



Expression of Interest – July 2024 Operation and Management of White Cliffs Caravan Park

The White Cliffs Caravan Park is operated and managed through the White Cliffs Community Association (WCCA) through delegated authority from Central Darling Shire Council (CDSC).

With a total of 46 sites (25 powered, 20 unpowered and 1 cabin), the caravan park is a vital facility for tourism in the area. The park's peak season of operation is between June and November, with the remainder months being considered as low season.

WCCA are seeking an Expressions of Interest (EOI) from contractor(s) The EOI should outline the annual cost for providing the service over a 12-month period, including the cost of cleaning materials and associated consumables, consideration on how minor maintenance materials may be reimbursed (communication with WCCA and Council for purchases over \$500.00) in one or more of the following key service areas:

Key Service Area 1 - General Cleaning:

Provide general cleaning services, with an expectation that cleaning be undertaken of the toilet and shower blocks, cabin, BBQ's, laundry and camp kitchen on a daily basis and increasing to twice per day during periods of high occupancy. A daily cleaning guide is attached to assist in scoping the EOI response. The successful provider is required supply their own cleaning equipment.

Key Service Area 2 - Administration:

The collection of washing machine and dryer revenue, be the contact for customer enquiries and maintain, collect and produce data/reports from the RMS booking system. The contractor will also be required to work with the WCCA members for the promotion of the caravan park, township of White Cliffs and resolving customer concerns in a timely manner.

Key Service Area 3 – General Park Maintenance:

Provide parks, grounds and building maintenance services, including but not limited to garden and landscape maintenance and minor asset repairs in the provision of high-quality visitor service and amenities. This also includes the regular inspections and reports of managed building assets and non-fixed assets such as washing machines and dryers, liaise with contractors including security, plumbers, electricians and waste ensuring works and services are carried out by recognised tradesmen to Australian standards.

Requirements:

Interested contractor(s) are required to have a current ABN and \$20m Public Liability Insurance.

Central Darling Shire Council will enter into a contract for services with the preferred contractor(s) and reserve the right to negotiate the terms prior to entering into the contractual arrangement.

The successful contractor(s) will be managed through the WCCA with support from CDSC as required.



Process:

Expressions of Interest addressing the above Key Service Areas are to be submitted via email by COB Friday 26th July 2024 to:

General Manager
EOI White Cliffs Caravan Park
Central Darling Shire Council
council@centraldarling.nsw.gov.au

Late applications will not be accepted without written consent from the General Manager.

Information is available on Councils website:

<https://www.centraldarling.nsw.gov.au/Council/Careers-and-Jobs/Careers>