

Local Government
Association of NSW



Shires Association
of NSW

Request for Quotation to develop a workshop package on climate change action for Local Government in NSW

6 July 2009

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1. Background

1.1 The Associations

The Local Government Association of NSW and Shires Association of NSW (the Associations) are the peak bodies for NSW Local Government. Together, the Local Government Association and the Shires Association represent all the 152 NSW general-purpose councils, the special-purpose county councils and the regions of the NSW Aboriginal Land Council. The Associations represent the views of councils to NSW and Australian Governments; provide industrial relations and specialist services to councils and promote Local Government.

The Associations are currently managing the project, 'Climate Change Action Planning for Local Government' (funded by the NSW Environmental Trust) to build the capacity of Local Government to develop local climate change action plans. This will be achieved by delivering a trailed and tested package for conducting workshops, case studies of how the workshop package has been applied and descriptions of experiences of council staff in developing local climate change action plans. The services required in this Request for Quote will contribute to this project.

1.2 Previous Climate Change Projects

This project builds upon previous work by the Associations on climate change. In 2006, the Associations hosted a summit on climate change with several speakers addressing various topics including issues for coastal and rural councils. In 2007, the Associations released the Climate Change Action Pack, which was developed in conjunction with the NSW Department of Environment and Climate Change as an online resource (www.lgsa-plus.net.au/climatechangeactionpack). The Climate Change Action Pack can be accessed freely, is available to anyone and is being continually updated, reviewed and revised. It was based on feedback gathered by the Associations through a needs analysis survey of councils. Survey results from 113 of 152 councils, indicated a preference for a web-based format with best practice case studies, links to relevant climate change information, a checklist of actions, action guides, templates and reports.

The NSW Mayor's Agreement on Climate Change was established by the Associations following a motion by Waverley Council, passed unanimously at the Local Government Association Conference in 2007. Councils across NSW can show their commitment to tackling climate change by signing the NSW Mayors' Agreement on Climate Change. By signing the agreement, Mayors agree to meet or beat greenhouse reduction targets assigned to Australia by the Kyoto Protocol or go further and adopt a more ambitious target (30% reduction or more) for greenhouse gas emissions by 2020.

During 2008, the LGSA delivered eight regional workshops throughout NSW to raise awareness of climate change issues among council staff members. Approximately 400 people attended from 73 councils and other organisations including 43 councillors, 6 General Managers and 20 Directors. The workshop series covered several topics including:

- Climate change science and scenarios
- Impacts on human health
- Impacts on infrastructure
- Impacts on water management
- Risk and insurance implications for Local Government
- NSW Government climate change policy
- Community engagement projects
- Council case studies
- Cities for Climate Protection and ICLEI programs

Evaluation of the 2008 workshop series identified the need to go beyond raising awareness to providing practical support, particularly for adaptation planning. This current project will focus on the priority areas of adaptation planning, risk assessments and providing case studies of council actions.

The Associations will continue to work with the Climate Change Reference Group which includes representatives of councils, state government agencies and research institutes. The Associations will consult with the NSW Department of Environment and Climate Change to access the latest research and policy. In particular, the NSW Climate Change Action Plan, which is expected to be released shortly in draft format and the updated climate change scenarios for the regions of the NSW State Plan, also expected to be released shortly (<http://www.environment.nsw.gov.au/climatechange/regionsummary.htm>). In delivering this project, the Associations will also work with the Statewide Mutual Liability Scheme which has undertaken risk assessments with three NSW councils.

2. Summary of Deliverables

2.1 Workshop Package

The Associations are seeking written quotations with brief proposals (maximum ten pages long) from suitably qualified consultants to develop a workshop package for use by NSW local councils in developing local climate change action plans. The workshop package will include:

- Information to be presented and exercises to be undertaken in workshops (e.g. information on climate change scenarios, much of which is available through the NSW Department of Environment and Climate Change);
- Work sheets, tools and templates for workshop participants and for council staff to utilise in, after or before workshops (e.g. risk assessment tools and templates); and
- Information, ideas, work sheets, tools and templates for workshop organisers (e.g. equipment checklists).

Items for the workshop organiser should be distinguishable from those that are for workshop participants.

The format and draft content of the workshop package is detailed in Schedule 1.

2.2 Focus Group and Meetings

The successful consultancy will be required to work closely with the Associations, run a focus group of approximately three hours in duration with around ten participants (which the Associations will convene) and attend no less than two meetings with the Associations (as per Schedule 3). The meetings and focus group will be to discuss the format and content of the workshop package.

2.3 Assessment Form

Following development of the workshop package by the successful consultancy, the Associations will conduct a trial implementation of the workshop package to assess the suitability of the workshop package and identify any areas for refinement. This will be conducted by the Associations through working with four selected councils that will hold workshops using the workshop package as part of the process of preparing climate change action plans.

From the trial implementation, the Associations will assess how the workshop package could be refined to better suit councils and serve the purpose of preparing climate change action plans. The assessment will be based on feedback received from councils on assessment forms, as well as any other feedback the Associations gather (such as discussions with

selected council staff and experiences of the Associations' staff members involved in the workshop processes).

The successful consultancy will be required to develop the assessment form that the Associations will distribute to workshop participants and that the Associations will use in assessing the workshop package.

2.4 Refinements to Workshop Package

The successful consultancy will be required to meet with the Associations to discuss how the package can be refined in view of the feedback received and subsequent assessment of the workshop package (the Associations will collate the feedback and assess the workshop package). The consultancy will be required to make refinements required by the Associations.

3. Quotation

Quotations should include a price schedule with a detailed breakdown of costs with GST inclusive amounts and GST exclusive amounts. The current budget for the workshop package is \$30,000 plus GST.

Brief proposals should also be submitted to describe how the consultancy proposes to undertake the work. Proposals must include:

- Ability to meet the deadlines;
- Degree of overall compliance with the Statement of Deliverables (Schedule 1) and the Associations' standard contract (Schedule 4);
- Examples of facilitation techniques and concepts that may be incorporated into the workshop package. Innovative suggestions are welcome;
- Proposed methodology for researching and compiling the workshop package;
- Staff resourcing – qualifications and experience of the staff member/s who will be completing the work; and
- References for similar work completed in the last 7 years.

Together the quotation and proposal including staff details should not exceed 10 pages.

3.1 Conditions

The successful consultancy must sign the Associations' standard contract before commencing work (sample attached as Schedule 4). Copyright of all materials will belong to the Associations.

The workshop package must be submitted by 5.00pm EST on 19 October 2009 and refined by 5.00pm EST on 14 May 2010.

The LGSA reserves the right not to proceed with any quotation.

3.2 Closing Date and Lodgement of Quotations

Quotations are due by **5.00pm EST on 24 July 2009** and will not be accepted after this date. Quotations should be emailed to Amy Lovesey at amy.lovesey@lgsa.org.au All proposals received will be acknowledged with a return email of receipt within three (3) working days.

3.3 Contact Officer and Further Information

Amy Lovesey, Climate Change Mitigation and Adaptation Project Officer
Local Government Association of NSW and Shires Association of NSW
Tel: (02) 9242 4128 Fax: (02) 9242 4111 Email: amy.lovesey@lgsa.org.au

4. Selection Criteria

Quotations and proposals will be evaluated based on the following selection criteria:

- Degree of overall compliance with the Statement of Deliverables (Schedule 1) and the Associations' standard contract (Schedule 4);
- Previous performance by the consultancy in similar work (in the last 7 years);
- Proposed fees and any conditions;
- Skills, qualifications and experience of the consultant or team bidding for the work; and
- Understanding of the brief and proposed methodology.

5. Interviews

As part of the evaluation process, interviews may be conducted with short listed applicants if required (by teleconference or face to face at the Associations' offices).

Schedule 1. Statement of Deliverables

Workshop Package

The workshop package will be a suite of information and exercises for presentation in workshops, work sheets for council workshop participants and tools and templates for workshop organisers and council staff to utilise.

The format of the workshop package will be an electronic compilation of A4 pages that when printed can be inserted into a ring binder folder. The package should include:

- Cover page (with the existing Climate Change Action Pack identity incorporated into the design. The identity (logo, colours and font) will be supplied by the Associations;
- Contents page;
- Chapters;
- Presentation slides and presenters notes in PowerPoint and also in Microsoft Word;
- Pictures and diagrams interspersed with text; and
- Hand outs for workshop participants.

The workshop package should be designed so that the templates, by being in Microsoft Word, can be easily altered by the council using the workshop package and that the content and structure can be amended (e.g. certain chapters or components can be removed without affecting other sections). This way, workshops could be delivered with various combinations of the components of the package utilised to construct either a half day or full day workshop, tailored to the needs and circumstances of the council using the workshop package.

In developing the workshop package the consultancy should be mindful of the end users of the package and stakeholders that may participate in workshops. The workshop package will be designed for use by individual councils as well as regionally similar groups of councils (e.g. Regions of Councils) including:

- Various council staff and contractors including officers, managers, directors and senior executives (with varying levels of understanding and appreciation of climate change impacts and of their position's role in addressing climate change)
- Councillors

Councils may also engage external stakeholders in the process of developing climate change action plans and thus the workshop package should also be tailored for delivery to:

- Community members (individuals and community groups)
- Other stakeholders (such as State Government agencies, health and emergency services)

Upon completion of the final workshop package the consultancy will be required to submit three hard copies and an electronic version of the workshop package to The Associations. The electronic version should be made available in Microsoft Word (with Microsoft PowerPoint for the slide presentations) and PDF.

Focus Group and Meetings

The Associations will require two face to face meetings with the successful consultancy of approximately two hours in duration each at the Associations' offices (Margaret St, Sydney NSW). The timing of the meetings is outlined in Schedule 3. The Associations and the successful consultancy may request additional meetings if considered necessary.

The successful consultancy will also be required to undertake a focus group session of approximately three hours long with around ten participants. The Associations will convene the group and host the session at the Associations' offices (as per Schedule 3).

Assessment Form

The successful consultancy will be required to develop the assessment form that the Associations will distribute to workshop participants to assess the workshop package. The assessment form will be no longer than two A4 pages in length and include multiple choice and short answer questions.

Refinements to the Workshop Package

The consultancy will be required to make refinements to the workshop package required by the Associations. The final payment in the payment schedule will be made upon adequate refinements to the workshop package by the consultancy (14 May 2010).

Once refined, the workshop package will be made freely available online as part of the Climate Change Action Pack (by the Associations). The aim is that the workshop package will be a resource that councils can adapt and utilize and it will support councils in addressing the significant challenge climate change presents.

Schedule 2. Draft Module Topics

The workshop package will be presented as a series of discrete modules that can be used selectively by council staff in holding short or long workshops to a small or large audience. For example, some councils may determine that certain modules will be delivered to a small group of staff (e.g. a climate change working group) and that other modules will be delivered at a community workshop.

The workshop must be flexible enough to cater to participants with varying levels of awareness and appreciation for climate change issues and different learning styles. The workshop package should be designed to engage and empower community members, councillors, and council staff from widely disparate operational areas of council, including but not limited to: environment staff, operational and engineering staff, social services and senior management. The workshop package will also need to be sufficiently flexible and sufficiently detailed to ensure it is relevant to different councils across NSW: such as metropolitan or highly urbanised LGAs; regional areas; rural or agricultural areas; coastal LGAs; and areas prone to flooding, bushfire or drought.

It is envisaged that various stand alone modules will be developed, designed so they can be delivered in various combinations to construct either a half or full day course depending on the needs and circumstances of each council.

The workshop package should cover the following:

Workshop Introduction

Climate Change Impacts and Scenarios

Visioning Exercise

Audit of Greenhouse Gas Emissions to Inform Mitigation*

- Including pre-workshop materials.

Mitigation Actions*

**Please note: The mitigation component can be a series of links and summaries to where this information is already available elsewhere e.g. ICLEI resources, foot printing tools and community programs*

Risk Assessment to Inform Adaptation

- The package should include the latest information from the NSW Department of Environment and Climate Change, including the regional climate change scenarios once they are made available. The regional information should be available in separate chapters so that a council can work from the information for their region.

Adaptation Actions

Development and Implementation of a Local Action Plan

Other

- Estimated time needed for each component of the workshop
- Cover and contents page
- Templates (e.g. for a record of attendance, sample programs for workshops, an evaluation form for participants of the workshop venue, facilitator, etc.)
- Glossary (of terms used and likely to be encountered)
- A fact sheet on the potential benefits of stakeholder engagement and a fact sheet on hints to engaging stakeholders on climate change issues with links to other resources on stakeholder engagement
- A checklist of equipment needed for hosting a workshop (e.g. pens, projector, etc.)
- A checklist of things to coordinate in hosting a workshop (e.g. catering, venue, etc.)
- A template for workshop participants personal reflections during the workshop (such as what was learnt, what they wish to follow up to learn more about, how they might go about their work differently, etc).

Further details on what the workshop package should include will be provided to and discussed with the successful consultancy.

Reference material:

The successful consultancy will be required to consider the information and resources listed below in developing the format, content and style of the workshop package. A copy of these reference documents will be made available to the successful consultant if required. The Associations may also require the successful consultancy to consider additional documents in developing the workshop package.

Urban Sustainability Workshop Series: A Sustainability Workshop Resource Kit for Environmental Educators by The Watershed Sustainability Resource Centre, Newtown, NSW.

'Introduction to the ORID Discussion Method' (Objective, Reflective, Interpretive, Decisional)
© Unfolding Futures Pty Ltd and ICA, Ph (02) 9896 3839 info@unfoldingfutures.net in
Purposeful Facilitation, 2007, (workshop manual) by Unfolding Futures Pty Ltd.
<http://www.unfoldingfutures.net/>

Bizikova L., Neale T., Burton I., (2008) *Canadian Communities Guidebook for Adaptation to Climate Change*, Environment Canada.
<http://www.forestry.ubc.ca/LinkClick.aspx?fileticket=xsexCSatHjo%3d&tabid=2455&mid=5415&language=en-US>

Adapting to Climate Change: A Queensland Local Government Guide (June 2007) Local Government Association of Queensland Inc.
http://www.lgag.asn.au/lgag/publications/LGAQ_Climate%20Change%20Adaptation%20Guide.pdf

ICLEI Oceania Cities for Climate Protection Milestone Resources
<http://www.iclei.org/index.php?id=8390#c31283>

The following documents may also be of use:

England, P., (2007) *Climate Change: What are Local Governments Liable for?* Urban Research Program Issues Paper 6, Griffith University.
http://www.griffith.edu.au/_data/assets/pdf_file/0011/48566/urp-ip06-england-2007.pdf

Buckley R., et al., (2007) *Climate response: Issues costs and liabilities in adapting to climate change in Australia*, Griffith University, Gold Coast and Brisbane ISBN 978-1-921291-11-1
https://www3.secure.griffith.edu.au/03/ertiki/tiki-download_file.php?fileId=701

Schedule 3. Timing and Duration

The Associations propose the following draft timelines and payment schedule:

	Date	Payment
Quotations due to the Associations	By 5pm EST 24 July 2009	-
Associations to advise successful consultancy	During 10 - 14 August 2009	-
Signing of contract	During 10 – 21 August 2009 (TBC)	20%
One face to face meeting of Associations and the successful consultancy to discuss the project	During 10 – 21 August 2009 (TBC)	-
Draft workshop package due to the Associations	17 September 2009	30%
One focus group to discuss the workshop package	During 17 – 24 September 2009 (TBC)	-
Workshop package due to the Associations	19 October 2009	35%
Option for consultancy to be involved (e.g. participate, observe or be informed) in the trial implementation and evaluation of the workshop package (at the consultancy's own cost)	Throughout November 2009 and February – April 2010	-
One face to face meeting of Associations and the successful consultancy to discuss the evaluation of the workshop package	Late April 2010 (TBC)	-
Refined workshop package due to the Associations	14 May 2010	15%

[Draft timeframes only, may be subject to change up until 10 August 2009]

Schedule 4. Draft Contract for Successful Consultants.

Dated this

Agreement

Between

The Local Government Association and the Shires Association of New South Wales of
28 Margaret Street Sydney, A.B.N 4985 3913 882

And

1. Nature of the Services

1.1 The consultant agrees to develop a workshop package tailored for NSW local council staff in accordance with the Request for Quotation (attached and marked as Annexure "A").

2. Performance of the Services

2.1 The Associations staff will give all reasonable assistance to the consultant to achieve delivery of the services.

2.2. The Associations will make decisions promptly to assist the consultant in the timely performance of the services.

2.3 The consultant will develop a schedule of key milestones for the project including a more detailed outline of the modules to be approved by the Associations within three weeks of commencing the project.

2.4. The workshop package is to be prepared by the consultant and delivered to the Associations by 19 October 2009.

2.5. Force Majeure. The consultant will advise the Associations immediately in case of serious injury to or illness of the consultant or any representatives of the consultant responsible for the performance of the services or the happening of any other event which will prevent or delay the performance of the services.

2.6 The Service Provider must perform the Services:

- (a) At a high standard and in accordance with professional standards of conduct applying to the performance of work by professional Learning and Development Service Providers at the time; and
- (b) In accordance with the requirements of **Schedules 1 and 2**.

2.7 The Service Provider warrants that:

- 2.7.1 It has the necessary expertise, experience, capacity and facilities required to perform the Services in accordance with the Contract; and
- 2.7.2 The Services will be carried out with due care and skill and that any Materials supplied in connection with the Services will be reasonably fit for the purpose for which they are supplied.
- 2.7.3 Copyright of all materials produced will reside with the Associations.

3. Confidentiality

3.1 The consultant will not disclose details about the services to third parties without the prior written consent of Climate change.

4. Payment

4.1 The consultant will provide the Associations with an ABN before being entitled to receive any payment.

4.2 Payment will be made by the Associations to the consultant on satisfactory completion and delivery of the deliverables in the table below to the Associations. The total agreed fee is XXXX inclusive of GST.

Deliverable	Due Date	Payment
Signing of contract	During 10 – 21 August 2009 (TBC)	20%
Draft workshop package	17 September 2009	30%
Workshop package	19 October 2009	35%
Refined workshop package	14 May 2010	15%

5. Public Liability/Professional Indemnity Insurance/Workers Compensation

5.1 The consultants must have public liability insurance in an amount of not less than \$10,000,000, professional indemnity and workers compensation coverage (or income protection insurance if a sole trader), and must provide certificates of currency for these insurances to the Associations before commencing work on the services.

6. Conflict of interest

6.1 The consultant undertakes that there is no conflict of interest which would affect performance by the consultant of the services. The consultant will notify the Associations immediately if a conflict of interest arises during the performance of the services.

7. Disputes

7.1 If a dispute arises between the parties and the parties cannot reach agreement, before instigating legal proceedings, the parties agree to undertake mediation to resolve the situation. The mediator will be a person or body agreed between the parties or, in the absence of agreement, a person nominated by the Workplace Solutions Director of the Associations.

8. Relationship between the Associations and the Consultants

8.1 The consultant is an independent service provider and is not the Associations' agent, employee, partner, representatives or joint venturer, and must not do or say anything to suggest otherwise.

8.2 The Associations will arrange access to third parties where appropriate such as the NSW Government Department of Environment and Climate Change and contacts in councils to offer advice in the development of material.

9. Termination

9.1 The Associations may terminate this agreement immediately by notice to the contractor if the contractor:

- (a) Commits a breach of any term of this Agreement and, if the breach is capable of remedy, fails to remedy the breach within 14 days after being required to do so in writing by the non-breaching Party; or
- (b) Goes into liquidation, has a receiver or receiver and manager appointed to it or any part of its assets, enters into a scheme of arrangement with creditors or suffers any other form of external administration.
- (c) A breach of Clause 8 of this requirement shall justify immediate termination of the contract.

10. Assignment

10.1 A contractor must not otherwise assign, sub-contract, or transfer, any of its rights or obligations in this Agreement to any person, without the prior consent in writing of the Associations, which may not be unreasonably withheld or delayed.

11. Sending reports and notice and cancellation of development of the workshop package

11.1 Notices and reports may be delivered by hand or sent by mail, email or facsimile transmission to the contact person. The contact person for the contractor will be..... of contact address.....email....fax....

This Agreement is made on the date on page one.

ACKNOWLEDGEMENT AND ACCEPTANCE

The terms of this Agreement are accepted by _____(enter name of signatory) on behalf of _____ A.B.N _____ who represents that he/she is authorised to accept the terms on its behalf.

Witness

Occupation of Witness

Address of Witness

Signed for and on behalf of the Local Government
and Shires Associations A.B.N 4985 3913 882

Signature

Signature of Witness

Occupation of Witness

Address of Witness