

## Land-based Licences - Expression of Interest (EOI) 2024

### Invitation - Summary Advice

15 December 2023

#### The EOI Invitation

Barwon Coast Committee of Management Inc. (BCCM) is calling for Expressions of Interest (EOI) to allocate new licences for Land-based Activities (LBA). This includes Personal trainers providing personalised health, fitness and exercise instruction for individuals and Group Classes; including supervised health, fitness and exercise classes.

#### The purpose of this Summary Advice

This Summary Advice provides a broad summary of the EOI documentation and cannot be considered a substitute for the full documentation which **MUST** be read in depth, as it provides details critical to making and evaluating applications. These documents are available for download at the Barwon Coast TenderLink portal at <https://portal.tenderlink.com/barwoncoast/> and include:

- EOI Invitation – Introduction & Part A - Conditions
- EOI Part B – Response
- EOI Part C – Draft Licence

The TenderLink portal will host **all Tender documentation**, including additional materials, addenda and clarifications.

Some of this detail is also on the [Barwon Coast website](#). This information will be available from 5pm, Friday 15 December 2023.

#### About BCCM

BCCM has responsibility for the management of the coastal Crown land reserves from beach access 7W at Collendina on the eastern boundary of Ocean Grove, through to 42W Blue Rocks to the west of 13th Beach, plus Breamlea foreshore between beach entry designations 44W to 50W. BCCM is also responsible for the management of the Riverview Family Caravan Park, Riverside Camp Ground, Barwon Heads Caravan Park, Breamlea Caravan Park and the local port of Barwon Heads.

These reserves are extremely popular with residents and visitors. They provide a wide array of social, economic and environmental values, particularly through active and passive recreational activities. The use of the area has increased significantly in recent years through local population growth, increased tourism and the expansion of urban areas in both Geelong and Melbourne. Future urban growth and tourism planning indicates that levels of demand for coastal access and amenity will continue to increase.

The Crown Land (Reserves) Act 1978 provides for BCCM to issue licences for commercial use and activity on public land.

### **Background**

Victoria's Tour Operator licensing system provides a consistent legislative framework for licensing commercial tourism and commercial recreation activity on public land and waters.

Government guidelines and policy documents provide the framework for BCCM to progress the licence renewal process, refer [Policy Statement 2008 -Licensing System for Tour Operators and Activity Providers on Public Land in Victoria](#) and [Policy Update - May 2018, Licensing System for Tour Operators and Activity Providers on Public Land in Victoria](#).

### **About the Licences being offered**

We will be offering licences for a range of designated locations across the Barwon Coast foreshore, at Barwon Heads and Ocean Grove.

### **Zones & locations**

Two distinct zones have been identified for Land-based activity licences and contain discrete sites. They are shown in maps within the EOI documents and include:

- Zone 1 - Ocean Grove Main Beach to Bukareeyoo (formerly known as The Ocean Grove Spit)
- Zone 2 - Barwon Heads Foreshore

### **Number of Licence Locations**

- Zone 1 – includes nine locations
- Zone 2 – includes three locations

Licences will be allocated subject to operators' full compliance and relevant certification.

### **Licence terms**

All licences will commence on 1 April 2024, for a term until 31 March 2027.

### **Fees**

Licences will incur the following fees in 2023/24:

- Annual fee of \$259.20 (standard multi-year licence, per year)

- #Use fees of \$2.40\* per adult and \$1.60\* per child/school student (Use fee cap \$16,198)  
\* per person / per day

#Please note - a **use fee waiver** is currently in place for outdoor fitness trainers until a review of the tour operator licensing policy is complete (or when the 2021 fee regulations sunset in June 2025). The waiver applies for **use fees only** and trainers must hold a licence and pay an annual licence fee.

### **General conditions**

A number of general conditions apply (in addition to the Conditions outlined in Part A). It is important to note that a copy of a standard licence and conditions relevant to Land-based activities is provided as Part C – Licence.

### **Making an application**

Applicants must ensure that their EOI is presented in the required format as set out in Part B.

Applications will only be received through the Barwon Coast portal at [TenderLink](https://portal.tenderlink.com/barwoncoast/)  
<https://portal.tenderlink.com/barwoncoast/>

This system is **unable to accept applications after the Closing Time of 5pm on Friday 19 January 2024.**

Any questions or requests for further information or clarification must be submitted to the Project Manager in writing, via <https://portal.tenderlink.com/barwoncoast/> BCCM reserves the right not to answer questions received after Friday 12 January 2024.

Any complaint about the EOI process must be submitted in writing immediately upon the cause of the complaint arising or becoming known to the Project Manager for referral to the Complaints & Appeals Officer.

The Complaints & Appeals Officer is not a member of the Tender Evaluation Committee.

### **Evaluation process**

- Following the Closing Time, an Evaluation Team will meet in January to consider all conforming applications.

Any appeal about the allocation decision should be made in writing immediately on receipt of the allocation notification and prior to the expiry of the appeals period. The written appeal must be submitted to the Complaints & Appeals Officer at [office@barwoncoast.com.au](mailto:office@barwoncoast.com.au).

Barwon Coast Committee of Management thanks all applicants for their interest and look forward to receiving your submission.

END