



PART 2

SPECIFICATION

Request for Tender (RFT)	Management of the Georgetown Student Hostel Facility
Closing Time:	4.00pm (AEST), Friday 21st October 2022
RFT Number:	ESC2022 - 005



Part 2 - Specification for Tender for the Management of the Georgetown Student Hostel Facility

1 INTRODUCTION

Executive Summary of the Key Responsibilities

The Management of the Georgetown Student Hostel is to provide general and specific care and supervision of students as a group and individually, including responsibility for:-

- the health, welfare and safety of the students at all times;
- the supervision of homework as set and required by the Georgetown State Primary School;
- the upholding of hostel rules in respect to the Student's behaviour.
- preparation and cooking of nutritious meals for the students and the manager(s)
- supervision of any staff, ensuring all duties are carried out efficiently and within the required time frames.
- ordering supplies of food items, cleaning and other necessary supplies.
- maintaining necessary stock items in the hostel's first aid kit.
- cleaning and laundry duties for the Hostel's operations.
- Fostering and maintaining good relationships with the parents of boarders;
- Continually improving the good image and standing of the hostel and council including, the promotion of the hostel to attract new student boarders;
- to refer complaints to relevant council officers.

2 BACKGROUND INFORMATION

Georgetown is a town on the Etheridge River in Far North Queensland, Australia. The Gulf Developmental Road passes through the town, linking Cairns - 380 km to the east - and Normanton - 301 km to the west. Georgetown is the administrative headquarters of the Shire of Etheridge, a local government area encompassing the nearby settlements of Mount Surprise, Forsayth and Einasleigh.

At the 2016 census, Georgetown had a population of 348.

There are many interesting historical features in Georgetown, from the restored Shire Hall in St George Street (built in 1908 and restored in 1998), Savannah House, the restored ex-clerk of the courts dwelling in the same street, the Masonic Temple, the Catholic Church (established in 1913) and the cemetery.

Another picturesque mining relic is found 20km west of the town, the Cumberland Chimney which is all that stands of the gold crushing plant.

The Student Hostel began operating in 1968 under the direct stewardship of Etheridge Shire Council. This service provides a place for the outlying rural children to stay while attending the Georgetown State Primary School. The Hostel can cater up to 28 children. *(14 males & 14 Females)*



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3 SPECIFIC REQUIREMENTS OF THE CONTRACT

The manager(s) will provide the following services:

Functional

- (b) to provide general and specific care and supervision of students as a group and individually, including responsibility for:-
 - the health, welfare and safety of the students at all times;
 - the supervision of homework as set and required by the Georgetown State Primary School;
 - the upholding of hostel rules in respect to the Student's behaviour.
- (c) to prepare and cook nutritious meals for the students and the manager(s)
- (d) to supervise any staff, ensuring all duties are carried out efficiently and within the required time frames.
- (e) To order supplies of food items, cleaning and other necessary supplies.
- (f) To maintain necessary stock items in the hostel's first aid kit.
- (g) To provide all cleaning and laundry duties.

Administrative

- (a) to maintain health and other records of students

Public Relations

- (a) to liaise with the parents of children and develop good relationships with the parents;
- (b) to further the good image of the hostel and council including the promotion of the hostel to attract new student boarders;
- (c) to refer complaints to relevant council officers.

Maintenance

- (a) to maintain the hostel and the property of the council thereon in a timely, proper and workmanlike manner;
- (b) to monitor the condition of the hostel and property of the council thereon for the purposes of determining repairs and maintenance work required or that may be required;
- (c) to keep a record of the details of maintenance work carried out and promptly produce the records to the council upon council's request;
- (d) to notify council of any major maintenance work required or that may be required;
- (e) to weed all gardens and mow all lawns and keep lawns neat and tidy and generally maintain the grounds and keep them free of rubbish;
- (f) to replace all broken or faulty light bulbs or tubes in the hostel

Budget

- (a) to adhere to the Budget set and allocated by Council for the operations of the hostel;
- (b) to inform parents of any changes to the fees set by Council

Conduct

- (a) the hostel is not to be used for any commercial activities or operations by the hostel manager except for its intended use nor is the hostel to be utilised for any private functions while the students are attending school or on school vacations;
- (b) the hostel manager will abide by any policies of Council relating to the running of the hostel; adhere to Council's Code of Conduct, Workplace Health & Safety standards, Councils Drug & Alcohol Policy and Purchasing Policy.



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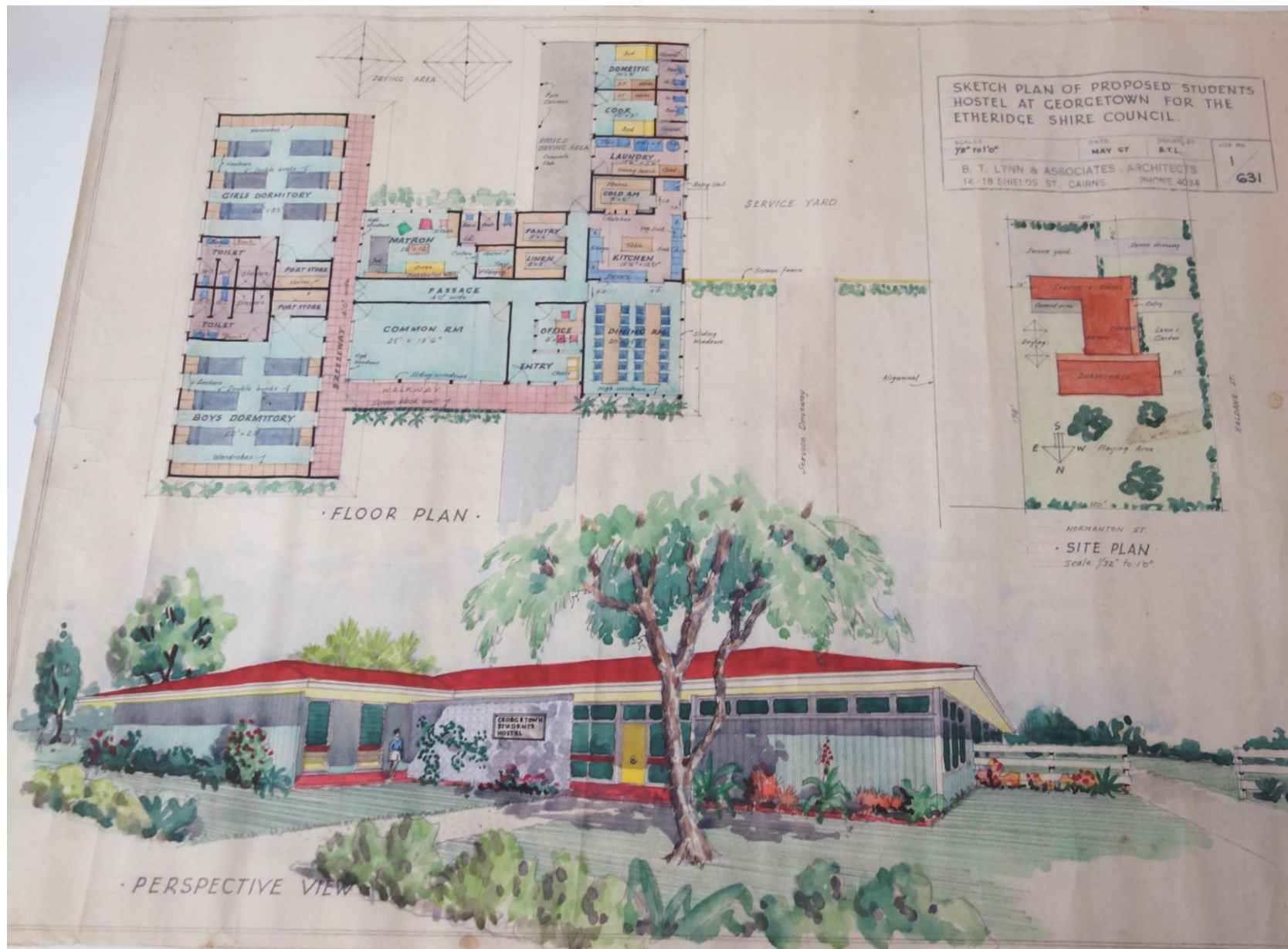
4 TIMETABLE FOR PROCUREMENT

Advertised on Seek	Monday 26 th September 2022
Place Advertisement in Newspaper*	Week of 26 th September 2022
Issue Request for Tender	26 th September 2022
Closing Time*	4.00pm (AEST), Friday 21 st October 2022
Evaluation of Tender Responses*	Commence from Monday 24 th October 2022

**Dates are subject to alteration by the Principal in its discretion.*



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