

EXPRESSION OF INTEREST

Waratah-Wynyard Council Foreshore
Market Coordinator



1. PROJECT OVERVIEW

Waratah-Wynyard Council are seeking Expression of Interest for the function of Market Coordinator. The role of the Market Coordinator will be for 12 months, commencing from acceptance of contract. Upon conclusion of the twelve (12) month period, there will be an option for both parties to consider an extension for a further period.

Capacity: Availability for the first and third Sunday of each month and Tulip Festival day with the option to hold six (6) twilight markets, must hold an ABN and must have the ability to provide a backup person(s) to run market if the Coordinator is unable to fulfil the commitment.

2. INTRODUCTION

The Market is held on the First and third Sunday of each month as well as Tulip Festival Day with the option of six (6) twilight markets per year. The Foreshore Market Coordinator's function is vital to the success of the Foreshore Market and Tulip Festival day.

3. SUBMISSION REQUIREMENTS & SELECTION CRITERIA

SELECTION CRITERIA

The selection criteria for this project will be based on the following. Respondents are invited to address the selection Criteria, in Schedule C, with any necessary supporting information to be attached.

General:

- Adopt the guidelines of the Coordinators function and address queries or concerns with the Manager Community Activation or a delegated Community Development Officer.
- Ensure compliance by stallholders of applicable guidelines
- Ensure compliance with all requirements as per guidelines including safety, risk, permits, insurance etc
- Coordinate the site requirements
- Address and respond in a professional manner to all market queries and engage with/forward to the Council any unresolved stallholder enquiries and complaints

No	Criteria	Weighting	Detail
1	Capacity to Complete Role	30%	Hold an ABN Response to general criteria listed above Ability to comply with guideline requirements Marketing, including Facebook page and broader promotion of Market

No	Criteria	Weighting	Detail
2	Availability	25%	Coordinator must be available, or have the capacity, to ensure the oversight of the markets on the first and third Sunday of each month, Tulip Festival day and with the option to hold six (6) twilight markets per year. Must have a fully trained back up coordinator(s) to ensure coordination requirements are met.
3	Incentive based Fee	20%	The Market Coordinator will receive an agreed fee per year. As an incentive to grow the Market a payment per stall for each Market will be paid in addition to the above fee.

4. CLOSING DATE FOR SUBMISSIONS

Interested parties should submit all information they consider relevant to allow assessment of their suitability by **5.00m on Friday, 9 December 2022**.

Any expression of interest received after the specified closing time and date shall not be considered.

5. SUBMISSION LODGEMENT

Hand Delivered

All submissions must be clearly marked "Expression of Interest –Market Coordinator" and enclosed in a sealed envelope and delivered to 21 Saunders Street Wynyard.

By e-mail

The submission of expressions of interest may be sent by e-mail to Council@warwyn.tas.gov.au and will be accepted provided it is received at the place of lodgement before the closing time and date. Please place the following in the subject line: "Expression of Interest –Market Coordinator"

6. ROLE REQUIREMENTS

- a) The Market Coordinator will be on site from 6.00am to 2.30pm on the first and third Sunday of each month plus Tulip Festival Day with the option to hold six (6) twilight markets each year;
- b) The Market Coordinator will be responsible for fee management and payment of monies to Council;
- c) The Market Coordinator will be familiar with, and ensure compliance with all Foreshore Market Guidelines.

7. CONDITIONS OF EXPRESSIONS OF INTEREST

The Council is not bound to accept any Expression of Interest and may reject any or all of the submissions received. The decision of Council is final.

8. FURTHER INFORMATION

Any questions on the project or scope may be directed to:

Manager Community Activation

Council@warwyn.tas.gov.au

With Expression of Interest –Market Coordinator in the subject line.

64438333

Additional information on Waratah-Wynyard Council is available on Council's website –

www.warwyn.tas.gov.au

9. REFERENCE DOCUMENTS AVAILABLE ON REQUEST

- Traffic Management Plan
- Road Management Course
- Safe Work Method Statements (SWMS)
- Payment Receipt Book
- Market Evaluation Form
- Stallholder Guidelines and Forms
- Coordinator Guidelines

10. ENGAGEMENT

Documents will be exchanged confirming engagement and any additional instructions or matters to be agreed to.

Once engaged the primary contact will be the Manager Community Activation or a delegated Community Development Officer.

11. UNSUCCESSFUL APPLICANTS

Unsuccessful applicants will be advised in writing and the successful applicant will also be advised at that time.

SCHEDULE A: DETAILS AND INFORMATION OF RESPONDENT

Business/Consultant Details:	
Business Name:	
Australian Business Number:	
Address:	

Contact details:	
Name of contact person:	
Position title:	
Address:	
Postal address (if different to above):	
Email:	
Website:	
Office telephone number:	
Mobile:	

Signed for and on behalf of the applicant:	
Name:	
Position:	
Address:	
Email:	
Signature of applicant's authorised officer:	
Date of signing:	

SCHEDULE B: ADDITIONAL REQUIREMENTS & INFORMATION

Insurances and Registrations				
ITEM	POLICY NUMBER	INSURER DETAILS	COVERAGE AMOUNT	EXPIRY DATE
Workers Compensation (if applicable)				

Conflict of Interest
<p>List here, or <i>attach</i> to the submission, details of any known circumstances that may give rise to an actual or potential conflict of interest, monetary or otherwise, in responding to this request for expressions of interest or in the provision of each Councils' requirements.</p> <p>If at any time after the expression of interest is submitted to either Council circumstances emerge that do, or which may, give rise to a conflict of interest, notification must immediately be provided to the relevant Council in writing.</p> <p>The individual Council, in its absolute discretion may enter into discussion to seek to resolve the conflict of interest or may disregard the respondent.</p>

SCHEDULE C: RESPONSE TO SELECTION CRITERIA

<p>Capacity to Complete Role</p> <p>Hold an ABN</p> <p>Response to general criteria listed above – Section 3.</p> <p>Ability to comply with guideline requirements</p> <p>Marketing, including Facebook page and broader promotion of Market</p>	
<p>Availability</p> <p>Coordinator must be available, or have the capacity, to ensure the oversight of the markets on the first and third Sunday of each month, Tulip Festival day and with the option to hold six (6) twilight markets per year.</p> <p>Must have a fully trained back up coordinator(s) to ensure coordination requirements are met.</p>	
<p>Incentive based Fee</p> <p>The Market Coordinator will receive an agreed fee per year.</p> <p>As an incentive to grow the Market a payment of per stall for each Market will be paid in addition to the above fee.</p>	

Further supporting comments: