

Kowanyama Aboriginal Shire Council

Expressions of Interest (EOI)

Title: 2026 Kowanyama Rodeo – 5 & 6 September 2026

EOI Reference: KASC-2026-061

Date of Issue: 28 July 2026

Closing Date: Various close dates

Expressions of Interest (EOI)

Council:	Kowanyama Aboriginal Shire Council (KASC)
Council Address:	Lot 30 Chapman Road, Kowanyama 4892
Contact (Principal):	Alan Neilan, Chief Executive Officer
Contact number:	40 4083 7100
Expressions of Interest:	Council is seeking EOI's from interested parties to provide services for Kowanyama Aboriginal Shire Rodeo September 2026
EOI Number:	KASC-2026-061
Closing date and time:	Various close dates – refer section 1

Instructions for completing this EOI:

- EOI must be submitted in a sealed envelope, each of which shall be signed by the interested party. The envelope must have a contact name, contact number, and lot number for purchase bid. Any EOI not submitted with the required information may be rejected.
- Every EOI shall set forth the first full names, surnames and addresses of the interested party and, when the name of a partnership, or firm the names in full of each member of the firm and each of their respective addresses.
- When the EOI is by a company the ACN number and the address of the registered office of the company shall be included in the documents.
- EOI shall be given to the Kowanyama Aboriginal Shire Council Executive Assistant in an enclosed envelope. The Executive Assistant will note on the envelope the time and date the EOI bid was received. Kowanyama Aboriginal Shire Council is located at 30 Chapman Road, Kowanyama, QLD, 4892. Should you not be able to come to the office to submit an EOI, please contact the principal as stated above.
- An EOI shall be deemed to be on the basis that the interested party has a full knowledge of all matters relating to the EOI and has undertaken an inspection of the items where they wish to do so.
- Any EOI not submitted to the executive assistant before the specified closing time will not be considered unless there is evidence satisfactory to the principal that the EOI was delivered to the principal before the specified time for closing.

1. Overview

Kowanyama Aboriginal Shire Council (KASC) invites suitably qualified and experienced providers to submit an Expression of Interest (EOI) for the provision of services associated with the 2026 Kowanyama Rodeo to be held on Saturday 5 September and Sunday 6 September 2026.

The Council is seeking submissions from organisations, businesses and service providers capable of delivering the following services:

EOI Package	Service Required	Closing Date
EOI 1	Rodeo Stock, Rodeo Personnel, Nomination Management and Judging Services	Monday 3 August 2026 (COB)
EOI 2	Paramedic and Emergency Medical Services	Monday 3 August 2026 (COB)
EOI 3	Amusement Rides and Entertainment Activities	Monday 10 August 2026 (COB)
EOI 4	Catering and Food Vendor Services	Monday 17 August 2026 (COB)

2. General information

The Kowanyama Rodeo is a signature community event attracting competitors, residents and visitors from across Cape York and surrounding regions. Council is seeking service providers who can demonstrate the capacity, experience, equipment and qualifications necessary to safely and professionally deliver services for this event.

Council reserves the right to:

- Accept or reject any submission.
- Seek further information from respondents.
- Negotiate scope and pricing with preferred respondents.
- Appoint one or multiple providers.
- Cancel or amend the EOI process at any time.

Council is not bound to accept the lowest priced or any submission received.

3. Scope

3.1. EOI 1 – Rodeo Stock, Personnel, Nomination Process and Judges

The successful provider will be responsible for the planning, coordination and delivery of all rodeo competition activities including:

1. Rodeo Stock

- Supply and transport of suitable rodeo livestock.
- Provision of stock suitable for scheduled events.
- Animal welfare management.
- Compliance with relevant animal welfare legislation and industry standards.

2. Rodeo Personnel

- Rodeo Director.
- Arena Manager.
- Announcer.
- Stock Contractors.
- Arena Staff.
- Timekeepers and Scorers.

3. Nomination Management

- Management of competitor nominations.
- Collection and administration of nomination fees.
- Event registrations.
- Competitor communication.

4. Judging Services

- Provision of qualified judges.
- Competition scoring.
- Determination of placings and results.

5. Submission Requirements

Respondents must provide:

- Company profile.
- Relevant experience.
- Details of livestock and equipment available.
- Details of key personnel.
- Evidence of public liability insurance.
- Relevant licences and accreditations.
- Proposed fee structure.
- Evidence of animal welfare compliance, stock contractor insurance, and sanctioning/affiliation with rodeo association.

3.2. EOI 2 – Paramedic Services

The successful provider will:

- Provide qualified paramedics and first aid officers.
- Supply medical equipment and emergency response resources.
- Establish an on-site medical treatment area.
- Provide emergency response coverage throughout event operations.
- Liaise with Queensland Ambulance Service and emergency authorities as required.

Submission Requirements

Respondents must provide:

- Organisational profile.
- Relevant event experience.
- Qualifications of personnel.
- Insurance certificates.
- Proposed staffing model.
- Proposed fee structure.

3.3. EOI 3 – Amusements

Council seeks amusement operators capable of supplying family-friendly entertainment including:

- Amusement rides.
- Inflatables.
- Children's entertainment.
- Interactive activities.

Requirements

Operators must:

- Provide all required licences and permits.
- Maintain current amusement device certifications.
- Hold public liability insurance.
- Provide risk assessments and safety management documentation.

Submission Requirements

- Description of attractions proposed.
- Space and power requirements.
- Setup and pack-down requirements.
- Insurance documentation.
- Pricing schedule.

3.4. EOI – Catering services

Council seeks food and beverage vendors to provide catering services during the rodeo.

Preference will be given to vendors demonstrating:

- Experience at community events.
- Food safety compliance.
- Capacity to service large crowds.
- Diversity of menu options.

Submission Requirements

- Business profile.
- Proposed menu.
- Food business licences.
- Food safety certifications.
- Public liability insurance.
- Pricing information.

4. Compliance

4.1. Quality assurance Requirements

Successful respondents may be required to provide:

- Public Liability Insurance (minimum \$20 million).
- Workers Compensation Insurance.
- Relevant licences and accreditations.
- Risk Management Plans.
- Safe Work Method Statements where applicable.

Response Schedules



Schedule A: Suppliers Information

Business Name:	
CAN:	
ABN:	
Type of business (partnership, public company, private company, etc):	
Address:	
Telephone:	
Facsimile:	
Date incorporated:	
Names of Directors or Partners:	
Authorised signatory:	
Name / Position:	
Accountant:	
Name:	
Contact Phone No:	
Bank Details:	

Please attach additional information if space is insufficient space.

Schedule B: Personnel

Qualifications and Experience of Key Personnel

Name	Position	Qualification/Experience

Please attach additional information if space is insufficient space.

Schedule C: Subcontractor and suppliers' information

The Supplier shall provide details of all Subcontractors and Suppliers used in connection with scope of works

Subcontractor or Supplier Name	Component of Works

Please attach additional information if space is insufficient space.

Schedule D: Safety and insurance information

The Tenderer shall provide details of Workplace Health and Safety Act Requirements.

Number of Full time and Part time employees:	
Worker's Compensation Policy No:	
Details of previous accident / incidents: (Attach details if insufficient room).	
Public Liability Insurer:	
Amount of Public Liability Insurance: (Minimum \$20,000,000).	
Motor vehicle and third-party liability insurer:	
Amount of motor vehicle third party; liability insurance (including statutory cover): (minimum \$20,000,000).	

Please attach additional information if space is insufficient space.

NOTE: Attach certificates of currency for each category above. Kowanyama Aboriginal Shire Council be named as "Principal"

Schedule E: Mandatory information

In addition to the requirements outlined in section 4.1, suppliers must include the following mandatory information in their submission response.

EOI Package	Submission requirements
EOI 1	• Company profile. • Relevant experience. • Details of livestock and equipment available. • Details of key personnel. • Evidence of public liability insurance. • Relevant licences and accreditations. • Proposed fee structure. • Evidence of animal welfare compliance, stock contractor insurance, and sanctioning/affiliation with rodeo association.
EOI 2	• Organisational profile. • Relevant event experience. • Qualifications of personnel. • Insurance certificates. • Proposed staffing model. • Proposed fee structure
EOI 3	• Description of attractions proposed. • Space and power requirements. • Setup and pack-down requirements. • Insurance documentation. • Pricing schedule. • Risk assessments and safety management documentation
EOI 4	• Business profile. • Proposed menu. • Food business licences. • Food safety certifications. • Public liability insurance. • Pricing information.