

INTRODUCTION

The Shire of Northam is inviting Expressions of Interest (EOI) from community groups, clubs, or associations for the management and coordination of bookings for overflow camping at Bert Hawke Oval during the Ballooning World Championships to be held from 5th – 14th May 2023.

All monies received from the said management of the overflow camping to be retained by the community group.

MANAGEMENT REQUIREMENTS

- Booking process to be managed and facilitated by the successful group
- Provide a point of contact for all customer enquiries
- Ensure the site is accessible to patrons for the duration of the agreement
- Toilets and showers must be cleaned a minimum of once per day depending on need
- Check and remove excess rubbish a minimum of once per day depending on need and final clean on event completion.
- Ensure the site is checked and maintained throughout and any issues reported to Elizabeth Osborne on (08) 6608 0615
- Line mark camping bays with Shire provided line marker.

The successful applicant must provide;

- A community contact number for enquiries and bookings
- A contact person that the Shire may liaise with for the duration of the agreement.
- A contact person to manage booking requests.
- Charge an agreed sum Per booking per night.

AGREEMENT PERIOD

Commence: 10th April 2023

Expire: 16th May 2023

SUBMISSION DETAILS

The EOI is to be submitted electronically as one PDF document to records@northam.wa.gov.au

For further information contact David Emery, Manager Recreation & Youth Services, Phone: 9622 5153, Email: reccoord@northam.wa.gov.au

AWARD PROCESS

The Shire selection panel is to assess all applicant responses to the EOI and award to the submission that,

- a. Best demonstrates ability to provide management and schedule coordination of bookings,
- b. Ability to provide resource for camping management and cleanliness of grounds during the event
- c. The Applicants demonstrated understanding of the agreement and can successfully carryout these obligations.

EVALUATION PROCESS

Assessment will be substantially based on information provided by the Respondents. The Shire may seek clarification from applicants on any information included or not included in their Response.

The following evaluation methodology will be used in respect of this EOI:
To enable a proper assessment to be made, it is essential that applicants submit all relevant information in an accurate and concise format. Applicants must ensure that responses are able to be assessed on a stand-alone basis and should not rely on information supplied to the Shire in previous responses.

CONDITIONS

Disclosure

The applicant agrees that they shall not, without the prior written agreement of the Shire of Northam represent or purport to represent Council; or express views or opinions purported to be representative of the Council; or disclose or make public any information or material acquired or produced in connection with providing the Services.