Expression of Interest

Learning Experience Facilitator

Contents

Expression of Interest

Learning Experience Facilitator

Georges River Council acknowledges that the Biddegal people of the Eora Nation are the original inhabitants and custodians of all land and water in the Georges River region.

Overview

We are looking for skilled artists and digital media production professionals to support the delivery of an innovative program, for the Media Lab, Sound Booth and Library of Things as part of Georges River Libraries.

The key objectives for facilitators are:

- to support the Georges River Libraries diverse communities to learn, create and connect with opportunities to participate in life-long learning, skills development, and creative production.

- under the direction of the Coordinator Library Programs and Marketing, provide creative program delivery and operational support for the Digital Media Lab and Sound Booth and other library locations as required.

- uphold the Georges River Council values and be sensitive to the Georges River Libraries needs and vision

We are looking for suitably experienced individuals or organisations who can work collaboratively with the Library Programs Team to facilitate a variety of learning experiences and have expertise in at least one of the following areas:

- Photography

- Digital media production and post-production e.g. film making, digital music production, graphic design, web design, 3D design and animation

- Adobe Creative Suite

- Virtual Reality and Augmented Reality

- Illustration

- Inter-disciplinary art forms (e.g. writing and sound, textiles and electronics)

- STEM (Science, Technology, Engineering, Maths) e.g robotics and coding

The Panel will exist for a term of one year, with the possibility of extension – at the sole discretion of Georges River Libraries – for an additional two years. The Panel may include several individuals or organisations who can respond as needed to programming briefs from Georges River Libraries.

Background

About the Media Lab and Sound Booth

The Media Lab and Sound Booth responded to the need to provide an affordable and accessible space for the community. It provides the means for people to come together, learn, create, share ideas, socialise and participate in digital opportunities.

The Media Lab makes it possible to participate more fully in digital culture, transforming community members from information consumers into creators, and is an addition to the local innovation eco-system.

It follows extensive research and community consultation as part of the Georges River Libraries Strategy, guiding the development of the region's public library spaces, collections and services over the next ten years.

Located within Hurstville Library, the Media Lab and Sound Booth meets the growing demand for digital technology and enables skills development on equipment that can otherwise be prohibitively expensive. Its location ensures the community can access support from other library resources including its collection, but also through access to expertise in the form of workshops, staff assistance and community networks.

The Media Lab can accommodate up to 12 people for workshops and is equipped with:

- A full photographic studio
- Cyclorama wall
- Green Screen and Lighting
- Microsoft Surface Studio PCS with the full Adobe Creative Suite
- Sound Booth
- 3D printer
- Digital Tool Library
- Musical Instruments

About the Library of Things Collection

The Library of Things collection features more than 2,000 items for loan and has a wide array of items available. From telescopes, teepees, metal detectors and smart globes, to microphones, robotics kits, star projects and walkie talkies. The purpose of the collection is to provide free access to library members to engage with different learning opportunities and literacy levels.

To view the full collection of items in the Library of Things collections visit georgesriver.spydus.com and search 'Library of Things' in the catalogue search bar.

About the Georges River Libraries

Georges River Libraries is made up of many diverse communities from a wide variety of cultural and social backgrounds. The Georges River has a higher proportion of recent arrivals to the country and is significantly more diverse than the Greater Sydney Average.

Almost half the population lives in medium or high-density dwellings and nearly 20% of the

population are not connected to the internet. Almost 17% of households in the area are low income. Almost 5% of the population require assistance due to disability and 15% are aged over 65.

The dominant non-English languages spoken at home are Mandarin, Greek, Arabic and Nepali. Our local area is also home to the Biddegal People of the Eora Nation.

Georges River Libraries offers a wide range of helpful services, including accessible branches, multicultural and multilingual resources, programs and exhibition spaces. Our libraries welcome people to connect, explore, create and learn.

Georges River Libraries network has five branches, with a range of opening hours 9am and 8pm from Monday to Sunday.

The Panel will predominantly provide services at the Hurstville Library. However, the Library Program Team and other Georges River Council Teams may request provision of services at any of the five branches and other Georges River Council locations.

About the Program

Georges River Libraries public program offers Georges River residents and visitors learning and experiences in accessible local venues. The program provides a range of creative and unique lifelong opportunities through hands on workshops, talks and events.

To compliment other programs run by the Library, we are seeking providers to deliver a range of media arts and creative production programs. The programs will draw new audiences to the Library, while also providing relevant and engaging experiences for existing members. They will provide an opportunity to participate and learn new things, to explore a new experience in a safe environment and to meet new people.

As all Library courses and programs are open to the public, attendees will range in educational and literacy levels, cultural background, proficiency in English, and age, from children and youth learners to adults and seniors.

Georges River Libraries target audience for the Media Lab is an intersection of entry skill levels, students, local business owners and emerging creative practitioners.

The following program streams will provide relevant, engaging experiences that appeal across audience segments:

- Skills development workshops for beginner, intermediate and advanced learners
- Hosted online learning
- Equipment demonstrations
- Open Studios and Drop-In Sessions
- School holiday events and workshops
- Project-based workshops

The Panel Arrangement

The Panel will be used as required for term-based, school holiday learning programs, workshops, and other program formats. Facilitators will be selected within the Panel based on

specific program needs, level of expertise and availability as required to undertake the services. Georges River Libraries does not guarantee engagement of services through the panel and Georges River Libraries may, at its discretion, engage suppliers and facilitators outside the Panel.

Facilitator Role

To support the goals of the Georges River Libraries, Facilitators will develop, teach and maintain exciting and innovative ways to engage the community creative production, digital technology and STEM processes, practices and projects.

Services:

Facilitators will be engaged on a needs basis per program to provide one or more of the following services:

Program delivery

a. Development: Develop programs that respond to the Library Program brief and meet the Library Program goals and strategic direction. This may include producing course outlines, content, and training materials for workshops, programs, and events.

b. Facilitation: Facilitate programs and workshops for community members of different ages and cultural backgrounds. Facilitators may be required to use lesson plans and resources they have developed, or existing ones supplied by the Library Program Team as well as conducting appropriate Work, Health and Safety Procedures for any equipment use.

c. Program evaluation: Support the evaluation of programs and implementation of new programs and improvements based on evaluation, research, and consultation.

Requirements:
In providing services Facilitators must agree to the terms in the contract. Without limiting the terms of the contract, Facilitators must also:

a) provide program delivery as detailed in program brief supplied by the Library Program Team.
b) provide personnel with:
   i) relevant qualification and experience.
   ii) understanding and experience in delivering the principles of teaching and learning and learning objectives and outcomes.
   iii) understanding of workshop and behaviour management strategies.
   iv) understanding of digital technology facilitation, processes and best practice.
   v) commitment to customer service and workplace safety.
   vi) ability to resolve differences and conflicts and be open to change within the organisation.
c) follow any directions given by Georges River Council in relation to process and procedures at locations where programming is delivered. This includes maintaining general cleanliness and appropriate use of equipment.
d) undertake mandatory induction and training as required by the Georges River Libraries. Facilitators will be paid for their time in attendance at any training.
e) ensure competency in safe work practices, instruct program attendees in the relevant practices and take all steps necessary to protect people and property in relation to your participation in the Program.
f) obtain any consents, approvals, and licences necessary for your participation or presented content in the Program

g) on request from the city provide copy and copyright cleared images for promotional use (Please note images listed as 'public domain' on the internet cannot be used unless confirmation is provided and that copyright clearance applies under Australian law)
h) Where appropriate and as agreed with the Georges River Libraries, actively promote the event utilising social media and other media outlets where available, including a link to Georges River Library booking page
i) provide evidence of current Working with Children clearance certificates for personnel prior to execution of contract and
j) supply relevant insurance certificates prior to execution of contract and

Georges River Council's contribution

Georges River Libraries will:

a) provide each the Panel with a program brief, schedule, or other relevant information that you require for participation in the Program.
b) provide mandatory induction and training.
c) provide appropriate location and facilities for programs.
d) provide operating procedures and Work, Health and Safety documentation for equipment, activities, and venues; and
e) provide any materials or technical equipment that is necessary for your participation in the program (subject to adequate notice by you and availability of that equipment)
f) list the events on the Georges River Council communication channels and the Georges River Libraries booking page
g) promote the program through relevant channels

Subcontractors

Facilitators cannot use any subcontractors for supply of these services without the Georges River Libraries prior written consent. Include details of sub-contractors in your submission.

Intellectual Property & Rights

All material that Facilitators are engaged to provide for programs becomes the property of Georges River Libraries and may be used for future programs without obtaining your further consent.

Payments

You will be engaged through the Panel on a needs basis and will be engaged through the following schedule of fees (In accordance with the NAVA Code of Practice – 73 Schedule fees for practitioners).

Level of practice	Hourly fee ex GST
Senior practitioner	$112.56
Mid-career	$93.80
Minimum/Trainee	$42.38

If you do not have an Australian Business Number (ABN), a statement by a supplier form will

need to be submitted with your invoice.

Performance Review

Georges River Libraries will use the following General Key Performance Indicators to evaluate performance of the successful bidder. For some contracts, Key Performance Indicators (With Repeating Activities) may also be used.

Performance will be evaluated regularly, at least annually, and always upon completion of the contract. Each assessment will form the basis of the Performance Review.

Should one or more of the KPIs be considered irrelevant or unworkable the parties must meet in good faith and agree on an alternative KPI(s) as may be required under the contract.

General Key Performance Indicator Score Rating Scale:

1	unacceptable / deficient
2	limited / flawed
3	adequate / satisfactory / appropriate
4	competent / proficient
5	strong / superior / exceeds expectations

	Key Performance Indicator	Rating					Comments
		1	2	3	4	5	
1	Key Objectives / Deliverables*						
2	Quality of work						
3	Time						
4	Reporting						
5	Communication						
6	WHS compliance						

* The Key Objectives / Deliverables have been set out in this Specification. These are the results that the Supplier is expected to deliver to meet the City's key contract requirements.

Additional information

The following links provide further information on the Georges River Council vision, policies and strategies:

Georges River Libraries Strategy 2030 [link]

Hurstville 'Heart of the City' Place Strategy [link]

Kogarah Health, Education and Innovation Precinct: Investment Attraction Strategy, and Kogarah Collaboration Area Place Strategy [link]

Greater Sydney Commission – Metropolis of Three Cities: The Greater Sydney Region Plan

[link]

Georges River Council Community Strategic Plan [link]

Open Space, Recreation and Community Facilities Strategy [link]

Economic Development Strategy 2018-2022 [link]

Create Georges River Cultural Strategy [link]

Georges River Innovation Strategy [link]

Georges River 2050: Leading for Change [link]

Selection Process

Key dates

7 January 2022	Expression of interest close
21 January 2022	Interviews for shortlisted candidates
31 January 2022	Selected applicants notified Contract execution
Date TBC	2022 Program development
Date TBC	Mandatory induction and training Programming commences

Submission requirements

All submissions must be made via the online form.

To complete the form you will need the following:
- Contact details
- CV or company profile
- Responses to selection criteria below
- References
- Public liability insurance certificate of currency or willingness to obtain it.
- Working with children check number or willingness to obtain it.
- Proof of COVID19 vaccination status or has a certified medical contraindication

Assessment criteria
Short listing for interview will be based on applicants meeting the requirements for the facilitator role as listed above.

Submissions will be assessed on the following criteria:
1. Relevant experience, skills, qualifications of key personnel with demonstration of either Skill level of trainee, mid-level, or senior practitioner.
2. Demonstrated capacity to deliver the Facilitator role including:
   a. Experience developing programs that respond to a brief.

b. Experience facilitating programs for a diverse audience from new and existing lesson plans and resources
c. Experience evaluating programs and implementing new programs and improvements

3. Knowledge and expertise in one or more of the following. Specify equipment, tools and software brands and your level theory and practical expertise

   a. A full photographic studio

   b. Cyclorama wall

   c. Green Screen and Lighting

   d. Microsoft Surface Studio PCS with the full Adobe Creative Suite

   e. Sound Booth – recording studio

   f. 3D printer

   g. Digital Tool Library [link to kits]

   h. Musical Instruments

   i. STEM programs
   j. Commitment to customer service and workplace safety, including the ability to instruct program attendees to safe workplace practices.
   k. Relevant current insurances and completed Working with Children check or willingness to obtain

These are not of equal weight for assessment and are not listed in order of priority.
Each assessment criteria will be separately evaluated using the evaluation rating scale below:

Score rating	Description
90-100	No risk, excellent response with added value and innovation
80-89	No risk, excellent response
70-79	Very low risk, good response
60-69	Low risk, good response
50-59	Low risk, acceptable response
40-49	Medium risk, but acceptable response

If the applicant receives less than 40 in any one mandatory assessment criteria, that applicant will not be recommended

Enquiries

All questions in relation to the EOI process must be made via email to the **Coordinator Library Programs and Marketing, Alexia Tedmanson**. You must not contact any other Georges River Libraries officer with questions about this expression of interest. Please refer to the terms and conditions for more information around requesting clarifications.

We recommend you check this webpage regularly for any updates to the expression of interest before the closing date

Applications close at COB 5pm, 7 January, 2022.

Alexia Tedmanson
Coordinator Library Programs and Marketing
Ph: (02) 9330 6202
Email: atedmanson@georgesriver.nsw.gov.au