



Shire of Toodyay

Expressions of Interest (EOI) – EOI1/24

Provision of External Strategic Planning Consultancy Services

1. Introduction

The Shire of Toodyay is inviting Expressions of Interest (EOI) from qualified and experienced consultants to provide External Strategic Planning Consultancy Services. The successful consultant will be engaged as the Project Manager to oversee and deliver two key strategic planning projects:

1. Omnibus Scheme Amendment
2. Structure Plan Amendment

These projects are essential for the Shire's commitment to the Housing Support Program, with project completion required by June 2025.

2. Project Overview

This project aims to support the delivery of increased housing supply through building planning capability, including resources to support increased delivery of new housing and master planning to support increasing housing in well-located areas.

The Shire of Toodyay seeks a single consultant to manage and deliver these projects to ensure consistency, alignment, and a cohesive strategic planning framework. The consultant will be responsible for providing the necessary expertise in strategic planning and project management to ensure that the Shire meets the deadlines and requirements of the Housing Support Program.

The primary focus will be delivering the following:

- Omnibus Scheme Amendment: A comprehensive amendment to the Shire's Local Planning Scheme, addressing zoning, land use, and regulatory adjustments.
- Structure Plan Amendment: Updates to existing structure plans to accommodate current and future development needs.

These projects will play a pivotal role in supporting sustainable growth, ensuring compliance with state legislation, and meeting the strategic objectives of the Shire of Toodyay.

3. Scope of Work

The successful consultant will be expected to:

- Provide strategic planning expertise and project management skills necessary to lead all three projects.
- Ensure integration and alignment between the Omnibus Scheme Amendment, Structure Plan Amendment.
- Lead stakeholder engagement, including consultation with government agencies, community groups, and key local stakeholders.
- Deliver project reports, analysis, and recommendations in accordance with legislative requirements and the Shire's strategic goals.
- Monitor and manage timelines, budgets, and project risks to ensure delivery by June 2025 in line with the Housing Support Program requirements.

4. Required Expertise

To be considered for this role, interested consultants must demonstrate:

- Proven experience in managing large-scale strategic planning projects within local government.
- Comprehensive knowledge of Western Australian planning legislation, including the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- Strong project management capabilities with experience in delivering projects on time and within budget.
- Excellent stakeholder engagement skills, with a focus on working with local governments and state agencies.
- The ability to produce high-quality documentation and reports suitable for council consideration and statutory compliance.

5. Submission Requirements

Consultants are invited to submit an Expression of Interest that includes:

- A detailed CV or company profile demonstrating relevant experience and expertise.
- A description of the approach to managing and delivering all three projects.
- A project timeline, outlining key milestones and deliverables.
- A fee proposal and cost breakdown.
- Contact details for two relevant referees from previous projects of similar scope and scale.

6. Evaluation Criteria

EOIs will be evaluated based on the following criteria:

- Relevant experience and qualifications in strategic planning and project management.
- Demonstrated ability to deliver similar projects on time and within budget.
- Understanding of the specific challenges and opportunities of the Shire of Toodyay's planning environment.
- Value for money and cost-effectiveness of the proposal.
- Capacity to meet the June 2025 deadline for the Housing Support Program.

7. Submission Deadline and Contact Information

All Expressions of Interest must be submitted no later than **24 October 2024**.

Submissions should be addressed to:

**Chief Executive Officer
Shire of Toodyay
PO Box 96, TOODYAY WA 6566**

Email: records@toodyay.wa.gov.au

Phone: 08 9574 9300

For any inquiries regarding the EOI or further information about the projects, please contact Hugo de Vos – Executive Manager Development and Regulation at 9574 9340 or records@toodyay.wa.gov.au.

Please quote EOI1/24 in the subject line.

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8. Conclusion

The Shire of Toodyay is committed to advancing sustainable planning and development for the future. We encourage qualified consultants to submit their Expressions of Interest for this exciting opportunity to shape the Shire's planning strategy and deliver key outcomes for the community.

We look forward to your submission and to working together on this important initiative.

[Signature]

Aaron Bowman

Chief Executive Officer
Shire of Toodyay