

### **3 year Caretaker property management – Expressions of Interest**

Tocal has a long and proud history, during which it has become one of the foremost agricultural institutions in Australia. As one of Australia's best historical sites located just 20 minutes from Maitland it offers educational programs, group tours, accommodation and a perfect wedding venue. The purpose of this expression of interest (EOI) is to engage a qualified and experienced property manager to oversee the coordination and maintenance of our heritage listed buildings and the property they reside on.

The Tocal Homestead precinct is governed by the CB Alexander Foundation (Foundation) and further information is available at <https://tocal.com.au/>

Why is the contract going up for tender?

- The Foundation prides itself on preserving and maintaining the oldest colonial working farm in Australia so that the site is accessible and attractive for many activities such as weddings, school and group tours and events to support the Foundation's operation.
- Our previous caretakers have provided valuable feedback around a model that will provide more clarity and autonomy to support the success of the property management function.

How will the tender be run?

- The Foundation will have an Independent Panel to run a transparent process. This will involve the following steps;
  - Request for Expressions Of Interest
  - Shortlisting of those that have expressed interest
  - Tender documents issued to shortlisted organisations
  - Tender submissions reviewed and shortlisted
  - Shortlist of tenderers interviewed by the Independent Panel
  - Panel to make a recommendation to the Foundation Board
  - Foundation Board endorse management's recommendation to appoint

Expectations of suitable applicants include (but are not limited to):

1. Work closely with the Homestead Coordinator to manage maintenance of the site
2. Check-in functions of the Boutique accommodation and provide after hours support
3. Responsible for animal husbandry of livestock onsite
4. Security of the premises
5. Sire presentation preparation before events and weekends

Your Expression of Interest should include:

A cover letter explaining your reasons for applying for the contract.

Details of past and current relevant experiences, including references.

The Foundation is prepared to negotiate an attractive annual management/service fee.

For enquiries or to send your EOI reply by 5pm 18<sup>th</sup> October, 2024 email [homestead@tocal.com](mailto:homestead@tocal.com)