



# Emerald Showgrounds – Capricorn Highway, Emerald.

## 2022Q132C Emerald Showgrounds Caretaker – Request for Quote



## Overview

Nestled in the heart of Central Queensland, the Central Highlands boasts strong communities, a diverse economy, pristine landscapes, expanding infrastructure and a climate that offers a great lifestyle. Watch now to view what a great community we have <https://www.youtube.com/watch?v=PA9-BfAFiAQ>

Central Highlands Regional Council is now inviting Request for Quote from interested parties for the caretaker position of the Emerald Showgrounds.

Emerald is a thriving rural service centre with many farm machinery sales outlets, a huge irrigation dam and an airport. Established in 1879 as the base for the railway line, it has slowly grown to be the major regional centre of the Central Highlands and the gateway to the Central Western district. The Capricorn hinterland contains the largest sapphire Gemfields in the world. Cotton is grown in the area, while other agricultural activities include grape, citrus and grain growing.

The Emerald Showground can be found on the Capricorn Highway as you head out of west from the Emerald Botanic Gardens. It is home to several not-for-profit sporting clubs, who use the facility all year round. The facility also hosts Council staff located within Wally McKenzie House and backs onto the Emerald Saleyards. The facility contains powered campsites, amenities block, stabling facilities, stock yards, pavilion halls, full catering facilities, bar, an indoor sports pavilion, Rodeo Arena, show ring/ sports oval, car parks and indoor sheds. Camping is permitted to those travelling with animals that require resting overnight, and others attending events being held at the Emerald Showgrounds.

## Clubs that occupy the grounds

- Emerald Show Society
- Emerald Brothers Cricket Club
- Emerald Lions Club
- Central Highland Amateur Boxing Club
- Woodworkers Club
- Car Club
- Emerald Rodeo Association
- Feather Club

## Major Events

- Annual Emerald Agricultural Show
- Easter Sunflower Rodeo
- Emerald Brothers Pink Stumps Day
- Circus

## Position Specifications

**Expected start date:** 1<sup>st</sup> April 2023.

**Minimum requirements:** Caretaker must have an active ABN.

**Term:** 12 months with the option to renew for a further two years. Term renewal must be made in writing and signed by both parties otherwise it is not valid.

**Duties:** Outlined below - Operation of Complex: Caretaker Obligations.

**Area(s) to be maintained:** Entirety of the Emerald Showgrounds, including the area near the rodeo arena before the rodeo events.

**Hours:** Must be available at all times, either on-site or in close proximity to the venue. Flexible working hours can be discussed. Required duties will equate to a full-time position and would ideally suit two people.

**Accommodation:** A caretaker shed is available at the facility, a caravan can be parked under the shed and equipment can be stored. Applications that include onsite living should factor in benefits provided such as rent, electricity and water.



Picture: Caretaker's Shed

**Machinery:** Caretaker **must be able to provide own machinery**, service and repair at their own cost. Council will provide consumables, such as weed spray, cleaning supplies, materials for general building or service repairs, etc.

### Application Process

Request for Quote opens from 21<sup>st</sup> Feb 2023 and close 13<sup>th</sup> March 2023 at 05:00 pm AEST.

Applications reviewed by internal council panel.

Interviews to be held after closure of applications.

Successful Applicant to be notified.

### **Contact**

Any enquires regarding the position please contact the Sport and Recreation team.

Email: [sportandrec@chrc.qld.gov.au](mailto:sportandrec@chrc.qld.gov.au)

Phone: 1300 242 686

## Facility Maps

### **Emerald Showgrounds, Capricornia Highway, Emerald 4720**



## General Duties

1. Mowing/slashing and whipper snipping all areas of the facility excluding the playing fields.
2. Maintain all garden beds including entrances.
3. Spraying and weeding.
4. General maintenance and cleaning of stables, cattle yards and livestock spaces.
5. Ensure arenas are adequately watered and fit for use.
6. Cleaning of amenities and buildings.
7. Keep roadways clear and accessible
8. Monitor use of dump point
9. Maintain furniture, fittings, fixtures and equipment in proper and functional repair, working order and condition.
10. Organise trade services and contractors for specialised maintenance. Ensure all employed workers and contractors are inducted and comply with council's workplace health and safety management systems and processes.
11. Ensure removal of rubbish and all other waste.
12. Maintain adequate supplies of toilet paper, soap, and cleaning agents.
13. Operate water reticulation to maintain grassed areas.
14. Pruning of trees within the complex
15. General tasks such as painting, water leaks and moving of grandstands.
16. Ensure all buildings and amenities are available for hire. Ensure they are clean and tidy before and after use.
17. Liaise with relevant clubs and council staff regarding use of the complex.
18. Available after hours

## Mandatory Requirements

1. Insurances (work cover, public risk policy, damage cover) for the duration of the agreement.
2. Blue Card
3. White Card
4. Reporting to council on consumables, machinery breakdowns and facility use.
5. Drivers Licence current for the duration of the agreement.
6. Good communication skills
7. Working knowledge of digital communications.

## Council Obligations

1. Will provide all cleaning agents and materials for the complex
2. Council will pay for the electricity to the complex
3. Undertake structural repairs
4. Supply all water reasonably required for maintaining the complex

*Please refer to example contract attached for full list of roles and responsibilities.*

*Please note contract is subject to change during recruitment process.*

## RFQ Response

**Important note:** Applications must be submitted to [procurement@chrc.qld.gov.au](mailto:procurement@chrc.qld.gov.au) with the RFQ number clearly stated in the Subject Line.

**Contact Information:**

Full Name:	
ABN:	
Email:	
Phone Number:	
Current Address:	
Australian Citizen/Permanent Resident	
Drivers Licence: Please attach	

**Previous Experience (Attach Resume):**

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**Qualifications and or tickets (please attach):**

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**Contract Preference** – please tick the relevant option

Onsite living (Yes/No)

Yes

NO

**Requested Salary (inc GST)**

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**Please specify the available commencement date:**

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**Please provide two professional referees.**

Referees may be contacted at any point through the application process.

Name	Phone Number	Email	Organisation/ Position

**Please attach any other relevant and supporting documentation.**