

NetWaste Projects Delivery



NetWaste

A COLLABORATIVE APPROACH

REQUEST FOR QUOTATION (F3220)

April 2019

Submissions close:

4pm, Wednesday 8 May 2019

BACKGROUND

NetWaste is a collaborative environmental management project sponsored by the NSW Environment Protection Authority (EPA) and the Central West (CENTROC) and Orana Regional Organisation of Councils (OROC), located in the central and western regions of New South Wales, Australia. NetWaste is hosted by Orange City Council, with the region comprising 26 councils, covering a total area of 317,942 square kilometres and supporting a population of more than 380,000 people. The total NetWaste area represents over one third of the State of New South Wales.

Member Councils

NetWaste comprises the following regional councils. A map detailing the locations of the member councils together with links to council home pages may be found at the NetWaste website (www.netwaste.org.au).

Bathurst Regional Council	Forbes Shire Council
Blayney Shire Council	Gilgandra Shire Council
Blue Mountains City Council	Lachlan Shire Council
Bogan Shire Council	Lithgow City Council
Bourke Shire Council	Mid-Western Regional Council
Brewarrina Shire Council	Narromine Shire Council
Broken Hill City Council	Oberon Council
Cabonne Council	Orange City Council
Central Darling Shire Council	Parkes Shire Council
Cobar Shire Council	Walgett Shire Council
Coonamble Shire Council	Warren Shire Council
Cowra Shire Council	Warrumbungle Shire Council
Dubbo Regional Council	Weddin Shire Council

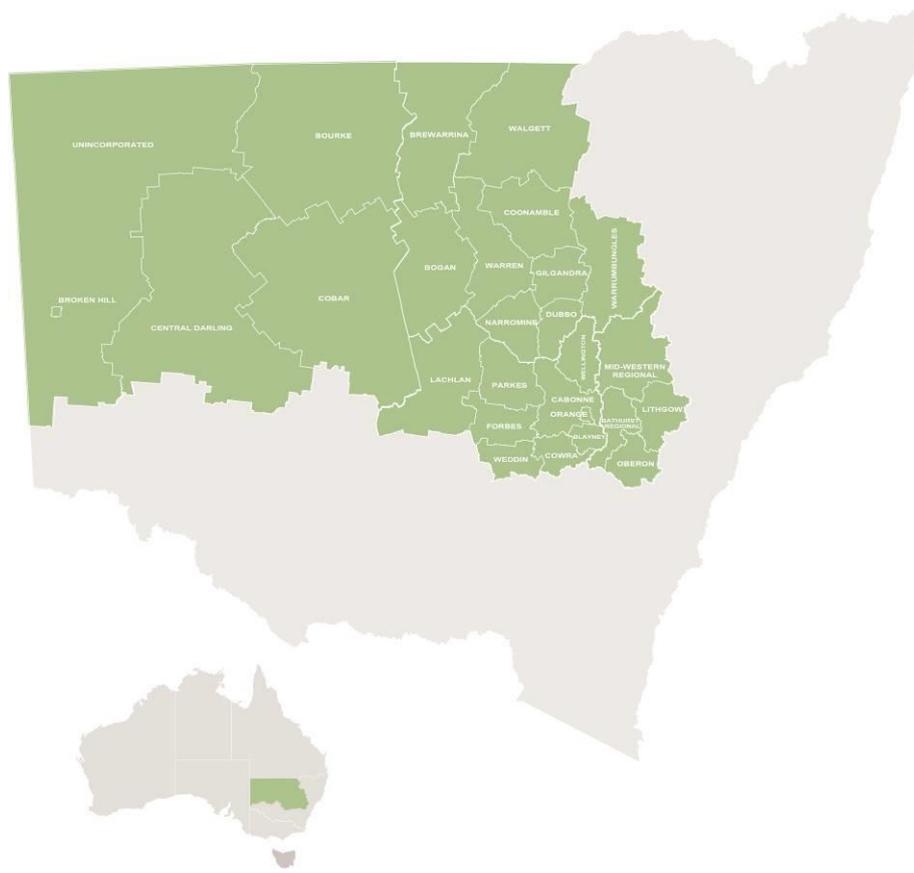


Figure 1: NetWaste region

INTRODUCTION

NetWaste serves as a facilitative body for the delivery of a range of regional contracts, waste projects, environmental education and community engagement activities for member Councils and their communities.

Core funding is provided through the EPA Waste Less Recycle More program, with additional specifically funded projects also applied for where possible in accordance with regional priorities. Established in 1996 the group has a long history of successful project delivery and member Council engagement.

NetWaste employs the following permanent staff:

- NetWaste Projects Coordinator (based in Gilgandra)
- NetWaste Environmental Learning Advisor (based in Orange)
- NetWaste Administration Support Officer (part time, based in Orange)

The NetWaste Steering Committee, which includes representatives from member Councils across the region and chaired by the NetWaste Executive Officer serves as the decision-making body for the group.

Given the current priorities of the group and recent additional funding secured, NetWaste is seeking the services of a suitability qualified contractor to undertake the NetWaste Projects Delivery 3 days per week for an initial 12-month term. The contract work will be supervised by the NetWaste Projects Coordinator.

Objective

NetWaste seeks to achieve the following primary objective:

To engage a suitably qualified contractor for NetWaste Projects Delivery to assist the NetWaste staff implement, report and evaluate as appropriate the identified regional projects, seeking further additional funding opportunities as they become available.

SCOPE OF WORK

The scope of work to be performed includes, but shall not be limited to the following tasks:-

- a) Implementation, reporting and evaluation of the following specific NetWaste projects, including management of specific project budgets:
 - a. Community Recycling Centre (CRC) Regional Communications and Education Plan;
 - b. Household Chemical Collection campaign
 - c. Regional e-waste media campaign
 - d. Regional Illegal Dumping Cleanup and Prevention project
- b) Liaising with the relevant NetWaste Councils, EPA and Environmental Trust sections to facilitate delivery of specific funded projects
- c) Supporting the NetWaste staff, in particular the NetWaste Projects Coordinator deliver other identified regional priorities
- d) Preparation of reports as appropriate for the NetWaste Forum and Steering Committee meetings
- e) Attendance at the quarterly NetWaste Forum and NetWaste Steering Committee meetings if required

HOURS OF WORK

This contract role is offered for three (3) days, or 21 hours of work each week for a twelve (12) month period. An immediate start is preferred.

COSTINGS

Quotations are invited for an hourly rate of work, based on the specified 21 hours of work each week. As a guide, the indicative budgeted hourly rate offered is \$40-\$60 per hour depending on qualifications and experience.

NetWaste will provide a laptop, mobile phone, and internet connection for the project. The primary base is the Orange NetWaste office, with some flexibility for work away from this base on occasion to be negotiated with the successful contractor.

REQUIREMENTS

The successful contractor is required to provide the following to perform the key tasks:

- a) Suitably qualified staff
- b) Public Liability Insurance and Professional Indemnity insurance

SKILLS, QUALIFICATION & EXPERIENCE

The successful Contractor through their quotation must demonstrate the following:

- a) Value for money
- b) Excellent interpersonal and communication skills and ability to communicate with a range of stakeholders
- c) A degree or equivalent qualification in a relevant field
- d) At least 5 years working experience in a relevant field (project delivery/ environment/education)
- e) Computer skills (Email, Word, Excel, Powerpoint etc)

The following skills and experience are desirable

- a) Project Management
- b) Grant application and project delivery
- c) Local government experience
- d) Social media skills

TIMEFRAMES

Submissions are due by **4pm Wednesday 8 May 2019.**

The Term of the Contract is twelve (12) months subject to satisfactory performance, with immediate start preferred.

ADMINISTRATION PROCESS

Once appointed, the successful Contractor will deal directly with NetWaste for payment of invoices, which would be preferred on a fortnightly basis.

The Contractor is to have, at least, an Australian Business Number (ABN) or have an entity such as a Partnership or Company and provide evidence of such in their quotation submission.

EVALUATION

Evaluation and selection of the successful contractor will be undertaken in accordance with the requirements of the Local Government (General) Regulation 2005 and the Local Government Act 1993, Councils Procurement Policy and Procedures.

NetWaste and member Councils will determine which proposal provides the most advantageous and suitable result from a regional perspective. NetWaste reserves the right to seek additional information from the contractor in order to assist with evaluation and an interview may be required.

SUBMISSIONS

Submissions shall be submitted by email to coordinator@netwaste.org.au before **4pm on Wednesday 8 May 2019**.

The subject line of the email shall read "*Submission – NetWaste Projects Delivery (F3220)*" and shall be a PDF attachment with the Contractors name or business name contained within the title of the PDF.

Submissions should detail the quotation price, skills and experience of the Contractor, details of the key personnel, evidence of transport availability, referees, administration and insurance details.

Questions regarding the contract position need to be addressed to Kristy Cosier, NetWaste Projects Coordinator, phone 0439131470 or email coordinator@netwaste.org.au