RFQ – Event Coordinator – Lake Ballard Event 2027

RFQ summary

The Shire of Menzies is seeking quotations from suitably experienced event coordinators to assist with the planning and delivery of an orchestral event at Lake Ballard on 7–8 May 2027.

Item	Detail
RFQ0226_Event Coordinator Lake Ballard Concert May 2027	RFQ [02]/2026
Issued by	Shire of Menzies, Lot 124 Shenton Street, Menzies WA 6436
Date issued	[Date]
Closing date and time	[Date], 2:00pm AWST
Contact officer (questions)	[Name, position], [email], (08) 9024 2041
Lodgement	By email to [designated Finance officer / procurement email address]
Term	
Basis	The Shire may engage the successful respondent for Stage 1 only, with any Stage 2 engagement subject to Council approval and confirmation of the event proceeding.

Part A – Background

The Shire of Menzies is seeking quotations from suitably experienced event coordinators to assist with the planning and delivery of an orchestral event at Lake Ballard on 7–8 May 2027.

The proposed event will include performances by the Perth Symphony Orchestra (PSO), together with school and community engagement activities.

Part B – Specification

The engagement is proposed in two stages.

B1. Stage 1 – Event Development

The Event Coordinator will:

1. Undertake a site visit to Lake Ballard and Menzies

2. Consult with relevant Shire, community members, PSO and other key stakeholders such as the Art Gallery of Western Australia, adjoining Shire Councils and Visitor Centres and Australia's Golden Outback
3. Review and refine the proposed event programme – possibly including the number of performances and event dates
4. Identify practical requirements and constraints, including site access, parking, toilets, accommodation, transport and other event infrastructure
5. Develop an initial event budget, including appropriate contingency
6. Identify potential funding and sponsorship opportunities where appropriate
7. Provide the Shire with a written event proposal and budget for consideration by Council, and an associated prospectus for provision to potential sponsors

B2. Stage 2 – Event Coordination and Delivery

Subject to Council approval, the Event Coordinator may be engaged to:

1. Finalise the event programme and detailed budget
2. Coordinate performers, suppliers, contractors and key stakeholders
3. Assist with grant and funding applications as required
4. Coordinate event approvals, risk management (including security and emergency medical services), insurance and other compliance requirements
5. Coordinate event logistics, including site infrastructure, transport, accommodation, access, event setup and pack-down
6. Develop and coordinate event marketing and promotion
7. Manage delivery of the event
8. Undertake post-event debriefing and obtain stakeholder and community feedback
9. Provide a post-event report to Council, including advice on the potential for the event to become an annual event

B3. Service delivery

- **Site visits:** one scheduled visit to Menzies per month, of one to two days depending on workload, agreed in advance with the Shire.
- **Remote work:** assessments, advice, reporting and stakeholder communication between visits, by email, phone or video.
- **Urgent attendance:** attendance outside the scheduled visit when the Shire requests it, for example a public health incident.

- **Response times:** acknowledge Shire requests within 2 business days; complete application assessments within statutory timeframes.
- **Decisions:** statutory decisions are made by the Shire's authorised officers. The contractor assesses and recommends unless the Shire formally appoints them as an authorised officer.

B4. Indicative workload

Volumes vary from year to year and are not guaranteed.

Activity	Approx. per year
Building permit applications	[X]
Food premises inspections	[X]
Public building / event assessments	[X]
Effluent disposal applications	[X]
Swimming pool barrier inspections	[X]

B5. Reporting

- A short monthly report listing work completed, matters outstanding and hours charged.
- Accurate time records supporting each invoice.
- Records created for the Shire become Shire records and must be returned to the Shire, consistent with the *State Records Act 2000*.

B6. Mandatory requirements

Responses that do not meet these requirements may be excluded.

- **Lot 1:** the officer must be a registered building surveyor under the *Building Services (Registration) Act 2011* at the level appropriate to the work.
- **Lot 2:** the officer must hold qualifications acceptable to the WA Department of Health for appointment as an Environmental Health Officer under the *Public Health Act 2016*.
- **Insurance:** professional indemnity of at least $[X] million, public liability of at least $[X] million, and workers compensation where the supplier has employees.
- **Vehicle and licence:** a current driver's licence and the ability to travel to Menzies.
- **Conflicts of interest:** disclosure of any work for applicants or developers in the district.

Part C – Selection criteria

Responses that meet the mandatory requirements will be scored against the weighted criteria below; the best value for money, not necessarily the lowest price, will be preferred.

Criterion	Weighting	What to address
Price	40%	Schedule of rates (Part D), applied to the evaluation scenario below
Relevant experience	25%	Similar services delivered to WA local governments, especially remote or regional; names of the councils and the services provided; two referees
Capacity and availability	20%	Ability to attend monthly and at short notice; the named officer(s); how remote work and backup cover will be handled
Local and regional benefit	10%	Presence in, or contribution to, the Goldfields region; ability to share travel with other councils; local employment or suppliers used
Sustainability	5%	Practices that reduce travel and environmental impact, such as remote inspections where appropriate; any social procurement benefits

Evaluation method

- Each non-price criterion is scored 0–10 by an evaluation panel of at least two Shire officers, then weighted.
- For price, each supplier's rates are applied to the same evaluation scenario: 12 site visits of one day, 96 hours on-site, 50 hours remote, and 2 urgent attendances. The lowest scenario cost scores 10; others are scored pro rata.
- The Shire's Regional Price Preference Policy applies.
- The Shire may check referees, seek clarification of any response, and negotiate with the preferred supplier.
- The Shire is not obliged to accept the lowest or any quotation.

Part D – Pricing schedule

Quote all rates in Australian dollars, excluding GST, fixed for the first 12 months; leave a line blank if it does not apply.

Item	Unit	Lot 1 Building ($ ex GST)	Lot 2 Health ($ ex GST)
On-site services (inspections, assessments, meetings)	per hour		
Remote services (assessments, reports, calls, emails)	per hour		
Travel / mobilisation – scheduled visit, cost shared with other councils	per visit		
Travel / mobilisation – urgent or unshared visit	per visit		
Accommodation and meals	per day		
Minimum call-out charge (if any)	per call-out		
Other charges (describe)			

Also state:

- How rates would be adjusted for the optional second year (e.g. CPI).
- Any discount if both lots are awarded to you.
- Any saving where the Shire supplies accommodation, meals or a vehicle.

Part E – Lodgement and conditions

Email your completed response to [designated email address] by 2:00pm AWST on [closing date], with the subject line "RFQ [XX]/2026 – [Supplier name]".

Lodgement

- Responses must be emailed to the address above only. Responses sent to any other Shire officer or elected member will not be accepted.
- Responses received after the closing time will not be considered unless the Shire decides otherwise for all suppliers.
- Responses will not be opened until after the closing time.

Questions

- Direct all questions in writing to the contact officer named in the RFQ summary, at least 3 business days before closing.
- Answers will be sent to all invited suppliers, without identifying who asked.
- Do not contact other Shire officers or elected members about this RFQ while it is open.

Conditions of this RFQ

1. This RFQ is an invitation to quote, not an offer. No contract exists until the Shire issues a written acceptance or purchase order.
2. The Shire may award one contract for both lots, separate contracts per lot, or no contract.
3. There is no guaranteed minimum volume of work.
4. Suppliers bear their own costs of preparing a response.
5. The Shire will treat responses as commercial-in-confidence, subject to its legal obligations.
6. The successful supplier will be engaged on the Shire's standard terms and conditions for services [attach or reference], or a services agreement based on them.
7. Suppliers must declare any actual or perceived conflict of interest.
8. The Shire may vary, suspend or cancel this RFQ at any time.

Part F – Response form

Complete this form and attach it to your response with the documents listed.

Supplier details

Item	Response
Business name and ABN	
Contact person, phone, email	
Lot(s) quoted	Lot 1 / Lot 2 / Both
Named officer(s) who will deliver the services	
Registered for GST	Yes / No

Documents to attach

- ☐ Completed pricing schedule (Part D)
- ☐ Response to each selection criterion (Part C), no more than 4 pages in total
- ☐ Evidence of building surveyor registration (Lot 1) and/or EHO qualifications (Lot 2)
- ☐ Certificates of currency for professional indemnity, public liability and workers compensation insurance
- ☐ Two referees, preferably WA local governments

Declaration

I confirm that:

- the information in this response is true and correct;

- I have read and accept the specification and conditions of this RFQ;
- I have disclosed any actual or perceived conflict of interest; and
- the quoted rates are valid for 90 days from the closing date.

Name: _____ Position: _____

Signature: _____ Date: _____

Attachment – Cover email to invited suppliers

Send the same email and RFQ to every invited supplier, individually or by BCC.

Subject: Request for Quotation RFQ [XX]/2026 – Building Approval and Environmental Health Services, Shire of Menzies

Dear [Supplier name],

The Shire of Menzies invites you to submit a quotation for as-needed building approval and/or environmental health services, including a monthly site visit to Menzies.

The attached Request for Quotation sets out the specification, selection criteria, pricing schedule and response form. You may quote for building approval services, environmental health services, or both.

Please email your completed response to [designated email address] by 2:00pm AWST on [closing date]. Questions should be sent in writing to [contact officer name, email] at least 3 business days before closing.

If you do not intend to submit a quotation, we would appreciate a brief reply letting us know.

Thank you for your interest.

Kind regards,

[Name] [Position] Shire of Menzies Lot 124 Shenton Street, Menzies WA 6436 (08) 9024 2041