



## EXPRESSION OF INTEREST CLEANING – SHOW FACILITIES

**Organisation Name:**

**Organisation ABN:**

**1<sup>st</sup> Contact Person:**

**Mobile:**

**2<sup>nd</sup> Contact Person:**

**Mobile:**

**Email Address:**

**Postal Address:**

### ABOUT THIS FORM

By completing and returning this form you are submitting an Expression of Interest to assist the Mount Isa Agricultural Show Society to facilitate the 2024 Mount Isa Show in exchange for a predetermined donation amount.

The Scope of your preferred activity is attached; if you have any questions please contact the committee.

Please submit your completed form to [mountisashow@gmail.com](mailto:mountisashow@gmail.com) or PO Box 2145, Mount Isa QLD 4825 by 10 May 2024. The committee will then take all received applications into consideration.

Applicants will be contacted, and the outcomes advised by 31 May 2024; successful applicants will then be invited to meet with the committee to formalise the agreements.

### QUESTION

If you are successful, how will the contribution from the Mount Isa Show Society assist your organisation?

### Public Liability Insurance

Copy of Policy Attached YES / NO

Your organisation must hold its own Public Liability Insurance with a minimum value of AU\$5,000,000; a copy of the current Certificate of Currency must be submitted with this Expression of Interest.

### EXPRESSION OF INTEREST CONFIRMATION

Your signature confirms that you have the authority on behalf of your organisation to submit this Expression of Interest; you have read the attached Scope of your preferred activity and, if successful, have the manpower to undertake the activity, have the required Public Liability Insurance, and are willing to undertake inductions and training, where required, prior to the 2024 Mount Isa Show.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

# CLEANING – SHOW FACILITIES

## EXPRESSION OF INTEREST – 2024 MOUNT ISA SHOW

1 <sup>st</sup> – 10 <sup>th</sup> June	<p><b>Volunteer Roster</b></p> <ul style="list-style-type: none"> <li>▪ A list of volunteers is to be submitted to the committee, at least ten (10) days prior to the event.</li> <li>▪ A minimum of 10 volunteers are required.</li> <li>▪ It is requested, due to the nature of works to be undertaken, that volunteers have a minimum age of 12.</li> <li>▪ If children aged 12-16 are included on the roster, a responsible supervising adult must be in attendance all times.</li> </ul>
17 <sup>th</sup> June	<p><b>Site Induction</b></p> <ul style="list-style-type: none"> <li>▪ A minimum of two (2) representatives, one (1) being the Team Leader, must attend a site induction at Buchanan Park Events Complex.</li> <li>▪ Site access passes will be issued to the persons attending the induction to distribute to the volunteers, along with a volunteer attendance register; the volunteers will need to sign on and off as they complete their shift.</li> </ul>
15 <sup>th</sup> June	<ul style="list-style-type: none"> <li>• Site and Consumable Cupboard keys will be handed to Team Leader, by Site Coordinator on their first visit to site. Key Register will need to be signed when taking and returning the keys.</li> </ul>
	<p><b>Cleaning – Toilets &amp; Amenities</b></p> <ul style="list-style-type: none"> <li>• <b>Kalkadoon Arena Precinct including VIP Lounge area, Xstrata Pavilion, Centre Track &amp; Porta Loos</b></li> </ul>
15 <sup>th</sup> – 21 <sup>st</sup> June	<ul style="list-style-type: none"> <li>▪ The toilets in these locations must be cleaned (swept &amp; mopped) thoroughly on a three times daily basis, including seats being wiped down.</li> <li>▪ VIP Lounge to be cleaned on Thursday prior to the Show between 3pm -4pm; Friday and Saturday of the Show weekend between 3pm – 4pm</li> <li>▪ Suggested timeframes are 8am, 12pm, 6pm</li> <li>▪ Hand basins to be wiped over, and all rubbish removed.</li> <li>▪ Consumables replenished as required</li> <li>▪ Showers are to be thoroughly cleaned and bleached each morning before 8:30am and each evening between 6pm - 7pm</li> </ul>
21 <sup>st</sup> & 22 <sup>nd</sup> June	<ul style="list-style-type: none"> <li>▪ Between the hours of 9am and 11pm, the toilets in these locations must be cleaned on a 1-2 hourly basis, including seats being wiped down</li> <li>▪ Hand basins to be wiped over, and all rubbish removed</li> <li>▪ Consumables replenishment as required</li> <li>▪ Showers are to be thoroughly cleaned and bleached each morning and each evening (before 8:30am and each evening between 6pm - 7pm)</li> </ul>
23 <sup>rd</sup> June	<ul style="list-style-type: none"> <li>▪ Starting at 9am, ensure that Porta Loos are in a sanitary condition, ready for relocation by Site Coordinator, ready for waste disposal and transportation.</li> <li>▪ Final Cleaning of all facilities to be done between 11am – 3pm in all these locations. These areas must be thoroughly cleaned, including the bleaching of showers, and all rubbish removed in preparation for hand over back to Council.</li> <li>▪ Cleaning of toilets in the Centre Track must be cleaned after all the Transit Travellers (Showman Guild Side Show Alley Travellers) leave the area. Suggest cleaning to be done from 1pm onwards</li> </ul>
	<p><b>Cleaning – Toilets &amp; Amenities</b></p> <ul style="list-style-type: none"> <li>▪ <b>VIP Lounge</b></li> </ul>
21 <sup>st</sup> & 22 <sup>nd</sup> June	<ul style="list-style-type: none"> <li>▪ Between the hours of 5pm and 9pm, the toilets in these locations must be cleaned on a 1-2 hourly basis, including seats being wiped down.</li> <li>▪ Hand basins to be wiped over, and all rubbish removed</li> <li>▪ Consumables replenishment as required</li> <li>▪ Prior to the stated required cleaning times the toilets must be in a fit for purpose state, meaning that if they require initial cleaning it must be complete prior to 5pm on both days.</li> </ul>
23 <sup>rd</sup> June	<ul style="list-style-type: none"> <li>▪ The toilets in this location need to be returned to a fit for purpose state ready for handback. Toilets can be cleaned from 11am onwards.</li> </ul>

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Other Items	<p><b>The Committee</b></p> <ul style="list-style-type: none"><li>▪ Will provide water and a shaded area for rest breaks</li><li>▪ Will provide contact details to the Team Leader for use over the Show Week</li><li>▪ Will provide consumable items of Toilet Paper, Hand Towel, Soap and Bin Liners</li><li>▪ Will have Skip bins available for waste disposal</li></ul> <p><b>The Organisation / Volunteers</b></p> <ul style="list-style-type: none"><li>▪ Are allowed 1 vehicle on the grounds to assist in the contracted works</li><li>▪ Will be responsible in for keeping a written record of the consumable items used</li><li>▪ Will provide all Bin liners, Brooms, Mops, Buckets, Chemicals, Detergents, Gloves, Hoses, Rubbish Spikes / Grabbers and any other item or product required to carry out their duties.</li><li>▪ Will abide by Occupational Health &amp; Safety Standards at all times and wear appropriate clothing and PPE.</li><li>▪ Will report, to the Secretary’s Office, any security risks, property damage, health and safety issues that are noted, or incidents that occur</li><li>▪ Will have appropriate insurance that indemnifies their volunteers and the Mount Isa Agricultural Show Society.</li><li>▪ Must meet current COVID-19 prevention requirements, as per Qld Health</li><li>▪ All volunteers must be suitably trained</li></ul> <p><b>Site Access</b></p> <ul style="list-style-type: none"><li>▪ Persons who are issued Site Access Passes for volunteer purposes can access the Mount Isa Show, on Friday or Saturday of the show weekend, outside their rostered times.</li></ul> <p><b>Payment</b></p> <ul style="list-style-type: none"><li>▪ An Invoice must be submitted to the Mount Isa Agricultural Show Society, within 7 days of the Show Weekend, clearly stating the name of the organisation, bank account details and the agreed contribution amount.</li><li>▪ Payments will only be made by EFT.</li></ul>
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