annexure B - General Conditions

1. Definitions and Interpretations

The interpretations contained in the General Conditions of Contract are applicable to the Tender Document.

In addition, the following definitions of terms used in this document will apply unless the context otherwise dictates so.

“General Conditions of Contract”	means Australian Standard – general conditions of contract for engagement of consultants (AS4122-2010).
“TPRC”	means the Tamala Park Regional Council.
“Sub-Contractor”	means a sub-contractor contracted to the Tenderer to provide goods or services to contribute to the Project.
“Tender”	means a valid written offer submitted by a Tenderer following the invitation of the TPRC.
“Tenderer”	means any party submitting a Tender.
“Tender Document”	includes those documents referred to in Clause 2.

2. Tender Document

This Tender Document shall comprise:

- (a) TPRC Tender Document 04/2022;
- (b) Annexures A-D;
- (c) These General Conditions of Tendering.

The above listed items shall not be altered in any way including the Council’s format or wording. Tender submissions with alterations may not be considered for evaluation.

3. Documents to be submitted with Tender

Tenderers should be aware that Tender Submissions may be publicly available.

In accordance with these General Conditions of Tendering the following document shall be completed, signed and submitted with the Tender:

Tender Form (Annexure A).

4. Clarification of the Tender Document

Tender enquiries should be referred to the following staff:

Mr Simon O’Sullivan, Manager Project Coordination, Tamala Park Regional Council
via email only: simon.osullivan@tamalapark.wa.gov.au

5. Tender Assessment

Tenders will be assessed on their compliance with the Tender Documents and Tender submission addressing the assessment criteria including price submitted.

6. Site Inspection

Tenderers are encouraged to visit the site to be familiar with the Catalina Estate location and context. Tenderers will not have access to areas of the site under construction.

7. Lodgement of Tender

The Tender must be placed in a sealed envelope, clearly endorsed with the Tender number and title as shown on the front cover of the Tender Document and addressed to:

The Chief Executive Officer
Tamala Park Regional Council

The Tender shall be lodged in the Tender Box located at:

Tamala Park Regional Council
Unit 2, 369 Scarborough Beach Road
INNALOO WA 6018

A Tender may be rejected without consideration of its merits in the event that:

- (a) The Tenderer does not submit a Tender Form which has been completed and signed together with all required schedules and supporting documentation; or
- (b) The Tenderer fails to comply with any other requirement of the Tender Document.

Tenderers are requested to submit their Tender in duplicate – one (1) original and one (1) full copy inclusive of all brochures and associated documentation. Both copies shall be unbound and clipped (not stapled). Tenderers must submit two (2) electronic copies of the complete Tender submission.

The Tender may be submitted by prepaid post in time for the Tender to be placed in the Tender Box by the date and time for closing. Tenders close 3pm WST on the date nominated on the front cover of the Tender Document.

No responsibility whatsoever will be accepted by the TPRC for Tenders submitted by post. Production of a receipt for a document having been sent by courier or by post shall not of itself constitute a ground for accepting a Tender.

Facsimile, electronic mail (email) and oral Tenders shall not be admitted for consideration.

A Tender not in the Tender Box at the time and date of Tender opening will be considered a late Tender.

A late Tender shall not be considered for evaluation.

The TPRC accepts no responsibility whatsoever for submitted Tenders failing to be in the Tender Box at the time and date of closing.

8. Acceptance of Tenders

The TPRC has the right to accept or reject any Tender and to not accept any Tenders at all.

Tenders will be judged by the TPRC as best suited to the interests of the TPRC.

No Tender shall be deemed to have been accepted until the Tenderer has been notified of such acceptance in writing by or on behalf of the TPRC.

9. Disclosure of Contract Information

- (a) Tenderers should be aware that Tenders may be publicly available.
- (b) Documents and other information relevant to the outcome of this Tender process may be disclosed when required by law under the *Freedom of Information Act (WA) 1992* or under a court order;
- (c) The TPRC shall not provide content or comment for use by suppliers to promote their work, products or services by using association with the Council's projects or image;
- (d) Section 17, Part 4 of the *Local Government (Functions and General) Regulations 1996* (the "Regulations") requires that the Council maintain a Tender Register which must include, amongst other detail, the name of each Tenderer whose Tender has been opened and the amount of consideration or a summary of the consideration amount.

By submitting a Tender, the Tenderer acknowledges and agrees to the "Regulations" requirements as outlined above.

10. Alternative Tenders

All alternative Tenders shall be accompanied by a conforming Tender.

Tenders submitted as alternative Tenders or made subject to conditions other than the General Conditions of Contract shall be clearly marked by the Tenderer as an "Alternative Tender". The TPRC may decline to accept any alternative Tender.

11. Expiry or Withdrawal of Tenders

A Tender shall constitute an offer and shall remain open for acceptance for ninety (90) days from the date of closing of Tenders. The TPRC and Tenderers may agree to extend this period by agreement in writing.

Tenders shall not be withdrawn after the date and time for the closing of Tenders without the consent of the TPRC.

12. Tenderers to Inform Themselves

By submitting a Tender, a Tenderer shall be deemed to have:

- (a) Examined carefully and to have acquired actual knowledge of the contents of this Tender Document;
- (b) Examined all information relevant to the risks, contingencies and other circumstances having an effect on its proposal and which is obtainable by the making of reasonable enquiries;
- (c) Satisfied itself as to the correctness and sufficiency of its proposal and the arrangements stipulated by it;
- (d) Made itself aware of the site location, conditions, traffic, and other conditions;

- (e) Made itself aware of any statutory or legal requirements necessary to implement the proposal; and
- (f) Satisfied itself that it, its suppliers and its contractors are fully aware of any applicable provisions of the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*, and be able to comply with these.

13. Alterations

The Tenderer shall not alter or add to the Tender Form or other required documents unless required by these General Conditions of Tendering.

It is the responsibility of Tenderers to refer to the TPRC website (www.tamalapark.wa.gov.au) in order to access any addenda which, the TPRC may make to the Tender Document, where matters of significance make it necessary.

Tenderers must sign the Tender Form provided under Annexure A, acknowledging that addenda have been noted and accounted for.

14. Canvassing of Councillors and Council Staff

If a Tenderer, whether personally or by any agent, canvasses any of the TPRC's Councillors or staff with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the TPRC may at its discretion omit the Tender from consideration.

15. Tender Opening

All Tenders will be opened in the TPRC's offices, following the advertised closing time. No discussions, including disclosure of submitted Tender pricing, will be entered into between Tenderers and the TPRC's officers present or otherwise concerning the Tenders submitted.

16. Clarification of Tenders

A Tenderer may be requested to clarify a Tender in any respect before final consideration provided that no variation to the Tender sum is offered.

17. Copyright

Copyright in all documents provided by the TPRC for the purposes of Tendering remains with the TPRC except those documents comprising Australian Standards. No Tenderer shall use all or any part of any such copyright property except for the purpose of this Tender. Property of the logos of the TPRC lies with the TPRC.

Annexure C - Estate Plan



All dimensions and areas are subject to survey. The particulars of this plan are intended to be indicative only and may not accurately depict the final form of the development. Plan subject to approval. The Masterplan is subject to change. REF: 9664151-3488 DATE: 07/07/21 COPYRIGHT: Satterley Property Group Pty Ltd Level 3, 27-31 Trooda Street, West Perth WA 6005 ABN 38 009 054 979.

W: www.catalinaestate.com.au T: 9368 9068

Annexure D - Fee Schedule

Tenderers must complete the below fee schedule in full by providing fees for the professional services involved in the provision of each item. The fees provided will applied to an indicative scope of works for the contract term for the purpose of evaluating tender submissions.

ITEM	ACTION	DELIVERABLES	TIMEFRAME	FEE (excl. GST)
1	Meeting Attendance, Reporting and Project Team Liaison	Attendance, Reporting and Administration. <i>Attend fortnightly TPRC/Satterley meetings, communicate with the TPRC/Satterley team and undertake administration as required to provide updates on and oversight of the planning and delivery of community development initiatives and ensure they are coordinated with the Project.</i>	Liaison, and Fortnightly Meeting and regular liaison with Project Team – up to four hours each month.	\$ _____ (per hour)
2	Community Development Program Planning	Annual Community Development Program Plan. <i>Prepare an Annual Community Development Plan, detailing the strategies and implementation actions for community development for the financial year.</i>	Annually (note – Program Plan for FYE 2023 has been completed). A Program Plan for each subsequent year of the contract term is required by 1 May.	\$ _____ (lump sum)
3	Community Newsletter	Community Newsletters. <i>Newsletters are to be produced in an A4 booklet form (A3 folded) and electronically to maximise distribution to residents within the Estate.</i>	Two newsletters annually	\$ _____ (fee per newsletter) <i>Exclude printing and distribution expenses – subject to separate procurement.</i>
4	Resident Welcome Functions	Resident welcome function. <i>Hold one function per year with a target minimum of 60 attendees.</i>	Annually – allow: 35 hours – event proposal, budgeting, approvals and permits, event planning, supplier liaison, site documentation, RSVP management, risk management plan, promotion, post-event reporting, supplier payments etc.	\$ _____ (Fee per function) <i>Exclude event supplies and external services expenses - subject to separate procurement.</i>

			10 hours – event set-up/clean-up, attendance, management etc.	
5	Community Environmental Initiative	<p>Environmental Initiative.</p> <p><i>Hold one environmental initiative annually, with a target minimum of 20 attendees.</i></p>	<p>Annually – allow:</p> <p>20 hours – event proposal, budgeting, approvals and permits, event planning, supplier liaison, site documentation, RSVP management, risk management plan, promotion, post-event reporting, supplier payments etc.</p> <p>5 hours – event set-up/clean-up, attendance, management etc.</p>	<p>\$_____ (Fee per initiative)</p> <p><i>Exclude event supplies and external services expenses - subject to separate procurement.</i></p>
6	Minor Events	<p>Minor Events.</p> <p><i>Organise two minor events / series of events per calendar year, with a target minimum of 40 attendees.</i></p>	<p>Two events annually - allow per event:</p> <p>20 hours – event proposal, budgeting, approvals and permits, event planning, supplier liaison, site documentation, RSVP management, risk management plan, promotion, post-event reporting, supplier payments etc.</p> <p>5 hours – event set-up/clean-up, attendance, management etc.</p>	<p>\$_____ (Fee per event)</p> <p><i>Exclude event supplies and other services expenses - subject to separate procurement</i></p>
7	Major Events	<p>Major Events.</p> <p><i>Organise one major event per calendar year, with a target minimum of 100 attendees.</i></p>	<p>Annually – allow:</p> <p>80 hours – event proposal, budgeting, approvals and permits, event planning, supplier liaison, site documentation, RSVP management, risk management plan, promotion, post-event reporting, supplier payments etc.</p> <p>20 hours – event set-up/clean-up, attendance, management etc.</p>	<p>\$_____ (Fee per event)</p> <p><i>Exclude event supplies and external services - subject to separate procurement</i></p>

8	Community Liaison	<p>Facebook Page Management</p> <p><i>Content copywriting, scheduling, monitoring and analysis of the Estate Facebook page. Based on a KPI of minimum 4 posts per month focused on the four content pillars - Inform/ Engage/ Consult/ Serve.</i></p>	<p>Ongoing – allow:</p> <p>Ten hours per month for research, creation and approval of monthly content calendar, monitoring, analysis and reporting, image capture/creation).</p> <p>Provision for \$50 advertising per month and subscription to social media management software.</p> <p>Note - expenses for boosting of community events may be allocated within event expenses.</p>	<p>\$ _____ (per month)</p>
9	Place-based Community Capacity Building	<p>Partnership with ‘Befriend’ Service Provider</p> <p><i>Monitor and report on collaboration initiative with external partner that aims to support the Catalina community to create their own resident-led activity, cultivate new social connections and extend social networks. Providing support to new and established residents’ groups to increase their capacity to undertake community initiatives in Catalina.</i></p>	<p>Ongoing - allow two hours per month.</p>	<p>\$ _____ (per month)</p>
10	Community Survey	<p>Annual Community Survey</p> <p><i>Conduct survey on residents’ attitudes, opinions, experiences and needs to provide insight to help plan future community development initiatives.</i></p>	<p>Annually – allow:</p> <p>15 hours survey design/set-up, approval and distribution.</p> <p>7.5 hours monitoring and reporting.</p> <p>2 hours review.</p>	<p>\$ _____ (Fee per survey)</p>
11	Website Maintenance	<p>Catalina Website Content Advice</p> <p><i>Review the ‘Community’ page on the Catalina website and provide advice on any required updates.</i></p>	<p>As required – hourly rates (capped at maximum of four hours/month).</p>	<p>\$ _____ (per hour)</p>

12	Sponsorship	Community Sponsorship Program Promote sponsorship program, support community submissions, review applications and provide recommendations, liaise with applicants and acquit grant funds.	As required – hourly rates.	\$ _____ (per hour)
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Hourly Rates

Any works required to be undertaken outside the scope of service defined above and undertaken at the explicit instruction of the TPRC shall be completed at hourly rates. Please indicate hourly rates for various internal staff that are to be involved in the provision of the required services.

Position	Hourly Rate
	\$ _____ / hour
	\$ _____ / hour
	\$ _____ / hour