



REQUEST FOR QUOTATION

Community Education Strategy and Technical Review of Flood Options

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Byron Shire Council invites you to submit a quotation for the supply of the following goods/services:

Byron Shire Council's employees, suppliers and customers are bound by Council's **Business Ethics Statement** when conducting all interaction. A copy of Council's Business Ethics Statement is available from its website at <https://www.byron.nsw.gov.au/Business/Doing-business-with-us/Council-procurement-policies>

A brief description of goods and/or services sought:

Summary

The project aims to directly support community and social recovery and well-being through exploration of the issues and deep-rooted community opinions, through:

Stage 1:

- Desktop review of studies and investigations completed to date
- Discussion on appropriateness of investigations to date and any gaps
- Community education around what has been modelled, the results and what causes the results.
- Facilitation of discussions with affected residents to understand issues.
- Community survey
- Discussion with key stakeholders and broader community engagement initiatives.
- Reporting and recommendations to staff, committee and Council.

Stage 2:

- Exploration and further analysis of flood mitigation options should gaps be found, i.e. dredging, removal of rock training walls in Marshalls Creek,

estuary siltation, ocean outlets, modelling 2022 flood event with these scenarios.

- Further community consultation of results
- Reporting and recommendations to staff, committee and Council.

The project involves a desk-top study/analysis (literature review, modelling peer review); flood modelling re-assessment and in-depth community engagement initiatives. Council seeks a consultant with significant technical experience in flood mitigation and community consultation. Community participation through engagement activities will form a key component of the project.

Introduction

Byron Shire Council is responsible for the development and implementation of Flood Risk Management Plans and recently adopted the North Byron Floodplain Risk Management Study and Plan (VMA Water 2020). The Study follows on from the North Byron Flood Study (2016) which covers the six townships within the catchment – Mullumbimby, Billinudgel, South Golden Beach, Ocean Shores, New Brighton and Brunswick Heads.

The Byron Shire recently experienced unprecedented floods in February and March 2022 where many residents in the northern villages (i.e. New Brighton, Ocean Shores and South Golden Beach) were impacted by flooding. After most flooding events, there tends to be a push from some within the community to seek blame and to identify reasons for the extreme flooding. Staff are aware that historical / legacy issues arise each time there is a flood event and/or community has been significantly impacted, and for the northern areas of the Shire – this tends to revolve around dredging (or lack thereof) of the Brunswick River and tributaries and siltation due to rock walls.

At the 26 May 2022 Council meeting, a Notice of Motion was brought to Council in relation to potential flood mitigation options for the North Byron Shire community and the requests for dredging of Marshalls Creek and/or modification to rock walls at Brunswick Heads.

Council subsequently resolved the below (**Res 22-212**):

That Council refers the requests raised by the North Byron Shire community regarding dredging the Capricornia Canal and Marshalls Creek to Council's Coastal and ICOLL Advisory Committee and Floodplain Management Committee with a view to consider the requests; in particular the option of removing the Marshalls Creek rock walls at Brunswick Heads and its potential to reduce siltation of Marshalls Creek.

It appears that the process followed in the North Byron Floodplain Risk Management Study Plan (henceforth 'Flood Plan') has not resulted in the broader community accepting that dredging or rock wall changes will have limited impact on flood levels. As such, staff prepared a report to Council's Coastal and ICOLL Advisory Committee and Floodplain Management Committee to discuss the following questions:

- Why haven't the outcomes of the North Byron Floodplain Risk Management Plan (WMA Water, 2020) been accepted by the community?
- Should Council complete further studies?
- If further studies were completed, what should be included in the scope?
- If further studies were to be completed, what funding may be available?

Committee recommendations are outlined below.

Committee Recommendation 4.3.1 (16 June 2022)

That Council endorses the Floodplain Management Advisory Committee receiving a further report with a proposed scope that includes recommendations received from the committee.

Committee Recommendation 3.5.1 (30 June 2022)

That the Coast and ICOLL Advisory Committee:

- 1 *Notes the report and outline of the issue.*
2. *Notes that the Floodplain Advisory Committee will receive a further report with a proposed scope that includes recommendations received from the Committee.*
3. *Advises Council as part of the review of the 2022 Floods, again consider options of:*
 - *dredging Capricornia Canal and Marshalls Creek, and*
 - *removing rockwalls at the south end of Readings Bay, as to:*
 - a) *what benefit would have resulted for the 2022 flood (lower flood levels);*
 - b) *what costs may be incurred (financial, environmental, social),*
 - c) *what prohibitions may be in place (eg disturbing seagrass in a Marine Park);*
and
 - d) *what approvals would need to be sought; and*
 - e) *that the findings be shared with the public, including visually by way of representative creek cross sections for the dredging option.*

This RFQ provides an outline of a scope of work for consultant engagement and has been prepared by Council staff based on the above recommendations and with input from Council's Floodplain Advisory Management Committee.

Relationship to other Council work and State policies & plans

Flood risk and management of floodplain development primarily stems from the Government's Flood Prone Land Policy and the Floodplain Development Manual (Reference 4). Council prepares flood studies and plans in accordance with this policy and associated legislation.

Flood planning is generally about people, life and property however, there is an overlap with the coast and estuary space with flood planning and actions undertaken in rivers and estuaries within the coastal zone.

Council is presently preparing Coastal Management Programs (CMPs) under the *Coastal Management Act 2016* (CM Act) for its coastal zone.

With the dissolution of Catchment Management Authorities in 2013 there has been a reduced focus and resource availability for managing catchment issues impacting on river/estuary health. In recent years, guidance from the NSW Government has wavered on whether estuary CMPs should include a catchment-to-coast focus or to focus solely within the mapped coastal management areas (CMA's). The State Government has encouraged Council to prepare CMPs for its coastal zone including the tidal limit of the Brunswick River estuary in accordance with this framework and with funding and technical support provided. Whilst work has not as yet begun on a CMP for the Brunswick River catchment, Council prepared a Coastal Zone Management Plan (CZMP) for the estuary under the previous legislation in 2016.

There is need to consider flood planning and the implications of any flood mitigation options on the health and value of Byron Shire's coast and estuaries. The Marshalls Creek Nature reserve extends to the mean low-water mark and includes much of the lower estuarine section and floodplains of Marshalls Creek. The tidal waters and tidal lands to the mean high-water mark of Marshalls Creek, including its creeks, bays and tributaries, are within the Cape Byron Marine Park (for which zoning came into effect in 2006) resulting in the intertidal zone being both nature reserve and marine park. In addition, much of Marshall Creek is zoned as "Sanctuary zone" which has its own restrictions as to what can and can't be done.

Council's coast/estuary and flood staff work closely together to align projects and work within the catchment and coastal space. Council staff will provide input on the existing

work completed thus far and can provide further context if required about Council's strategic objectives in this space.

This RFQ has been prepared on the basis that the study aligns with many of the key objectives of the CM Act including the following:

- *“To protect and enhance natural coastal processes and coastal environmental values including natural character, scenic value, biological diversity and ecosystem integrity and resilience”.*
- *“To facilitate ecologically sustainable development in the coastal zone and promote sustainable land use planning decision-making”.*
- *“To mitigate current and future risks from coastal hazards, taking into account the effects of climate change”.*
- *“To recognise that the local and regional scale effects of coastal processes...the inherently ambulatory and dynamic nature of the shoreline...and to manage coastal use and development accordingly”.*
- *“To promote integrated and coordinated coastal planning, management and reporting”.*
- *“To support public participation in coastal management and planning and greater public awareness, education and understanding of coastal processes and management actions, and*
- *“To facilitate the identification of land in the coastal zone for acquisition by public or local authorities in order to promote the protection, enhancement, maintenance and restoration of the environment of the coastal zone, and*
- *“To support the objects of the Marine Estate Management Act 2014.*

Of key concern is the consideration or assessment of whether the flood mitigation measures may negatively impact or threaten the coast and estuary environment or in a manner that is inconsistent with the CM Act. The consultant should keep this front of mind when considering or recommending further studies or actions.

Background

Council's North Byron Floodplain Risk Management Study and Plan

The North Byron Floodplain Risk Management Study and Plan (henceforth “Flood Plan”) investigated a number of options such as dredging or rock wall changes, however due to their limited impact on flood levels they were not recommended to progress.

A brief overview of the options assessed is provided below.

Option DO – Dune Openings: This option modelled the impact of four dune ocean outlets with a 20m wide opening set to the existing level each side of the dune. This is approximately at 1.5 m AHD on each side of the dune.

Flood mitigation benefits from the dune openings for the 1% AEP flood event show that while benefits are widespread, reductions in levels are not substantial and range from approximately 0.05 m in Brunswick Heads and New Brighton to 0.1 m in Ocean Shores. Furthermore, during an ocean dominated event, flood levels may in fact increase as a result of the openings. Due to the limited impact on flood behaviour, and likely substantial costs and environmental impacts, it is not recommended this option is considered further.

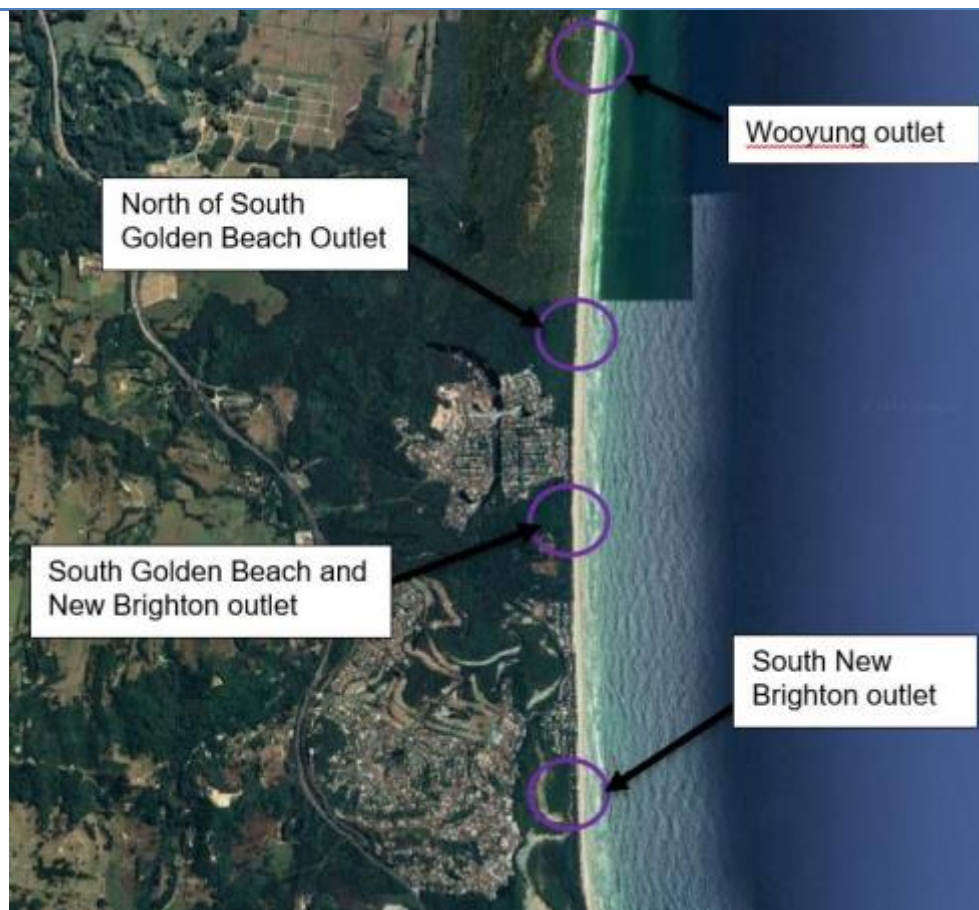


Diagram 28: Option RW – Rock wall modifications (page 103 of the Flood Study)

Option RW – Rock Wall Modifications: This option modelled the impact of complete removal of Marshalls Creek east wall and lowering of the minor wall at the confluence of Marshalls Creek and Brunswick River.

In the 1% AEP event this option had no impact on flood levels, as the walls are already submerged in larger flood events and therefore modification is not shown to improve flooding in the area. Consequently, it was not recommended that this option be progressed to detailed assessment. However, it was recommended that Council consider development of a sediment transport model to investigate modification to the rock walls for the purpose of improved sediment transport.



Diagram 28: Option RW – Rock wall modifications (page 103 of the Flood Study)

Option TW – Removal of Brunswick River Training Walls: This option modelled the removal of training walls located at the mouth of Brunswick River. Both training walls were removed in the model, and the ground level was set to the adjacent sea level (from 0 m AHD to -5 m AHD).

Preliminary modelling results for the removal of the Brunswick River training walls show a widespread decrease in flood levels, however this decrease is a maximum of up to 0.1 m at Brunswick Heads and 0.03 m (i.e. 3 cm) at New Brighton and at the Pacific Motorway. Benefits extent approximately 4 km upstream of the mouth, however are relatively minor. Due to the limited flood mitigation benefits that could be provided and the uncertainty of the potential impact on coastal processes in the area, this option was not recommended to proceed to detailed investigation.



Diagram 29: Option TW – removal of Brunswick River training walls (page 104 of the Flood Study)

Option MC – Marshalls Creek Dredging at Ocean Shores: Option MC investigated dredging along Marshalls Creek. The option was modelled assuming the riverbed was lowered by 0.5 m from just to the east of the Pacific Motorway Bridge near Billinudgel down to the confluence of Marshalls Creek with Brunswick River (approximately 7.5 km).

[This option does not include dredging of the urbanised parts of the Capricornia Canal, but of the approaches to the canal as per Diagram 32. It is noted that there is a flood tide plume at the entrance to the canal, just to the north of the bridge. It could be perceived that the plume and the bridge abutments are causing a constriction of flow from the Capricornia Canal].

Preliminary results for Option MC show a maximum decrease in flood levels of potentially up to 0.05 m (i.e. 5 cm) in Ocean Shores and New Brighton and 0.01 m in South Golden Beach. Due to the limited impact of dredging on flood behaviour, and the likely considerable economic and environmental impacts, this option was not recommended for further consideration.



Diagram 32: Option MC – Marshalls Creek Dredging (page 109 of the Flood Study)

A discussion of these options in general was provided by staff in reports to the Committee's in June 2022.

Dredging in General as Flood Mitigation Option

It is not unusual for dredging to provide limited if any flood mitigation results when modelled. Dredging of Marshalls Creek has been investigated many times before with minimal reduction in flood levels likely to be achieved. Dredging is generally undertaken for commercial purposes, sand extraction/beach nourishment and/or to improve navigation – generally not for flood mitigation. This is usually because it does not create more storage or a mechanism to greatly alter flood levels because the dredged area fills with water and only allows for an increase in flow velocities. Further it can fill in again quite quickly with sediment moving in the creek system. Dredging may also increase the tidal range in estuaries or otherwise transform the tidal signature.

The level of the ocean at the entrance of the Brunswick River has a major influence on flood levels in the lower reaches of Marshalls Creek, particularly downstream of the Orana Bridge. As such, much of the floodplain is prone to inundation due to elevated ocean water levels entering the estuary [i.e. lower catchment flood levels tend to be dominated by ocean levels].

Dredging campaigns in the Brunswick Estuary have historically been undertaken to improve the navigability of the estuary entrance for the commercial fishing fleet. Generally, the benefits have been short-lived with the dredging channels quickly filling in due to sediment deposits from the high littoral transport system along the coastline. Dredging activities have, however, changed the tidal prism of the Brunswick Estuary and have therefore altered the salinity regime, increased turbidity, and reduced areas of important habitat, such as shallow water, seagrass and intertidal mud banks.

The ecological value of the estuary is unique, falling within the Cape Byron Marine Park and National Park estate, and the impact of dredging to this waterway and aquatic ecosystems would be significant. As previously outlined, Marshalls Creek Nature reserve extends to the mean low-water mark and includes much of the lower estuarine section and floodplains of Marshalls Creek. The tidal waters and tidal lands to the mean high-water mark of Marshalls Creek, including its creeks, bays and tributaries, are within the Cape Byron Marine Park (Sanctuary Zone) resulting in the intertidal zone being both nature reserve and marine park.

Significant concern has been raised over the years regarding the environmental impacts of dredging and the overall benefits of dredging. The last dredging campaign in the Brunswick Estuary was [to staff's knowledge] completed by Crown Lands in 2015 where Council raised numerous concerns about the campaign. Additionally, past community consultation during the preparation of the Marshalls Creek Floodplain Management Plan (Patterson Consultants, 1997) rejected dredging as a means of dealing with the flooding issues along Marshalls Creek.

Siltation in Marshalls Creek

The Brunswick River Estuary is a system dominated by ocean processes in the lower reaches. There is a constant push of sand into the lower reaches due to the high littoral drift of sediment up the coast from south to north. This is evident in the formation of bars within the entrance and the flood tide delta (large body of sand that ingresses into the estuary during the flood/incoming tide).

Channel conditions of Marshalls Creek have been reviewed on a number of occasions as outlined in the Marshalls Creek Floodplain Management Plan (1997). A previous investigation (Robin Warner investigation, date unknown) indicates three sources of the materials namely:

- Fluvial (riverine) material upstream of Balemo Drive/Gooloo Close intersection
- Reworked coastal sand from Balemo Drive/Gooloo Close to Orana Bridge; &
- Marine sands downstream of the Orana Bridge that were considered as a flood tide delta.

The investigation indicated that the marine sand is very mobile in its upper layers and that much of the marine sand had probably been introduced since the construction of the Brunswick River training walls and north wall. However this view is discounted in the 1997 Flood Management Plan, "*The view that siltation has occurred solely as a result of the training walls is contradicted by historical oblique photographs of the estuary*".

Historical photos are provided below which show the outline of the flood tide delta early-1960s, pre-construction of the training walls.

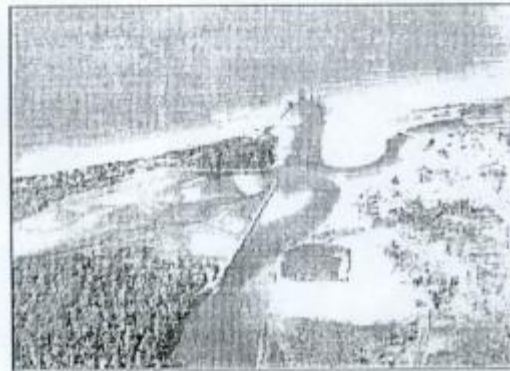
MARSHALLS CREEK
FLOODPLAIN MANAGEMENT PLAN

"Sheltering Palms" Village

Marshalls Creek



1961 - Before Construction of River Walls



1967 - After Construction of River Wall

"Sheltering Palms"

Ruins after Ocean Breakthrough 1974

New Training Wall

Relocated Outlet



DISK REF: DCAD 95049#7 18/2/97
FIGURE REF: 95049-14

1978 - Modified Training Walls in Marshalls Creek

FIGURE
MARSHALLS CREEK TRAINING WALLS

Figure 14 from the Marshalls Creek Floodplain Management Plan (Patterson Consultants, 1997) with yellow circle outlining sandy flood tide delta pre-construction of river walls.



Aerial Photo (dated 1958) [flood_story33 \(brunswickvalley.com.au\)](http://flood_story33.brunswickvalley.com.au) with with yellow circle outlining sandy flood tide delta pre-construction of river walls.

Historical images available on <https://portal.spatial.nsw.gov.au/> show the extent of the flood tide delta as shown in the below images.

1958:



1966:



In general, none of these options outlined above provided a level of flood mitigation that resulted in them being a recommended action in the Flood Plan.

Study Objectives

The study objectives are:

- Re-assess flood mitigation options in consideration of the recent events early 2022 to understand if there are any improved benefit of the options.
- Engage with the North Byron Shire community and improve awareness of the recommended flood options.
- Provide greater awareness of and transparency of flood planning information and Council's projects.
- Justify any additional work required as based on technical assessment and consideration of costs and benefits.

Study Area

The project study area covers the Brunswick River Estuary, primarily Marshalls Creek within the tidal limits of the estuary and the lower reaches of the Brunswick River (for consideration of sediment transport purposes).

Goods/services required

- **Provide an overview of flood studies developed for the Northern Byron Shire:**
 - Collation and review of past flood studies developed (from 1997 onwards or within the last 30 years or so); methodology used and main actions recommended. Including depths modelled, events modelled and scenarios modelled.
 - Provide an overview of the consideration of dredging, ocean outlets and/or removal/modification of rock walls in the previous studies.
 - Summarise flood studies completed for Byron Shire Council as applicable to the consideration of dredging, sedimentation and rock wall modifications in the Brunswick.
- **Review and summarise dredging as a flood mitigation option:**
 - Brief review and analysis of dredging undertaken in NSW including:

- review of State Government policy and/or legislation regarding dredging
- review of State or Local Government dredging projects for flood mitigation
- consideration of any dredging for flood mitigation purposes
- brief consideration of pros and cons / costs and benefits of dredging (financial, social, environmental and cultural)
- **Calibrate the flood model using current data based on the recent flood events**
 - Council will use the Department of Planning and Environment post 2022 event calibration model
- **Re-investigation of the flood risk management options:**
 - Review any discrepancies and/or opportunities for improvements to Council's existing flood model based on more recent data from the events this year (i.e. rainfall data, climate drivers and predictions, on-ground survey, community input).
 - Calibrate the flood model using current data based on the recent flood events.
 - Reinvestigate Option DO – Dune Openings:
 - Re-run the recalibrated flood model with the dune opening scenario.
 - Outline preliminary results and identify if the results provide any further benefit or improvement to the decrease in flood levels as assessed in the adopted Flood Plan.
 - Provide an updated assessment of whether the option should progress to further consideration.
 - Reinvestigate Option MC – Marshalls Creek Dredging at Ocean Shores:
 - This dredging option didn't consider dredging on the Capricornia Canal which should be included in the assessment.
 - Re-run the flood model using the current data based on the recent flood events. Run the recalibrated flood model with the dredging scenario including dredging of the Capricornia canal.
 - Outline preliminary results and identify if the results provide any further benefit or improvement to the decrease in flood levels as assessed in the adopted Flood Plan.
 - Provide an updated assessment of whether the option should progress to further consideration.
 - Reinvestigate Option RW – Rock Wall Modifications (south end of Readings Bay):
 - Run the recalibrated flood model with the rock wall modification scenarios
 - Outline preliminary results and identify if the results provide any further benefit or improvement to the decrease in flood levels as assessed in the adopted Flood Plan.
 - Provide an updated assessment of whether the option should progress to further consideration.
 - Reinvestigate Option TW – Removal of Brunswick River Training Walls:
 - Run the recalibrated flood model with the entrance training walls removed.
 - Outline preliminary results and identify if the results provide any further benefit or improvement to the decrease in flood levels as assessed in the adopted Flood Plan.
 - Provide an updated assessment of whether the option should progress to further consideration.
- **Analysis of sedimentation and coastal processes in Marshalls Creek:**
 - Review history of the Marshalls Creek rock walls – when constructed and purpose.

- Review and summarise known coastal and fluvial processes in the Marshalls Creek. [*Council is preparing a Coastal Hazard Assessment 2022 which will provide a contemporary of coastal hazards and sediment transport*].
- Summarise how these coastal and fluvial processes may influence sedimentation in Marshalls Creek.
- Review available historical aerial imagery/photogrammetry and other available data (LiDAR, Bathymetry, Sonar, sediment sampling etc) of Marshalls Creek (primarily the flood tide delta in Readings Bay and fluvial sedimentation in the upper reaches).
- Provide an outline of any old openings (as inferred by review of literature and historical imagery) and timeline of development on the area and any legacy issues etc.
- Consider sedimentation and the changes in Marshall's Creek and provide a synopsis of trends and/or any association with key natural events or infrastructure/development.
- Provide an outline as to potential impacts (positive or negative) on sediment transport through removal or modification of the rock walls.
- **Summarise potential impacts of options considered:**
 - Of key concern is the consideration or assessment of whether these flood mitigation options may negatively impact or threaten the coast and estuary environment.
 - Summarise the key estimated costs and benefits (financial, social, environmental and cultural) associated with each option.
 - Identify key constraints, prohibitions or barriers associated with further consideration of the options, i.e. Marine Estate legislation, Cape Byron Marine Park zoning; National Park reserve and tenure; conservations areas; Key Fish Habitat.
 - Identify potential approvals (and/or barriers) associated with the options and any potential planning pathways (and/or barriers), e.g. Marine Park Permit, Crown Lands Licence, Native Title, National Park Access Licence; Fisheries approvals for dredging and/or destruction of seagrass/fish habitat.
- **Consideration of any other novel options that have not been previously considered**
 - Any other options that are worthy for consideration and have not been investigated
- **Develop stakeholder and community engagement plan for the North Byron Shire Community:**
 - Review community consultation and engagement completed for the Flood Plan.
 - Evaluate the effectiveness of Council's consultation and engagement methods; identification of methods that worked or did not work.
 - Develop a key stakeholder and community engagement plan:
 - Establish a Project Reference Group with directly affected residents.
 - Consider one-on-one interviews and work with stakeholders and key community representatives to identify gaps in understanding and best methods for improving knowledge and education.
 - Consider expectation of community and improvement of messaging and communications for flood related planning.
- **Prepare educational and informative material:**
 - Consideration of contemporary methods and material for improving knowledge and understanding, including visual material (e.g. video) such as representative creek cross sections for the dredging option.
 - Identify any opportunities for improvements in consultation.
- **Reporting:**

- Findings from stakeholder engagement and provision of engagement material.
- Findings of re-investigation and modelling of options and recommendations as to which options (if any) should progress to further consideration or inclusion in an updated Flood Plan.
- Finding of the sedimentation analysis.

Delivery details

Key components of the project are provided in the table below:

Deliverable		Inclusions
1	Stage 1 - Engagement Plan (within 14 days of acceptance – to be confirmed at inception meeting)	TBC
2	Stage 1 - Project kick/off inception meeting (within 14 days of acceptance)	TBC
3	Stage 1 - Community survey and community education and consultation process	TBC
4	Stage 1 – Reporting, compilation of relevant reports and data sets	TBC
5	Stage 1 - Progress updates	TBC
6	Stage 2 - Flood Modelling	TBC
7	Stage 2 Community consultation	TBC
8	Stage 2 – Reporting, Reporting, compilation of relevant reports and data sets	TBC
9	Stage 2 – Progress updates	TBC

Accessibility

Byron Shire Council is committed to ensuring that everyone has equitable and dignified opportunities to participate and engage in matters that affect them and their community.

Key deliverables of the project will be posted to the project webpage. To assist people living with a disability to fully interact with the content on our website we must ensure the documents we publish are accessible. This applies to deliverables 3 and 4.

Council has provided an Accessibility checklist for consultants and suppliers to help them meet the accessibility requirements of documents that are published to any of Council's websites. Refer: [Council procurement policies - Byron Shire Council \(nsw.gov.au\)](https://www.byrongov.au/council-procurement-policies)

Format for Delivery

Reports:

- Must meet Council accessibility requirements.
- Both draft and final reports are to be provided in both MS Word and PDF format.

- Front covers of documents shall bear the logo of Byron Shire Council.
- The structure and headings of the reports will be confirmed with Council prior to provision of each draft report.
- Information should be presented in appropriate form and in language that can be readily understood by the layperson.
- Text sections of the report should be in black text (A4 sized paper).
- Graphics, photographs and maps should be presented in colour where appropriate. A3 sized paper may be used for maps and figures where necessary.
- Graphics or maps should be provided in JPEG or TIFF format.

Data and resources are available to the consultant as follows and will be provided via a digital data agreement between Council and the consultant.

Key data sources relevant to this study are not limited to:

- North Byron Shire Flood Risk Management Study and Plan
- Marshalls Creek Floodplain Management Plan,
- Byron Shire Coastline Hazards Assessment Update, August 2013
- Byron Shire Coastal Hazards Assessment Study, 2022 (in preparation)
- Brunswick Estuary Management Study and Plan, Issue No 5, October 2007.
- Brunswick Estuary Management Plan, October 2008.
- Coastal Zone Management Plan for the Brunswick Estuary, Issue No. 5.1, April 2018

The Conditions of Contract that will apply are attached to this RFQ. [Guide Note: attach relevant Conditions of Contract].

Should you wish to submit a quotation please complete the form on the next page and return with any supporting documentation via email to *[insert email address]* by *[insert closing date and time]*.

If you have any questions please don't hesitate to contact the person named above.

Thank you for your consideration.

QUOTATION RESPONSE FORM

Respondent Information	
Company Name	<i>[enter text]</i>
ABN	<i>[enter text]</i>
Postal Address	
Business Email Address	
Website	
Contact Name	
Contact Mobile Phone	
Contact Office Phone	
Contact Email Address	

Bid Statement
<i>"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a quotation for the same goods or services, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this bid, and certify that I am authorised to sign this quotation on behalf of the company I represent."</i>
By lodging a quotation, the proponent confirms that: (a) It does not gain any financial benefit from Australia's offshore detention centres; and (b) It does not have any involvement with the construction of the Carmichael mine and has no ties with the Adani Group.
<i>Authorised Representative's Name</i>
<i>Date</i>
<i>Authorised Representative's Signature</i>

Quotation
1. Please submit a proposed program for carrying out the work, including the proposed hours of work and working days, and a Gantt chart or similar showing the major milestones and duration of the project, and key consultation including inception meeting (within 14 days of acceptance) as well progress reporting schedule (fortnightly to Council's project manager via teleconference and email).

Provide answer here.

2. Describe the proposed methodology and sequence of works to be performed under the contract.

Provide answer here

3. Provide details of all personnel who will be nominated to work on the project.

Staff member name	Position held	Role on the project	Qualifications and experience	% of time on the project

4. Provide details of recent contracts (within the last two years) that demonstrate expertise application to the services required.

Company Name				
Contact name, phone, email				
Description of services provided				
Contract value				
Date project completed				

5. Please attach the following documents to your quote:

- ☐ Certificate of Currency for Workers Compensation Insurance

- ☐ Certificate of Currency for Public Liability Insurance - \$20,000,000
- ☐ Professional Indemnity Insurance - \$10,000,000

6. Please provide any further information that is applicable to the provision of the goods/services.

Provide answer here.

7. Please complete the pricing schedule below

Item Description	Hours Required	Hourly rate (\$/hr)	Amount (ex GST)	Amount (inc GST)
		Total of quotation:		

Note that prices must include all overheads, profit and other expenses that the successful proponent may incur in relation to the supply of the services.

Please describe any additional charges that apply: