



Section G

Specification

Contract no: T8/2010

Contract for:
Epping Town Centre Study

Enquiries on the contents of this document should be directed to:

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Section G: Specification

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All Specification parts are to be read in conjunction with the Annexures attached to this Specification.

Part 1: General Requirements

1.1 Aims and Objectives

The aim of the Epping Town Centre Study is to explore the potential for the Epping Town Centre to accommodate increased residential and employment growth to fulfil its role as a Town Centre in the Metropolitan Context and to maximise the benefits arising from State Government infrastructure investment. The Study will inform future planning controls and infrastructure requirements to accommodate this growth and provide certainty for Epping residents and businesses on the future of Epping.

The objectives of the Epping Town Centre Study are to:

- analyse transport issues within the Study area and model transport outcomes, including consideration of public transport capacity, parking provision and pedestrian/cycling opportunities;
- analyse the major issues, development opportunities and constraints for the Study area;
- explore 2 growth scenarios (short term and long term) for the Epping Town Centre and report in terms of number of additional dwellings, employment (commercial) floor space and retail floor space available under each scenario. This should include consideration of development outcomes endorsed by Parramatta City Council, particularly for the short term scenario;
- identify infrastructure (including transport) upgrades required to accommodate each scenario;
- deliver an urban structure plan for each scenario, including the development of planning controls for the Epping Town Centre. The controls should include complementary planning proposals and development control plans (DCPs) for the Hornsby and Parramatta sides of the Centre; and
- identify funding sources for the provision of any proposed works and facilities associated with development, including the viability of a combined state/local infrastructure charge.

1.2 Project Scope

The Epping Town Centre Study is an initiative of the NSW Government to develop joint planning controls for Epping. The draft West Central and North Subregional Strategies identify the Study as a State Government initiative to maximize opportunities arising from investment in rail infrastructure within the region.

The Epping Town Centre Study will enable the future growth potential of Epping to be investigated on a holistic basis and facilitate development required to respond to the need

to rejuvenate the Centre. Once the Study is completed, revised planning controls will be progressed for each side of the Epping Town Centre.

Both Parramatta City (PCC) and Hornsby Shire Council (HSC) are required to prepare new comprehensive LEPs in accordance with the Standard Instrument LEP Order 2006 (as amended). PCC has already prepared draft planning controls for its side of the Epping Town Centre (including a review of heritage items and conservation areas) to form part of its draft comprehensive LEP. However, the DOP has required that heritage controls be deferred and form part of considerations under the Epping Town Centre Study.

Specifically, the controls for the PCC side of Epping in association with potential development scenarios for the Hornsby side of Epping require traffic and car parking modelling to identify traffic management issues in and around the Centre to enable revitalisation of Epping and growth in accordance with its Town Centre role.

HSC is currently in the process of preparing its comprehensive LEP. It is anticipated that any recommended changes to planning controls arising from the Epping Town Centre Study for the Hornsby side of the railway line, will be incorporated into Hornsby Council's comprehensive LEP.

The preparation of the Study is anticipated to be undertaken over a 12 month period and will be completed in five steps as follows:

Step 1: Transport Capacity Analysis and Scoping:

Public transport analysis, review of the pedestrian/cycling environment, car parking and traffic modelling. Two scenarios to be scoped based on short term (scenario 1) and long term growth (scenario 2).

Step 2: Opportunities and Constraints Analysis*:

Land ownership mapping, employment, economic and residential forecasting.

Step 3: Development of Retail/Commercial Core*:

Structure Plan for the Town Centre and investigation of a combined state/local infrastructure charge.

Step 4: Development of Surrounding Residential Areas within Walkable Catchment*:

Review of controls for the area surrounding the Town Centre and within the walkable catchment.

Step 5: Finalisation and Implementation:

Endorsement by Hornsby and Parramatta Councils and the DOP of revised planning controls, infrastructure contributions plan and public domain improvement plan. The involvement of the Consultant in the Study will end with the preparation of the plans for endorsement by the Councils and the Department for exhibition.

** For the Parramatta side of Epping, the Study only requires a review of existing studies.*

1.3 Outcomes and Outputs

The outputs of the Epping Town Centre Study are:

- **Transport Capacity Analysis and Scoping:** Capacity analysis, traffic modelling and car parking analysis which address the traffic congestion and transport interchange issues which currently affect the Centre. The Analysis will have regard

for the existing planning studies for Epping prepared on behalf of Parramatta Council and the development scenarios prepared for the Study area.

The Analysis will consider both short term and long term development scenarios for the Study area. The short term scenario for Parramatta will utilise recently adopted controls for Epping. The short term scenario will acknowledge that there may be limited ability to undertake major road works and additional transport infrastructure. However, the Analysis will demonstrate that the progression of the short term scenario complements the progression of any future long term transport solutions.

The focus of the Analysis will be on the short term scenario. The long term scenario will involve a higher level, conceptual analysis including identification of significant improvements to the road network and transport infrastructure (including a ring road or tunnel). This scenario would facilitate maximum growth of the Town Centre and surrounds.

For each scenario, the Analysis will outline the expected transport infrastructure/road changes and indicative costs. Each scenario will be reported in terms of the number of additional dwellings, employment (commercial) floor space and retail floor space required to support the option including with/without the North West Rail Link, the M2 upgrade, the Parramatta Rail Link and Regional Bus Corridors.

Hornsby Council has developed via consultants a highway VISUM Transport Model for the Shire. This model was designed to cover at global level, the impact of private car vehicle trips during the am peak period and is not suitable for traffic modelling and car parking analysis of traffic congestion and transport interchange issues envisaged in Epping Town Centre. A separate model for the study area will need to be developed. The database to sustain this modelling will essentially rely on information provided by the Transport Data Centre and other government agencies. The strategic modelling framework should take into consideration the requirement of a microscopic VISSIM model of 'Epping Town Centre'. The microscopic model shall be used as a tool for identifying and evaluating options to improve traffic and parking conditions of transport system in Epping Town Centre (includes car, buses, pedestrians and cyclists).

Specific tasks for this step are detailed in Section below in Specification 1.3,

- **Opportunities and Constraints Analysis*:** Review of previous studies undertaken on the Centre for background information and identification of key issues affecting the Centre. The analysis will include identification of land capability in relation to identified opportunities and constraints (including land ownership, heritage, topography, urban design, geotechnical, flora and fauna, and building type and condition).

The analysis will include economic forecasting to determine the feasibility of opportunities for job growth, retailing and the role of Epping in relation to surrounding centres and proposed controls for that part of the Study area contained within Parramatta City. The analysis will also address the economic viability of proposed planning controls.

- **Urban Structure Plan*:** In light of the opportunities and constraints analysis, a Structure Plan that identifies the appropriate footprint for development, recommended zonings and height controls, and presents options for improved linkages and connectivity to increase civic amenity. The Plan will review parking capacity for commuter and centre-use parking and identify funding sources for the

provision of any proposed works and facilities associated with anticipated development.

Following determination of the extent of the commercial/mixed use core, the Structure Plan will identify areas capable of supporting increased residential densities within the surrounding walkable catchment.

- **Draft Planning Controls:** Planning controls prepared in accordance with the State Government planning reforms to implement the recommendations of the Urban Structure Plan. The controls will be capable of being incorporated into Hornsby and Parramatta Councils' Comprehensive LEP and Consolidated DCP. In the case of the PCC side of Epping, this will involve review of the planning controls already prepared and adopted by PCC.

** For the Parramatta side of Epping, the Study only requires a review of existing studies.*

1.4 Transport Capacity Analysis and Scoping – Specific Tasks

Specific tasks for this Step will include, but shall not be limited to the following:

1. Assessment and documentation of existing traffic and parking conditions in Epping Town Centre;
2. Development of a 'functional' transport Model for Epping Town Centre (includes areas in Hornsby Shire and Parramatta LGA) and Environs;
3. Investigation the local and regional travel demand to Epping (both as a destination and interchange) by mode and trip purpose.
4. Assessment of future traffic and parking conditions of respective development scenarios;
5. Determine and evaluate the potential traffic and parking impacts of the North West Rail Link (NWRL) and Epping to Parramatta Rail Link (EPRL) on traffic conditions in Epping Town Centre;
6. Develop and evaluate options to improve pedestrian, cycle, traffic and parking connections and conditions in Epping Town Centre and recommend a program of work with indicative costs to address identified problems in the short and long term.
7. Identify if and how the existing public transport network could be improved, including the feasibility of additional bus services including cross contract region services to reduce local car commuting.
8. Investigate whether the provision of improved public transport from Epping to Sydney will encourage more people to drive to Epping to catch public transport.
9. Investigate whether the provision of increased residential population in Epping would have any affect on persons driving to Epping to catch public transport.

10. Review the Epping Transport Management and Accessibility Plan prepared by Masson Wilson Twinney (August 2004) and extend the review to include the whole of the Study area.
11. Investigate required parking rates for future retail, commercial and residential development in the town centre. Also consider separate cycle parking and car share parking rates.

1.5 Study Area

The Study area is depicted in the Study Area Map contained within Section F.

1.6 Consultation

A Government Agencies Group will be established as a reference group for the Consultant and Working Party to consult where necessary. The Group will include representatives from NSW Transport and Infrastructure, RailCorp, Transport Infrastructure Development Corporation and Roads and Traffic Authority. The Government Agencies Group will be consulted when necessary.

It is also proposed that a Stakeholder Reference Group be established incorporating property owners, developers and residents including the Epping Chamber of Commerce and the Epping Civic Trust. The Stakeholder Reference Group, with clear terms of reference and broad representation, will be established to assist in the Study on an as needs basis. Any Reference Group may comprise community, industry, environmental and other interest groups.

The Epping Chamber of Commerce, Epping Civic Trust, developers, major employers and other relevant state agencies will be involved in the consultation phase of the project where appropriate.

In the preparation of the Study, the consultant will undertake an appropriate and justified level of consultation. In responding to the project brief, the consultant must provide details of the proposed consultation methodology necessary to meet the required consultant project outputs.

1.7 Methodology

In responding to the project brief, the consultant must provide details of the proposed methodology necessary to meet the required consultant project outputs.

1.8 Personnel

The project is to be undertaken by a multi-disciplinary team, capable of addressing the project tasks. The tender is to include the qualifications and relevant experience of each team member proposed to be employed on the project including any sub consultants and the component(s) of the project each team member is to complete with costing indicated. Any similar studies recently undertaken by the consultant are to be detailed.

The Consultant must demonstrate that the major disciplines required for the project are adequately covered. The team member responsible for each of the disciplines is to be nominated.

The curriculum vitae of each member of the consultant team must be provided as an appendix to the tender. The Client must be notified immediately of any changes to the personnel named in the proposal. This will provide a basis for termination of the contact should Council not be satisfied with these changes.

1.9 Timing

It is anticipated that the draft report will be completed within 2 weeks of the final report being submitted to enable Working Party feedback to be provided and incorporated into the final report. The final report will be submitted within 29 weeks of the appointment. The consultant is to prepare a draft timetable indicating the timing of the various project components, community meetings, milestones and meetings with the Working Party Committee.

Consultants must demonstrate that they have the resources available to deliver the various projects components within the required timeframe. Previous clients will be contacted to verify the consultant's performance.

1.10 Administration

The Study will be over seen by a Working Party coordinated by Hornsby Shire Council.

To effectively manage the project it is important that there are regular discussions and face to face progress meetings in the project timetable and be prepared to provide verbal and written presentations at the meetings. At progress meetings, assessment against the methodology will be used to monitor the project.

The Project Manager is James Farrington. Enquiries concerning the project should be directed to:

Mr James Farrington
Town Planning Service

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Fax: (02) 98476999
Email:

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1.11 Reports and Data

The successful consultant will have access to the following relevant documents and records at the time of engagement.

Document	Authority
Hornsby Shire Local Environmental Plan	Hornsby Council
Hornsby GIS data (shapefile format) for Epping (Hornsby LGA only)	Hornsby Council
Ku-ring-gai and Hornsby Subregional Employment Study 2009	Hornsby Council
Business Lands DCP	Hornsby Council
Rosebank Avenue Heritage Review	Hornsby Council
East Epping Conservation Evaluation and Review Study	Hornsby Council
East Epping Heritage Review	Hornsby Council

Document	Authority
Heritage Review Stage 4	Hornsby Council
Hornsby Shire Housing Strategy	Hornsby Council
Epping Mixed Use Development Trade Area Analysis (for specific DA)	Hornsby Council
Initial Supply and Demand review / indicative Rental Assessment: 2-3 Pembroke Street and 30-38 Oxford Street, Epping NSW (for specific DA)	Hornsby Council
Epping Town Centre Social and Economic Analysis	Hornsby Council
Urban Design Study – Epping	Hornsby Council
Epping Town Centre Public Domain Framework Plan Epping Commercial Centre Master Plan	Hornsby and Parramatta Councils
Station Area Transport Management Plan – Epping Transport Interchange	Hornsby Council
Epping Transport Management and Accessibility Plan – PBA International Australia & Masson Wilson Twiney 2004	Hornsby and Parramatta Councils
Review of Environmental Factors – Modifications to the Parramatta Rail Link – Proposed Epping Station and Transport Facilities	Hornsby Council
Epping Chamber of Commerce discussion paper	Hornsby Council
Epping Commercial Centre Masterplan	Hornsby Council
Parking Utilisation Study (Nov 2007)	Hornsby Council
Oxford Street, Epping – Proposed Streetscape Plan	Hornsby Council
Population Profile	Hornsby Council
Hornsby Housing Strategy Planning Proposal	Hornsby Council
Epping TMap (electronic format) by Peter Brett Associates International	Hornsby Council
Parramatta Local Environmental Plan	Parramatta Council
Parramatta GIS cadastral and zoning data (shapefile format) for Epping (Parramatta LGA only)	Parramatta Council
Parramatta Residential Development Strategy	Parramatta Council
An Assessment of the Heritage Significance of Items in the City of Parramatta June 2005 by Graham Hall & Partners	Parramatta Council
Heritage Investigations carried out in Toongabbie and Epping June 2007 by Rod Howard & Associates	Parramatta Council
Retail Analysis Epping Town Centre June 2009 by MacroPlan Australia Pty Ltd (Internal document only)	Parramatta Council
Parramatta, Toongabbie and Epping Heritage Studies Review of Recommendations June 2008 by Government Architects Office	Parramatta Council
Urban Design Study Epping September 2006 by Allen, Jack & Cottier	Parramatta Council
Epping Town Centre Social & Economic Analysis April 2006 by SGS Economics and Planning	Parramatta Council
Assessment of Density Options May 2006 by SGS Economics and Planning	Parramatta Council
Draft Parramatta Local Environmental Plan 2010	Parramatta Council
Draft Parramatta Development Control Plan 2010	Parramatta Council

Document	Authority
Draft North Subregional Strategy	Department of Planning
Draft West Central Subregional Strategy	Department of Planning
Metropolitan Strategy City of Cities: A plan for Sydney's Future	Department of Planning
Preliminary Scoping Study for the Epping Town Centre Study	Department of Planning

1.12 Project Management and Communication

1.12.1 Management

The consultant will report to a joint working party consisting of a nominated Councillor from and relevant officers from Hornsby and Parramatta Councils, and a representative from the Department of Planning (DOP). The purpose of the Working Party is to oversee the project. Working Party meetings would provide the opportunity to obtain progress briefings and discuss issues as required. It is anticipated that the consultant would attend at least 3 working party meetings plus an inception meeting.

The Executive Manager, Planning Division, Hornsby Shire Council (HSC) will be the Project Director. The Manager, Town Planning Services, Hornsby Council will be responsible for overseeing the Study and ensuring that the key milestones of the Study are achieved and the expected outputs are delivered. The Principal Strategic Planner will be responsible for the daily management aspects of the Study and will ensure that the various tasks are achieved and the expected outputs are delivered.

Parramatta City Council (PCC) and the DOP, with HSC will be involved in the critical decision making for the Study on an ongoing basis by representation on the Epping Town Centre Steering Committee. The DOP and PCC will be requested to attend Steering Committee meetings on an as needs basis (eg. the inception of the Study and when key outputs are presented for consideration). The Steering Committee will be an advisory committee and will meet to discuss the progression of key tasks on the Study. The DOP and PCC will also be involved, with HSC in the critical decision making for the Study at the key milestones. The DOP will be delivered a copy of the draft Study Report for endorsement prior to preparation of detailed planning controls to implement the draft Study and exhibition of the Study report and planning controls. The Department will also be forwarded a copy of the adopted Study and detailed planning controls drafted in accordance with the Standard Instrument to meet the Councils' obligations under the Metropolitan Strategy and the North and Central West draft Subregional Strategies for final endorsement.

A Government Agencies Group is proposed to be established as a reference group for the Steering Committee to consult where necessary. The Group would include representatives from NSW Transport and Infrastructure RailCorp and Roads, Transport Infrastructure Development Corporation and Traffic Authority. It is also proposed that a Stakeholder Reference Group be established incorporating property owners, developers and residents including the Epping Chamber of Commerce and the Epping Civic Trust.

Reporting to the perspective Councils will take place throughout the Study to sign off project milestones and endorse submissions to the Department of Planning as outlined in the Project Workplan. This will include update briefings to Councils via relevant committee structures in the respective Councils.

The Study will assist in the preparation of comprehensive LEPs for both the Councils. The Study will be used as a key strategy document for both Councils to support the implementation of the subregional and local planning strategies within Epping Town Centre, to identify employment opportunities and appropriate allocation of land and resources.

1.12.2 Key contacts

The working party will be comprised of at least the following:

Member and Position	Project Role	Organisation
Scott Philips, Executive Manager, Planning Division	Project Director	Hornsby Shire Council
James Farrington – Manager, Town Planning Services	Project Manager	Hornsby Shire Council
Karen Harragon – Principal Strategic Planner Councillor	Project Coordinator	Hornsby Shire Council
Sue Stewart – Senior Project Officer	Project Steering Committee Member	Hornsby Shire Council
Su Cram – Place Manager Councillor	Project Steering Committee Member	Parramatta City Council
Mitchell Noble – Planning Officer	Project Steering Committee Member and Liaison Officer	Parramatta City Council
		Department of Planning

1.13 Project Workplan

Description of Tasks and Milestones	Timeframe	Responsibility	Output to be achieved
Inception meeting	May 2010	Consultant under supervision of Working Party	Formal instrument of agreement signed. Inception meeting held.
Step 1 - Transport Capacity Analysis and Scoping	5 weeks	Consultant under supervision of Working Party	Results of Step 1 prepared as element of the draft Study and distributed to Working Party. Results to be presented at Working Party meeting.
Step 2 - Opportunities and Constraints Analysis	3 weeks	Consultant under supervision of Working Party	Results of Step 2 prepared as element of the draft Study and distributed to Working Party. Results to be presented at Working Party meeting.
Reports to Hornsby and Parramatta Councils	4 weeks	HSC and PCC	Project update reports presented to the respective Councils.
Step 3 – Development of Retail/Commercial Centre	7 weeks concurrent with Step 4	Consultant under supervision of Working Party	Results of Step 3 prepared as element of the draft Study and distributed to Working Party. Results to be presented at Working Party meeting.
Step 4 – Development of	7 weeks		Results of Step 4

Surrounding Residential Areas within Walkable Catchment	concurrent with Step 3		prepared as element of the draft Study and distributed to Working Party as Draft Study containing results of Steps 1- 4. Results to be presented at Working Party meeting
Update Reports to Hornsby and Parramatta Councils	4 weeks	HSC and PCC	Project update reports presented to the respective Councils.
Step 5 – Study Finalisation and Draft Controls for Implementation	6 weeks	Consultant under supervision of Working Party	Final Report Presented to Working Party.

Following completion of Step 5 – Study Finalisation and Draft Controls for Implementation, PCC and HSC will report the Epping Town Centre Planning Proposal to Council for progression in accordance with the recommendations of the Study, including endorsement by the Council's and the DOP of infrastructure contributions and public domain improvement plans for public exhibition.

1.14 Reporting Requirements

The final report should address, but not be limited to, all matters set down in the scope of work and project outputs.

The final report is to be on A4 size paper. Two (2) sets of unbound originals are to be provided to the project manager for reproduction purposes together with an electronic copy each on disk CD in Word for Windows format. A further four (4) copies of the report and associated maps are to be provided, two for Parramatta Council, and two to the Department's liaison officer. Where appropriate, mapping should be in line with the Department of Planning's technical guidelines for LEP mapping.

Two (2) separate hardcopies and one (1) electronic copy of reports should also be provided documenting the transport model and findings of the Transport Capacity Analysis and Scoping. In addition, a copy of the VISUM and VISSIM transport models including any results and data used to develop the transport models shall be handed for future use at no additional cost to the client.

1.15 Project Budget

The Epping Town Centre Study project has a budget not exceeding \$225 000 for consultant input, comprised of a Planning Reform Fund contribution of \$125,000 from the State Government and a contribution of \$100,000 from Hornsby Council..

Part 2: Occupational Health and Safety

The Consultant shall abide with all requirements of the Occupational Health and Safety (OH&S) Act, 1983 and any other Acts, Awards, Regulations that may be relevant.

Under the OH&S Act, the Consultant is totally responsible to ensure for the health, safety and welfare of his employees and others in the vicinity of the works. This shall include all members of the general public.

In accordance with the OH&S Act, 1983, the Consultant shall ensure that:-

- Safe plant and systems of work are provided and maintained,
- Plant and substances are safe for use, storage, handling and transport,
- A safe workplace is provided,
- Adequate facilities for welfare are provided,
- Information, instruction, training and supervision are provided

The Consultant shall report all accidents and incidents to the Client within 24 hours of the incident occurring. Each report shall clearly outline and analyse the causes of the accident or incident and propose ways of avoiding the recurrence of similar problems. The Consultant shall keep an up to date register of all accidents and incidents and keep record of all lost time due to injuries of any kind.

The Consultant shall be responsible for notifications of accidents and/or incidents to the Workcover Authority of NSW.

The Consultant shall provide adequate First Aid facilities which shall comply with the relevant Australian Standard and Occupational Health and Safety Act. The First Aid facilities shall be clearly marked and readily accessible to all staff at all times.

The Client has in place a personal protective equipment policy which the Consultant shall use as a minimum standard. A copy of this is attached as Annexure G/1.

Annexure to Specification

Annexure Contents	
G/1	Hornsby Shire Council Personal Protective Equipment Policy