



Request for Expression of Interest

Mount Compass Recreational Vehicle (RV) Park

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Section A – Background and General Information to Registrants

1. Invitation to Expressions of Interest

Alexandrina Council (the **Council**) invites Expressions of Interest from Registrants for the provision of a Recreational Vehicle (RV) Park at Mount Compass (the **Services**).

The Registrant shall provide the Services in accordance with the Specification contained within Section C.

2. Background

Council is seeking third party interest in Developing and Managing a Recreational Vehicle (RV) Park in Mount Compass.

Over the past two decades, Alexandrina Council has explored various opportunities to enhance the region's appeal to RV travellers. Following several community consultations and strategic planning efforts, Council has identified Mount Compass as a prime location for a dedicated RV Park.

Last year, a comprehensive scoping study and community engagement process confirmed overwhelming support for the development of an RV Park at 28 Victor Harbor Road, adjacent to Sam Court (see aerial photo below).

As a result, Council is now seeking Expressions of Interest (**EOI**) from capable business operators or community organisations interested in developing and managing the proposed RV Park. This is a unique opportunity to contribute to regional tourism, support local economic growth, and provide a valuable service to the travelling public. Interested parties are invited to submit proposals outlining their vision, management model, and capacity to deliver a sustainable and community aligned RV Park facility for Mount Compass.



3. Use of Recycled Materials & Environmentally Sustainable Initiatives

Council has committed to prioritising the purchase of products and materials that contain recycled content or products that are considered environmentally preferred products where possible through the procurement process.

Local Government is committed to continuously increasing the use of recycled materials in its operations, supporting the growth of the circular economy, and enhancing sustainability. The goal is to reduce environmental impact by prioritising materials that can be reused, recycled or repurposed.

As such Council will look favourably on Registrants that support these initiatives, including but not limited to:

1. Office stationery / paper.
2. Fixtures (e.g. street furniture, drinking fountain, planter boxes, bollards, fencing, decking, garden edging, playgrounds, wheel stops, speed humps, bins, fitness equipment, pipes and signage, office fixtures).
3. Road & construction materials (e.g. recycled asphalt, glass fines, plastic, rubble, rubber, toner).
4. Compost and other organic materials.
5. Take-back programs, closed loop recycling systems.
6. Supply chain transparency, locally sourced materials, greener transport options and reduced transit waste.

Section B – Conditions of Request for Expressions of Interest Process

1. Definitions

In this EOI, the following terms shall, unless inconsistent with the context, have the meanings indicated:

- 1.1 A reference to a **clause** is a reference to a clause of this EOI.
- 1.2 **CITB or CITF Levy** means the requirement under the provisions of the Construction Industry Training Fund Act 1992 (the Act) and the Construction Industry Training Fund regulations 2008 (regulations for the CITB/CITF levy to be payable by the Council for all 'building or construction' work valued over \$100,000 carried out in South Australia at a rate of 0.25% of the estimated project value, including GST.
- 1.3 **Closing Date** means the time and date specified in clause 2.2.1, or such later time and date as may be notified in writing to Registrants by the Council.
- 1.4 **Expression of Interest (EOI)** means a submission made by a Registrant in response to this request.
- 1.5 **Expression of Interest Process** means the process for calling, receiving, and evaluating Expressions of Interest as Proposed in clauses 2.6 and 2.7 of this EOI.
- 1.6 **Expression of Interest Return Schedules** means the forms attached to Section D of this EOI.
- 1.7 **Existing Conditions** means conditions such as a pandemic which is declared by a Government Agency and measures are implemented by the Government Agency to address the pandemic, and the Registrant has had regard to the knowledge of existence and impact of the Existing Conditions when entering into this EOI.
- 1.8 **GST** means the Goods and Services Tax payable to the *A New Tax System (Goods and Services Tax) Act 1999*.
- 1.9 **Nominated Contact Person** means the person named in clause 3.1.1
- 1.10 **Preferred Registrant** means the Registrant referred to in clause 10.1.
- 1.11 **Registrant's Representative** means the person nominated by a Registrant under clause 3.2.
- 1.12 **Services** means the services sought to be purchased by the Council pursuant to this EOI.
- 1.13 **Specifications** means the specifications specified in Section C of this EOI.

2. Request for Expressions of Interest

The Council seeks Expressions of Interest from Registrants for the provision of the Services, which are further described in the EOI Documents.

2.1 EOI Documents

The EOI Documents are comprised of:

- 2.1.1 the Background and General Information to Registrants.
- 2.1.2 the Conditions of Request for Expressions of Interest Process.
- 2.1.3 the Specifications and
- 2.1.4 the Expression of Interest Return Schedules.

2.2 Lodgement of Expression of Interest

- 2.2.1 Expressions of Interest may be lodged electronically via alex@alexandrina.sa.gov.au or by post to the Chief Executive Officer, PO Box 21, Goolwa SA 5214 before the Closing Date **2.00pm (ACST) on Friday August 8 2025** and in accordance with the Expression of Interest lodgement procedure set out in this clause.
- 2.2.2 Expressions of Interest lodged by any other means will not be considered.
- 2.2.3 Expressions of Interest must be lodged by:
 - File format – Documents are to be submitted in excel, word or pdf.
 - File sizes – Maximum limit receivable is 20mb.
- 2.2.4 By providing a response to this EOI, Registrants warrant that they have taken all reasonable steps to ensure that their Expressions of Interest are free of viruses or any other matter which would cause harm to websites or systems.
- 2.2.5 Registrants acknowledge that it is their sole responsibility to ensure that sufficient time has been allowed for Expression of Interest lodgement, including time that may be required for any problem analysis and resolution prior to the Closing Date.
- 2.2.6 If Registrants have any problem submitting/uploading their Expression of Interest, they must contact the Nominated Contact Person prior to the Closing Date.
- 2.2.7 An Expression of Interest is deemed to have been lodged by the Registrant when the Expression of Interest has been received by alex@alexandrina.sa.gov.au

2.3 Late Expressions of Interest

Expressions of Interest received after the Closing Date **WILL NOT** be considered or accepted.

2.4 Extension of Time for the Submission of Expressions of Interest

- 2.4.1 The Council may, in their absolute discretion, no less than two (2) business days before the Closing Date, may extend the Closing Date.
- 2.4.2 A Registrant may request the Council to extend the Closing Date for the submission of an Expression of Interest by written application to the Nominated Contact Person.
- 2.4.3 Any such requests must be received by the Nominated Contact Person at least five (5) business days prior to the Closing Date and must provide sufficient reasons to support the request.
- 2.4.4 It is entirely at the Councils discretion as to whether an extension is granted.
- 2.4.5 Council will advise all registered parties in writing of such extension of time.

2.5 Expression of Interest Validity Period

- 2.5.1 All Expressions of Interest will remain open for acceptance by the Council for a period of not less than six (6) months after the Closing Date.
- 2.5.2 Once submitted, a Registrant cannot withdraw its Expression of Interest without the prior written consent of the Council, unless the Expression of Interest is withdrawn in writing before the Closing Date.

2.6 Expression of Interest Process

- 2.6.1 After the Closing Date, an evaluation panel formed by the Council will consider all Expression of Interest Responses.
- 2.6.2 Expressions of Interest considered will be evaluated in a fair, equitable and consistent manner using the information in the Expression of Interest and any other information available to the evaluation panel.

2.7 Timing of Expression of Interest Process

The timing for the Expression of Interest Process is as follows:

Stage 1 – Engage the Market	
Thursday 10 July 2025	EOI Open Date
Friday 1 August 2025	Close of questions and clarifications relating to the EOI
Friday 8 August 2025	Close of EOI

Stage 2 – Select Request for Tender (indicative)	
By 29 August 2025	Evaluation of RFT Responses
October 2025	Report To Council
By December 2025	Agreement Execution with Preferred Respondent

2.8 Copying Expressions of Interest

Registrants must not use this EOI or the EOI Documents (including any attached technical and other written information supplied by the Council) for any purpose other than to prepare an Expression of Interest. This includes not copying this EOI or the EOI Documents (including any attached technical and other written information supplied by the Council) and providing a copy to any third party not involved in the preparation of an Expression of Interest.

3. Communication between the Parties

3.1 Enquiries or Requests for Information or Clarification

- 3.1.1 Any enquiries or requests for information or clarification regarding this EOI or the Expression of Interest Documents must be made in writing and addressed to the Nominated Contact Person.

The Nominated Contact Person is:

Shaun Smith
Civil and Traffic Engineer
8555 7000
alex@alexandrina.sa.gov.au

The Nominated Contact Person will not respond to questions three (3) business days prior to the Expression of Interest closing date.

- 3.1.2 The Nominated Contact Person may (but is not obligated to) respond to a Registrant's enquiries or requests for information or clarification.
- 3.1.3 If the Council provides any information to a Registrant by way of clarification, then the Council reserves the right to provide that information to other Registrants.
- 3.1.4 No statement made by the Nominated Contact Person, or any other representative of the Council should be construed as modifying this EOI or any of the Expression of Interest Documents, unless confirmed in writing by the Nominated Contact Person.

3.2 Registrant's Representative

- 3.2.1 Registrants are required to nominate a person to be the authorised contact person and supply an address (Section D, Schedule 2) for the service of any notices for the purpose of this EOI (**Registrant's Representative**).
- 3.2.2 All communication with the Registrant will be via the Registrant's Representative.

3.3 Registrant not to solicit the Council and their employees

The Registrant and its representatives must not interfere or attempt to interview or to discuss its Expression of Interest with Elected Members or employees of the Council, other than the Nominated Contact Person. The Council reserves the right to reject any Expression of Interest submitted by a Registrant which contravenes this clause.

3.4 Discrepancies and Omissions

Should a Registrant find discrepancies, errors and/or omissions in the Expression of Interest Documents or should there be any doubt as to their meaning, the Registrant should notify the Nominated Contact Person immediately.

4. Expression of Interest Preparation

4.1 Registrants to be informed

Each Registrant must, prior to submitting its Expression of Interest, become acquainted with the nature and extent of the Services to be undertaken, and make all necessary examinations, investigations, inspections, and deductions.

4.2 Evidence of Registration or Licensing

Each Registrant must (if applicable) be licensed or registered to perform the Services.

4.3 Conflict of Interest

Registrants must inform the Council of any circumstances or relationships which will constitute a conflict or potential conflict of interest if the Registrant is successful. If any conflict or potential conflict exists, the Registrant must advise how it proposes to address this.

4.4 Use of Sub-contractors

Where a Registrant proposes to use resources from organisations other than the Registrant itself, substantial information relating to the contractual arrangements for such resources must be detailed in the Expression of Interest, together with information on the relevant experience of such other organisation.

4.5 Ombudsman Act

Registrants should be aware that the Ombudsman Act 1972 (SA) “administrative act” under that Act includes an act done in the performance of functions under an Agreement for services with a Council. That Act also includes powers enabling the Ombudsman to investigate matters in the public interest. The Registrant must ensure compliance with all obligations arising under that Act and any other applicable legislation as regards this Agreement.

4.6 Freedom of Information

Registrants should be aware that the Freedom of Information Act 1991 (SA) (**FOI Act**) gives members of the public rights to access documents and the Council will disclose the Agreement in accordance with that Act. The FOI Act promotes openness in governance and accountability of government agencies and confers the public with a legally enforceable right to be given access to documents, including agreements entered into by the Council, except for those agreements or provisions which should be kept confidential for public interest purposes, the preservation of personal privacy or are commercial in confidence.

4.7 Collusion

The Registrant must not collude with any other Registrants or potential Registrants. Registrants are reminded that cartel conduct provisions of the Competition and Consumer Act 2010 (Cth) (**CCA Act**) reference such collusion as creating a civil and criminal liability for ‘bid rigging’.

4.8 Registrant's confidential information

- 4.8.1 Subject to clause 4.8.2, the Council will treat all Expressions of Interest submitted by Registrants in connection with this EOI as confidential.
- 4.8.2 The Council will not be taken to have breached any obligation to keep information provided by Registrants confidential to the extent that the information:
 - 4.8.2.1 is disclosed by the Council to its advisers, officers, employees or subcontractors solely in order to conduct the EOI process or to prepare and manage any resultant agreement.
 - 4.8.2.2 is disclosed to the Councils internal management personnel, solely to enable effective management or auditing of the EOI process.
 - 4.8.2.3 is disclosed by the Council to the responsible Minister.
 - 4.8.2.4 is authorised or required by law to be disclosed or
 - 4.8.2.5 is in the public domain otherwise than due to a breach of the relevant obligations of confidentiality.

5. Expression of Interest Documents

5.1 Conforming Expressions of Interest

A Conforming Expression of Interest is an Expression of Interest which meets all of the requirements set out in this EOI and the Expression of Interest Documents.

5.2 Non-Conforming Expressions of Interest

The Council is not required to, but may at their sole discretion, consider an incomplete, informal or a Non-Conforming Expression of Interest. Failure to respond to or meet any of the requirements set out in this EOI and the Expression of Interest Documents will result in the Expression of Interest being deemed a Non-Conforming Expression of Interest.

5.3 Content of Expressions of Interest

- 5.3.1 Registrants are required to complete the Expression of Interest Return Schedules and submit them to the Council.
- 5.3.2 Registrants can also supply any other additional information or documents. The Council may have reference to such additional information or documents in evaluating the Expressions of Interest.
- 5.3.3 All prices quoted by Registrants in their Expression of Interest are:
 - a) to be in Australian dollars.
 - b) to be exclusive GST and
 - c) (if subject to rise and fall) to provide full details of how the rise and fall applies and the method of determining the price.
- 5.3.4 If a Registrant proposes to provide the Services on a basis different to that envisaged by the Expression of Interest Documents (whether for reasons of

innovation, efficiency or otherwise) that proposal should be fully documented and justified with the Registrant. The Council does not warrant that any discussion with the Council's Nominated Contact Person prior to the Closing Date in relation to such a proposal will be taken into account in evaluating the Expressions of Interest.

6. Acknowledgement by Registrants

Registrants acknowledge that the Council:

- 6.1 make no representations and offers no undertakings in issuing this EOI or the Expression of Interest Documents.
- 6.2 is not bound to accept the lowest Expression of Interest or required to accept any Expression of Interest.
- 6.3 may accept all or part of any Expression of Interest.
- 6.4 may require one or more Registrants (but is not obliged to require all) to supply further information and/or attend a conference or interview.
- 6.5 may require one or more Registrants (but is not obliged to require all) to make presentation(s).
- 6.6 may undertake "due diligence" checks on any Registrant, including verifying references and/or referees, and undertaking company searches and credit checks.
- 6.7 will not be responsible for any costs or expenses incurred by the Registrant arising in any way from the preparation and submission of its Expression of Interest.
- 6.8 accept no responsibility for a Registrant misunderstanding or failing to respond correctly to this EOI.
- 6.9 will not be liable for or pay any expenses or losses incurred by any party whether in the preparation of an Expression of Interest or prior to the signing of any Agreement for Services or otherwise.
- 6.10 will not be bound by any verbal advice given or information furnished by any member, officer or agent of the Council in respect of the Expression of Interest Documents or this EOI but will only be bound only by written advice provided by the Nominated Contact Person.

7. Council's Rights

The Council reserves the right to:

- 7.1 amend, vary, supplement, or terminate this EOI at any time.
- 7.2 accept or reject any Expression of Interest.
- 7.3 negotiate with any service provider on all or any part of the Services to be supplied pursuant to this EOI.
- 7.4 vary the timing and process referred to in clauses 2.6 and 2.7.
- 7.5 postpone or abandon this EOI.
- 7.6 add or remove any Registrant.

- 7.7 accept or reject any Expressions of Interest, whether or not they are Conforming Expressions of Interest.
- 7.8 accept all or part of any Expression of Interest.
- 7.9 negotiate or not negotiate with one or more Registrants.
- 7.10 discontinue negotiations with any Registrant and/or
- 7.11 Include the Registrants' names in Council reports and make them public.

8. Local Economic Benefit & Social inclusion

- 8.1 The Council aims to stimulate the use of local suppliers in its procurement activities and provide opportunities for traineeships, apprenticeships, and support programs for disadvantaged groups.
- 8.2 The Council supports the development of the local economy and the enhancement of local supplier and employee capability. The Council intends to foster strong relationships with local suppliers, however at the same time not guaranteeing that a local supplier will be chosen over an alternate supplier.

9. Expression of Interest Evaluation

- 9.1 In assessing Expressions of Interest, the Council will have regard to, but not necessarily be limited to, the following criteria (not listed in any order of priority):
 - 9.1.1 use of recycled materials and environmentally sustainable initiatives.
 - 9.1.2 customer service experience and capacity.
 - 9.1.3 the Expression of Interest prices, including the proposed pricing structure.
 - 9.1.4 the level of risk associated with negotiation of an acceptable Agreement for the Services.
 - 9.1.5 environmental management and quality management systems.
 - 9.1.6 local economic benefit and social inclusion.
 - 9.1.7 details of current and previous relevant experience in the provision of the Services.
 - 9.1.8 staff resources.
 - 9.1.9 the provision of any aspect of the Services by sub-contractors.
 - 9.1.10 timeframe for completion of the Services.
 - 9.1.11 demonstrated experience in completing similar Services.
 - 9.1.12 current and future agreements/workload.
 - 9.1.13 warranties and guarantees on the Services.
 - 9.1.14 degree of compliance with the requirements set out in this EOI and the Expression of Interest Documents and
 - 9.1.15 such other matters that the Council considers relevant:
 - a) Insurance.

- b) Compliance with work, health, and safety requirements and
- c) Financial resources

9.2 Use of Expression of Interest Documents

The Council may use, retain, and copy any information contained in the Expressions of Interest for the evaluation of Expressions of Interest and for the finalisation of the provisions of the Agreement for Services.

The Council may either retain or dispose of the Expression of Interest documentation under the terms and conditions as authorised by the State Records Act 1997.

9.3 Debriefing of Registrants

If requested, Registrants may be debriefed against the Council's evaluation criteria. Registrants will not be provided with information concerning other Registrants, apart from publicly available information. No comparison with other Expressions of Interest will be made.

10. Acceptance of Expression of Interest

- 10.1 The Council reserves the right to negotiate different terms and conditions for the Agreement for Services with any one or more Registrants (each referred to as a **Preferred Registrant**).
- 10.2 The Council and the Preferred Registrant may (if required) enter into negotiations for the award and execution of an Agreement for Services. No obligations will exist between the Council and the Preferred Registrant until the parties have executed an Agreement for the Services.
- 10.3 If, despite their best endeavours and acting in good faith, the Council and the Preferred Registrant are unable to negotiate and agree on the terms of the Agreement for Services, the Council reserves the right to negotiate with any other parties, including other Registrants, for the provision of the Services.

11. No Legal Requirement

The issue of this EOI or any response to it does not commit, obligate, or otherwise create a legal obligation on the Council to purchase the Services from the Registrants.

12. Governing Law

- 12.1 This EOI is governed by the law in South Australia.
- 12.2 The parties irrevocably submit to the exclusive jurisdiction of the courts in South Australia.

13. ICAC

Registrants acknowledge that if they enter into an Agreement with the Council, they will be considered to be Public Officers for the purposes of the Independent Commissioner Against Corruption Act, 2012 (SA) (**ICAC Act**) and will be obliged to comply with the ICAC Act and the Directions and Guidelines issued pursuant to the ICAC Act as regards this Agreement.

Section C – Specifications

Alexandrina Council invites proposals for the development and long-term management of an RV Park at 28 Victor Harbor Road, Mount Compass. The successful Registrant will be responsible for delivering a high-quality facility that caters to the needs of self-contained RV travellers and contributes positively to the local economy.

Council's expectations for the RV Park include:

- **Location and Layout:**

The RV Park is to be established on the portion of land parcel at 28 Victor Harbor Road, south of the Drake's IGA carpark. The site should be designed to accommodate short-term stays (24–48 hours) for self-contained RVs, with a layout that ensures ease of access, safe vehicle movement, and minimal impact on surrounding land uses.

While the primary intent is to support short-term stays, Council is open to considering longer stays where a clear and well-reasoned case is provided. Design of layout should accommodate ease of access to sites considering turning capabilities of larger and towing vehicles, reversing with trailers and possible 'drive through' sites.

- **Surface and Infrastructure:**

The RV Park area must be suitable for RVs to travel across and park safely. This may include the use of hardstand areas as well as asphalt or gravel access paths to ensure durability and all-weather usability. Alternatively, the site may retain a natural grassed surface, provided it is appropriately reinforced to prevent vehicles from becoming bogged in wet conditions. It is expected that vegetation removal and surface grading will be required to create a flat, stable, and accessible surface throughout the site. A thoughtful stormwater management approach should also be integrated into the RV park design to ensure proper drainage, reduce erosion, and prevent waterlogging, supporting the site's long-term functionality and environmental sustainability.

- **Essential Services:**

The RV Park must provide essential amenities to support self-contained RV travellers. These include:

- A potable water tap with a backflow prevention device available on-site for user access.
- A dump point, either located on-site or within close proximity in the Mount Compass township, with clear and visible signage directing users to its location.
- On-site signage that provides information about local amenities, eateries, shops, and emergency contacts to enhance the visitor experience.

Council may be able to assist with the provision or coordination of some of these services, subject to further discussion and agreement.

- **Booking and Payment Options:**

Registrants may propose either a free or paid model for RV Park usage. If a user charge is proposed, Alexandrina Council strongly encourages the use of accessible and user-friendly systems such as:

- An online booking platform, or
- An on-site ticketing machine that enables self-service payments.

Council expects that any proposed fee structure will reflect the intent for the RV Park to remain a low-cost and affordable option for travellers, in line with the broader goal of supporting regional tourism and encouraging visitation to Mount Compass.

- **Planning and Site Constraints:**

Development Approval will be required for the RV Park due to the proposed change in land use. Additionally, all infrastructure must be carefully planned and positioned to not impact the SA Power Networks easement that crosses the site, to ensure compliance with utility regulations and maintain site safety.

- **Management and Maintenance:**

The Registrant will be responsible for the ongoing operation, maintenance, and cleanliness of the site, including waste management, grounds upkeep, and customer service.

- **Community Integration:**

The RV Park should enhance the visitor experience in Mount Compass and integrate with the local economy. Proposals that demonstrate partnerships with local businesses or community groups will be viewed favourably.

- **Sustainability and Innovation:**

Council encourages environmentally sustainable design and innovative features that improve the functionality, appeal or efficiency of the RV Park.

- **Tenure:**

Council is willing to offer a long-term lease over the land to support Registrants who are prepared to invest in the development and long-term operation of the RV Park. Proposals should outline the preferred lease term and rationale.

An illustrative concept design of what the proposed RV Park could look like is provided below; however, Council welcomes all site plan submissions.



Section D – Expression of Interest Return Schedules

Instructions to Registrants

These forms have been designed to collect information needed to evaluate Expressions of Interest in accordance with the criteria stated in clause 9.1 - Section B – Conditions of Expression of Interest Process.

1. If the information required on a form is provided elsewhere in your Expression of Interest, then please provide a clear reference as to the location of the information on the relevant form.
2. If you are providing information that does not meet specified requirements, then you will need to indicate how you intend to meet those requirements.
3. If in doubt regarding use of any form or information required, then please contact the Nominated Contact Person in accordance with clause 3.1.1 - Section B – Conditions of Expression of Interest Process.

Schedule 1 – Expression of Interest Form – Formal Offer

I, having read, understood, and fully informed myself of the contents, requirements, and obligations of the Request for Expression of Interest, do hereby express and interest to provide and complete the Services as described in the Specifications, as per EOI, in accordance with the Expression of Interest Return Schedules attached.

The Registrant:

1. Is subject to the terms and conditions set out in the Conditions of Expression of Interest.
2. Irrevocably offers to perform the Services on the terms of the Agreement and the Specifications, as per EOI, which form part of the Expression of Interest Documents.
3. Confirms that this Expression of Interest has been prepared without any consultation, communication, agreement, or other arrangement with any competitor regarding:
 - 3.1 prices or methods, factors or formulae used to calculate prices.
 - 3.2 the intention or decision to submit an Expression of Interest, or the terms of the Expression of Interest.
 - 3.3 the quality, quantity, specifications, or particulars of the Services and
 - 3.4 holds this offer open and capable of acceptance by the Council for a period of 6 months from the closing date.
4. Has sufficient resources to provide the services required in the context of any other current and anticipated work commitments.
5. Confirms that its Expression of Interest takes into account major disruptions, emergency orders, directives or conditions such as a pandemic which is declared by a Government Agency and measures are implemented by the Government Agency to address the disruption, and the Registrant has had regard to the knowledge of existence and impact of the Existing Conditions when entering into this EOI.
6. Confirms that any Addendums provided with this Expression of Interest have been reviewed and included in the Response.

The undersigned undertakes that if selected as the successful Registrant, I will execute and be bound by an Agreement in accordance with the Conditions of Expression of Interest.

Authorised Person Signature:	
Authorised Person Name:	
Authorised Title/Position:	
Name of Organisation:	
Date:	

Schedule 2 – Registrant's Details

Name of Registrant	
Entity Name (as listed on ABR and ASIC): (mandatory)	
State in full the name(s) of the person(s) listed in any Trust(s) or Partnership(s)	
State in full the registered business name(s) of the company(s)	
State in full the trading name(s) of the business	
Australian Company Number (ACN):	
Australian Business Number (ABN):	
Registered Address:	
Postal Address:	
Telephone:	
Email:	

Contact Person	
Nominate a contact person for this Expression of Interest to deal with any questions or queries that may arise from this Expression of Interest	
Name:	
Position:	
Telephone (mobile):	
Email:	

Schedule 3 – Financial Capacity

To enable Council to evaluate the capacity of your Organisation to undertake the provision of the Services, the Registrant is required to provide the following information:

Registrants are required to demonstrate they have the financial capacity to provide, over the term of the Agreement for the Services, all the requirements specified. Registrants are required to consider the information below and complete the schedule accordingly.

Registrants are required to undertake to provide Council, upon request, all such information as Council reasonably requires to satisfy itself that Registrants are financially viable and have the financial capability to provide the Services for which they are Expressing an Interest and to otherwise meet their obligations under the proposed Agreement for Services.

Council reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact the Registrant concerning the financial information that the Registrant is required to provide.

The financial assessment is specifically for use by Council for the purpose of assessing Expressions of Interest and will be treated as strictly confidential.

Question	Detail	Yes	No
1	The Registrant must indicate whether or not it agrees to assist in a financial assessment process (if required)	☐	☐
2	The Registrant must indicate that, if required, it will submit copies of its annual audited documents including but not limited to annual reports and balance sheets, profit and loss statements, and cash flow statements for the last two (2) financial years.	☐	☐
3	The Registrant must indicate whether or not it will co-operate with an independent financial assessor during the conduct of financial assessments	☐	☐
4	If the Registrant provides a 'no' response to any of the above, please provide a statement detailing the Registrant's reasons (the statement should not exceed 300 words) Attach response to Question 4 here or as an attachment, if required, but clearly titled. 		

5	Has the Registrant, related or parent company of the Registrant been subject to any liquidation, receivership, or other form of insolvency administration in the last three (3) years?	☐	☐
	If yes provide brief details.		
6	Have any of the Registrant's directors or officers been declared as bankrupt in the past three (3) years?	☐	☐
	If yes provide brief details.		
7	Registrants are required to disclose any significant event, matter or circumstance that has occurred in the past three (3) years which may affect the operations of the Registrant.		
	provide brief details:		

Schedule 4 – Certification

1. Insurance

The successful Registrant will be required to provide copies of Certificate of Currency documentation if further requested as outlined below.

Public Liability Policy	Not less than \$20 million
Product Liability Policy	Not less than \$20 million
Professional Indemnity Policy	Not less than \$5 million. The registrant will need to maintain the policy for a period of seven (7) years after completion of the last agreement term.
Cyber Security	Outline protections in place
Workers' Compensation	Current Registration (eg Return to Work SA) or if Sole Trader Personal Accident/Injury Insurance
Plant, Equipment and Motor Vehicle	Full replacement

Copies are **Not Required** to be provided at this stage.

Schedule 5 – Work Health & Safety and Risk Management

Registrants shall complete the following Work Health and Safety (WHS) Questionnaire. The intent of the questionnaire is to assess the Registrant's capability to meet the Council's WHS requirements. Documents are NOT REQUIRED to be provided at this stage.

Item	Detail	Yes	No
1	WHS Policy and Management System		
1.1	Is there a written company WHS Policy? Please ensure that the WHS Policy identifies its compliance to legal obligations under the Work Health and Safety Act 2012 (SA), is signed, dated and includes a review date.	☐	☐
1.2	Do you have a WHS Management System in place? If no, you will need to ensure you have appropriate safety systems in place to manage the Health and Safety of employees and members of the public, in line with the WHS Act and Regulations 2012 (SA).	☐	☐
1.3	Has the Registrant identified any WHS risks in the provision of the services and if so, determined measures to ensure so far as is reasonably practicable, the health and safety of personnel involved in the provision of the services?	☐	☐
2	Safe Work Practices/Written Procedures		
2.1	Has the company prepared Safe Operating Procedures (SOP)/Safe Work Procedures (SWP) specific to its operations?	☐	☐
2.2	Has the company prepared Safe Work Method Statements (SWMS)/Job Safety Analysis (JSA) or Task Risk Assessment (TSA) specific to its operations?	☐	☐
2.3	Is there a documented incident investigation procedure?	☐	☐
2.4	Is there a procedure by which employees can report hazards at workplaces?	☐	☐
2.5	Does the company keep records of hazards, incidents and lost time injuries?	☐	☐
3	WHS Induction and Training		
3.1	Does the company have an induction and training program in place?	☐	☐
3.2	Are records maintained of all induction and training programs?	☐	☐

4	WHS Inspections		
4.1	Are regular safety inspections undertaken at worksites?	☐	☐
5	Has the Registrant been investigated in regard to a WHS incident and, if so, provide the circumstances of the incident and outcome of the investigation? Please provide details:	☐	☐
6	Has the Registrant been convicted of a work health and safety offence and if so, what were the circumstances? Please provide details:	☐	☐
7	Has the company assessed its proposed subcontractors in relation to WHS compliance?	☐	☐

☐ Please check this box to confirm you acknowledge your obligations as 'principal contractor' under Regulation 293 of the *Work Health and Safety Regulations 2012 (SA)*.

Injuries		
Please provide details of any Notifiable Injuries (in the last 3 years) and Lost Time Injuries (greater than 4 weeks) and the outcome of any investigations or prosecutions (if applicable)		
Date of Injury	Detail of Notifiable Injury	Outcome of any Investigation/Prosecution
Date of Injury	Detail of Lost Time Injury	Outcome of any Investigation/Prosecution

Please note: Council is committed to ensuring the safety of all workers and visitors. This commitment extends to ensuring services purchased meet or exceed all safety requirements and will not, in normal use, pose any or unexpected risks.

The successful Registrant must comply with all requirements under statutory WHS legislations.

Schedule 6 – Environmental Management System and Quality Systems

1. Environmental Management System
1.1. Has the Registrant: • Considered any environmental risks in the provision of the Services and • Identified practicable measures to remove or substantially mitigate these risks?
<i>If yes, please provide overview of mitigation strategy.</i>
1.2. Registrants are to provide details of their environmental management system and where possible, examples of: • Reports on environmental performance. • Incident reports including actions taken to address the incident and improvements to processes to reduce risk of occurring again; and • Environmental management plans established for other agreements.
<i>If yes, please provide below or attach.</i>

Schedule 7 – Local Economic Benefit & Social Inclusion

In assessing responses, the Council considers economic and social inclusion elements such as employment creation and training opportunities, specifically within the Alexandrina Council area.

In support of this commitment, Registrants are requested to provide evidence regarding where staff, subcontractors, equipment, and material supplies are sourced.

Please complete the following questions

1. Does your business/group operate predominantly:

- ☐ within the Southern Fleurieu Peninsula; (Definition: Within the borders of Alexandrina Council, City of Victor Harbor and District Council of Yankalilla)
- ☐ within the areas immediately surrounding the Southern Fleurieu Peninsula.
- ☐ within South Australia.
- ☐ from Interstate; or,
- ☐ from Overseas.

2. Do you have a component of your workforce/group who are residents of the Southern Fleurieu Peninsula Region who will be resourced under your proposal?

☐ **Yes** ☐ **No**

If yes please state approximately how many employees what percentage of your workforce

.....

.....

3. Are you a Social Enterprise?

☐ **Yes** ☐ **No**

If yes please provide information

.....

.....

4. Are you an Indigenous Business/group?

☐ **Yes** ☐ **No**

If yes please provide information

.....

.....

5. Do you have a component of your workforce who are of Aboriginal or Torrens Islander decent who will be resourced to perform the Lease?

☐ **Yes** ☐ **No**

If yes please state approximately how many employees what percentage of your workforce

.....
.....

6. Do you propose to source goods and/or materials from suppliers located within the Southern Fleurieu Peninsula Region?

☐ **Yes** ☐ **No**

If yes, please list the suppliers:

.....
.....
.....

Schedule 8 – Referees

Referees			
The Registrant must provide the information requested in the tables below for three (3) agreements for the provision of Services of a similar nature to those detailed in the Specifications undertaken in the last three (3) years or current. The Referees are not to be current employees of the Council or the Council itself. If you have not undertaken similar Services to those detailed in the Specifications, please mark Schedule 8 as '<i>Not applicable. I have not undertaken similar Services to those in the Specifications</i>'			
Referee #1			
Client Name:			
Address:			
Contact Name & Position Title:			
Telephone:		Email:	
Period of Service Delivery:		Value of Services (ex GST)	\$
Relevance to Project:			
Referee #2			
Client Name:			
Address:			
Contact Name & Position Title:			
Telephone:		Email:	
Period of Service Delivery:		Value of Services (ex GST)	\$
Relevance to Project:			
Referee #3			
Client Name:			
Address:			
Contact Name & Position Title:			
Telephone:		Email:	
Period of Service Delivery:		Value of Services (ex GST)	\$
Relevance to Project:			

Schedule 9 – Organisation Structure, Facilities and Resources

1. Organisation structure

Provide details of the staff and the organisation structure proposed to be used for the performance of the Services. Details **must** include, but not be limited to, company and organisation structure, including size and location of office/s.

Add your text here (unlimited characters)

2. Conflict of Interest

Provide details of any interest, relationship or clients which may or do give rise to a conflict of interest and the issue about which that conflict or potential conflict does or may arise and how the disclosed conflict will be managed.

E.g. Nil to Report

Schedule 10 – Experience

1. Past Performance
1.1. For how many years has the Registrant engaged in the Services required by the Agreement?
1.2. Has the Registrant refused to continue meeting the terms and conditions of an agreement in the last (5) five years unless the terms or payments were changed from those which were originally agreed? If yes, please provide brief details.
1.3. For the last three (3) years, please provide details of any breaches and/or findings against your organisation in relation to, tax compliance, employment law, privacy legislation, other relevant legislation.

Schedule 11 – Customer Service Plan

Customer Service Plan

Registrants must demonstrate their capacity and skill regarding the provision of customer service. Registrants must describe what systems they will use and performance levels that will be achieved in the provision of advice and response to enquiries, complaints, and activation of the facility. This must include but not be limited to:

- Proposed opening hours of the facility.
- Procedures for the handling of all enquiries and complaints.
- How you intend to ensure highest levels of customer service are attained and maintained.
- Number and qualifications of staff who will provide this service.
- Local community engagement plan

Add your text here (unlimited characters).

Schedule 12 – Service Delivery

1. Overview of your Proposal

Registrants should clearly describe their project and provide a summary of their methodology for the works and what the Project encompasses including

- Background and overview of who you, your group or your business is.
- Your proposed management model
- Any capital investment / maintenance you intend to undertake
- Expectations of any capital investment / maintenance council would be asked to undertake
- Financial viability and sustainability of proposal

Concepts, designs to support your proposal (or add additional pages).

Schedule 13 – Value Added Services and Improvement & Innovation

1. Value added services

Provide details of any other benefits you can offer to improve the level of service or value to your Expression of Interest.

Schedule 14 – Risk Plan

The Risk Plan outlines anticipated risks of the project and allocation between parties involved in the project. The Risk Plan is useful for building strong relationships between Council and its Contractors by ensuring that expectations and roles are clear upfront.

Registrants are required to complete the table and provide comment. Consideration should be given but not limited to: Emergency Management Directions, WHS, quality, design, construction, site conditions, environment, traffic management and community engagement.

Should any item have commercial implications, the proposal must estimate these costs and identify all mitigation measures available to manage these costs. Further, if alternative risk allocations would impact on pricing, Registrants should clearly identify those alternatives and their associated impact on pricing.

Risk Template Ref No	Key Risk Description	Responsible Party (Designer/Construction/Principal)	Summary Risk Treatment Strategies/commercial costs
1			
2			
3			
4			
5			
6			
7			
8			

Schedule 15 – Pricing - Proposed Lease and Rental Fee

Term and Model for Management
• Provide details of proposed term of lease, licence or permit you are seeking and why on next page or by separate attachment. • Please note that for the purpose of this document: - Lease is exclusive use of the area all of the time - Licence is exclusive use of the area some of the time • Examples on how to complete this section) - I request a 5-year lease so that I can build my business model by) - I request a 10-year (5 + 5 year) lease in exchange for capital investment to a value of) - I request a 1-year Licence so I can test the demand for the service that I offer
• Please put forward your proposed rental fee. • Where applicable, please provide a breakdown of the reasons for proposing this fee. • Examples of your methodology for the proposed rental fee could include reference to: - Fixed and variable costs (if applicable), - Proposed reduced lease fee in exchange for capital investment to the sum of (X). (Please itemise capital investment). - Alternative community benefit. • All fees must be exclusive of GST.
All prices must be listed exclusive of GST

Pricing Options

Proposed Term of Lease **insert frequency** and rental fee \$**Insert figure per insert frequency** (e.g. weekly, monthly, annual)

The above rent to be paid to Council is proposed based on the following elements:

Add your text here (unlimited characters)

Proposed RV Park Rates of \$**Insert figure** per **insert frequency** (e.g. per night)

Add your text here (unlimited characters)

Schedule 16 - Expression of Interest Inclusions/Exclusions

Registrant to provide details of all inclusions/exclusions in the tables below:

Inclusions:

Exclusions: