



SCOPE OF WORKS FOR CONSULTANCY SERVICES TO DEVELOP FRAMEWORKS FOR ADAPTING COMMUNITY ASSETS FOR CLIMATE CHANGE

Background

To prepare for further climate change impacts, this study will assist Goldfields Esperance (GE) Local Government Authorities (LGA) by establishing a framework and data to demonstrate and determine the most beneficial climate change adaptation options to manage their assets.

The Goldfields Voluntary Regional Organisation of Councils (GVROC) is a partnership between nine LGAs in the GE region, which are working together to address climate change. The nine LGAs include the City of Kalgoorlie Boulder and the Shires of Coolgardie, Dundas, Esperance, Laverton, Leonora, Menzies, Ngaanyatjarraku and Wiluna.

The GVROC Regional Climate Alliance (RCA) Working Group, which includes representatives from each of the nine LGAs, Regional Development Australia Goldfields Esperance (RDAGE) and the Goldfields-Esperance Development Commission (GEDC), was formed in early 2021 to identify and deliver local climate change adaptation and mitigation projects. Working group activities are coordinated by the RCA Coordinator.

This project builds on several studies undertaken by the Working Group in recent years, including a Carbon Emissions Baseline Study, a Renewable Energy Audit, and a Climate Risk Assessment and Adaptation Plan.

Statement of requirements

The intent of this work is to increase resilience in Goldfields Esperance LGAs, adding to work already undertaken, to further identify specific climate risks to assets and develop actions.

Focus will be on infrastructure associated with power and water, roads, Local Government owned buildings and public open space, that if damaged, would result in a significant negative impact to the community. Assessments will also be undertaken on the capabilities of Community Evacuation Centres to withstand climate impacts.

The more localised assessments will inform the framework for each Council. This framework will allow each Council to develop an understanding of how to conceptualise the costs of climate change on community assets and to begin taking steps towards adopting the most cost-effective and highest impact adaptation measures that will reduce the risks.

This will be done by identifying sources of quantitative estimates of the monetary impacts of climate change on community assets and infrastructure owned and managed by all GVROC LGAs.



Further consultation with stakeholders will be undertaken to assess the extent and quality of existing data and information relevant to these assets and explore emerging trends and needs. Data from the councils will be compiled to characterise and profile each asset class and establish current and historical baseline costs for asset renewal for each Council. Data and information gaps will be identified, and a clear methodology will be developed for addressing the gaps. Recommendations for undertaking subsequent cost benefit modelling and prioritising key opportunities will also be provided.

The project will cover the GVROC geographical area, which includes the City of Kalgoorlie-Boulder and the Shires of Coolgardie, Dundas, Esperance, Laverton, Leonora, Menzies, Ngaanyatjaraku and Wiluna.

Scope of works

The scope of works requires the consultant to:

- Attend an initial briefing with members of the GVROC RCA Working Group to discuss approach and requirements of the consultancy work and overall outputs.
- Perform a desktop review of GVROC LGA reports and data sources relevant to the project.
- Engage with GVROC LGAs to collect and understand the data they hold relating to buildings, roads, drainage, built, cultural and natural assets.
- Survey GVROC LGA representatives to understand the quality of their asset's data and investigate each LGAs understanding of climate risks relevant to their municipality, the extent that any adaptation actions have been planned or are currently being undertaken, and their ability to effectively manage climate risks.
- Hold Consultation Sessions with each GVROC LGA via video conferencing and/or in person as required.
- Develop a Cost Benefit Analysis Framework for each GVROC LGA to adapt community assets to prepare for climate change.
- Recommend tools to assist GVROC LGAs to implement the Framework.
- Deliver a final report.

Inputs

The following information will be provided by the GVROC RCA Working Group to support the consultant with this work:

- Relevant stakeholder lists (not exhaustive) with contact details
- Regional economic and demographic data on request



Key stakeholders

- GVROC Regional Climate Alliance Working Group
- Members of the GVROC from the nine Local Government Authorities
- Regional Development Australia Goldfields Esperance (RDAGE)
- Goldfields-Esperance Development Commission (GEDC)

Contract management

The GVROC Regional Climate Alliance Coordinator, Niki Curtis, will be the Contract Manager on behalf of the GVROC Climate Alliance and key partners.

Niki Curtis

Regional Climate Alliance Coordinator

Goldfields Voluntary Regional Organisation of Councils (GVROC)

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Price

Fixed Price for complete service/project is preferred up to \$220,000 (inclusive of expenses, GST and disbursements).

Project milestones and/or outcomes

Milestone	Due Date	Output
1	June 2024	Awarding of contract Signing of contract and commencement of schedule of work
2	28 June 2024	Initial briefing with members of the GVROC RCA Working Group to discuss approach and requirements of the consultancy work and overall outputs
3	31 August 2024	Completed desktop review of GVROC LGA reports and data sources relevant to the project.
4	31 October 2024	Engagement completed with GVROC LGAs to collect and understand the data they hold relating to buildings, roads, drainage, built, cultural and natural assets.
5	30 November 2024	Survey completed of GVROC LGA representatives to understand the quality of their asset's data and investigate each LGAs understanding of climate risks relevant to their municipality, the extent that any adaptation actions have been planned or are currently being undertaken, and their ability to effectively manage climate risks.



Milestone	Due Date	Output
6	30 April 2025	Consultation sessions held with each GVROC Council via video conferencing and/or in person.
7	30 June 2025	Developed Cost Benefit Analysis Framework for each GVROC LGA to adapt community assets to prepare for climate change and provide recommend tools to assist each LGA to implement the Framework.
8	31 August 2025	Completed presentation to the GVROC Council on recommended tools to assist GVROC LGA's to implement the framework.
9	30 September 2025	Provided Final Report to GVROC inclusive of Frameworks for each LGA and recommended tools.

Qualitative requirements

The GVROC will, in its Value for Money assessment, consider the extent to which the Offer satisfies the following Qualitative Requirements. The GVROC reserves the right to reject any Offer that does not properly address and satisfy any of the Qualitative Requirements

The respondent must demonstrate/provide one or more of the following:

Suitability of proposed services – 50% weighting

- Demonstrate how their proposed services will meet the Scope of Works/Statement of Requirements
- Demonstrate an appreciation and understanding of the Request and requirements outlined in the Scope of Works.
- Provide an outline of their proposed methodology and approach to meet the Scope of Works.

Organisational capacity – 20% weighting

- The respondent must demonstrate that it has the organisational capacity to perform the contract.
- The respondent must provide a comprehensive timeframe for the delivery of the proposed services/project, identifying key dates and milestones and outlining how any timing requirements specified in the 'specification' will be met.

Specified personnel – 15% weighting

The respondent must:

- identify any proposed specified personnel together with a brief curriculum vitae for each of them; and
- detail the availability of the proposed specified personnel for the contract during the contract term; and
- describe the industry experience of the proposed specified personnel.



Demonstrated experience – 15% weighting

The respondent must provide details of contracts for similar good/s (and services) provided for other clients. The respondent must provide:

- a detailed description of the good/s (and services)
- similarities between the previous contract and this request
- when the previous contract was performed.

Contract period

June 2024 – August 2025

Contract deliverables

The Contractor will provide the deliverables to the GVROC:

1. Quarterly reports to the GVROC Executive Officer and RCA Coordinator on project development.
2. A Cost Benefit Analysis Framework for each GVROC LGA to adapt community assets to prepare for climate change.
3. Presentation to the GVROC Council on recommended tools to assist GVROC LGA's to implement the framework.
4. Final report in pdf and electronic word versions.

The final report, cost benefit analysis framework and all the data, information, consultation, and resources used to inform these deliverables, will be the Intellectual Property of the GVROC and the nine LGAs.

Variations

Variations to the contract must be sought in writing and approved in writing from the GVROC Regional Climate Alliance Coordinator.

Confidentiality

This contract and all written materials and verbal discussions as part of the contract are confidential and not to be shared outside GVROC and key partners unless express consent of the GVROC Regional Climate Alliance Coordinator is provided.

Contact

For more information, please contact Niki Curtis, Regional Climate Alliance Coordinator, M: 0427 806 702 or E: nicolecurtis07@gmail.com.