

Invitation for Expression of Interest

EOI-2026-4

**Fawkner Community Ramadan
Event Program 2027**



EOI – 2026 – 4

Expressions of Interest for **EOI – 2026 - 4** opens at 9:00 am on Tuesday 28th July 2026 and closes at 5:00pm (Australian Eastern Standard Time) on Wednesday 9th September 2026

Submission must be lodged by email to procurement@merri-bek.vic.gov.au

1. Overview & Purpose

Council is seeking Expressions of Interest from community groups/ organisations, not for profit groups, social enterprises, local businesses, or similar parties to develop and deliver a community Ramadan event program in Fawkner in 2027.

The event program will provide a celebration for the local community and be an inclusive and welcoming environment for both Muslim and non-Muslim residents to experience the traditions of Ramadan and the diversity of Merri-bek's community to:

- Promote belonging, community harmony, cross-cultural understanding, and positive interaction between different communities
- Strengthen Merri-bek's reputation as a leader in multicultural celebration and inclusivity
- Encourage tourism and local economic activity
- Dependent on the location of the event/s activate key Fawkner precincts (e.g. Bonwick Street shopping precinct, CB Smith Reserve) supporting local restaurants, small businesses and community groups.

Council will support the successful group/s with funding up to \$50,000; permit coordination; officer support and waiving of Council permit fees.

Council do not have fixed dates, location or type of events and are seeking proposals that reflect local ideas, aspirations and needs. Noting that the event/s must be held during Ramadan 2027.

2. Eligibility

Applicants must meet the following criteria:

- Be a Not-for-Profit community group, organisation or club;
- Must be incorporated or auspiced by another incorporated organisation;
- Demonstrated history of working with Muslim communities
- Have, or be willing to obtain, all required insurances including a minimum of \$20 million in public liability insurance;
- Have acquitted any previous Council grants that were given to your organisation and have no outstanding debts to Council;
- Must be able to supply financial statements and requested supporting documentation.

Local Fawkner based businesses may be considered where they are partnering with a group or groups that meet the above eligibility criteria

Council will require evidence of legal status, financial capacity, ability to obtain necessary insurance and prior event experience as part of the application.

3. Operator Responsibilities

The successful proponent will be responsible for:

- Planning, development and delivery of the event program including responsibility for all compliance, risk, safety, emergency management matters;
- Obtaining and maintaining all licences, permits, approvals, and insurances required to operate the event;
- Preparing all required event documentation including event plans, risk and safety management plans, traffic, and waste plans in compliance with guidance and statutory regulations;
- Compliance with food trading standards, as outlined in The Food Act 1984, food safety, public health, emergency management, incident response protocol, occupational health and safety and any other relevant legal and statutory obligations;
- Compliance with Council's Human Rights policy and principles of equity, access, engagement and participation and other applicable Council's plans and policies;
- Complying with the Victorian Child Safe Standards.

Operator can:

- Charge a nominal fee for entry to elements of the program with Council's sign off as long as the program remains accessible to the community;
- Apply for other non-Council grant opportunities or sponsors to offset costs.

4. Council Responsibilities

Council will:

- Provide officer support including assisting the successful proponent in applying for any permits required;
- Waive Council event related permit fees;
- Provide funding up to \$50,000;
- Promote the event through Council communication channels as appropriate.

5. Application Requirements

5.1 Submissions must include:

- i. An overview of your vision for the event program – including the proposed location(s), number of events, timing, anticipated event program and activities;
- ii. An overview of the groups involved in the proposal, including:
 - their roles and responsibilities in developing and delivering the event/s.
 - their understanding of and relationship with the local Muslim (& broader) communities

Note: priority will be given to partnerships and collaborations of local organisations and groups that broadly represent the local demographic make-up of Fawkner and neighbouring suburbs in Merri-bek.

- iii. Demonstration of experience working with Muslim communities and working with the community
- iv. Your understanding of the local community, including what is already happening in the area and how they may be involved, for it to be a truly community event.
- v. An overview and evidence of experience and capacity to deliver community events, including compliance knowledge, risk, safety and emergency management planning experience. Including examples of any comparable events delivered where applicable
- vi. Consideration of any impact on traffic and neighbourhood amenity and how these will be mitigated – noting support from Council will be given on assessing these plans.
- vii. High level budget
- viii. How you will prioritise use of local businesses, artists etc.
- ix. Acknowledgement that you are able to be compliant with Council's "Event Permit Guide - a guide to planning outdoor events in Merri-Bek" (See attachment 4)

See attachment 3 for "Key points to address" summary table

5.2 Insurance

The successful proponent will be required to have current Public Liability insurance of at least \$20million and Work Cover as applicable

5.3 Council may request further supporting documents, including certificates of incorporation, insurance certificates, financial statements, policies, or event plans.

6. Assessment Criteria

Valid submissions will be evaluated by a panel of suitably qualified Council staff and scored against the following criteria:

- The strength of the proposed event program - practicality, quality of the event/s, breadth of target audience/inclusivity
- Experience and expertise in designing and delivering community events
- Understanding of and relationship with the local Muslim (& broader) communities
- Collaboration – extent to which partnering with other people and groups in the local community
- Proposed budget - realistic, demonstrating value for money.
- Priority for local businesses, suppliers, artists and performers

Please ensure sufficient information is included in EOI submissions to facilitate proper evaluation (see Attachment 3 for guidance on information to be provided)

Council may short-list applicants for interviews or request further information prior to making a final decision.

The intention is for Council to determine a 'preferred' proponent through the EOI process, but Council will not be bound to engage any proponent or review any proposal.

7. Process and Timelines

7.1 Applications

Submissions must be lodged by email to procurement@merri-bek.vic.gov.au. and be received by 5.00pm on Wednesday 9th September 2026.

Submissions lodged after the closing date will not be accepted unless the Respondent lodgement is late because of mishandling or total system failure by Merri-bek City Council.

Each submission must be accompanied by:

- Completed Acknowledgement & Declaration form (attachment 1)
- the completed, signed and dated Registration Schedule (attachment 2)
- Response to key points to address (attachment 3)

Council is under no obligation to:

- Provide a proponent with a further opportunity to respond to this EOI; or
- Allow a proponent to vary its proposal once that proposal has been lodged. Any proposal lodged after the EOI closing time will not be considered.

A non-conforming proposal may or may not be considered by the Evaluation Panel at its discretion

7.2 Assessment and Dates

An officer selection panel will review and assess all valid submission against the assessment criteria

	Key Dates
Expression of Interest Open	Tuesday 28 th July, 2026
Expression of Interest Closes	5pm Wednesday 9 th September 2026
Interviews if required	Week commencing 15th September 2026
Notification of outcome	By 31 st September 2026
Agreement in Place	October 2026

Dates may be amended by Council at its discretion.

8. Terms and Conditions

8.1 Conflict of interest

Proponents must declare to Council any direct or indirect conflict of interest of:

- the Proponent
- any agent acting for the Proponent and
- any other consultant acting for the Proponent

in respect of Council or this EOI.

8.2 Canvassing

The respondent and its employees or consultants must not approach, or request any other person to approach, any Councillor, Council Officer or consultant engaged by Council to either solicit support for its submission or otherwise seek to influence the outcome of the EOI process.

The respondent will, to the extent that it's practicable and reasonable, avoid socialising with Councillors or members of Council's team evaluating the submissions and, where such socialising occurs, refrain from discussing its submission or this EOI.

Failure to comply with any of these requirements will result in the respondent being disqualified from the EOI process.

8.3 Public statements

A Proponent must not make any public statement, including doing any media releases, in relation to this EOI without approval of Council. All enquiries from the media must be referred to Council.

- 8.4 Council reserves the right to accept or reject any application, seek further information, negotiate with one or more applicants, cancel this process, or vary the scope of the opportunity at any time.
- 8.5 Council is not liable for any costs incurred by applicants in preparing or submitting an Expression of Interest or participating in the assessment process.
- 8.6 The successful applicant must enter into a formal agreement with Council before any event activity is undertaken.
- 8.7 The successful applicant must comply with all applicable legislation, local laws, policies, permit conditions, and directions issued by Council or emergency services.
- 8.8 Council may terminate the arrangement where the successful applicant fails to meet agreed standards, breaches conditions, or where the event is no longer feasible or supported.
- 8.9 Any proposed sponsorship, commercial arrangements, stallholder fees, or revenue model must be clearly disclosed in the application and is subject to Council approval.
- 8.10 The successful applicant is responsible for ensuring all subcontractors, stallholders and participants comply with statutory requirements.
- 8.11 Council will require post-event evaluation and acquittal information after the event program delivery.

9. Further information

Requests for further information or clarification of the EOI process should be submitted no later than **2pm Friday 4th September** by email to **procurement@merri-bek.vic.gov.au**.

Unless Council is of the opinion that questions or requests for further information or clarification are specific to a particular Proponent, answers provided to questions or requests for further information or clarification will be made available to all Proponents. Council will not disclose the identity of the Proponent that submitted the question or request for further information or clarification.

Contact Officer: Unit Manager Place Activation, Anne Thomas
Phone: 9240 1166
Email: procurement@merri-bek.vic.gov.au

Attachment 1

Acknowledgements and Declaration – must be signed and submitted as part of your submission

By signing below, the respondent confirms that the information provided in this EOI is true, correct and complete and that it is bound by the terms, conditions and requirements as stated in this EOI. Further, the respondent declares that neither the respondent nor any associated entity has any direct or indirect conflict of interest in participating in the opportunity outlined in the EOI.

Note: the document must be signed by an officer of the respondents' organisation who has the authority to act on behalf of the organization and sign.

A digitally signed document or image of the signature will suffice.

Signed for and on behalf of the Respondent:

Respondent: _____

Name of Respondent's
Authorised Officer: _____

Position of Respondent's
Authorised Officer: _____

Address: _____

Signature of Respondent's
Authorised Officer: _____

Date of Signing: _____

Attachment 2

Registration Schedule - the completed schedule is to be completed and submitted as part of your submission

Respondent Details – EOI – 2026 -04			
Organisation Name			
ABN/ACN			
Contact Postal Address			
Key Contact Person			
Person authorised to sign funding agreement			
Contact Telephone Number		Mobile Phone	
Contact Email Address			
Website Address			

Attachment 3

Key Points to Address in Your Submission

Key Points to Address		Include information on
1	Describe the proposed Ramadan Event program	What – your vision for the event/s including but not limited to your plans for entertainment, activities, provision of food, how you will market the event/s When – how many events – e.g. one large event, multiple or regular events over the month. Who - Who is your intended market? What groups or demographic are you targeting, or aiming to attract? Do you have a marketing plan of how you will reach intended audiences? How – how does this align with Council's vision and goals within the Council Plan?
2	Experience, resources, and expertise to design and deliver community events	Evidence of your capacity to design and deliver the proposed community event
3	Community connections	Demonstrated connection with the local community; Outline what groups you will be working with within the local community;
4	Financial capacity and good governance	Current financial standing of the organisation/group Demonstrate financial capacity of the organisation/group to cover any costs that may be incurred beyond the \$50,000 grant from Council. Governance structures in place for the organisation/group
4	Detail any additional social, cultural, and environmental benefits	How will your activities support or benefit the local Merri-bek community, or broader community?

Attachment 4

Event Permit Guide - a guide to planning outdoor events in Merri-Bek” can be found at

[Planning an event](#)

<https://www.merri-bek.vic.gov.au/globalassets/website-merri-bek/areas/exploring-merri-bek/events/planning-an-event/event-guide-2025.pdf>