



Mount Buffalo Chalet: Food and Beverage

Expressions of Interest

Acknowledgement of Country

Victoria's network of parks and reserves form the core of Aboriginal cultural landscapes, which have been modified over many thousands of years of occupation. They are reflections of how Aboriginal people engaged with their world and experienced their surroundings and are the product of thousands of generations of economic activity, material culture and settlement patterns. The landscapes we see today are influenced by the skills, knowledge and activities of Aboriginal land managers. Parks Victoria acknowledges the Traditional Owners of these cultural landscapes, recognising their continuing connection to Victoria's parks and reserves and their ongoing role in caring for Country.

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Front cover image: Mount Buffalo Chalet

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Context

Background

The Mount Buffalo Chalet is located within Mount Buffalo National Park, which is a significant landscape for the Aboriginal peoples of Victoria, who occupied this Country before the arrival of Europeans.

The Mount Buffalo Chalet is a landmark heritage building built in 1910 and uniquely positioned at ‘the Gorge’ at the top of Mount Buffalo in Victoria’s High Country. It commands spectacular views across the Alps, Mount Hotham and surrounding valleys.

The Chalet has been closed since bushfires impacted parts of Mount Buffalo National Park (but not the Chalet itself) in 2006-07. Since the closure of the Chalet, the food and beverage offering at Mount Buffalo has been limited to the seasonal operation of a small kiosk at Dingo Dell and a coffee cart in the Gorge carpark.

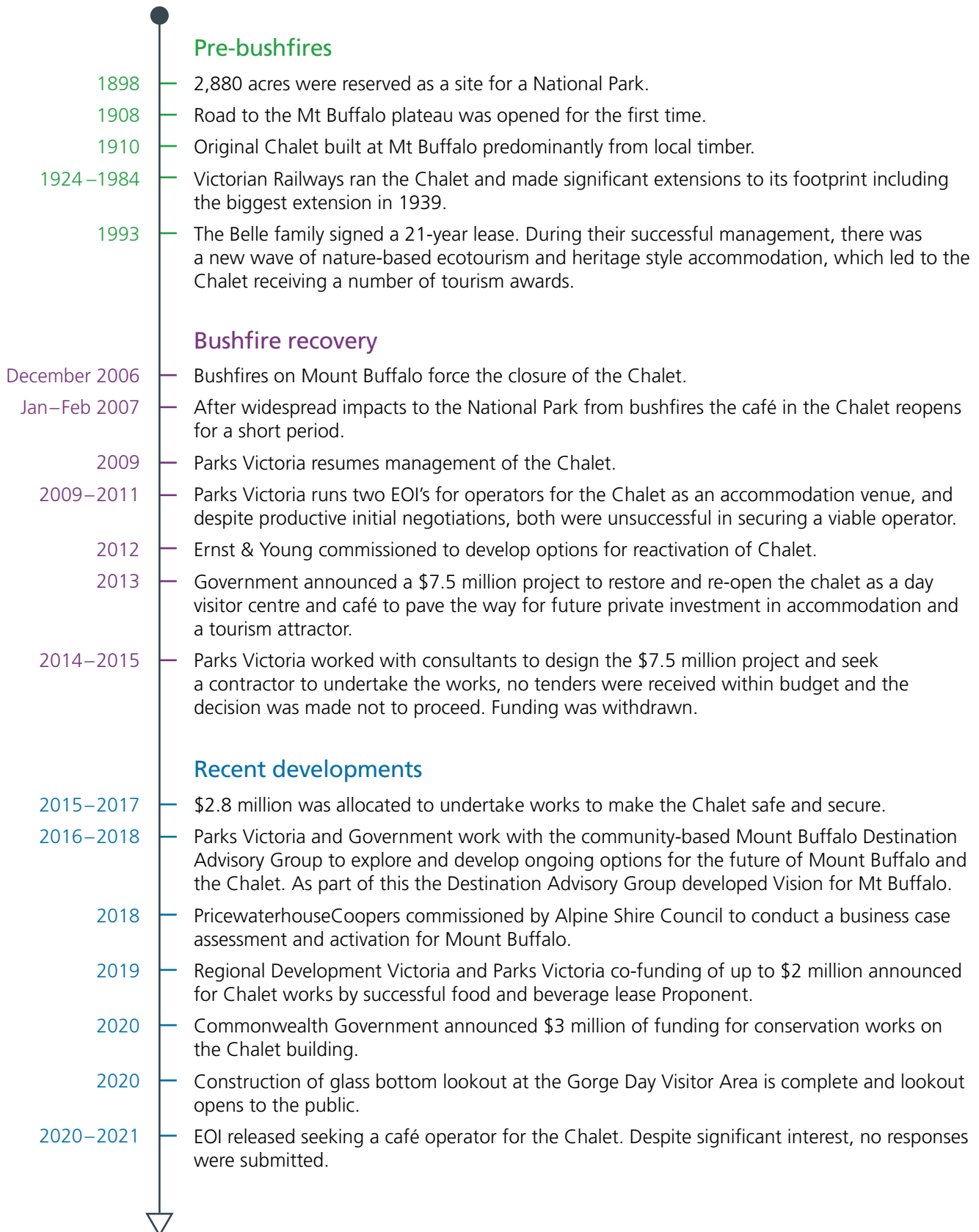
In 2018, the Alpine Shire Council undertook a business case assessment, funded by the Victorian Government, to investigate the potential for Mount Buffalo National Park to be reinvigorated as a year-round destination. An opportunity was identified to include a high-quality food and beverage offering in the Chalet.

State Significance of the Mount Buffalo Chalet

The oldest surviving example of purpose-built alpine tourist accommodation in Australia, the Chalet is one of just three alpine lodges constructed during the period 1900 – 1940 to have survived the fires through the region. It was the first alpine establishment in Australia to use the term “Chalet”, and its continuous use as alpine tourist accommodation from 1910 to 2006 represents an Australian legacy in alpine tourism. The Chalet is a unique survivor of the earliest days of recreational skiing in Australia and an early exercise in government sponsored tourism. It has provided a place of relaxation and entertainment for travelling dignitaries and generations of tourists.

The Chalet is of architectural, historical, and social significance to the State of Victoria and as such is included on the Victorian Heritage Register (H0901), regulated via the Heritage Act 2017. As it is situated within the Australian Alps National Parks and Reserves, the Chalet is also included on the National Heritage List which is regulated via the Environment Protection and Biodiversity Conservation Act 1999 (Cth).

Key Events in the History of Mount Buffalo Chalet



The Opportunity

Food and Beverage in Mount Buffalo Chalet

Parks Victoria is seeking an engaging, year-round food and beverage proposal which provides a destination for visitors to Mount Buffalo National Park and showcases Victoria's magnificent produce.

This is a rare opportunity to see your food and beverage vision realised within a Victorian state icon – the Mount Buffalo Chalet. Positioned at the top of the Gorge, the Chalet is a focal point of Mount Buffalo National Park representing the grand history of Australian alpine tourism.

With the surrounding Alpine Shire experiencing growth in both the tourism and property markets throughout recent years, and record-breaking visitation to Mount Buffalo National Park during the summer of 2020–21, this unique opportunity to secure a lease in a National Park presents a chance to position your proposed food and beverage venture to service burgeoning visitation to the area.

With the Chalet reopening for guided tours from December 2021 and new self-contained visitor accommodation due to be constructed in Mount Buffalo National Park by December 2022, a food and beverage activation within the Chalet will have the opportunity to service increasing demand at this extraordinary destination.

Key elements of the activation:

- Proposals must include a food and beverage component.
- Financial support for facilities upgrades and fit-out costs is available from Parks Victoria and Regional Development Victoria to the successful Proponent (up to \$2 million: value and milestones to be negotiated).
- Parks Victoria will provide power, water, gas and sewerage/wastewater to support an 80-seat capacity food and beverage venue, with additional capacity available on negotiation.
- Core to the opportunity is a focus on activating the Chalet for the community to enjoy and to preserve this irreplaceable icon for future generations.

Key Details

Length of lease

Proposals for lease terms of up to 50 years will be considered.

A lease will be issued under the *National Parks Act 1975*. The Leasing Policy for Victorian Crown Land and the Tourism Leases in National Parks Guidance Note outline considerations when determining the term of any lease. Factors that will be considered when assessing the term of the lease include:

- the ability of the prospective tenant to fund, resource and manage the lease;
- the level of investment to be made by the tenant under the lease;
- the purpose of the lease and activities proposed under the lease; and
- the minimum term permitted under the *Retail Leases Act 2003* if the lease is for retail purposes.

Proposals for lease terms longer than 21 years must meet the below additional requirements:

- must be of a substantial nature and of a value which justifies a longer term lease; and
- must be demonstrated to be in the public interest.

A lease within Mount Buffalo National Park of any length may be for the occupation of buildings, including accommodation, but cannot be for industrial or residential use.

The Minister for Energy, Environment and Climate Change is responsible for the granting of leases in national parks, where the Minister considers the lease is for a purpose which is not detrimental to the protection of the park, including its natural, indigenous, historic, cultural, landscape and recreational values. The granting of leases is subject to endorsement by the Parks Victoria Board. *The National Parks Act 1975* requires that the Minister consult with the National Parks Advisory Council before granting a lease.

Rent amount

Parks Victoria will consider all market rental structures put forward by Applicants, including:

- Base Rent plus Turnover Rent;
- Turnover Rent only;
- Stepped rental to the first Review Date; or
- Other structures as proposed by Applicants.

Proposals for concessional rental will be assessed based on the visitor offering and level of investment proposed.

Co-investment by Regional Development Victoria and Parks Victoria

Regional Development Victoria and Parks Victoria have jointly allocated up to \$2 million to support design, facilities upgrades, fit-out and refurbishment of the Chalet to enable a food and beverage activation. Parks Victoria will work with the successful Proponent to conduct a detailed assessment of compliance and uplift works required in the requested areas of the Chalet. Milestones, conditions and value of co-investment will be negotiated with the successful Proponent.

Zoning and types of activities

The Mount Buffalo Chalet is zoned as Public Conservation and Resource Zone under the Victorian Planning Scheme. It is affected by a Bushfire Management Overlay and Heritage Overlay, as well as being listed on the Victorian Heritage Register.

Alpine Shire has confirmed that the existing use rights of the Chalet negate the need for further planning approvals provided future uses are consistent with its previous use as an alpine resort. Alpine Shire liquor licensing process will apply, with additional approval required by Parks Victoria's Board.



Heritage approvals

The successful Proponent will be required to obtain both Parks Victoria heritage endorsement and external heritage approvals before any works on the Chalet can commence.

The Chalet and its surrounds are included on the Victorian Heritage Register (VHR), and any proposed works require authorisation from Heritage Victoria as per the *Heritage Act (2017)*. There are a number of pre-approved permit exemptions allowing specific minor interior modifications to select spaces.

Any proposed modifications in the lease area, including the moving of existing furniture and objects, must be clearly highlighted in the EOI submission and include comment on how the proposals do not detrimentally impact the heritage significance of the Chalet.

Services and utilities available

The Chalet operates using an entirely off-grid system, and all services and utilities are provided by Parks Victoria. As such, Applicants should consider environmentally sustainable practices, where possible, in the development of their proposals.

- **Electricity:** Installed capacity is 22kW three phase solar system with 32 kWh of battery storage and diesel generator backup, increased capacity available upon negotiation.
- **Gas:** Available on site through bulk storage and at market rates.
- **Potable water:** Currently in planning, will be available upon commencement.
- **Wastewater:** Currently in planning for 80-seat venue capacity available on commencement, increased capacity available upon negotiation.

On-site staff accommodation

Use of the existing 'Treetops' staff accommodation building is available to Applicants, with rooms, terms, and fees to be negotiated with the successful Applicant.

Opening timeframe

A complying submission will require a commitment for a food and beverage offering at the Chalet to be operational within the first phase of any proposed project.

Other operations within Mount Buffalo National Park

The successful Applicant will be invited to express interest in the operation of the Dingo Dell kiosk and a coffee cart at the Gorge.

Other Investments at Mount Buffalo

In recent years there has been an unprecedented commitment across all levels of government to reactivate Mount Buffalo, through extensive funding and planning advice.

- In May 2020 the Victorian Government announced funding of \$1.5 million for eco accommodation at Mount Buffalo to enhance its appeal as a year-round tourism destination. Parks Victoria are currently considering planning, siting and the operating model for this project.
- The Victorian Government committed \$1.5 million to upgrade the Gorge Visitor Area. This includes a new all-ability lookout/observation deck with a see-through glass floor section which was completed in December 2020.
- In October 2020 the Commonwealth Government announced \$3 million of funding for conservation works on the Chalet building. The grant will fund conservation works to further repair and protect the Chalet façade and ensure the building envelope remains wind and watertight.

Floorplan

The Mount Buffalo Chalet floorplan has been divided into two zones:

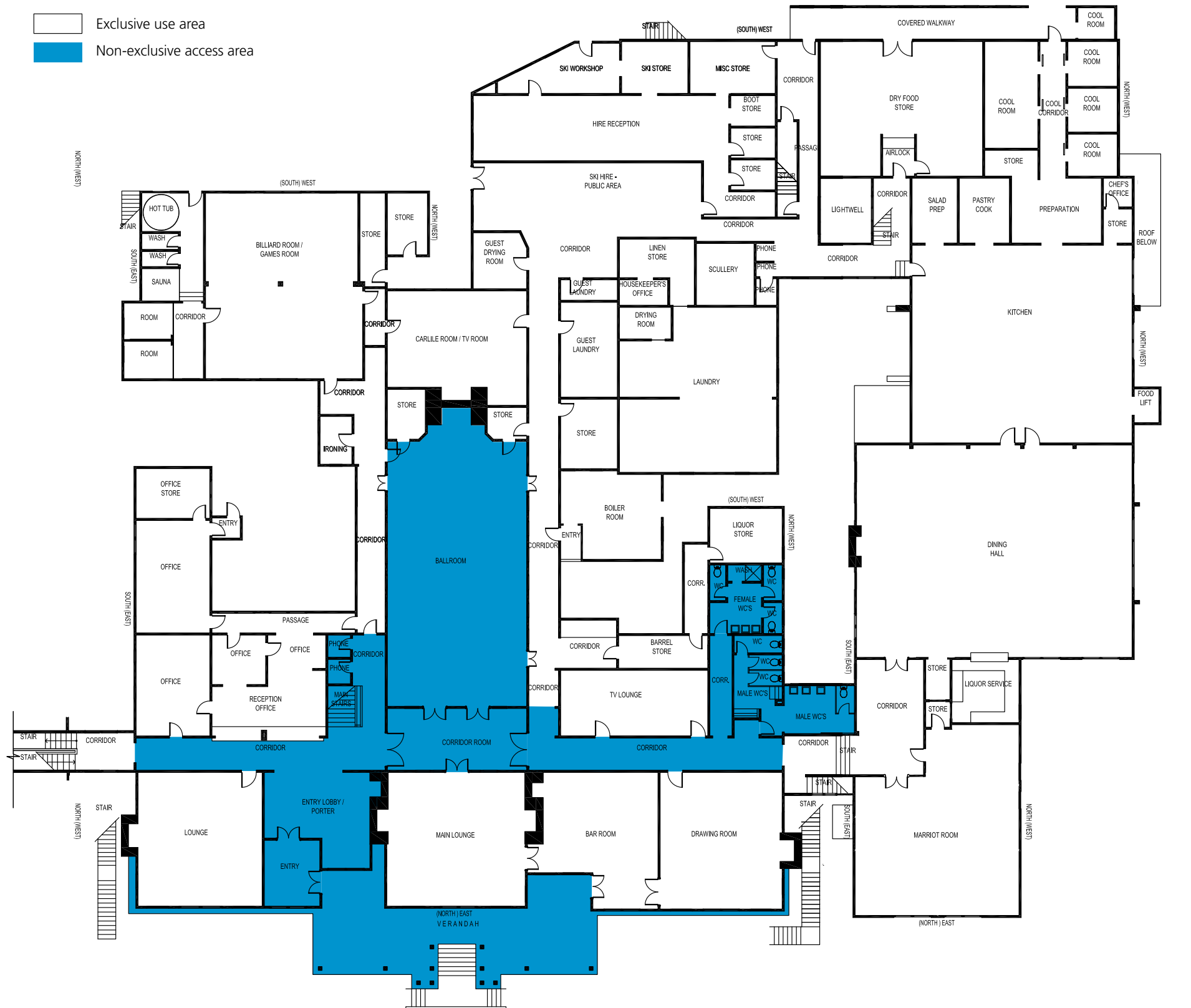
- **White Zone – Exclusive use**
 - » Applicants may identify rooms for use within the Chalet in their proposal, and these will be reviewed by Parks Victoria through the EOI assessment process.
- **Blue Zone – Non-exclusive use**
 - » Applicants may identify rooms for use within these zones, noting that use of these spaces may be shared with other activities, for example Chalet tours.

Applicants are required to identify which rooms they propose to use, and function of each room, in the application form included as [Appendix 6](#).

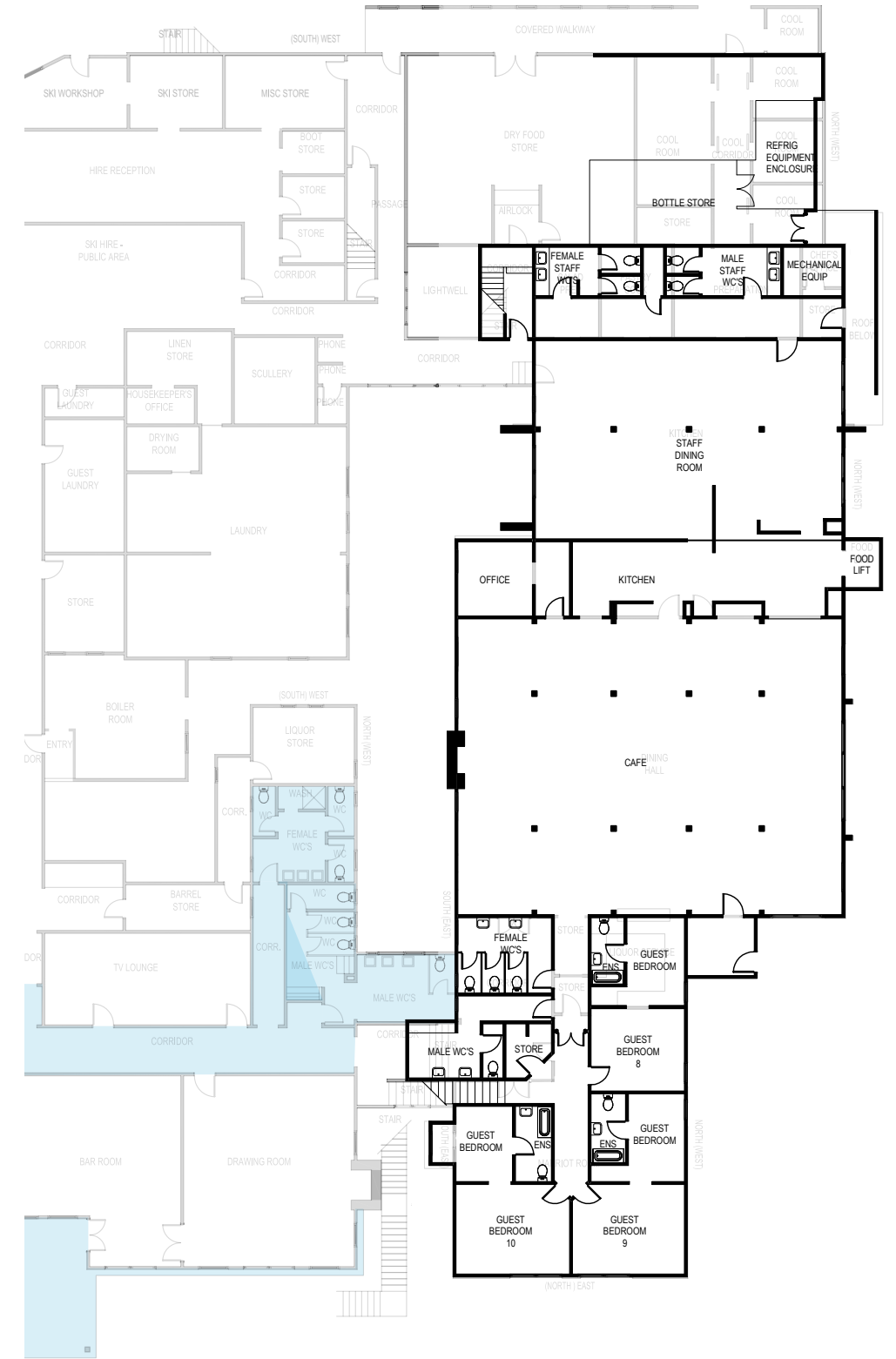
Floorplan (continued)

Ground Floor Plan

- Exclusive use area
- Non-exclusive access area



Lower Level Floor Plan



EOI Timeline and Assessment Criteria

EOI Information

EOI process

This is a two stage Expression of Interest (EOI) process.

In stage one of the EOI, Applicants will submit their vision for a year-round food and beverage offering, addressing the Evaluation Criteria found in this document.

Short listed Applicants from stage one will be invited to participate in EOI stage two, where they will be required to submit a full proposal, including a full business case. Stage two Applicants may be asked to present their proposal to the assessment panel. More detailed information will be available to stage two Applicants to inform their submission.

Form of submission

All Applicants must complete the application form at [Appendix 6](#). Applicants may also submit additional attachments to support their proposal.

Alternative Responses

An EOI process generally seeks proposals for a particular type of service offering ('Complying Responses'), however in certain circumstances, proposals for alternative service offerings may be accepted ('Alternative Responses').

Applicants may submit an Alternative Response(s), if it is also accompanied by a Complying Response. An Alternative Response will only be considered if the Alternative Response is clearly identified as an "Alternative Response". The Alternative Response may depart from the requirements of this EOI. Any Alternative Response must set out full details of any non-compliance. An Alternative Response should offer options or solutions which may, in an innovative and value for money way, contribute to Parks Victoria's ability to deliver the project in a more cost-effective manner. Parks Victoria may, in its discretion elect to consider or not, any Alternative Response.

Site inspections

Site inspections are mandatory for all Applicants. Interested parties must register for a site inspection via the Buying for Victoria portal. COVIDSafe procedures will apply.

A 3D virtual tour is available [here](#). Password is MBCEOI2022.

EOI submission

All EOI proposals are to be submitted via the Buying for Victoria Supplier Portal (formerly Tenders VIC) by 4:00pm on 15 April 2022, together with the signed Expression of Interest Form and Conflict of Interest Declaration.

A notification email will be sent upon receipt of the proposal. Late proposals will not be accepted, and the portal automatically closes at AEDT 4:00pm.

Documentation and costs

The successful Proponent will enter into a lease with Parks Victoria (subject to relevant Ministerial and Parks Victoria approvals). Applicants invited to submit a full proposal in stage two of the EOI will be provided with the standard Parks Victoria lease document.

Applicants are responsible for any costs associated with their proposal, including assessments required as a part of the planning and approvals process and proposed developments. Unless prohibited by law, the successful Proponent will be required to reimburse Parks Victoria for all costs incurred in the preparation of the final lease (including legal fees).

Agency

If Applicants are responding through agents, proposals must note that the agent is acting for and will be remunerated by the Applicant, and provide formal written confirmation of authority from the Applicant.

Parks Victoria will not deal with or recognise any party other than those who are referred to as the formal authority.

General EOI enquiries

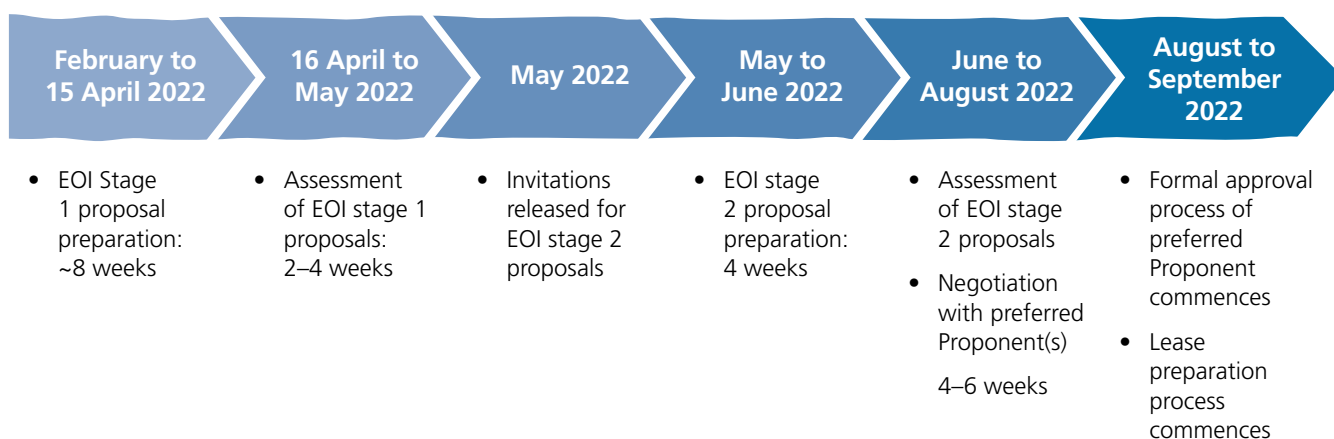
An online briefing will be held on 2 March 2022 at 6:00pm. Registrations to attend the briefing can be made on www.buyingfor.vic.gov.au by 1 March 2022. The briefing will be recorded and uploaded to Buying for Victoria. It is compulsory for Applicants to attend or view the briefing.

EOI enquiries not covered in the briefing can be directed to the EOI Manager Tom Green at tom.green@parks.vic.gov.au or on 0418 384 396.

Any questions received in relation to the EOI will be compiled into a Questions & Answers (Q&A) addendum document and disseminated to all registered parties via the Buying for Victoria portal.

To retain the probity of the EOI process, Applicants must direct all communication regarding the EOI via the EOI Manager. Applicants must not contact any other Parks Victoria staff member regarding this EOI.

EOI Timeline



Note: The above timeline is indicative only and subject to change at Parks Victoria's discretion. Applicants will be notified of any timeline amendments via Buying for Victoria.



Assessment Criteria

1. Proposal concept 25%

- 1.1. Define your brand – how will it be incorporated into the Chalet and Park, including signage, menu offer and internal fit out? In doing so please elaborate on the brand identity, who it is aimed at and what its ambitions are.
- 1.2. Confirm the requested area of the operation, broken down by room. Define the intended use for each room.
- 1.3. How will you showcase local products and suppliers?
- 1.4. How will your proposal support local employment?
- 1.5. State your proposed days and hours of operation.
- 1.6. Provide an indicative programme of works for the design, construction, and commencement of operation; and
 - 1.6.1. When will your proposal be ready to open? Please detail multiple stages as applicable.
- 1.7. State your proposed lease term (up to 50 years) and starting rent, providing reasons to justify why you are requesting these terms.

2. Strategic alignment 10%

- 2.1. How will your operation benefit the local community?
- 2.2. How does your vision align with the heritage significance of the Chalet and cultural heritage significance of Mount Buffalo National Park?
- 2.3. Demonstrate alignment with requirements of the Victorian Planning Scheme.

3. Business management & viability 25%

- 3.1. What is the total value of investment required for development and fit-out of your proposed concept, including:
 - 3.1.1. Value of your financial contribution to the development and fit-out; and
 - 3.1.2. Value of co-funding requested from the \$2 million available from Parks Victoria and Regional Development Victoria, as detailed on [page 7](#).
- 3.2. Demonstrate your experience and credentials in setting up and managing a similar business.
- 3.3. Identify any relationships or partnerships you will create to implement your vision.
- 3.4. Will / how will the business grow over the lease term?
- 3.5. What type of business entity will you set up to operate the business? (e.g. sole trader, partnership, company)

4. Visitor experience 25%

- 4.1. Clearly define the proposed visitor experience(s) you will create.
- 4.2. Outline how the proposed experience(s) will attract and engage visitors and add to their experience of visiting Mount Buffalo National Park.
- 4.3. What are your target markets?
- 4.4. How will your proposal cater for visitors of all abilities?

5. Environmental & cultural management 15%

- 5.1. Outline how the business will demonstrate and promote environmental sustainability.
- 5.2. Outline any potential opportunities for engagement with Traditional Owners.
- 5.3. Outline any potential opportunities for engagement with other stakeholders and partners (including licensed tour operators).
- 5.4. How will you promote the environmental, heritage and living Traditional Owner cultural values of the site?



The historic Mount Buffalo Chalet sits atop the spectacular Gorge



Appendix 1: Detailed Visitation Numbers

Visitation Trends

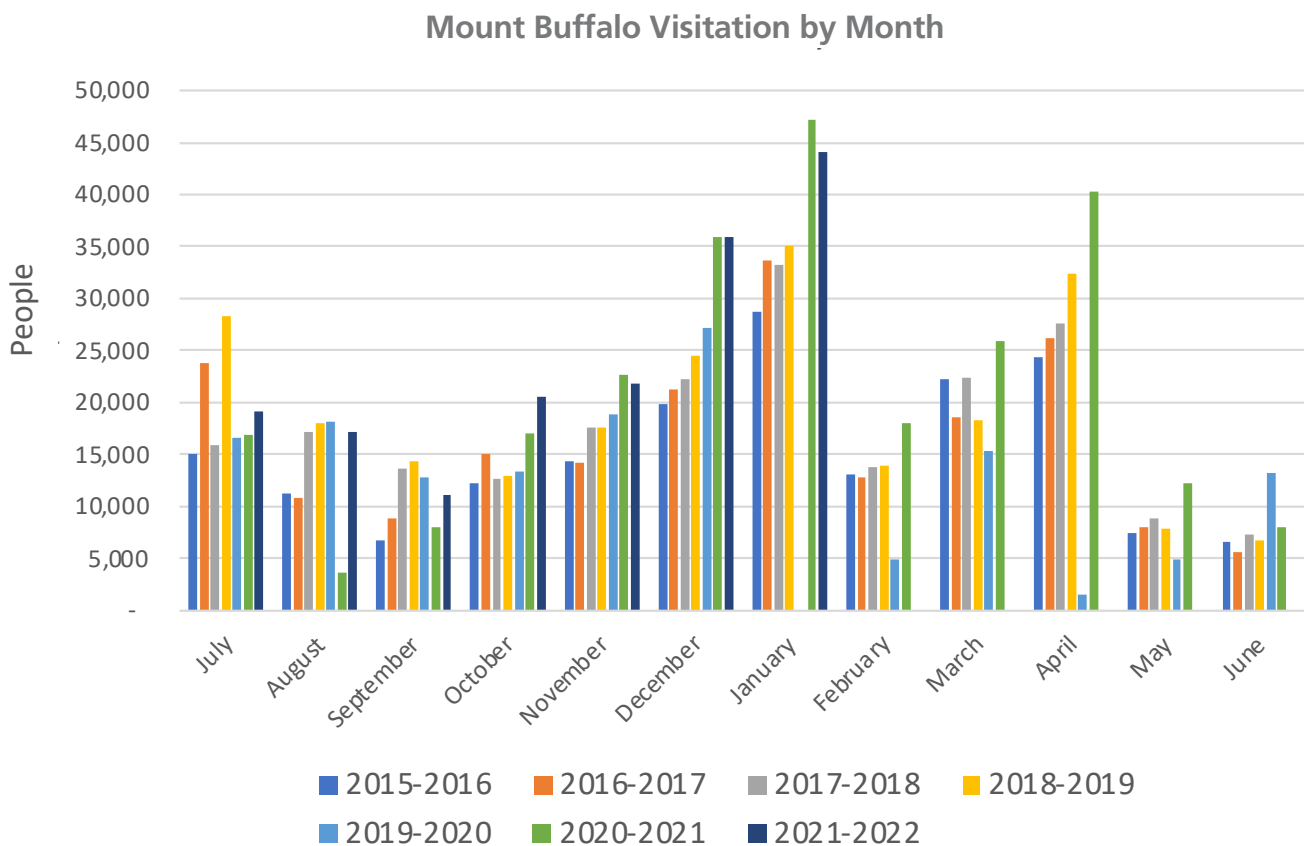
Since the major bushfires of 2006-07, after which annual visitation dropped to under 100,000 and the Chalet ceased operation, annual visitation has continued to grow, even with the limited food and beverage options currently available. There were 230,000 visits to Mount Buffalo National Park in 2018-19. Visitation was again impacted in 2020 by the summer bushfires and COVID-19, however as barriers to travel reduce, visitation to Mount Buffalo National Park will again increase.

Visitation to Mount Buffalo National Park peaks during the Christmas, New Year and Easter holiday periods. This contrasts with Victoria's other Alpine areas, which experience peak visitation during the snow season. The summer visitation peak of Mount Buffalo shows its potential as a year-round destination.

Parks Victoria anticipates that visitation to the site will be greatly influenced by the quality, style, management and marketing of the proposed food and beverage operation.

Visitation Data

Chart: People by month (July 2015 to current)



Visitation Data (continued)

Table: People by month (July 2015 to current)

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
July	15,070	23,724	15,940	28,349	16,595	16,876	19,122
August	11,223	10,844	17,219	18,021	18,186	3,650	17,147
September	6,702	8,790	13,701	14,283	12,855	7,986	11,166
October	12,164	15,100	12,654	12,970	13,373	16,969	20,505
November	14,301	14,160	17,568	17,580	18,921	22,734	21,828
December	19,862	21,325	22,246	24,552	27,193	35,935	35,929
January	28,691	33,610	33,213	35,108	-	47,222	44,135
February	13,143	12,746	13,787	13,961	4,869	17,987	Not available
March	22,173	18,640	22,434	18,295	15,400	25,841	Not available
April	24,306	26,246	27,654	32,352	1,479	40,233	Not available
May	7,428	8,060	8,866	7,928	4,973	12,300	Not available
June	6,634	5,668	7,297	6,790	13,194	7,952	Not available

Note: Values highlighted in orange were impacted by park closure due to bushfires or COVID-19.

Appendix 2: Park Profile

Location

Mount Buffalo is 325 kilometres, or three and a half hours' drive, northeast of Melbourne and sits within the Victorian Alps. The Mount Buffalo Chalet sits at the top of Mount Buffalo, half an hour's drive from the park entrance.

During summer, visitors enjoy bushwalking, canoeing, swimming, picnicking, sightseeing and cycling. Rock climbing, abseiling and hang gliding challenge the adventurous visitor. Over winter, snow blankets most of the plateau and attracts cross-country skiers to marked trails with tobogganing and snow play at Cresta Valley and Dingo Dell. Parks Victoria currently licenses 20 tour operators offering 15 activities in the park. A small café operates at Dingo Dell during winter.

There are unpowered car-based camping sites at Lake Catani Campground, open from November to April and for a short period during winter for snow camping. Remote, minimal impact bush camping is available at Rocky Creek and Mount McLeod campgrounds for a limited number of hikers.



Access



By road – access to the site by car, bus or coach from Melbourne is via the Hume Highway. Either take the Snow Road exit just before Wangaratta or continue along the highway to the Great Alpine Road (B500) exit.



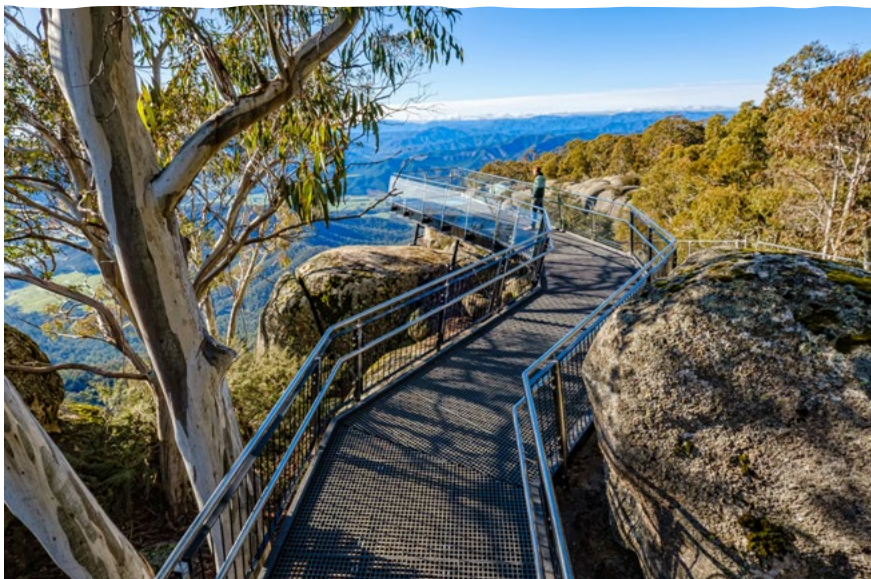
By public transport – A train service is available from Melbourne (Southern Cross Station) to Wangaratta Station.



By bike – accessible on bike from the Murray to Mountains Rail Trail, Mount Buffalo is one of the most popular Alpine road climbs in the country, traveling a well-maintained sealed road, at a reasonable gradient with spectacular views.



By foot – Mount Buffalo Chalet can be accessed on foot by the iconic Big Walk which rises over 1000m from the foot of the mountain to finish at the Chalet.



The recently constructed lookout is located at the front of the Chalet and provides spectacular views of the Gorge.

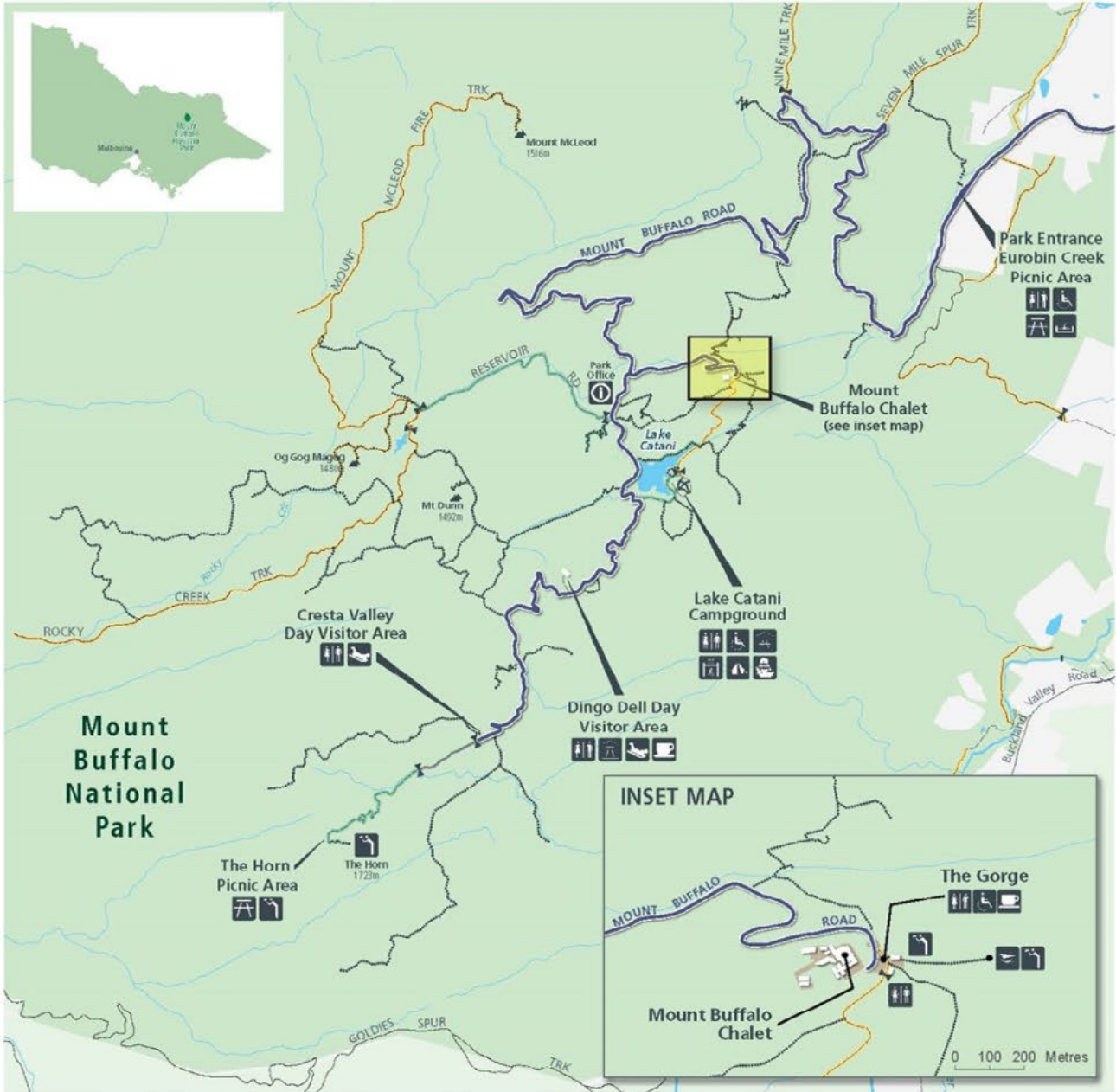


With its historic interior, the Chalet continues to represent the legacy of Australian alpine tourism.

Precinct Map

Mount Buffalo Chalet

Mount Buffalo National Park



- | | | | |
|-----------------|--------------|--------------------|--------------------------------|
| Information | BBQ (Wood) | Mount Buffalo Road | MVO (Management vehicles only) |
| Toilets | Camping area | Highway | Seasonal road closure |
| Disabled access | Lookout | Main road | Minor river |
| Showers | Café | Sealed road | Creek/stream |
| Sheltered area | Tobogganing | Unsealed road | Mount Buffalo National Park |
| Picnic table | Canoeing | 4WD | State park |
| Fireplace | Swimming | Walking track | Waterbody |
| BBQ (Gas) | Hang-gliding | Gate | |

www.parks.vic.gov.au
 Disclaimer: Parks Victoria does not guarantee that this data is without flaw of any kind and therefore disclaims all liability which may arise from you relying on this information. Data source acknowledgments: State Digital Mapbase, The State of Victoria and the Department of Environment and Primary Industries. Cartography by Parks Victoria October 2020.



Appendix 3: EOI Reservations

1. Period of validity

All Responses must remain valid for a minimum of 120 days from the Closing Date. The period of validity of a Response may be extended by mutual agreement in writing between Parks Victoria and the Applicant.

2. Status of Response

Each Response constitutes and must be presented in a form which constitutes a non-binding proposal by the Applicant to Parks Victoria to provide the Works or Services required under this EOI.

3. Each Applicant is bound by its Response

A Response must not be conditional. Parks Victoria may, in its discretion, disregard any Response that is, or is stated to be, subject to any condition.

4. Notice of non-compliance

Applicants must state if they will not comply with any of the requirements of this EOI. Full details of the non-compliance (including the nature and extent of the non-compliance and any reasons for such non-compliance) must be stated in the Response.

The Applicant will be deemed to comply with all parts of this EOI unless the Applicant states otherwise.

5. Alternative Response

Applicants may submit an alternative Response(s), if it is also accompanied by a Complying Response. An Alternative Response will only be considered if the Alternative Response is clearly identified as an "Alternative Response".

The Alternative Response may depart from the requirements of this EOI. Any Alternative Response must set out full details of any non-compliance.

An Alternative Response should offer options or solutions which may, in an innovative and value for money way, contribute to Parks Victoria's ability to deliver the project in a more cost-effective manner. Parks Victoria may, in its discretion elect to consider or not, any Alternative Response.

6. Reservation of Parks Victoria's rights in relation to EOI process

Parks Victoria gives notice that (and by lodging an EOI, each Applicant accepts that):

- a. Parks Victoria will not pay or reimburse any costs or expenses incurred by any Applicant in preparing and submitting an EOI or in the negotiating with Parks Victoria in relation to an EOI under any circumstances;
- b. Parks Victoria is not bound to accept or select any EOIs and reserves the right to reject or refuse to consider any EOI for any reason whether or not made in conformity with this EOI process, to invite or re-advertise for further EOIs and to negotiate with any party as to the project outside the terms of this EOI;
- c. Parks Victoria reserves the right to seek clarification or further information in relation to any EOI;
- d. Parks Victoria reserves the right to modify at any time the selection process, procedures and terms and conditions set out in this EOI document or the project including the structure and timing, or to elect not to proceed with the selection process or the project at any time, and will not be liable for any loss or damage suffered by any Applicant as a result;
- e. Parks Victoria reserves the right to publish or disclose the names of successful and/or Applicants and to publish or disclose the terms of any contract entered into, subject to any information Parks Victoria agrees to keep confidential;
- f. No Applicant may influence or attempt to influence any person or persons involved in the assessment and selection of a successful Applicant other than by preparing and lodging an EOI in accordance with this document;
- g. No Applicant may collude with any other party in relation to this EOI process; and
- h. Each Applicant agrees not to employ any staff, contractors or consultants of Parks Victoria during the EOI process without Parks Victoria's prior written consent. Where an Applicant breaches this requirement, they may be disqualified from the EOI process.



A wombat in Mount Buffalo National Park

7. Parks Victoria's reservation of rights

Parks Victoria reserves the right in its discretion to:

- a. accept, reject or refuse to consider any EOI Response;
- b. negotiate with any person who is not an Applicant and enter into an agreement with any person on such terms as Parks Victoria in its discretion accepts (without notifying any Applicant);
- c. withdraw, suspend or terminate this EOI or part of this EOI;
- d. change the structure and timing of this EOI and notify Applicants of such changes;

Parks Victoria reserves the right to terminate this EOI at any time and, following termination of this EOI process, Parks Victoria may negotiate directly with any party it chooses at its discretion.

8. Selection Process

Parks Victoria may, in its discretion and at any stage of the evaluation process, give notice to one or more Applicants that it wishes to:

- a. shortlist one or more Applicants and invite tenders from those Applicants for the EOI, part thereof or any similar or related project;
- b. elect to engage in detailed discussions and negotiations with any one or more Applicants (with or without short listing any);
- c. invite one or more Applicants to give a presentation to Parks Victoria in relation to their Response;
- d. reject any or all of the Response(s) or disqualify an Applicant (without giving reasons for so doing);
- e. accept a Response (or any part or parts thereof) received after the Closing Date, without impacting the integrity of the EOI process;
- f. cease, suspend or defer this EOI process or any other procurement process for the project;
- g. terminate the participation of any Applicant in the transaction process the subject of this EOI;
- h. proceed with the procurement of the works or services (as the context requires) by an arrangement other than that proposed by this EOI.



Appendix 4 & 5: Useful Links, Disclaimer and Definitions

Useful Links

The following hyperlinks and suggested resources are not an exhaustive list. Applicants are advised to conduct their own research into applicable strategies, policies, documentation, and aids to inform their proposal submission.

- [Parks Victoria – Shaping our Future](#)
- [Parks Victoria – Healthy Parks, Healthy People](#)
- [Greater Alpine National Park Management Plan](#)
- [Parks Victoria Disability Action Plan](#)
- [Parks Victoria Managing Country Together Framework](#)
- [PwC Mount Buffalo Business Case Assessment and Activation](#)
- [Mount Buffalo Destination Advisory Group – Vision for Mt Buffalo](#)
- [EOI Essentials with Parks Victoria](#)
- [Leasing Policy for Victorian Crown Land 2018](#)
- [Tourism Leases in National Parks Guidance Note](#)
- [Aboriginal Heritage Act 2006](#)
- [Victorian Visitor Economy Strategy](#)
- [Tourism Research Australia](#)
- [Accessible Tourism – Business Victoria](#)
- [Victoria's High Country Destination Management Plan 2013–2023](#)
- [Tourism North East](#)
- [Virtual Tour](#) (Password: MBCEOI2022)

Disclaimer

Applicants must make independent enquiries in relation to their application.

This EOI is intended to provide background information.

Parks Victoria does not give any warranty, expressed or implied, as to the accuracy or completeness of any information contained in this EOI or which may be provided in association with it, or before the date of this EOI or in future by Parks Victoria, its officers or agents.

Parks Victoria does not take responsibility for any site impediments such as heritage status, permissible uses, encumbrances on title, native title claims and environmental, planning, and other approvals.

Parks Victoria does not accept any responsibility to any Applicant or third party under the law of contract, tort or otherwise for any loss or damage which may arise from anything contained in the EOI, any matter deemed to form part of this EOI, the supporting information or documents referred to in this EOI or any information supplied on behalf of Parks Victoria.

All information given to an Applicant and ultimately the preferred Proponent by Parks Victoria or its respective officers or agents will be given on an 'all care and no responsibility' basis.

Applicants acknowledge and agree that the submission of a proposal does not create a process contract.

By submitting an application, the Applicant agrees, without qualifications, to have acknowledged and accepted this disclaimer.

Definitions

Term	Meaning
Alternative Response	A Response that does not comply with all Evaluation Criteria
Applicant	A person invited to submit a Response for the lease and license described in this document.
Base Rent	Periodic rental amount (to be negotiated), stated in the lease agreement.
Closing Date	The closing time and date identified in under 'EOI Submission' on page 12 of this document, or such later closing time or date as Parks Victoria may notify in writing.
Complying Response	A Response that complies with all Evaluation Criteria.
Evaluation Criteria	The assessment criteria referred to on pages 14 and 15 of this document.
Review Date	A date for periodical review of the Base Rent and Turnover Rent. This may include adjustments for CPI, scheduled increases or market rent reviews.
Proponent	The successful Applicant selected to enter into a lease and license with Parks Victoria as described in this document.
Response	Any application lodged in response to this invitation to submit an application, whether a Complying Response or an Alternative Response.
Turnover Rent	Rental amount which equals a percentage of turnover less Base Rent, if any, payable. Formula and rates to be negotiated.



Appendix 6: Application Form

All Applicants are required to complete and submit the below application form via Buying for Victoria. Additional information may be submitted via attachments in your Buying for Victoria submission.

Applicant checklist



Have you:

Read EOI Essentials

Read the EOI Opportunity document (this document)

Conducted further reading, research and investigations, as appropriate

Attended or viewed the online information session

Conducted a site visit

Completed all sections of the application form below

Application form

Applicant details

Name of Applicant:

Business type (e.g. sole trader):

ABN / ACN:

Directors / Principals:

Contact Person:

Phone:

Email:

Agent (if applicable):

Name of proposed tenant (if different from Applicant):

1. Proposal concept 25%

- 1.1. Define your brand - how will it be incorporated into the Chalet and Park, including signage, menu offer and internal fit out? In doing so please elaborate on the brand identity, who it is aimed at and what its ambitions are.

Application form (continued)

1.2. Confirm the requested area of the operation, broken down by room. Define the intended use for each room. Please refer to floorplans on [pages 10 and 11](#);

Room	Zone	Requested	Description of proposed use
Lounge	Exclusive		
Entry	Non-exclusive		
Entry Lobby / Porter	Non-exclusive		
West Corridor	Non-exclusive		
Reception Office	Exclusive		
Corridor Room	Exclusive		
Main Lounge	Exclusive		
(North) East Verandah	Non-exclusive		
Ballroom	Non-exclusive		
Bar Room	Exclusive		
TV Lounge	Exclusive		



Application form (continued)

East Corridor Non-exclusive

Drawing Room Exclusive

Corridor Exclusive

Male WC Non-exclusive

Female WC Non-exclusive

Dining Hall Exclusive

Kitchen (Ground floor) Exclusive

Cafe Exclusive

Kitchen (Lower level) Exclusive

Application form (continued)

1.3. How will you showcase local products and suppliers?

1.4. How will your proposal support local employment?

1.5. State your proposed days and hours of operation.

1.6. Provide an indicative programme of works for the design, construction and commencement of operation.

1.6.1. When will your proposal be ready to open? Please detail multiple stages as applicable.

1.7. State your proposed lease term (up to 50 years) and starting rent, providing reasons to justify why you are requesting these terms.



Application form (continued)

2. Strategic alignment 10%

- 2.1. How will your operation benefit the local community?

- 2.2. How does your vision align with the heritage significance of the Chalet and cultural heritage significance of Mount Buffalo National Park?

- 2.3. Demonstrate alignment with requirements of the Victorian Planning Scheme.

3. Business management & viability 25%

- 3.1. What is the total value of investment required for development and fit-out of your proposed concept?
 - 3.1.1. Value of your financial contribution to the development and fit-out?

 - 3.1.1. Value of co-funding requested from the \$2 million available from Parks Victoria and RDV, as detailed on [page 7](#)?

- 3.2. Demonstrate your experience and credentials in setting up and managing a similar business.

Application form (continued)

- 3.3. Identify any relationships or partnerships you will create to implement your vision.

- 3.4. Will / how will the business grow over the lease term?

- 3.5. What type of business entity will you set up to operate the business? (e.g. sole trader, partnership, company)

4. Visitor experience 25%

- 4.1. Clearly define the proposed visitor experience(s) you will create.

- 4.2. Outline how the proposed experience(s) will attract and engage visitors and add to their experience of visiting Mount Buffalo National Park.

- 4.3. What are your target markets?

- 4.4. How will your proposal cater for visitors of all abilities?



Application form (continued)

5. Environmental & cultural management 15%

- 5.1. Outline how the business will demonstrate and promote environmental sustainability.

- 5.2. Outline any potential opportunities for engagement with Traditional Owners.

- 5.3. Outline any potential opportunities for engagement with other stakeholders and partners (including licensed tour operators).

- 5.4. How will you promote the environmental, heritage and living Traditional Owner cultural values of the site?

Financial information checklist

Applicants are required to demonstrate that they have the financial capacity to provide over the term of the contract all requirements specified in this EOI. Accordingly, Applicants are required to provide the following information. If the answer to any of the following questions is "yes", provide an explanation.

- a) Is the Applicant solvent and able to meet its debts as and when they fall due in the normal course of business?

Yes No

If No, please provide further details:

- b) Are there any significant events, matters or circumstances which have arisen since the end of the last financial year which may significantly affect the operations of the Applicant?

Yes No

- c) Are there any payments, disputes, court actions, collection, commercial defaults either recent (within the past 24 months) or which are imminent regarding the Applicant?

Yes No

- d) Are there any proceedings, either actual or threatened against the Applicant, its parent or associated entities or any director of the Applicant, its parent or associated entities or have there been any such proceedings within the past five years? If so, what (if any) remedial action has been taken in respect of such proceedings?

Yes No

- e) Are there any bankruptcy actions against a director of the Applicant, its parent or associated entities, or has there been within the past five years?

Yes No

- f) Are there any de-registration actions against the Applicant, its parent, or associated entities on foot, or have there been any within the past five years?

Yes No

- g) Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other like action) against the Applicant, its parent or associated entities on foot, or have there been any within the past five years?

Yes No

- h) Is the Applicant, its parent, or associated entities currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the Applicant to provide the Services contemplated by this EOI?

Yes No



i) Are there any other factors which could adversely impact on the financial ability of the Applicant to successfully perform the obligations contemplated by this EOI?

Yes No

j) Are there any significant events, matters or circumstances which have arisen since the end of the last financial year which may significantly affect the operations of the Applicant?

Yes No

k) If you responded “yes” to any of the items from b) to j), please provide further details:

l) The Applicant agrees to provide to Parks Victoria upon request all such information as Parks Victoria reasonably requires (which may include audited financial statements for the last three financial years and certified copies of cashflow and profit and loss statements) to satisfy itself that Applicants are financially viable and have the financial capacity to deliver on their proposal.

Yes No

If No, please provide further details:

Conflict of interest declaration

EOI application for Mount Buffalo Chalet Café

All Applicants are required to complete the following conflict of interest declaration. Where a relationship exists with any Parks Victoria staff member, please outline the details to be kept on record. Where a conflict of interest detrimental to the assessment process has been identified by Parks Victoria, a person may be asked not to participate in the EOI process.

Section 1: Applicant / prospective tenant

Name:

Position / Title:

Organisation:

Phone number:

Email:

Address:

Section 2: Conflict of interest

As an Applicant in this EOI process I do not have any conflict of interest in this project (including an actual or a perceived conflict of interest).

OR

I have identified a perceived or actual conflict of interest with the following persons

The conflict relates to (tick appropriate box/es):

Relationship with Parks Victoria staff member

Outside work activities (paid/unpaid)

Relationship with external parties

Conflict of duty (e.g. membership of another public sector or private organisation)

Financial interest

Other (please detail):

The conflict is expected to last (select appropriate option):

0–12 months

>12 months

Ongoing

To the best of my knowledge and belief, any actual, perceived or potential conflicts between myself, my business and Parks Victoria and/or the designated EOI Project Manager have been fully disclosed in this declaration form. I acknowledge and agree to comply with any directions from Parks Victoria in respect of any actual, perceived or potential conflict of interest.

Signed:

Name:

Date:



