



## EXPRESSIONS OF INTEREST

### ROYAL MELBOURNE SHOW EVENT – PROVISION OF WARDENS (2018 – 2020)

#### 1. Background

The Royal Agricultural Society of Victoria Limited (RASV) is a member-based, not-for-profit organisation that is dedicated to supporting excellence in Victorian agriculture. Encouraging industry development and benchmarking standards, RASV rewards and recognises excellence by showcasing the best Victorian produce through its prestigious events, competitions and associations in agricultural and rural communities.

RASV manages the Royal Melbourne Show (Show), an 11-day community event held over September/October each year at the Melbourne Showgrounds in Ascot Vale, Victoria. The Show is Victoria's largest community event, attracting over 450,000 visitors each year. RASV also manages a number of agricultural industry events throughout the year.

In addition to the Show, RASV manages the Melbourne Showgrounds - Melbourne's largest and most versatile indoor/outdoor event venue. With new purpose-built exhibition and event spaces, restored heritage buildings the site spans 19 hectares. Melbourne Showgrounds is home to over 250 events each year ranging from music concerts and industry exhibitions to sporting and agricultural events.

An approximate summary of the services required is listed below (further detail will be supplied to Shortlisted EOI respondents as part of a future tender process).

#### Summary of skills and responsibilities required:

- Isolation of fire systems, monitoring of fire systems that are isolated, evacuation and crowd control, complete daily OH&S checklists;
- Back up and support to Chief Warden and emergency services as required; and
- Control Centre Operator for the duration of the event.

#### For the Royal Melbourne Show

**Bump in and Bump Out** (up to 5 days before and 3 days after the Show): approximately 14 hours per day coverage, 2-4 warden staff per shift.

**Show Event Days** (11 Days): generally 24 hours per day coverage (24 hr Control Centre coverage), (1 team leader day shifts), 6 Wardens for day shift, 2 Wardens for night shift.

RASV is seeking responses to this Expressions of Interest (EOI) from suitably experienced and skilled organisations for the provision of event and venue warden services for the annual Royal Melbourne Show event for the next three years. EOI respondents will be shortlisted and invited to tender in October/ November 2017.

## 2. EOI Submissions

RASV is seeking EOI Submissions (no greater than four pages) that address the following points:

- a) Company Name and ABN
- b) Company Contact Person, email and phone number:
- c) Company Address
- d) Please list your major event experience.
- e) Do you have experience working on livestock/animal events? If yes, where and when?
- f) What skillsets are you able to provide (ie: ex/current emergency services staff, chief warden trained, etc.).
- g) How many permanent and contract staff do you have?
- h) Please provide your proposed resourcing model for the Show event (own staff verses subcontractors)
- i) What is your ability to scale resources to suit events?
- j) Please list your preferred subcontractors.
- k) What award/EBA do you operate under?
- l) Are there any current contracts that you manage that might clash with the Show event in late September? If yes, how would you manage resourcing multiple commitments?
- m) Please provide the names and contact details of two relevant referees.

## 3. EOI timeline and further information

Closing date for EOI submissions:	EOI submissions will be received via email only (maximum four pages). Please email EOI before <b>2pm, Monday 18<sup>th</sup> September 2017</b> to: <a href="mailto:eoj.wardens@rasv.com.au">eoj.wardens@rasv.com.au</a>
Further information regarding the EOI:	Melissa Jacobs ph: (03) 9281 7471
Selection of shortlisted EOI's	Shortlisted EOI respondents will be contacted before Friday 22 <sup>nd</sup> September 2017.
Site Inspections and tendering:	Only shortlisted EOI respondents will be invited to visit the site and progress to tender stage.