

Circular

Title:	Expression of Interest for hosting 2021 or 2022 Country Carnival
Date:	9 July 2020
Document ID:	08, 2020/21
Department:	Sport and Development
From:	Jason Wright, Sport and Development Coordinator Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm)
Audience:	Country Club Executives
Summary:	EOI sought from clubs to be considered as the host location for either the 2021 or 2022 SLSWA SunSmart Country Carnival
Action:	Expressions of Interest must be forwarded to Jason Wright and must be received by 4.00pm 4 August 2020 .
Attachment:	Expression of Interest Form

SLSWA is seeking expressions of interest from affiliated Surf Life Saving Clubs who may be interested in partnering SLSWA in hosting the SLSWA Country Carnival in either 2021 or 2022. The event is held on or around the Australia Day holiday.

The successful host club will be selected by SLSWA based on the beach and surrounding area meeting the venue requirements as stated in this document. Selection is also based on club demonstrating it has the ability to partner with SLSWA to run a financially viable event. All profits of the event will go to the host club.

The Expression of Interest has three elements and applicants are required to address all three.

- Beach;
- Financial, Logistics and Infrastructure Support; and
- Workforce;

Expressions of Interest must be received by the SLSWA by **4.00pm 4 August, 2020** by email to jwright@slnwa.com.au.



James O'Toole
Chief Executive Officer

Event Requirements

The specification outlined below is for the hosting rights for the SLSWA SunSmart Country Carnival. A summary of the key essential requirements for the event is as follows:

Beach

The beach systems must be capable of holding the event. This includes

- Water area for competition including warm up/ warm down, buffer and power craft access zones needs to be a minimum of 600m of usable water area.
- Minimum Beach Width of 25 metres at high tide is required for competition and on beach infrastructure.
- Ability to have club tent areas outside of the competition area.
- Beach Access points for 4wd vehicles
- Level beach track of 110 metres by 15 metres.

Financial, Logistics and Infrastructure Support

Any support the host club can provide in cash or in-kind (sponsorship or local government support) will assist in the financial viability of the event, and provide a stronger return to the host club. Areas where this support is required includes but not limited to the following:

- Parking and traffic management plans
- Transport (sea container and equipment trailers)
- Possible need for temporary infrastructure (toilets, rubbish, fencing)
- Beach preparation (grading)
- Security
- Officials catering

Workforce

- Appoint a dedicated event liaison officer.
 - This role will be the key liaison point between SLSWA, the host club, local government and business and community organisations.
 - Coordinate club workforce requirements for the event. This includes 10 person set up crew required for 4-6 hours the day before event. 10 person pack down crew – required for 2-3 hours at the completion of the event.
- Coordinate or outsource event catering. This includes catering for event officials and water safety.
- Appoint a Club Safety Officer, and recruit 4 person Carnival Patrol team for the duration of the event. 2 members of the Carnival Patrol must have Senior First Aid qualifications. The Safety Officer will support the SLSWA appointed Emergency Services Coordinator.

General Information

- It is the intention for SLSWA through this process to appoint the host club for both the 2021 and 2022 year. In their Expression of Interest clubs can nominate their preferred year. Whilst clubs can nominate both years, they can only be awarded one of them.
- Expressions of Interest which have local government supporting the EOI, particularly if they are willing to support the event with cash and/or value in-kind will be looked upon favourably.
- Submissions should clearly identify the name and contact information of one key person whom SLSWA representatives can liaise with regarding the Expression of Interest.



- The Expression of Interest document has not been prepared as a legal document, however it is the intention that this will form the basis of a formal contract that will be required between SLSWA and the preferred host club.
- SLSWA will look to announce the successful host clubs in late August 2020
- All Expressions of Interest must be submitted by 4 August 2020 email: jwright@slnwa.com.au
- Formal Expressions of Interest questions from interested clubs should be submitted to Jason Wright, Sport and Development Coordinator – email: jwright@slnwa.com.au.

Expressions of Interest to host either the 2021 or 2022 SLSWA SunSmart Country Carnival

Name:	
Position:	
Club:	
Phone number:	
Email	
Please indicate which year you wish to express an interest: (circle year, if interested in either year, please indicate preferred year)	
2021	
2022	
Please attach the following documentation to this cover sheet:	
	3 pages maximum of how the venue/club can deliver on the three key elements of the EOI.
	Letters of support from local government and other event supporters
	Identified any “value add” opportunities such as aligning events with other local festivals, concerts or activities of note
	Any other information that you believe is relevant for the EOI bid assessment panel to know (such as club jubilees etc.)

Signed: _____ Position: _____

Please complete and return to SLSWA via email jwright@slsa.com.au by COB 4 August 2020.