

Expression of Interest – EOI20250919

Project: Coonamble Christmas Street Party & Coonamble Australia Day Events – Event Management

Location: Coonamble Shire

Closing Date: 5pm, Friday, 19 September 2025

1.1 The Events

The Christmas Street Party will be held on Saturday, 13 December 2025, in Castlereagh Street, between Aberford and Tooloon Streets. The Coonamble Australia Day Events will take place between Friday 23 January and Wednesday 28 January 2026 within Coonamble Shire.

Council is seeking a community member or group to take on the role of Event Manager to plan, organise, and deliver these much-anticipated community events. These events aim to bring people together, create enjoyable experiences, and provide economic opportunities for local businesses.

The successful Event Manager should demonstrate a commitment to involving as many individuals, community groups, and local businesses as possible, ensuring the events deliver benefits across the whole community.

1.2 Event Manager Scope - Christmas Street Party

The Event Manager will be responsible for the following project components:

- Marketing and promotion.
- Market stalls: call for stallholders, and management and allocations of stalls including preparation of a site plan and briefing.
- Additional opportunities to complement market stalls and provide community groups with a chance to be involved, such as a gift-wrapping station resourced by another community group.
- Sourcing of power and water for stallholders requiring these.
- Program of activities and events including children's activities, such as a Santa (with a Working With Children Check) for photos.
- Entertainment such as music.
- Provision and distribution of event information for participants and attendees prior to and at the event.
- Provision of First Aid station.
- Engagement and briefing of an event MC.
- Detailed run sheet for all stakeholders.
- Debrief following the event.

1.3 Event Manager Scope – Coonamble Australia Day

The Event Manager will be responsible for the planning, coordination, and delivery of all Coonamble Shire Australia Day events, which include:

1. Coonamble Australia Day Award Celebration

2. Coonamble Australia Day Nominee Dinner (evening prior to the celebration)
3. Australia Day Pool Parties at Coonamble, Gulargambone, and Quambone
4. Citizenship Ceremony (if required)

Key responsibilities include:

- Marketing and Promotion:
 - Develop and implement a strategy to promote all Australia Day events across relevant platforms.
- Organisation and Management of Events:
 - Coordinate all aspects of the Australia Day Award Celebration, Nominee Dinner, and the three community pool parties.
 - Liaise with relevant stakeholders, venue operators, and support services.
 - Liaise with vendors for the Coonamble Australia Day Celebration and pool parties as required.
- Nominations and Awards:
 - Manage the Australia Day Awards nomination process, including promotion, collection, and collation of nominations.
 - Coordinate the announcement and presentation of award recipients.
- Citizenship Ceremony:
 - Coordinate and manage the logistics of holding a Citizenship Ceremony, if required.
- Program and Run Sheet:
 - Develop a comprehensive event program for each event.
 - Prepare and distribute a detailed run sheet for all stakeholders and participants.
- Event Information and Communication:
 - Provide relevant information to attendees and participants prior to and during events, including signage, schedules, and announcements.
- Post-Event Debrief:
 - Conduct a debrief with stakeholders following the events to capture feedback and key learnings for future planning.

1.3 Council participation

Council staff will closely liaise with Event Manager to provide support and information. Additionally, Council will be responsible for:

- Site preparation, including provision of bins and toilets
- Street closure and traffic management plan
- Provision of event management resources and documentation from previous events
- Risk assessment and control plan.
- Public Liability insurance.

1.4 Project requirements

It will be the responsibility of the appointed Event Manager to appropriately manage and allocate the project funds in adherence with Council's Sustainable Procurement and Contracts Policy and Local Preference Procurement Policy. The Event Manager will also be responsible for implementing the project within the weeks available.

1.5 EOI Process

Expressions of interest should include:

- Relevant experience and qualifications
- Proposed timeline or project program
- A total price (including the cost of goods and services procured within the Coonamble Local Government Area).

- Proposed mid-level budget (by activity area, eg. Project Management, Advertising and Marketing,...)
- Description of the approach that will be taken in managing the project and how this approach will result in successful execution and community benefit.

These will form the criteria for the assessment of each submission.

Expressions of interest must be emailed as a PDF to council@coonambleshire.nsw.gov.au by 5pm on Friday, 19 September 2025.

Council reserves the right not to accept any Expression of Interest or award a contract. Council is not responsible for any costs associated with the preparation and submission of an Expression of Interest.