

STATEMENT OF REQUIREMENTS (CONSULTANCY SERVICES)

Request for Quotation – PIEP0004826

1. TITLE OF PROJECT

Australian Capital Territory (ACT) – Urban Air Quality Assessment here after referred to as the “Project”.

2. PURPOSE

This Project supports the ACT Bushfire Smoke and Air Quality Strategy 2021-25 (the Strategy) and Government response (Attachment A) to the [Commissioner for Sustainability and the Environment’s report into Wood Heater Policy](#)¹ in the ACT (the Report).

The purpose of this Project is to undertake an air quality assessment of the current and future urban areas of the ACT in order to:

- Understand and describe the various microclimates across the ACT;
- Identify the air quality risks associated with wood heaters in combination with other sources of particulate matter pollution within these areas;
- Identify the likely impacts that wood heaters may have on the air quality of these area and the range of mitigation measures possible; and
- Identify priority areas for Government intervention, including further regulation, timeframes and mechanisms for implementation.

The findings and policy advice emerging from the Project will be used to:

- inform a Regulatory Impact Assessment to consider the phase out of wood heaters in all urban areas of the ACT by 2045.

3. BACKGROUND

Introduction

The Strategy and Report have identified that there is no safe level of particulate pollution and that wood heaters are the primary source of particulate pollution during winter in the ACT. This study will compliment previous air quality planning studies undertaken which have recommended wood heaters be banned in new development areas. The planning process to assess air quality to inform this decision were not in place for a large part of the ACT, particularly areas developed prior to the 1990’s. This study will inform the Government decisions in relation to the use of wood heaters in these urban areas not previously assessed.

The Project study area (Attachment A) includes all urban areas of the ACT including future urban areas except for Dunlop, East O’Malley, the Molonglo Valley and the Western Edge future development area where previous air quality assessment have already been undertaken and proposed restrictions on wood heater installations.

The air quality assessment should be considered against the [National Environmental Protection \(Ambient Air Quality\) Measure](#)² (AAQ NEPM) 2025 standards and also the [World Health](#)

¹ <https://envcomm.act.gov.au/wp-content/uploads/2022/08/OCSE-Wood-Heaters-Report-A40588031.pdf>

² <https://www.nepc.gov.au/nepms/ambient-air-quality>

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[Organization Global Air Quality Guidelines 2021](#)³ (WHO Guidelines) for particulate matter noting the review of the AAQ NEPM is due to commence in 2025.

Strategic Context

The 2022 ACT Annual Air Quality Report prepared by the Environment Protection Authority (EPA) shows Canberra's air quality further improved in 2022 compared to 2021. Daily and annual average levels for particulate matter (PM10 and PM2.5) were at the lowest levels experienced in the past 10 years. There were no exceedances of the national health based AAQ NEPM standards for PM 2.5, PM10, carbon monoxide, nitrogen dioxide and ozone at any of the ACT's monitoring stations.

The ACT Government acknowledges that wood heaters may be a polarising issue in the community. Whilst providing a nostalgic form of heating, the smoke from burning wood contains a range of pollutants which are harmful to people's health and the environment. This smoke is linked to several serious health conditions including asthma, chronic lung disease, heart problems and premature births and deaths. In winter, smoke from domestic wood heaters is the main source of air pollution.

In August 2022, the ACT Government surveyed 1,955 Canberrans to better understand their views towards wood heaters. 52 per cent of respondents supported phasing out wood heaters, 27 per cent opposed and 19 per cent are neutral. 59 per cent of wood heater owners opposed the phase out wood heaters and 25 per cent supported the phase out. These results underpin the government's cautious and considered response to the Commissioner's recommendations. Any form of regulatory action by the government to ban or phase out wood heaters must be fully assessed and subject to a detailed regulatory impact assessment, noting the increased costs of goods and services, and the high cost of living that is placing undue financial stress on business, families and individuals.

The ACT Government has a range of programs to address emissions from domestic wood heaters. These include regulation of commercial firewood to ensure it is sold in a seasoned and dry condition, the prohibition of wood heaters in new development areas where planning studies show that they would have an adverse impact on air quality, the updated Wood Heater Removal Program (WHRP) to remove old inefficient heaters, and the new 'Burn Better' public education campaign.

The ACT Government has also introduced the Sustainable Household Scheme which offers zero-interest loans of between \$2,000 to \$15,000 to support eligible ACT households to live more comfortably, reduce emissions and their energy costs. This scheme complements the WHRP to assist with covering the additional cost of replacing a wood heater with an energy efficient electric system for eligible households.

These initiatives have put the ACT at the forefront nationally in addressing wood smoke pollution and have improved our air quality. Information about these initiatives and copies of the ACT Annual Air Quality Reports, can be found at www.accesscanberra.gov.au. However, there is more work to do to ensure the ACT's environment remains healthy for all Canberrans to enjoy.

Report by the Office of the Commissioner for Sustainability and the Environment - An Investigation into wood heater policy in the ACT

³ <https://www.who.int/publications/i/item/9789240034228>

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The report contains recommendation to phase out and ban wood heaters in the urban areas of the ACT. The Government has agreed in principle to the recommendations subject to air quality and regulatory impact assessments, with the Government supporting a phase out by 2045 in line with its commitment to phase out the use of gas by that date.

National Context

The Ambient Air Quality National Environment Protection Measure (AAQ NEPM) details air quality standards agreed by Environment Ministers for certain pollutants. The Goal of the AAQ NEPM is to achieve National Environment Protection Standards as assessed in accordance with set monitoring protocol. The Desired Environmental Outcome is ambient air quality that allows for the adequate protection of human health and well-being.

The intention of the AAQ NEPM is to monitor at sites that provide an indication of the air quality experienced by people generally in a region, rather than focusing on specific significant pollution sources, which will continue to be monitored and assessed through state-based air quality management framework.

The AAQ NEPM was last varied in 2015 to make changes to the particle matter standards (PM_{2.5} and PM₁₀) and 2021 to vary the ozone (O₃), nitrogen dioxide (NO₂) and sulphur dioxide (SO₂) standards.

Environment Ministers have agreed to commence a further review of the particle matter (PM_{2.5} and 10), O₃, NO₂ and SO₂ standards in 2025. Noting this will provide an opportunity to review the standards in line with the available evidence at that time, including the World Health Organization (WHO) guidelines.

International Context

The WHO Global Air Quality Guidelines 2021 (WHO Guidelines) recognise that clean air is fundamental to health and that compared to 15 years ago, when the previous edition of the guidelines was published, there is now a stronger body of evidence to show how air pollution affects different aspects of health at even lower concentrations than previously understood, with exposure to air pollution estimated to cause millions of deaths and the loss of healthy years of life. The burden of disease attributable to air pollution is now estimated to be on a par with other major global health risks such as unhealthy diets and tobacco smoking.

The WHO Guidelines take into account the latest body of evidence on the health impacts of the main air pollutants, including particulate matter and seeks to inform the next steps for policy-makers around the world to inform evidence-based legislation and policies to improve air quality and reduce the unacceptable health burden that results from air pollution.

4. SCOPE OF WORKS

The scope of works is to undertake an Air Quality Assessment of the areas referred to as the Urban Area – refer [Appendix 1](#).

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As a result of Canberra's latitude, distance from the coast and topography, the climatic pattern (particularly calm conditions and temperature inversions) it is prone to air pollution problems in winter and hot summer periods, should emissions remain unchecked. This study is required to provide an understanding of local microclimatic conditions in the Urban Area associated with the use of wood heaters in combination with other sources of particulate pollution or pollution that may contribute to particulate pollution. This includes both anthropogenic and natural sources.

Key components of the work will include:

- Climate and local geographic setting:
 - microclimate and air quality characteristics of the Urban Area, including:
 - Regional and local climate context
 - Landscape characteristics and topography
 - Localised weather including wind conditions
 - Meteorological assessment of air flow and cold air drainage pattern
 - Future effects of climate change.

It is expected that this work would include a site visit and purchase/collection and review of all available information.

- Current air quality issues:
 - Identification of current air quality issues – either known or inferred from the review of available data
 - Identify potential air quality risks related to local climate and geographic setting
 - Identify any current or future potential sources of pollution.
- Likely air quality impacts of urban development:
 - Identify likely sources of pollution from urban development (eg. dust, wood heaters, vehicle emissions, bushfires, other particulate emission sources)
 - Discuss the impacts of regional climate change on air quality
 - Discuss the implications of current air quality, climate change and development created impacts on future land use and management.
- Mitigation measures available:
 - Identify likely mitigation measures available for existing urban areas and during development and occupation of undeveloped urban areas including a discussion of effectiveness, cost and practicality
 - Identify any avoidance, minimisation or other mitigation measures.
- Recommendations and further investigations:
 - Summarise recommendations from above analysis.

Consultant liaison

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This Project forms part of a Regulator Impact Assessment (RIA) which may require the sharing of information with the team undertaking the RIA.

Deliverables

The key deliverables for this project are:

- Participation in an inception meeting (1 hour Teleconference);
- Draft Air Quality Assessment Report;
- Draft report meeting (2 hour Teleconference); and
- A final Air Quality Assessment Report for the Study Area that responds to comments on the draft report.
- Final Report Presentation to executive and Ministers (1.5 hours)

References

Key references for the project include:

- National Environmental Protection (Ambient Air Quality) Measure 2021
- WHO Global Air Quality Guidelines 2021
- [ACT Air Environment Protection Policy 1999](#)⁴
- The [NSW and ACT Regional Climate Modelling](#)⁵ (NARCLIM).

Graphics and Documentation

The reports should include illustrative materials such as photographs, maps, plans, spreadsheets, diagrams and other materials considered appropriate by the consultant. All photographs and images are to have the appropriate copyright permissions to allow for public release. All graphic elements shall be produced in a format and to a quality suitable for public display and presentations.

The reports are to be in an agreed format and font and must comply with accessibility and compatibility standards. Documents in agreed software package appropriate for all illustrative materials in addition to PDF files are required. Mapping and metadata (GIS or CAD) and all imagery should also be supplied electronically.

All mapping should be clearly labelled and readily identified including legends and scales.

Note: The consultant may be required to undertake document modifications/changes as required throughout the publishing process.

Quality Assurance

The Consultant shall ensure that all documents and drawings produced for this Project acknowledge the Client, the Environment, Planning and Sustainable Development Directorate (EPSDD) by including ACT Government logos and names in the title block of drawings or in text documents. Reports must be prepared to a high professional standard.

Project Reporting and Governance

The Consultant must perform the following:

⁴ <https://files.accesscanberra.act.gov.au/legacy/3206/Air%20-%20Environment%20protection%20policy.pdf>

⁵ <https://www.climatechoices.act.gov.au/policy-programs/narclim>

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- Communication between the client and consultant nominated Project Manager;
- Consultation with nominated key stakeholders. Stakeholder identification to be confirmed at the inception meeting where a communication and engagement plan will be confirmed; and
- Commitment to advising the Project Manager, within one day, of any matters that may adversely affect the Project; especially those matters that involve safety, media or public interest.

EPSDD project team will establish and assist coordinating meetings with key stakeholders. The Consultant should provide the following to the ACT Government during the course of the project:

- Weekly updates by email
- Verbal updates on an as-needs basis; and
- Attendance at specified meetings and workshops/presentation, as per the Deliverables list above.

Consultant team

The successful consultant team must demonstrate content knowledge and skills of best practice in:

- Assessment of localised weather, airflow and microclimate conditions.
- Pollution, emissions, odour and air quality assessment.
- Assessment of regional climate context and future effects of climate change.

5. TIMEFRAMES

Program Timing and Payments

The consultant must provide and adhere to a detailed program that addresses the requirements of this Scope of Requirements (SOR) and agreed timeframe. No variation from the agreed program will be permitted without prior written agreement of the assigned EPSDD project manager.

The successful consultant will submit invoices to the project manager in accordance with an agreed invoicing payment schedule. The project team will assess the invoice, and where the work is deemed to have been satisfactorily completed shall authorise payment to the consultant as soon as practicable.

It should be noted that the Territory will formally assess work performance both at the completion of each stage and on completion of the SOR. If, in the opinion of the Territory, the consultant has not fully or adequately carried out the tasks, the Project Team may require the consultant to perform tasks or supply the product as described prior to the final payment of fees.

Critical Project Dates

Task/deliverable	Due date	Invoicing schedule
Tender Period	14 May – 20 May 2024	
Consultant engagement	Week of 20 May 2024	
Inception meeting	Week of 27 May 2024	

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Draft Report for comment	17 June 2024	Invoice 1 (50%)
Draft Report meeting	Week of 24 June 2024	
Final Report	28 June 2024	Invoice 2 (50%)

The consultant should review this timetable and provide input into how it may be modified to suit delivery targets. There may be some flexibility within the project timelines, subject to discussion between consultants and the client, however the project must be completed before 1 August 2024.

6. WORKPLACE HEALTH AND SAFETY

The Consultant must abide by Workplace Health and Safety policies at all times in delivering the required services, specifically regarding (as applicable):

- Health and welfare of Territory employees;
- Health and welfare of the Consultant's employees including sub-consultants; and
- Health and welfare of the general public who could be affected by the Services.

7. KEY PERFORMANCE INDICATORS

The performance of the Consultant will be monitored based on the following indicators:

- Timely submission of reports and responses to requests for information
- Accurate and well-drafted reports
- Regular attendance at meetings
- Effective communication and liaison with the EPSDD and other relevant stakeholders
- Effective product delivery within agreed time and budget.

8. OUT OF SCOPE CONSIDERATIONS

The consultant shall notify EPSDD in writing where the need for a significant change becomes evident and shall obtain a written approval prior to undertaking any additional works.

9. SELECTION CRITERIA

Selection of the successful Consultant will be based on the following (weighted) criteria:

CRITERION ONE (Weighting 30%): Comprehensive understanding of the Statement of Requirements. The consultant has:

- demonstrated an understanding of all aspects of the project and deliverables; and
- outlined their proposed methodology to the project tasks, activities and issues to deliver the project, as specified in the Statement of Requirements.

CRITERION TWO (Weighting 25%): Demonstrated experience, skills and qualifications of the nominated team members to deliver the Statement of Requirements. The consultant has:

- provided information on each nominated team member's project relevant experience, skills and qualifications;

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- listed and briefly described relevant similar projects successfully undertaken by key team members in the past five years; and
- contact details of referees involved in referenced projects for key team members.

CRITERION THREE (Weighting 25%): Displayed the availability of resources to undertake the project consistent with the Statement of Requirements. The consultant has:

- provided a detailed nominated team member task allocation;
- confirmed the availability of all team members for the duration of the project; and
- provided a breakdown of the length of time expected to complete each portion of this project, and the project in total, in the form of a Gantt chart.

CRITERION FOUR (Weighting 20%): Fee for services offered within budget and presents value for money. Tenderers must provide:

- a proposed lump sum fee, exclusive of GST, for services outlined in the Statement of Requirements;
- a schedule of rates for services and expenses clearly describing the work breakdown structure, allocation of human resources, time and hourly fee rates; and
- for the purpose of any variation to the Statement of Requirements a schedule of hourly rates (excluding GST) are to be provided.

10. FEE PROPOSAL

A budget of \$75,000 (excluding GST) has been set for this consultancy.

Tenderers must provide:

- a proposed lump sum fee, exclusive of GST, for services outlined in this Statement of Requirements (SOR).
- A separate schedule of rates for services and expenses clearly describing the work breakdown structure, indicating key milestones, invoicing schedule, allocation of human resources (including sub-consultants), time and hourly fee rates. This should include a schedule of hourly rates (excluding GST) for key personnel for the purposes of variations (if any).

The fee proposal should include a fee breakdown according to the components of the lead consultant, sub-consultants and others, and should clearly outline breakdown of all consultancy and sub-consultancy tasks by project milestones. Personnel proposed to work on the project should be specified and hourly rates per person included. A proposed invoicing schedule should also be included.

The lump sum fee is to include all direct and indirect costs borne by the consultant. No variation to the fees is permitted without the prior written approval of the project manager. Fee proposals are to show separation of Goods and Services Tax.

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11. CONFIDENTIALITY AND COPYRIGHT

The consultant shall not discuss their work with any media organisation or member of the public, other than acknowledging that they are undertaking a study on behalf of the ACT Government. Any inquiries received by the consultant team are to be immediately (within one working day) directed to the Project Manager.

The ACT Government shall hold copyright of all documentation prepared as part of this consultancy, including all data.

12. LIAISON

Continual and regular liaison and coordination will be required throughout the project between the appointed EPSDD Project Manager and the successful lead consultant. The contact details for the appointed Project Manager and single point of contact for this Project is:

Daniel Walters – Senior Director (daniel.walters@act.gov.au 02 6207 6334).