



Expression of Interest

Expression of Interest (EOI):	<i>Wickepin Caravan Park Management</i>
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Deadline:	<i>4pm, 26th June 2026</i>
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Address for Delivery:	<i>Administration Office 77 Wogolin Street WICKEPIN WA 6370 Email: ceo@wickepin.wa.gov.au Emailed submission will be accepted.</i>
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EOI Number:	<i>EOI 01/26</i>
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1 Conditions of Responding

1.1 Definitions

Below is a summary of some of the important defined terms used in this Expression of Interest:

Attachments:	The documents you attach as part of your Submission.
Deadline:	The Deadline shown on the front cover of this Expression of Interest for lodgement of your Submission.
Expression of Interest or EOI:	This document.
Principal:	<i>Shire of Wickepin</i>
Respondent:	The person or persons, corporation or corporations who intends to submit a Submission in response to an Expression of Interest.
Requirement:	The <i>Management of the Wickepin Caravan Park</i> requested by the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Submission.
Specification:	The Statement of Requirements for <i>the Management of the Wickepin Caravan Park</i> that the Principal's Expression of Interest may request you to provide if selected as an acceptable Expression of Interest through the Expression of Interest process.
Submission:	Completed Expression of Interest, response to Selection Criteria and Attachments.

1.2 Expression of Interest Documents

This Expression of Interest is comprised of the following parts:

- Part 1 – Conditions of Responding (*read and keep this part*).
- Part 2 – Specification and/or plans/drawings (*read and keep this part*).
- Part 3 – Respondent's Submission (*complete and return this part*).

Separate Documents

- a) Addenda and any other special correspondence issued to Respondent's by the Principal.
- b) Any other policy or document referred to but not attached to the Expression of Interest.

1.3 How to Prepare Your Submission

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements (Part 2);
- c) Complete and sign the Response Form and your response to the Selection Criteria (Part 3) and attach your Attachments; and
- d) Lodge your Submission before the Deadline.

1.4 Contact Persons

Respondents must not rely on any information provided by any person other than the person listed below:

Name:	<i>David Burton - CEO</i>
Telephone:	<i>(08) 9888 1005</i>
Email:	<i>ceo@wickepin.wa.gov.au</i>

1.5 Briefing/Site Inspection

Attendance at this meeting *is not* mandatory.

Respondents are *requested* to attend a *Site Inspection* on *Tuesday, 23rd June* at *2pm..*

The location of the meeting is *Wickepin Caravan Park*.

The *Site Inspection* will provide Respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Expression of Interest.

Please confirm with the contact person *ESO – Emma*, your attendance at this meeting no later than 4 pm, *Monday 22 June 2026*

1.6 Evaluation Process

This is an Expression of Interest (EOI).

Following the outcome of the EOI, the Principal may proceed to the calling of a restricted Request for Tender (RFT) or consider developing a Management Arrangement with the applicant of choice.

The submission of an EOI does not commit the Principal to include any organisation on the shortlist in the event that the project proceeds.

Your Submission will be evaluated using the information provided in your EOI and on your response to the Selection Criteria.

The following Evaluation Methodology will be used in respect of this Expression of Interest:

- a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested (eg completed Submission Form and Attachments) may be excluded from evaluation;
- b) Submissions are assessed against the Selection Criteria;
- c) The most suitable Respondents may be shortlisted and may also be required to clarify the Submission, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

1.7 Selection Criteria

A scoring system will be used as part of the assessment of the qualitative criteria set out in *Part 3.3*. Unless otherwise stated, a response to one of these criteria that provides all the information requested in the Expression of Interest will be assessed as satisfactory and will, in the first instance, attract an average score.

The extent to which the Submission demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or lesser than the average. The aggregate score of each Submission will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.8 Compliance Criteria

These criteria are detailed within *Part 3.3.1* of this document and will not be point scored. Each Submission will be assessed on a “Yes/No” basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

1.9 Qualitative Criteria

In determining the most advantageous Submission, the Evaluation Panel will score each Respondent against the qualitative criteria as detailed within Part 3 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each qualitative criterion.

Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

1.10 Indicative Pricing

These prices will only be used to assist with determining suitability for inclusion as an acceptable Respondent and in negotiation of Management Agreement.

1.11 Lodgement of Submissions and Delivery Method

The Submission must be lodged by the Deadline. The deadline for this Expression of Interest is Friday, 26th June by 4pm at the Shire Administration Office.

The Submission is to be:

- a) placed in a sealed envelope clearly endorsed with the EOI number and title as shown on the front cover of this Expression of Interest; and
- b) delivered by hand at the Administration Office, 77 Wogolin Road Wickepin (by the Respondent or the Respondent's private agent) or sent through the mail to the Chief Executive Officer, P O Box 19, Wickepin WA 6370
- c) emailed direct to ceo@wickepin.wa.gov.au

Electronic mail Submissions will be accepted.

Respondents must ensure that they have provided 1 signed copy of their Submission. Any brochures or pamphlets must be attached to both the original and the copies. You are also requested to provide an electronic copy.

Copies must be bound, and the original must be unbound and clipped (not stapled). All pages must be numbered consecutively, and the Submission must include an index.

1.12 Rejection of Submissions

A Submission will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Expression of Interest; or
- c) it may be rejected if it fails to comply with any other requirements of the Expression of Interest.

1.13 Late Submissions

Submission received:

- a) after the Deadline; or
- b) in a place other than that stipulated in this Expression of Interest;

will not be accepted for evaluation.

1.14 Acceptance of Submissions

Unless otherwise stated in this Expression of Interest, Submission may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept and may reject any or all Submissions submitted.

1.15 Disclosure of Contract Information and Documents

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court Order.

1.16 Submission Validity Period

All Submissions will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or for forty five (45) days from the Principal's resolution for determining the Submission, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

1.17 Respondents to Inform Themselves

Respondents shall be deemed to have:

- a) examined the Expression of Interest and any other information available in writing to Respondents for the purpose of submitting an EOI;
- b) examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- c) satisfied themselves as to the correctness and sufficiency of their Submissions including submitted indicative prices which shall be deemed to cover the cost of complying with all the conditions of responding and of all matters and things necessary for the due and proper performance and completion of the work described therein; and
- d) satisfied themselves they have a full set of the EOI documents and all relevant attachments.

1.18 Alterations

The Respondent shall not alter or add to the Expression of Interest documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Expression of Interest documents before the Deadline.

1.19 Ownership of Submissions

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Submission shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Submission Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.20 Canvassing of Officials

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.21 Identity of the Respondent

The identity of the Respondent is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3.

1.22 Submission Opening

Submissions will be opened at the Principal's offices, following the advertised Deadline.

The Opening will be held as practicable after the Deadline at the Shire Administration Office.

1.23 In-house Submissions

The Principal does not intend to submit an In-house Submission.

2 Statement of Requirements

2.1 Introduction

The Shire of Wickepin is looking for a Manager of the Wickepin Caravan Park for a period of 3-5 years

2.2 Background Information

The Shire of Wickepin operates a Caravan Park in Wickepin that contains 12 caravan bays and 3 simple accommodation dongas and kitchen that are let out to visitors and contractors to the area.

The caravan park is an essential item in the promotion of tourism in the Wickepin area and a source of income for the Shire of Wickepin.

2.3 Broad Requirements of the Contract

The Manager will ensure the smooth operations of the Caravan Park and present a facility that is inviting to guests of the area.

2.5 Implementation Timetable

The current contract is due to finish soon, so the implementation of the contract will be as soon as possible.

2.6 Capability and Resources

The Manager of the facility must be able to provide the services as required.

2.7 Funding Considerations

The Shire is currently operating under an agreement with tenancy of the house located at the facility and a share of fee income.

2.8 Project Specifics

The Manager of the Facility will be responsible for the following:

- Bookings are to be kept for the caravan bays and donga accommodation
- Payments are to be received and taken to the Shire of Wickepin Administration Office for processing on a regular basis (at least once per week), with documentation.
- Toilet and Shower facilities are to be cleaned at least once per day when the caravan park is quiet, and more often with increased use.
- Cleaning items, bedding and ablution needs will be provided for the facility.
- BBQ's and the general area is to be cleaned at least once per day
- Gardens are to be maintained at an acceptable standard.
- Bedding in dongas are to be changed and cleaned daily when occupied
- Caravan Park Grounds are to be maintained in a clean and tidy state.
- Guests are to be managed by the Caravan Park Manager.
- Safeguarding of all funds held.
- Be contactable by tenants.
- EFTPOS machines must be kept secure.
- Hold Public Liability Insurance for the value of \$20,000,000. The Shire will cover buildings and contents.
- No sub-contracting of the service unless approved by the Shire CEO.
- Maintain the laundry, noise and animals at acceptable levels for other guests.
- Monitor gas supply to ensure it does not run out. Shire to be notified when the supply is low for replacement.
- Report any damage and maintenance concerns to the Manager of Works and Services in a timely manner.
- Have regular information sessions with Shire staff to ensure smooth operations.

3 Respondent's Submission

3.1 Response Form

The Chief Executive Officer
Shire of Wickepin
77 Wogolin Road
WICKEPIN WA 6370

I/We (Registered Entity Name): _____

(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Expression of Interest (EOI) *EOI 01/26 Wickepin Caravan Park Management*

I/We agree that I am/We are bound by, and will comply with this Expression of Interest and its associated schedules, attachments, all in accordance with the Conditions contained in this EOI signed and completed.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Submission.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

3.2 Respondent's Response

3.3 Selection Criteria

The following sections contain the selection criteria that has been developed to assess your submission to determine the suitability to be listed as an Acceptable submission. Where it is necessary to provide additional information, please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(Note: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Submission).

1. Ability to comply with the requirements of the project
2. Costs of service provision
3. History of similar projects/works (if possible)

3.3.1 Compliance Criteria

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria:

Description of Compliance Criteria	Please Circle
<p><i>Compliance Criteria is used to determine whether a Respondent demonstrates the minimum requirements to be determined as an Acceptable submission. The criteria listed below are suggested only and should be altered to suit individual target market categories.</i></p>	
<p>a) Does the Respondent comply with the Conditions of Responding contained in this Expression of Interest?</p>	Yes / No
<p>b) Does the Respondent comply with the Statement of Requirements contained in this Expression of Interest.</p>	Yes / No
<p>c) Business Structure (if applicable) <i>Have you included in your response:</i></p> <ol style="list-style-type: none"> <i>i. An outline of your organisational structure inclusive of any branches and number of personnel.</i> <i>ii. If companies are involved, attach their current ASC company extracts search including latest annual return.</i> <i>iii. Provide the organisations directors/company owners and any other positions held with other organisations.</i> 	Yes / No

<p>iv. <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i></p> <p>v. <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i></p>	
<p>d) Insurance Requirements</p> <p>i. <i>The insurance requirements for this Expression of Interest are stipulated in Part 2.8 of the EOI. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance.</i></p> <p><i>A copy of the Certificate of Currency is to be provided to the Principal within 30 days of acceptance.</i></p>	Yes / No
<p>e) Conflicts of Interest</p> <p>i. <i>Will any actual or potential conflict of interest in the performance of your obligations under a Contract exist if you are awarded a Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p>	Yes / No

3.3.2 Qualitative Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Submission;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Respondents are to address each issue outlined within a qualitative criterion.

<p>A. Relevant Experience</p> <p>Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p> <p><i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i></p>	<p>Weighting</p> <p><20%></p>	
<p>a) <i>Provide details of similar work.</i></p> <p>b) <i>Provide scope of the Respondent’s involvement including details of outcomes.</i></p> <p>c) <i>Provide details of issues that arose during the project and how these were managed.</i></p> <p>d) <i>Demonstrate sound judgement and discretion.</i></p> <p>e) <i>Demonstrate competency and proven track record of achieving outcomes.</i></p>	<p>“Relevant Experience”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>B. Key Personnel Skills and Experience</p> <p>Respondents must address the following information in an attachment and label it “Key Personnel Skills and Experience”:</p> <p><i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i></p>	<p>Weighting</p> <p><25%></p>	
<p>a) <i>Their role in the performance of the Contract.</i></p> <p>b) <i>Curriculum vitae.</i></p> <p>c) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i></p> <p>d) <i>Any additional information.</i></p>	<p>“Key Personnel”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it “Key Personnel Skills and Experience”.</p>		

<p>C. Respondent’s Resources</p> <p>Respondents should demonstrate their ability to supply and sustain the necessary:</p> <p><i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i></p>	<p>Weighting</p> <p><25%></p>	
<p>a) Any contingency measures or backup of resources including personnel (where applicable).</p>	<p>“Respondent’s Resources”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>As a minimum, Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “Respondent’s Resources”.</p>		

<p>D. Demonstrated Understanding</p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Areas you may wish to cover include:</p> <p><i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i></p>	<p>Weighting</p> <p><30%></p>	
<p>a) The process for the delivery of the Goods/Services;</p> <p>b) Training processes (if required); and</p> <p>c) Demonstrated understanding of the Scope of Work.</p>	<p>“Demonstrated Understanding”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled “Demonstrated Understanding”.</p>		

3.4 Indicative Pricing

Description	Unit	Approximate Price (ex GST)	GST Component	Approximate Price (inc GST)
Housing (yes/no)				
Commission (%)				
Annual Commission consideration (\$)				