

SCOPE OF SERVICES

1. Background

Singleton LGA has been impacted by a number of recent flooding events. Due to the scale of rectification works required, Singleton Council is seeking a consultant to assist with the management of Transport for NSW submissions, cost estimations, scoping of rectification works, and completion evidence.

The flood events include:

- 960: March 2021
- 987: November 2021
- 1012: February 2022
- 1025: July 2022

Council currently has a number of submissions in varying stages. Some have been approved by TfNSW, some are sitting with TfNSW for approval, and the rest are yet to be submitted to TfNSW.

2. Objectives

The objectives include all works as directed by Singleton Council, including but not limited to:

- Preparing documentation, scopes and cost estimations for EPA-RW F306 submissions;
- Assisting in tender contract document development;
- Submitting market responses approved work packages;
- Capturing evidence data from completed works;
- Assisting with claims for Public Works Advisory;
- Assistance with other programs as required;
- Fortnightly progress reporting meetings;
- Negotiation and advocacy with Government Agencies on behalf of Council.

3. Specification Requirements

- The consultant must have experience in flood recovery and working with TfNSW after previous natural disasters;
- The consultant must have experience with *Recover* software;

4. Other Requirements

4.1. Local and Socially Inclusive Employment Opportunities

Council is committed to encouraging socially inclusive employment opportunities within its Local Government Area (LGA) and values suppliers who can demonstrate undertaking employment programs or initiatives that improve employment access for the following groups within its LGA:

- Local employment
- Youth employment
- Mature aged employment
- Long term unemployed
- Indigenous employment
- Equal opportunity employment

