



**Request for
Expressions of Interest**

Australia Day Community BBQ

26 January 2024

Closing date and time:

5pm Friday 24 November 2023

REQUEST FOR EXPRESSIONS OF INTEREST

2024 Australia Day Community BBQ

This package contains the following information:

- 1 Definitions
- 2 Project Brief
- 3 Summary of Requirements
- 4 EOI Form

Responding organisations must read the information in the package carefully before submitting an Expressions of Interest.

Expressions of Interests must be submitted to Council by ***5pm Friday 24 November 2023***

DEFINITIONS

Unless the context requires otherwise, the following terms used in this Request have the meanings ascribed to them as set out below:

EOI	Expression of Interest
Eligible Community Group / Charity	A Wollondilly based community group or charity that is deemed eligible by Council to provide the Australia Day Community BBQ and Coffee / Tea Station
Closing Time	Closing time for the receipt of Expression of Interest
Conditions	Conditions of this Expression of Interest
Conforming EOI	An EOI that complies with all sections of this request
Non-Conforming EOI	EOI other than a Conforming EOI
Late EOI	EOI received by the Council after the Closing Time.
Principal	Refers to Wollondilly Shire Council
Council	Wollondilly Shire Council
Nominated Contact	Council's 'Nominated Contact Person' as set out on the Cover Page.
Period of Agreement	The agreement duration as defined in the EOI document
Request or Request for EOI	The documentation requesting the provisions of services from suitably qualified organisations.
Services	The services which the contractor is required to provide to the Principal under the Contract as detailed in the EOI Documents.
Successful EOI	The respondents accepted by Council to provide the Services

1 PROJECT BRIEF

Council is seeking expressions of interests from suitably experienced Wollondilly Based Community Groups or Charities to provide a Community BBQ for Australia Day 2024.

The Australia Day Community BBQ will comprise of:

- BBQ Breakfast – Bacon & Egg Rolls
- BBQ Sausage Sizzle – Sausages on rolls / sliced bread
- Vegetable Patties on rolls
- Coffee / Tea and Lamington station

The Australia Day Community BBQ and Coffee /Tea Station will be held between the hours of 8am until 12pm.

Council will provide a financial contribution of \$1,000.00 to the successful community group or charity. The successful community group or charity may also collect (voluntary) gold coin donations from the Australia Day Community BBQ.

Additional to the financial contribution Council will provide the following:

- BBQ Meat, sausages, bacon
- Eggs
- Bread Rolls / Gluten free bread
- Onions
- Condiments

- Vegetable Patties
- Coffee, tea, sugar
- Milk,
- Lamingtons
- Ice
- Cups & Serviettes
- Trestle Tables
- Urn

1.1 DESIRED OUTCOMES FOR THE COMMUNITY

- a) Enhanced community participation through the provision of a free community BBQ to celebrate Australia Day to foster social connections, community cohesion, and a sense of belonging.
- b) Promote local participation by supporting eligible community groups to actively participate in local events contributing to a vibrant and inclusive community.

1.2 REQUIRED DELIVERABLES BY COMMUNITY GROUP OR CHARITY

- a) Provision of a free Australia Day Community BBQ and Coffee / Tea Station.
- b) Provision of volunteer labour – *please note this is an extremely busy BBQ serving on average 2000+ people, appropriate numbers of volunteers will be required to cook, serve and maintain health standards.*
- c) Provision of BBQs and associated resources
- d) Compliance with Australian Food Handling Safety and associated Health Requirements
- e) Current Public Liability Insurance coverage / Volunteer Insurance / Workers Compensation (if applicable)

1.3 EVENT TIMEFRAME

The Australia Day Community BBQ and Coffee / Tea Station is to be delivered to members of the public attending the Wollondilly Australia Day event on 26 January 2024 at the Picton Botanic Gardens / Hume Oval between the hours of 8.00am and 12.00pm.

Set up and pack down of the site is to occur prior to and following the hours of 8.00am and 12.00pm.

2 SUMMARY OF REQUIREMENTS

To respond to this EOI, a Responding Community Organisation or Charity must:

- a) Complete the Expression of Interest form
- b) Attach to the Expression of Interest form all items listed in Clause 2.1
- c) Sign the Expression of Interest form,
- d) Lodge the Expression of Interest in accordance with Clause 2.2

2.1 ASSESSMENT CRITERIA

Proposals will be determined against the following assessment criteria:

- a) Capacity to provide voluntary labour and relevant equipment / resources – state the number of volunteers and resources to be provided by the Community Group / Charity
- b) Applicants experience in providing a Community BBQ
- c) Current Public Liability Insurance coverage / Volunteer Insurance / Workers Compensation (if applicable)
- d) Compliance with Australian Food Handling and Health Requirements
- e) Identified local community benefit, how will the funds raised be spent?

2.2 LODGEMENT OF EXPRESSIONS OF INTEREST

Expressions of Interests should be marked 'Australia Day Community BBQ' – Response to EOI' and will only be accepted by email to events@wollondilly.nsw.gov.au.

Expressions of Interests must be submitted, in accordance with the requirements set out in this EOI prior to 5pm Friday 24 November 2023.

2.3 CONFIDENTIALITY

Information provided in this document or imparted to any Responding Organisation as part of the Expressions of Interest process is confidential to Council and must not be used by the Responding Organisation for any other purpose, or distributed to, or shared with any other person or organisation. Information supplied by a Responding Organisation shall not be treated as commercially confidential unless specifically requested by the Responding Organisation.

2.4 ANNOUNCEMENT OF THE EXPRESSIONS OF INTEREST

Council will notify the responding organisation via email of the outcome of the Expression of Interest.

Council may provide reasons for the choice of the Successful Organisation if formally requested in writing by a Responding Organisation. Unsuccessful Organisations are not entitled to otherwise seek to challenge or question the validity of the determination made by Council.

2.5 ENQUIRIES AND CLARIFICATION PROCESS

Any enquiries or clarifications relating to this EOI should be directed to Rob Moran, Council's Community Projects & Events Team Leader.

Tel: 02 4677 1100

Email: rob.moran@wollondilly.nsw.gov.au

2.6 AUSTRALIAN BUSINESS / CHARITY NUMBER (ABN OR ACN)

It is mandatory that the Responding Organisation has a registered Australian Business Number (ABN) or Australian Charity Number (ACN)

2.7 CANVASSING OF ELECTED MEMBERS AND COUNCIL OFFICERS

- a) Canvassing of elected members or Council officers will lead to disqualification from consideration.

- b) Any Respondent who solicits or attempts to solicit support for its EOI or otherwise seeks to influence the outcome of the EOI will be disqualified.

3 EXPRESSION OF INTEREST

Community Group / Charity Details

Community Group / Charity Name:	
ABN / ACN:	
Contact Person	
Position:	
Direct Phone:	
Mobile:	
E-mail:	

The following questions are a requirement under the EOI:

a)	Details of the organisation and volunteers experience in providing a Community BBQ
b)	Number of Volunteers to be on site – cooking / serving. Please note Point 1.2 (b)
c)	Description of equipment to be provided including BBQ's and other resources
d)	Compliance with Australian Food Handling and Health Requirements
e)	Valid Insurances - Public Liability Insurance coverage / Volunteer Insurance / Workers Compensation (if applicable)

F)	Identified local community benefit, how will the funds raised be spent?

By signing this form, I acknowledge that the information provided in this document is true and correct. I acknowledge and agree to the terms set out in the Expression of Interest document and I agree to the Conditions of Supply.

Signed _____ Date _____