

Pyrenees Shire Council EOI Beaufort Town Market

Pyrenees Shire Council are seeking EOI for a Business or an Incorporated not-for-profit community group or organisation, located in and within the Pyrenees Shire, to operate the Beaufort Town Market. The ideal candidate will continue to grow the market to enhance social connections with Beaufort and district and provide economic benefit to other local community groups and the business community. Ideally the market will deliver a well curated range of stall holders with a focus on local and handmade goods that could include local fresh produce, baked goods, plants, handmade arts, crafts, tools, furniture, jewellery and, local wine tasting.

EOI applications close: 9am on Monday 24th October.

All applicants will be advised of the outcomes in late November 2022.

The terms and conditions regarding the EOI are outlined below and an application form is contained on the next few pages.

If you have any questions about how to complete this application, please contact our Events Officer on 0407 352 353.

EOI terms and conditions

If your application is successful, these terms and conditions will form part of your agreement with Council.

1. Legislative compliance

Successful applicants will be required to comply with all regulations and laws that exist in the State of Victoria regarding holding an event, including permits, licences, and other permissions and approvals as outlined by the Council. Depending on the proposal and location of the Market, these may include but not be limited to:

- Requirements of Local Law Permits
- Public Liability Insurance for no less than \$20,000,000.
- Traffic Management plans, MoA, including installation of traffic management plans.
- Environment Health requirements for all vendors which can include:
 - ☒ Food registration
 - ☒ Liquor License - VCGLR
 - ☒ Public Liability Insurance

2. Eligibility Criteria

To be eligible, applicants must be either an:

- a. Incorporated not-for-profit community group or organisation located in and within the Pyrenees Shire,
- b. Incorporated community group or organisation with auspice support from an incorporated not-for-profit organisation, within the Pyrenees Shire.
- c. Businesses registered with an ABN are eligible to make application

3. Applicants must:

- Have no outstanding legal matters or debts owing to Council.
- Have no unresolved action concerning a notice or order related to a building or environmental health issue, or any compliance issue with a planning permit.
- Have met all acquittal conditions of any previous Council funding.

4. How are applications assessed

- All applications will be assessed in alignment with these Guidelines, the completed Application Form and in any associated attachment.
- Decisions will be based on assessment criteria outlined in this document.
- An Officer Assessment Panel is appointed to assess all applications and will make the final recommendation

5. Outcomes of Applications

- Applicants will be notified in writing of Council's decision, and any conditions of the application agreement (if applicable).
- Those unsuccessful will be provided with a response in writing and offered opportunity to discuss the outcome application process.

Criteria

Assessments are based on merit of the application in response to assessment criteria nominated below.

Consequently, applicants should make every effort to submit a comprehensive application.

Applications will be initially screened for eligibility and provision of required documentation. Any applications that do not meet eligibility requirements will not proceed to the formal assessment phase.

Ability to demonstrate	Description	Weighting
Criteria 1 - Plan: Why the market is important, needed, and justified?	<ul style="list-style-type: none"> • Demonstrated evidence / link to strategic directions of council / community. • Clear expression of the market aims / objectives. • Evidence in addressing a need or opportunity to grow the market. • Extent to which the market can increase access to local social, cultural, environmental, or economic benefits. 	30%
Criteria 2 - Benefit: Who will the Market benefit and who are the target participants / audience?	<ul style="list-style-type: none"> • Evidence of how the market will deliver and support local suppliers, business, and community groups. • Demonstrate how the use of local suppliers and support partners will be encouraged 	30%
Criteria 3 - Delivery: How will the Market be delivered?	<ul style="list-style-type: none"> • Evidence of Market planning with the demonstrated skills and experience to deliver a successful vibrant Market. • Clear and accurate timelines / milestones and budget planning. • Evidence of how the market will be promoted to grow its awareness, reputation, and success. • Considerations made of risk management, emergency management of the Market and its stakeholders. 	40%

Application Form

Organisation Details

Name of Organisation / Business							
Name of Contact Person							
Preferred Contact Method	Email	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Post	<input type="checkbox"/>	<input type="checkbox"/>
Email							
Telephone							
Postal Address							
Are you an Incorporated not-for-profit community group or organisation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Are you an Incorporated community group or organisation with auspice support from an incorporated not-for-profit organisation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Are you a registered business	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
<i>Name of organisation providing auspice support (if relevant):</i>							
<i>Name:</i>							
What is your Organisation's / Business GST status? <i>(Tick one box only)</i>	No ABN and not registered for GST			<input type="checkbox"/>			
	ABN but not registered for GST			<input type="checkbox"/>			
	ABN and registered for GST			<input type="checkbox"/>			
	Currently applying for ABN/GST registration			<input type="checkbox"/>			

Market Details

Market Location:							
Market Dates:							
Do you have any previous market or event delivery experience?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
<i>If yes, please provide detail.</i>							
Estimated number of people who will attend from outside the Pyrenees Shire: (Or approximate percentage of total numbers)							
Estimated number of people who will attend from within the Pyrenees Shire: (Or approximate percentage of total numbers)							
How will you promote the Market?							
How will you encourage suppliers of local produce and products to attend the market?							

Do you have an approach that will prioritise, where appropriate, suppliers / stall holders and vendors that will provide healthy food options and those that support local produce?	
Will you collaborate with local community groups, to encourage participation? How will you do this?	
What other economic and visitor economy benefit will the market generate	
What other community benefits will the market create?	
Will your market engage will local young people and if so, how?	
Will you encourage a sustainable and environmentally responsible market? If so, what how will you deliver this?	
Will you encourage local artists / musicians / creatives to participate in the market, if so, how?	
What measures will you put in place to deliver a well curated range of stall holders	
How will you ensure all stall holders adhere to all relevant permit requirements and regulations? <i>(Please attach template of stall holder application form)</i>	

Financial Details / Budget

Please provide details of the estimated income and expenditure for your market

Income	
Source	Total \$
Event organiser/group funding	
Business / philanthropic contributions	
Other government contributions	
Fees / admission charges	
Stall holder fees	
Other (please specify)	
Total income	
Expenditure	
Source	Total \$
Administration	
Advertising	
Printing / marketing material	
Hire fees	
Entertainment	
Permit fees	
Other (please specify)	
Total expenditure	
Profit	
Total income	

Additional information to support your application:

- Applicant Certificate of Incorporation, or evidence of other legal status.
- Market site map.

Not mandatory but may assist your application

- Letters of support.
- Certificate of Currency for Public and Products Liability Insurance.
- Emergency Management Plan
- Risk Management Plan
- Stall Holder Application Form

Have you spoken to any other organisations or neighbours about your application? You may need to consider speaking to others to gain support. These may include landowners, neighbours, adjacent business, co-located tenants etc to the site that you are proposing (if a new site to the previous Memorial Park site).

Authorisation

I declare that the information supplied on this form is to the best of my knowledge, accurate and complete.

Name	
Position	
Address	
Phone	
Mobile	
Signature	
Date	

Please return your completed form to:

Melissa Dimond

Business Support & Events Officer

Pyrenees Shire Council

5 Lawrence Street

BEAUFORT VIC 3373

E. events@pyrenees.vic.gov.au

Office Use Only

EOI Number:

Date Lodged: / /

RecFind Number:

The Pyrenees Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy and Data Protection Act 2014. The personal information required on this form will only be used by Council for the purpose of processing an EOI application. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 03 5349 1100 during business hours.