



Ku-ring-gai Council

Infrastructure Levy – Special Rate Variation

Consultant brief for the Infrastructure Levy Special Rate survey
November 2012

1. Introduction

Ku-ring-gai Council wishes to conduct consultation to gauge support and capture comment on the proposal for a continuation of the special rate for the Infrastructure Levy program.

The following consultation activities are required to be conducted in late 2012 and/or early 2013:

- Resident survey - a randomly selected survey that is statistically representative of Ku-ring-gai and captures quantitative responses on the continuation of the existing special rate levy to fund our roads maintenance and renewal programs.

Council is seeking submissions from interested consultants to undertake this activity. The activities will include design, collection, analysis and report (including recruitment).

2. Background

The purpose of this special rate variation is to continue the delivery of essential maintenance and renewal of Ku-ring-gai's road network. This levy builds on the successful work conducted over the past seven years (since the start of the levy) and responds to the high value and importance placed on our roads by residents.

The proposed annual percentage special rate variation is consistent with the current Infrastructure special rate application. This was approved by the Minister for Local Government in 2006 for 7 years ending on 30 June 2013. It was a percentage of the notional general income. It is the resolution of Council that it intends to continue at this amount and that this would commence on 1 July 2013.

Why the rate variation is needed?

Council invests \$6.69M each year to maintain and fix roads in Ku-ring-gai. The Infrastructure Levy contributes \$2.1M to the total investment. Council's current long term financial plan indicates that without funding from a special rate the proposed roads program could not proceed. Council would need to either significantly reduce investment in our roads and/or reallocate funding from other community services to supplement required investment.

3. Project objectives

To measure the support for the continuation of the infrastructure levy to fund the roads maintenance and renewal program in Ku-ring-gai.

Secondary objectives include;

To provide an avenue for feedback in order for residents to express their views on the importance of the special rate proposal

4. Scope of project work

Council is seeking submissions from interested consultants to undertake the following projects:

Resident Survey - The main element of work required is the development, execution and reporting of the resident survey.

The survey will need to include the following basic elements:

A concept statement that introduces and educates the resident about:

- What the special rate will fund – list of various program components
- History of the Infrastructure Levy program
- Achievements and benefits to a roads levy
- The importance placed on road programs by the community; need for new capital works and ongoing maintenance; renewal and maintenance challenges facing Ku-ring-gai
- How the program is funded – the multiple sources of funding Council is using to fund the program
- What is the average cost to the rate payers (per day, month or year?)
- What is expected to be the change in their rates if the levy is approved and if it is not approved?

A series of questions that include:

- How well residents understand the proposal being presented
- Respondents' recognition for the need and level of support for continued roads initiatives in Ku-ring-gai
- A rating scale to measure:
 - The degree to which residents support the continuation of the special rate levy
 - The degree to which residents accept the need for the special rate levy
 - General comments on reasons against the rate levy continuation
 - Demographic information from respondents is recorded

Data analysis and reporting - data analysis to be conducted including:

- Mean calculation of all results
- Report sample size for each question
- Cross tabulation of results by demographic profile
- Analysis and grouping of qualitative data for each question – indicate reasons for non-supportive responses and illustrate key themes and trends

A full and detailed report is to be produced.

A sample size of 400 randomly selected residents is required.

5. Project deliverables

The consultant will deliver the following outputs as part of this project.

1. Design survey
2. Compile list of randomly select residents (representative of Ku-ring-gai)
3. Conduct research
4. Data analysis
5. Reporting of results to Council

6. Project reporting and timing

Timing (2012)	Project activities
December – mid February	Conduct resident survey
February	Analysis of results and reporting

7. Consultant fee and submission requirements

The consultant is to assess the objectives, scope of work, tasks and deliverables outlined in this brief and submit:

1. A fixed total fee (including GST) including all labour, sub-contractor and disbursement costs for both

Submission must include a completed 'Schedule of personnel and hourly rates for variations and time charge work'. Refer to table in Attachment 1.

8. Assessment criteria

Submissions will be evaluated, at the absolute discretion of Ku-ring-gai Council, on the basis of:

- Value for money;
- Demonstrated understanding of tasks (this may include suggestions for alternative methods)
- Approach to tasks and work methodology;
- Organisation's experience in successfully undertaking similar studies (references to be provided);
- Proven experience of nominated team for the project (references and contact details, plus project summaries available);
- Demonstrated preparedness to manage the engagement so as to achieve the necessary outcomes within the timeframes for the engagement.

9. Submission of proposals

Emailed responses can be sent to;

Nick Van de Peer
Ku-ring-gai Council
nvandepeer@kmc.nsw.gov.au

Written responses can be sent to;

Nick Van de Peer
Ku-ring-gai Council
PO Box 1056
Pymble NSW 2073

Proposals must be received by close of business 30 November 2012.

Further information on the Brief may be obtained from Nick Van de Peer on the above email address.

Attachment 1 - Schedule of personnel and hourly rates for variations and time charge work

Detail the roles and responsibilities of the proposed project staff (including sub-contractors), along with their qualifications and experience. The rates will be fixed and not subject to cost adjustment. Provide a brief Curricula Vitae for each person listed. Describe the management and sub-contractor structure proposed.

Name	Role and Responsibility	Qualifications and years of experience	Hourly rate*

* These hourly rates also represent the rate of variations and time charge work that may arise during the course of the engagement.