



Bellingen Shire Council



Request for Proposal:

Creation of a Food Resilience Vision and 10 year Incremental Plan for the Bellingen Shire

3rd June 2021

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RESILIENCE @ BELLOSHIRE Bellingen Shire COUNCIL
“STRENGTHENING OUR CONNECTED COMMUNITY”



This Project is part of the Bellingen Shire Disaster Recovery Program led by Bellingen Shire Council, funded by the Commonwealth via the NSW Office of Local Government.

Supported by the



1 About Bellingen Shire

Bellingen Shire is located on the Mid North Coast of NSW halfway between Sydney and Brisbane and just south of Coffs Harbour. It has a total area of 1,605 square kilometres with a coastline of approximately 10km. The region is renowned for its ecological diversity with State Forests and National Parks covering over 53% of the local government area. The resident population of the Shire is approximately 13K. Over the past ten years the population of Bellingen Shire has increased at an average annual rate of 0.9%. More information regarding demographics may be found at <https://profile.id.com.au/bellingen/about>

The shire consists of three broad topographical areas incorporating the seaboard around Mylestom, Repton and Urunga, the valleys of the Bellingen and Kalang rivers and the Dorrigo plateau landscapes. Each has its own characteristics and provides a choice in cultural and natural diversity.

The Shire is a lifestyle region with an emphasis on cultural vibrancy, liveability and social cohesion. It has diverged over the years and is now a mix of traditional and non-traditional farming. Many of today's residents are artists, craftspeople, writers, musicians and horticulturalists, with approximately 12.1% of employed residents having established home-based activities.

Bellingen Shire is an "economy in transition." While the traditional industry base of timber, dairying, potato and meat processing are essential to the economic health of the Shire, emerging and developing industries include tourism which is underpinned by the Dorrigo Rainforest Centre, national parks, cultural attractions and a successful events sector. Aquaculture, agribusiness/processing, arts and cultural industries, organics and regional cuisine and aged care have also developed.

The events sector is also part of this "creative" economy. The renowned annual Camp Creative, Dorrigo Folk & Bluegrass Festival, Bellingen Music Festival, Bellingen Readers and Writers Festival all add to the Shire's already buzzing cultural life. The vibrant monthly Bellingen Markets also provides an opportunity to showcase our people and culture.

Tourism is strengthened by the fantastic climate, a stunning environment, café, market and festival culture and access to a wide range of tourism and recreational opportunities. For lifestyle you can choose the Dorrigo plateau, rural areas, town convenience or beachside living.

2 Context of Food Resilience in the Shire

In January 2020, Bellingen Shire was the recipient of Disaster Recovery funding from the commonwealth following the devastating 2019/20 bushfire season that destroyed 22% of our country. Following consultation with the community, food resilience was deemed a priority for the Community.

Large segment of population value local produce and area interested in growing and purchasing foods that are both local and environmentally friendly. Community gardens are popular, and calls have been made for more access to gardens across the Shire.

In July 2020, a number of 'food' leaders across the Shire came together to share their initial ideas towards building Food Resilience. This session highlighted the diversity of priorities, which varied from macro ideas to small scale projects including:

- Food Security
- Increasing small producers/product outputs from the Shire,
- Youth career paths/skill building
- Creating a Bellinghen Shire food brand/hub
- Increasing locally grown production (commercially/at home/in community gardens)
- Expanding sales of local produce in the Shire and outside of region (possibly via commercial kitchens)
- Ensuring all community members have equitable access to nutritious food
- Education

This session highlighted that there had been many engagements in past years focused on ‘food’, but that so far there was no clear aligned vision to drive tangible actions and inform any funding applications. Further Information provided at the session can be found in the Workshop powerpoint attached in Create. Outputs of this activity (images 1-3) are outlined in Appendix B.

Food Resilience was reinforced as a priority for our community from the outputs of a Deliberative Panel on Community Resilience that was held in November 2020, where 25 representatives of the community deliberated and agreed that food was one of 3 focus areas for building resilience.

Council does not have accountability for Food across the Shire, but may have a role to play in relation to council assets/planning. The Food Resilience Vision and incremental plan for the Shire is a shared community resource and an anchor to which community can align, so that actions are can be taken forward and grants applied for to support enablement of the Plan/Vision and improve the Food Resilience of the Shire.

3 Project Scope

This project seeks to create a Bellinghen Shire Food Resilience Vision, supported by a 10 year incremental plan. The project is required to address the following in terms of Food Resilience Across the Shire:

- Where are we now? Current Status Quo
- Where do we want to get to? The Vision – what are our aims and objectives
- How are we going to get there? The Plan

An appropriate Food Resilience model should be proposed that has a holistic view of Food Resilience that reflects a broad interpretation of Food resilience in Bellinghen Shire. Benchmarking of where Bellinghen Shire currently stands across the various components of any proposed model is expected (vs best practice locally and globally), and evidence of where communities’ future aspirations lie is also a required output. The vision must highlight where we are aiming to get to (with a proposed timeframe), supported by a practical plan over the next 10 years to work towards that vision. That plan must have incremental steps to get there, with quick wins along the way (some of which may already be funded/planned!).

‘Practical’ means that the plan should be able to be delivered, and that any assumptions made in relation to that plan are realistic. Assumptions around gaining funding should be considered, with potential sources and alignments to national priorities over coming years being determined. Any

assumption in relation to community resources undertaking activity should be grounded in a clear plan regarding how to bring those resources to the fore.

The communities' future aspirations in relation to Food Resilience must be evidenced through wide engagement with relevant communities across the Shire. Engagement should be far reaching and should include the voices of those that have not previously been engaged/interested in the subject matter as well as those heavily engaged in the subject. Proposals that provide a clear strategy regarding engagement strategies in various forms and channels, and evidencing wide reach, will be considered strongly.

The vision and plan must align to the aspirations of the wider community, not simply the views of those with the loudest voices. Research must be undertaken by the contractee to give confidence to the outputs being recommended, to ensure that proposals are viable (and that any assumptions made are grounded in effective research). Council staff can be made available during the contract period should any questions regarding planning/community assets arise.

The following areas have been highlighted via prior workshops as important parts of Food Resilience in the Shire and should be explored in engagements with the community to inform the Vision and Plan. In your proposal please outline how you anticipate to engage the community in this highly diverse subject matter.

- Food Security
- Gumbaynggirr country Food (and culture in relation thereto),
- Community Gardens
- Community Kitchen
- Local produce retailing (Markets, supermarkets, wholesale)
- Acknowledgement of Funding and details on the latest development
- Farmers markets,
- Community-supported agriculture (CSA),
- U-pick operations and roadside stands,
- Food cooperatives,
- Permaculture , Regenerative Agriculture & Biodynamics
- Traditional Farming practices (small and large scale)
- Education – youth, growers, producers, home growers
- Chef collaboratives
- Community gardens,
- Farm-to-school networks,
- University, hospital, and institutional food procurement programs,
- Critical local infrastructure such as abattoirs and dairies,
- Produce and livestock auctions,
- Food banks and community food pantries,
- Community kitchens,
- Producer cooperatives,
- Locally-owned grocery stores, restaurants, and Food service operations.

The output Vision must describe what success will look like in a perfect state, and the plan provide practical small/medium/large scale actions that are expected to be undertaken in the coming years to

fulfill the vision. The actions can include activity that is already funded/planned/happening across our communities by either council or community groups in addition to activity that may require coordination and funding to happen. The vision should be aspirational, but the plan should be practical and provide context of how the plan will be actioned with the input/leadership of our community. Any gaps in funding should be highlighted, which can be used to inform future grant opportunities for either community groups or council to lead the applications of.

4 Project Outputs

The required outputs of this project are as follows:

- A model of Food Resilience that is applicable to the Shire – with details of where we are at (benchmarking)
- Vision for the Shire – Mission Statement – detailing our shared aims and aspirations for the next 10 years
- 10 year incremental plan – including timing and who needs to be involved/resources required
- Evidence of engagements and analysis of how priorities have been determined
- Details of any key assumptions/interdependencies/risks
- Recommended next steps

You will be required to present your findings and output documentation to a steering committee (that may be made up of council representatives and members of the community). This will be deemed the draft version. The steering committee may come back to you with feedback within 14 days and you will be required to respond to feedback and make necessary adjustments accordingly before submitting your final Vision/plan in a publishable format.

5 Proposal Requirements

If you wish to submit a proposal to undertake this work, please submit to the Project Lead via council@bellingen.nsw.gov.au the following:

- Define the proposed model you anticipate using as the benchmark model for the Bellingen Shire
- Outline your engagement plan/model, ensuring you detail various methods for hearing the voice of our wide community with regard to this diverse subject matter
- Outline your/your teams' experience with regard to the subject matters of Food and Building resilience
- Outline your/your teams' experience with regard to community engagement, highlighting how you have achieved wide reach and meaningful inputs to inform decision making.
- Outline your/your teams' experience with regard to the development of visions and practical plans (please provide evidence of outcomes in support of any planned activities)
- Outline your proposed resources/timescales to deliver the outcomes required
- Outline your fixed price (inc GST) for delivery of this work (a breakdown of costs will be highly regarded)

- Outline that you agree to the commercial considerations as outlined in Section 6 (if you do not agree to any of the considerations – please outline any deviations including rationale and what the terms of your proposal are to that regard.)

6 Commercial considerations

The selected contractor will enter into a contract should a Purchase Order be issued by Bellingen Shire Council, and the supplier will be bound to the Bellingen Shire Standard Terms and Conditions as detailed in Appendix A (see page 9). In addition, the following additional terms will be applicable and outlined as special conditions within any issued purchase order.

The Intellectual property of any output documentation (including imagery) will be that of the Bellingen Shire Community and may be used by Council (or any other organisation that they provide permission to) without requiring permission of the contractee, once the assignment has been completed in full.

Imagery/logos/photos etc that is the ownership of council may be used in documentation if expressly approved by Council.

The budget for this activity is to not exceed \$20K (exc GST). The budget must cover all research, community engagements and development of the documentation of said Vision/plan.

Output vision/plans should be published in a format that may be published by council. You may be invited to a meeting with councillors to present your vision/plan and if so requested will form part of the scope of your deliverables.

Your organisation may work independently, or in partnership with relevant other expert individuals/organisations. Council will only contract with one party, and that party will be held solely accountable for performance of the work awarded to them in its entirety. You will therefore be required to sub-contract that work to any third party, but subcontracting to any party is subject to the express approval of Bellingen Shire Council.

You must submit to Council high resolution photographs of any community engagement events, and ensure that attendees have provided appropriate permission for said images to be utilised by Council/the community. Relevant proformas can be provided to the contractee on request.

7 Timeline and Deliverables

The successful candidate will be required to deliver a draft and final vision/plan for Food Resilience and observe the following process and timeline in its development.

- Step 1 - Closing Date for EOI to Council - 25 June 2021 Midnight
- Step 2 - Successful candidate notified by - 16 July 2021
- Step 3 – Steering Committee meeting with Contractee – w/c 27 July 2021
- Step 3 - Consultation and draft Vision/Plan developed between August and October 2021
- Step 4 - Draft Vision/Plan delivered to Steering Committee - November 2021
- Step 5 - Feedback accounted for in preparation of Final Vision/Plan – December 2021
- Step 6 - Final Report to Council January - 2022

8 Proposed Assessment

Proposals will be assessed/evaluated in consideration of:

- Value for money (a detailed breakdown of costs will help us with this assessment)
- Experience in community engagement
- Experience in regard to the subject matter - Food and/or Resilience
- Experience in regard to developing visions/practical plans with evidence of successful implementation.
- Skills, qualification and experience working on similar projects.
- Evaluation of how believe approach/proposal will best deliver outputs required to the Shire (comparative to other proposers)
- Capacity to deliver the project on time and on budget
- Agreement to commercial considerations.

9 Further Information

The key contact for the Project is:

Liz Hull, Community Resilience Officer

Email: lhull@bellingen.nsw.gov.au

Phone: 02 66557300 Mobile: 0429001059

Enquires must be made no later than midday on 11th June 2021.

10 Submission Date and Lodgement

Proposals must be emailed to Council@bellingen.nsw.gov.au with a subject heading marked "RFP Food Resilience Vision/Plan " Closing date is 25 June 2021 at midnight.

APPENDIX A

BELLINGEN SHIRE COUNCIL STANDARD TERMS AND CONDITIONS

1. General

- (a) These terms and conditions apply to any Purchase Order for goods ("Goods") and/or services ("Services") placed by Bellingen Shire Council ("Council").
- (b) These terms and conditions must be read in conjunction with any contract specified in a Purchase Order. In the event of inconsistency, the contract terms and conditions prevail.
- (c) Where no contract is specified in a Purchase Order, these terms and conditions constitute the entire agreement between the parties and anything said between the parties prior to this Purchase Order is of no effect.

2. Quality and Delivery

The Supplier must deliver or provide:

- (a) the Goods safely and in such a manner as to protect them from damage; and
- (b) the Goods or Services by the date, to the place, in the quantity and for the price, as specified in the Purchase Order.

3. Ownership and Risk

- (a) Title in the Goods will pass to Council on acceptance in accordance with clause 5.
- (b) The Supplier assumes all risk in the Goods until it is accepted by Council.

4. Warranties

- (a) In addition to any warranties implied by law, the Supplier warrants that:
 - (i) the Goods are new and unused, free from defects in material and workmanship, of merchantable quality and fit for purpose;
 - (ii) the Goods are of the description and quality specified in the Purchase Order;
 - (iii) the Services are performed to a high standard of professional care and skill by appropriately trained and qualified personnel;
 - (iv) it holds all licences to supply the Goods or Services;
 - (v) it has a right to provide the Goods or Services, and transfer unencumbered title in the Goods to Council;
 - (vi) the Goods or Services comply with all applicable Australian standards and legislation, and the Supplier complies with all applicable legislation in providing the Goods or Services;
 - (vii) the Goods or Services do not infringe any patent, registered design, trademark or name, copyright or any other protected right ("Intellectual Property").
- (b) The Supplier will ensure that any warranty offered by a manufacturer of the Goods or Services is enforceable by Council.
- (c) Council may treat any breach of the warranties in this clause 4 by the Supplier as a repudiation of the Purchase Order giving rise to the remedies specified in clause 5.

5. Acceptance and Rejection

- (a) Without limiting clause 4(c), Council may reject, within 14 days, the Goods or Services if Council believes the Goods or Services are defective, do not comply with the warranties specified in clause 4 above or do not meet the requirements of the Purchase Order.
- (b) If Council rejects the Goods or Services (in whole or part) the Supplier must comply with a reasonable requirement of Council to:
 - (i) collect the defective Goods and replace them at the Supplier's expense or make good any defective services; or
 - (ii) refund Council any amount paid for the defective Goods or Services.
- (c) If Council does not notify the Supplier of rejection within the 14 day period, Council will be taken to have accepted the Goods or Services, though Council may by notice in writing accept the Goods or Services sooner.

6. Cancellation

Council may (at any time before delivery), cancel or change the Purchase Order. If this occurs, and:

- (a) the change causes an increase or decrease in the cost of the Goods or Services, or time required to deliver the Goods or Services, the cost payable or time for performance will be amended to reflect the change; or
- (b) the Supplier has already incurred any reasonable expense in satisfying the Purchase Order, Council will pay those expenses.

7. Price, Payment Terms, GST

- (a) The supplier must issue a valid tax invoice providing all required information in accordance with relevant legislation for the goods and/or services provided within 28 days from the date of the

Purchase Order. This may include (but is not limited to) the date of the

invoice, the Supplier's business name, an Australian Business Number ("ABN"), Purchase Order number and GST component (if applicable.)

- (b) Payment will be by Electronic Funds Transfer to the Supplier's nominated bank account within 30 days from receipt of a valid tax invoice.

8. Intellectual Property

- (a) The Supplier grants to Council a non-exclusive licence to use the Supplier's Intellectual Property rights in relation to the Goods or Services.
- (b) The Supplier warrants that it owns all necessary Intellectual Property in all information created pursuant to the Purchase Order to grant the licence in clause 4(a).

9. Indemnity

The Supplier indemnifies Council against any and all claims by a third party and any loss, personal injury, death, damage or expense arising out of or in connection with an act or omission of the Supplier in supplying the Goods or Services or any and all obligations or warranties under these terms and conditions.

10. Insurance

- (a) The Supplier will effect and maintain appropriate insurance policies for the Goods or Services provided, and note Council as an interested person where applicable.
- (b) On request, the Supplier will provide Council with proof of insurance acceptable to Council.

11. WHS and Work Cover regulations

All Suppliers and contractors must comply with current WHS legislation.

12. Chain of Responsibility (CoR)

To conduct business with Council, our partners in the heavy vehicle transport industry (vehicles over 4.5ton) will need to comply with the NHVR CoR transport safety rules and regulations.

These include speed, fatigue, mass, dimension, loading, vehicle standards and regular reporting systems.

13. Statement of Business Ethics

All Suppliers and contractors agree that they have read and understood Council's Statement of Business Ethics available at www.kempsey.nsw.gov.au <<http://www.kempsey.nsw.gov.au>> and will comply with its requirements.

14. Termination

Without prejudice to any other rights, Council may terminate this agreement if the Supplier:

- (a) fails to deliver the Goods or Services in accordance with the Purchase Order;
- (b) notifies Council that it cannot deliver or provide the Goods or Services;
- (c) breaches a requirement under the Statement of Business Ethics;
- (d) excluding a breach under cl 13(c), has not remedied a breach within 5 days of receiving written notice of that breach from Council; or
- (e) becomes or threatens to become insolvent or bankrupt or enters into a compromise or arrangement with creditors or any form of external administration.

15. Disputes

In the event of any dispute arising between Council and the Supplier that cannot be resolved by negotiations in good faith, Council may nominate a formal dispute resolution process to be followed by the parties. The Supplier must continue to perform obligations notwithstanding the existence of the dispute.

16. Other

- (a) The Supplier must not assign the benefit of the Purchase Order without Council's prior written approval.
- (b) No variation of the Purchase Order will be binding on Council unless it is in writing and signed by a duly authorised representative of Council.
- (c) Council's failure or delay to enforce a condition, or to exercise a right or remedy for breach, is not a waiver of any other breach.
- (d) These conditions will be governed by the law of New South Wales and the parties submit to the jurisdiction in that State.
- (e) The Supplier will comply with all reasonable directions given by Council when accessing Council premises.

APPENDIX B

Audit of what is happening
 MAIN DRIVERS
 STRATEGIC VISION.
 MAIN DRIVERS FOOD RESILIENCE
 OPTIMISE CHANCES LOCAL RESILIENCE
 EQUITABLE, PHYSICAL PREMISES
 'BRAND BELLO'
 FACTOR IN DORRIGO
 SUSTAINABILITY.
 PRACTICAL SUPPORT FROM COUNCIL
 GUIDING FORCE.
 COUNCIL TO ENABLE OTHERS
 TO DO IT

MAJOR CRISIS - WHAT WOULD WE
 DO RIGHT NOW,
 DIFFERENT PLACES & SPACES
 STORAGE - EQUIPMENT &
 TRAINING - SURPLUS FOOD
 VALUE ADD - MEALS FOR PEOPLE
 IN NEED
 EDUCATION - COOKING SCHOOL
 QUALIFICATIONS - COOK
 SOCIAL WORK
 COMMUNITY GARDENS
 (GROWING, COMMUNITY CONNECTIONS
 WHERE PEOPLE TO CONNECT)
 Dist², Accessing places &

Commity Driven initiative -
 Affordable Housing
 → leverage council knowledge/experts
 → Community Run
 Links to Tourism
 Innovative how do it here
 No Blueberries
 Multi faceted $\begin{matrix} \leftarrow Eco \\ \leftarrow Envir \\ \leftarrow Social \end{matrix}$
 Community need to know about it.
 ↳ diverse lifestyles
 ↳ participation & ownership
 Viable, Sustainable & Inclusive
 Security
 Food Policy → Strategy
 project based 1, 2, 3
 → incremental change.

Labeling & Compliance
 → Workshops (council run)
 Licensing
 Bar code Regs → subscriptions
 Food safety Training (Supervisor)
 Excess Products Mass Producers
 Appreciate variation in Producers (small → large scale)
 Shared ^{industrial} kitchen/storage (The Other City PA)
 Must be physical
 Not Large re space
 Small abstar In Shire
 Not imposing our beliefs on others
 Educating Youths/Consumers
 Empowering to make own decision re nutrition
 Compost ^{collected} by public

S
M
P
L
A
U
C
E
 ↓
 impact
 ↓
 markets

Edible Landscapes (Local Manage)
 Local Halls equipped in emergency
 Helped Up, Not hand out.
 Role of individuals in community
 P Collab Private with support of co
 Not Reliant Volunteers probably 30
 Start conversation with practical end
 Allocate to viable project → what is
 resources to access more
 (from Council)

