



City of Whitehorse

Affordable Housing Local Planning Policy

Project Brief for Quotes

January 2019

Request for Quotation Closes at

4.00pm.

Tuesday 12th February 2019

Social Policy Officer
City of Whitehorse
379 - 397 Whitehorse Rd.
Nunawading 3131.
Ph. 9262 6534

Delivery Address:
Nunawading Delivery Centre Vic 3110

File No.

Date prepared:

January 2019

Project Brief

Introduction

Whitehorse City Council is committed to advocating for its most disadvantaged residents having the ability to access safe, secure, affordable housing, with a view to better health outcomes and higher quality of life for all. This commitment is demonstrated through Council's Affordable Housing Policy and membership in the Eastern Affordable Housing Alliance (EAHA), regularly advocating for increased investment by the State and Federal governments, of which housing is primarily their responsibility and non-government stakeholders in social and affordable dwellings in the region.

Council regularly negotiates with developers to offer affordable housing in their developments, however without the necessary statutory framework to strengthen agreements developers can opt in or out and agreements can be overturned by VCAT, as a recent example in Box Hill has demonstrated.

Subsequently, Council applied to the Department of Environment, Land, Water and Planning for a grant as part of their *Voluntary Affordable Housing Agreements* Grants Program to develop a Local Planning Policy on Affordable Housing. Council was successful in their application and is now looking for a suitably qualified consultant to assist in the research and drafting of the Policy.

A local planning policy will provide the necessary statutory framework to strengthen agreements, thereby holding developers as well as Council more accountable. This would significantly reduce the amount of time and resources required to negotiate affordable housing outcomes and provide greater certainty about what's expected.

Scope

Council would like the successful consultancy to conduct research into the most appropriate approaches to the provision of voluntary affordable housing in Whitehorse, and the development of a local planning policy and draft planning scheme amendment for inclusion in the Whitehorse Planning Scheme.

Some of the approaches that warrant further research include:

- 'Density Bonuses' — where development at a density greater than what is usually permitted is offered in return for an affordable housing contribution.
- 'Planning Concessions' — where planning rules are varied for affordable housing development or to enable low-cost market housing.
- 'Negotiated Agreements' — where affordable housing contributions are negotiated on a case-by-case basis.
- 'Feasibility Testing' — identifying key redevelopment sites and investigating the feasibility of a planning overlay or zoning that has an affordable housing requirement.

The findings of this research will assist in the development of a strategically sound policy that will provide the private sector with an incentive to deliver affordable housing in return for negotiated arrangements with Council.

Once a local policy is in place, Statutory Planners within Council will then consider the policy in their assessment of planning permit applications. The 'stronger' the final wording of the local policy, the greater the position of planners to negotiate affordable housing provision with developers and to place conditions on the provision of affordable housing. The Whitehorse Planning Scheme already has local planning policies that refer to the need for affordable housing (Clause 21.06 – Housing, Clause 22.03 – Residential Development) but a specific policy would provide a stronger basis for negotiated outcomes for the inclusion of affordable housing in developments.

This will then assist Council to achieve affordable housing targets on government and strategic redevelopment sites and provide greater certainty in terms of contribution amount and mechanism, making it easier to factor into development feasibilities.

Process

1. Written quotations for this work will be accepted until Tuesday 12th February, 2019.
2. For further information regarding this project please contact: Ryan Hood, Social Policy Officer on 9262 6534.

Project Schedule

The following dates are provided for Council's requirements:

Closing date for submissions:	12 th February 2019
Formal appointment:	19 th February 2019
Options Paper submitted:	12 th April 2019
Draft Local Planning Policy submitted:	13 th May 2019
Final Local Planning Policy submitted:	10 th June 2019

Project Budget

A budget of \$50,000 has been allocated to this initiative. Consultants are required to provide a fixed fee quote including a detailed cost summary.

Unless an alternative arrangement is negotiated between the successful consultant and Whitehorse, the proposed schedule of payments will be based on the following: 10% at commencement, 20% on submission of an Options Paper, 40% on submission of the Draft Local Planning Policy and the remaining 30% upon submission of the Final Local Planning Policy.

For the policy to have any statutory weight a planning scheme amendment must follow to incorporate the policy into the planning scheme. The administrative cost of preparing a subsequent planning scheme amendment will be assumed by Council.

Project Lead and Management

The Project Lead for this project is Debbie Seddon, Manager Community Development and the Project Manager is Ryan Hood, Social Policy Officer. The Project Manager and nominated staff who will form a steering committee will be the main contact point between Council and the Consultant.

Project Documentation

Any output resulting from this project will become and remain the property of the City of Whitehorse.

Submission Guidelines

Your submission should include:

- Names and experience of the key personnel who will be involved in research and drafting of the Affordable Housing Local Planning Policy;
- A detailed description of the proposed project methodology and cost summary;
- Examples of 'similar' projects you have been involved in;
- The name and contact details of 3 referees able to support the submission;

Submissions, marked **Affordable Housing Local Planning Policy** are to be submitted by 4pm Tuesday 12th February 2019, to:

Ryan Hood
Social Policy Officer
City of Whitehorse
Locked Bag 2,
Nunawading Delivery Centre
VIC 3131

Alternatively you can email a copy to ryan.hood@whitehorse.vic.gov.au by 4pm Tuesday 12th February 2019.

Evaluation of Submissions

The following table details the criteria and weighting to be applied to submissions received in response to this brief.

Selection Criteria	Weighting
Price	35%
Proposed methodology and compliance with Council's Brief	35%
The capability and capacity of the consultant to undertake the research and prepare the final Affordable Housing Local Planning Policy	30%

Privacy Legislation

The applicant is bound by the information privacy principles under the Privacy and Data Protection Act 2014 (Vic) regarding all acts of themselves, their agents and employees and must ensure that all the personal information available to them is only used for the purpose of fulfilling the obligations under this brief.

The respondent must advise Council immediately of any breaches of the Act by themselves, its agents or employees and must allow Council to audit the information practices of the respondent and provide reasonable assistance during the audit.

The respondent must indemnify Council in respect of any liability, loss or expense incurred arising out of or in connection with a breach of the Privacy and Data Protection Act by themselves, its agents or employees.

This clause shall continue to have effect after the completion of the works.