OPERATION OF TEMPORARY CAMPING GROUNDS
AT THE
TAMWORTH COUNTRY MUSIC FESTIVAL

FRIDAY, 17 JANUARY TO SUNDAY, 26
JANUARY 2020

REFERENCE: Q026/2020

Quotations Close: 11:00am on Tuesday, 23 July 2019
1. Introduction
Tamworth Regional Council invites quotations from suitable companies for the establishment and management of a temporary camping ground, with up to 150 tents, in Cross Park within close proximity to the Tamworth CBD during the annual Tamworth Country Music Festival.

The successful Contractor will be responsible for the provision, installation, maintenance and removal of tents and associated camping infrastructure, the coordination of bookings for camping sites and day to day operation of the site.

The successful Contractor must demonstrate an ability to supply a minimum of 100 tents and up to 150 tents.

The Cross Park camping grounds should offer a safe, family friendly environment for festival visitors with a focus on providing affordable accommodation with a variety of packages and options. The successful Cross Park is approved to have up to 150 tent sites.

2. Fee
A site establishment fee of $13,000 plus GST will be charged to the successful Contractor. This fee will be for the supply, service and cleaning of toilet and shower facilities, waste management services and access to power on site. This fee is based on the supply of sufficient facilities to service 100 sites. In the case of more than 100 sites being sold an additional fee of up to $2500 will be charged for additional amenities in accordance with the Local Government Regulation 2005 requirements.

In addition a 20% commission will be payable on the sale of each camp site and/or package.

3. Event Information
The Tamworth Country Music Festival will be held from Friday, 17 January to Sunday, 26 January 2020 and incorporates a range of activities and events in and around Tamworth. The festival attracts more than 50,000 visitors each year and will celebrate its 48th year in 2020.

4. Location and Flood Zone
Cross Park is located on the corner of Solander Drive and Gipps Street and within walking distance to the Tamworth CBD, via a pedestrian bridge across the Peel River.

Cross Park and the temporary camping grounds are in a flood area. The supplier is to be responsible for the removal of all tents and other structures in the case of a possible flood. Council is able to give four (4) hours notice of flood waters entering the camping ground.

During the Tamworth Country Music Festival, Council uses the Wispir communication platform as a means to communicate emergency messages to campers in the nearby Riverside Camping Grounds. This system will also be utilised to communicate to Cross Park temporary camp grounds occupants.

5. Quotation Requirements
   a. Tents, camping packages and prices
      • Submissions must include a detailed list of tent sizes available, package options and associated prices
      • Submissions must include images of each proposed tent option or a link to a website to where images can be found
      • Submissions must include a list of extras offered, such as furniture, lights, bedding, sleeping bags and associated prices
• Submission must include additional facilities that will be provided to improve the amenity for campers. Facilities to include communal areas with seating, shade, charging stations etc. Applicants are encouraged to provide a temperature controlled lockable storage option for instruments.

b. Site and Emergency Plan
• A proposed preliminary site plan is to be included with the submission
• An emergency evacuation procedure is to be included with the submission
• A plan showing the area available for the camping grounds has been provided – Annexure A. The site includes access to water and limited power from two existing power poles on site.
• For health, amenity and fire safety reasons a tent may no be closer than 3m to any other tent. These distances are to be maintained at all times.

c. Security Plan
• A security plan to be submitted detailing how security of campers and their items is managed
• The provision of a temperature controlled lockable storage container for the storage of instruments is encouraged.

d. Insurance
• The successful Contractor must hold public liability insurance to a minimum value of $20,000 000, Professional Indemnity and Workers Compensation and copies of certificates of currency are to be submitted with the quotation.

e. Compliance with Chain of Responsibility Legislation
• The successful Contractor must be compliant with Chain of Responsibility Legislation and Heavy Vehicle National Law
• The following documents are to be submitted with the quotation;
  o Chain of Responsibility Policy
  o Chain of Responsibility Management Plan

f. Experience
• Companies/individuals are required to provide details of their experience in the operation of camping grounds in similar event environments.

6. General Conditions of Contract
a. Site Meeting
• A site meeting is to be conducted with the successful Contractor once notified of application outcome.

b. Site Layout and Services
• For health, amenity and fire safety reasons a tent may no be closer than 3m to any other tent. These distances are to be maintained at all times
• A site plan and emergency evacuation procedure must be displayed in a prominent position on site and a copy should be provided to each camp patron on arrival.

c. Toilets and Showers
• Council will supply and service 12 pan unisex toilets, 8 cubicle unisex showers and separate wash station. These structures will be located on the south east corner of the site close to water access.
d. Waste Management
- Council will supply adequate 240 litre mobile waste bins to the site and will service them for the festival duration. The Contractor is responsible for moving bins to appropriate locations throughout the site and for placing bins in a location outside the camping grounds for collection. Exact location of bin collection and frequency of services will be discussed with the successful Contractor.

e. Build/Dismantle Dates
- Set up of camping grounds to occur from Monday, 13 January to Wednesday, 15 January 2020
- Entire camp grounds to be ready to operate by 2:00pm on Thursday, 16 January 2020
- All tents and other structures to be removed from site by midday Wednesday, 29 January 2020.

f. Inspection
- An inspection of the site and tent layout is to take place by a council appointed Environmental Health Officer prior to operation. An inspection time to be confirmed during the set up period.

g. Operation Times
- The Tamworth Country Music Festival will be held from Friday, 17 January to Sunday, 26 January 2020 inclusive
- The Cross Park camp grounds are to operate from the afternoon of Thursday, 16 January to 10:00am Monday, 27 January 2020
- The camping grounds are to be in operation 24 hours a day from the opening until close on Monday, 27 January 2020. All campers are to be checked out and off site before midday Monday, 27 January 2020.

h. Site Management
- The supplier is responsible for ensuring sufficient suitably trained staff are on site 24 hours a day while the camping grounds are operating to provide assistance to campers and to manage issues such as first aid, as they arise
- All necessary equipment, including generators, fencing, lighting are to be provided by the operator.

i. Parking
- There is off road parking adjacent to Cross Park that can be used by campers. This parking is however not exclusive to Cross Park campers
- There is no provision for reserved parking on site for camp grounds staff.

j. Security and Crime Prevention
- It is the Contractors’ responsibility to ensure campers are aware of safety procedures and that they are provided with information about what to do in the case of an incident
- A designated person(s) shall be on site 24 hours a day for the duration of the operation of the camping grounds. This person should be contactable by emergency services and camp patrons and relevant Council staff
- All registered campers are to be provided with identification, such as a wristband, which will allow security and camping staff to easily identify anyone that it is not a registered camper.
- The camping area shall be adequately lit to enable camp patrons to see sufficiently to move about the grounds at night, particularly the main access routes.
k. Information for Campers
   - All campers are to be supplied with information relating to the camp site upon arrival. Information to include conditions of entry, maps, facilities, amenities, contact numbers and information in case of an emergency or flood.

l. Fire Safety Management
   - Fire fighting equipment must be available in the camp grounds and its location clearly identified to patrons for use in the case of an emergency
   - Hoses that are kink resistant shall be supplied so that each camp site can be reached by a hose and water supply.

m. Booking Report
   - It is a requirement that the successful Contractor provide a booking report a day prior to the camping grounds opening. Additional reports are to be submitted daily as new bookings are taken. This report to include name, mobile number and origin postcode of all campers. This information will be used for emergency messages via the Wispir system and for post event reporting.

n. Sponsor
   - The Cross Park camping grounds could attract a sponsor in 2020 resulting in, but not limited to, the installation of sponsor signage, the installation of small structures or the operation of an activity within or near the camping grounds.

o. Noise
   - Offensive noise, as defined by the Protection of the Environment Operations Act 1997, shall not be permitted to occur after 10:00pm and before 10:00am.

p. Fires
   - No camp fires are permitted within the site.

q. Animals
   - No domestic pets or livestock are permitted within the site at any time by site occupiers or visitors.

r. WHS
   - The Contractor is required to be conversant with the WHS Regulations and shall abide by its requirements in all respects
   - All contractors must comply with current WHS legislation to provide safe work practices and instructions to their employees
   - All testing and tagging of electrical equipment, including RCD’s (safety switch) must be undertaken by a competent person at least every 12 months.

s. Compliance with the Fair Work Act
   - The successful Contractor must be compliant with the Fair Work Act and relevant industrial instrument
   - The successful Contractor must pay the appropriate rates specified by the Modern Award or applicable enterprise agreement, noting that rates of pay in enterprise agreements must at least meet the base rate provided for as per the Modern Award
   - The successful Contractor must seek written permission from the Council before work can be subcontracted to others.

t. Compliance with Chain of Responsibility Legislation
   - The successful Contractor must be compliant with Chain of Responsibility Legislation and Heavy Vehicle National Law and have in place a Chain of Responsibility Policy and Chain of Responsibility Management Plan.
u. Option to Extend Agreement
- There may be an option in the agreement with the successful Contractor to extend the agreement for two (2) additional years at the sole discretion of Council at the expiry of any agreement entered into for the 2020 Festival.

7. Contact Details
For further information regarding this quotation please contact:

Michaela Stevens, Coordinator Events and Operations
Email: trc@tamworth.nsw.gov.au

8. Lodgment of Quotations
Quotations will be received up to 11:00am on Tuesday, 23 July 2019 quoting reference number Q026/2020 by the following methods:

Online (preferred): www.tenderlink.com/tamworth

In person: The General Manager
Tamworth Regional Council
Ray Walsh House
437 Peel Street
TAMWORTH NSW 2340

By Post: The General Manager
Tamworth Regional Council
PO Box 555
TAMWORTH NSW 2340

By Email: trc@tamworth.nsw.gov.au
ANNEXURE A

Disclaimer:
This map should be used as a guide only and should not be relied upon for any purpose. Information provided in the map should be verified if required before being relied upon. Any reliance on the map is done solely at the risk of the user, and the user fully indemnifies TRC in this regard from any loss and damage arising from such use.