



# Katherine and District Show Society

PO Box 339 Katherine NT 0851

Ph: (08) 89721746

Email: [showmanager@katherineshow.org.au](mailto:showmanager@katherineshow.org.au)

ABN: 14859963702

## CLEANING SUPPLIER & OTHER SUNDRY

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### SUMMARY

- Katherine Show Day falls on the third Friday of July each year.
- The Katherine & District Show Society has control of the Showgrounds from 2<sup>nd</sup> July.
- Preparation and setting up will occur throughout the Showgrounds during this period.
- Events on the main arena commence on the Tuesday prior to Show Day and continue through to Saturday evening.
- Friday and Saturday are the Show Days during which time there will be activities occurring throughout the entire Showgrounds.
- Packing up and departure of exhibitors and stall holders occurs predominantly on the Sunday with vacation of the grounds occurring by the Tuesday following Show Day.
- “KDSS” means the Katherine & District Show Society Incorporated.

### EOI means Expression of Interest

- Contracts for Expressions of Interest may be withdrawn or not awarded at the discretion of KDSS.
- The successful contractor will not necessarily have the lowest price but will provide a value for money service that will comply with the standards expected of KDSS.
- Please attach any supporting documentation with your application.

### SHOW DATES FOR 2026

Sunday prior to Show week

**Sunday 12 July 2026**

Show Days

**Friday 17 & Saturday 18 July 2026**

Final Clean

**Monday 20 July 2026**

### PURPOSE & SCOPE

- The showgrounds encompass all of the area enclosed by the perimeter fencing, including (but not limited to) the main arena and associated yards & enclosures, exhibitor and stall holder areas, sideshow area, racetrack arena, campdraft/rodeo arena, spectator areas, grandstand, all pavilions, camping areas and car parks.
- Toilet and shower facilities are located at various areas within the showgrounds and the offices to be cleaned are those above the grandstand.
- In addition to the permanent buildings there will be Portaloos located on the grounds (one at the back gate, and additional loos located near the campdraft/rodeo arena & six in the middle of racecourse at camping area).
- Cleaning EOI includes all of these facilities.
- Contractors are to familiarise themselves with the facilities prior to submitting an application.
- The toilet and shower facilities are to be kept clean and available for use for all members of the public for the duration of the Show and in preparation for handover to the Katherine Town Council on completion of the Show.
- The offices above the grandstand are to be kept clean for the use of staff and volunteers during the Show.
- This is for the purpose of maintaining maximum comfort and compliance with Workplace Health and Safety requirements.



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## SCHEDULE

<i>Instruction</i>	<i>Date</i>	<i>Time Required</i>
1. One clean of Horse Area Toilet and Shower Block Poultry Area Toilets with toilet paper, paper towels & soap	<b>Sunday 12 July</b>	
2. One clean of all toilets and showers Stock all toilets with toilet paper, paper towels & soap	<b>Monday 13 July</b>	By 7am
3. Clean all toilets and showers twice once in the morning & once in the afternoon Sweep/Blow & mop all offices above grandstand Stock all toilets with toilet paper, paper towels & soap	<b>Tuesday 14 July</b>	By 7am & by 5pm
4. Clean all toilets and showers twice, once in the morning & once in the afternoon Sweep all offices above grandstand & grandstand area Stock all toilets with toilet paper, paper towels & soap	<b>Wednesday 15 July</b>	By 7am & by 5pm
5. Clean all toilets and showers three times Stock all toilets with toilet paper, paper towels & soap (inc. Portaloo) Sweep all offices above grandstand & grandstand area	<b>Thursday 16 July</b>	5-8am, 11am-1pm, 6-7pm as above By 7am
6. Clean all toilets and showers every two hours. Stock toilets with toilet paper, paper towels, soap (inc. Portaloo) Sweep & mop all offices above grandstand – 30 min Sweep grandstand area Sweep all Pavilions	<b>Friday, 17 July</b>	Every 2 hours from 6am to 10pm Between 6:30am -7am By 7am By 7:30am
7. Clean all toilets and showers every two hours. Stock toilets with toilet paper, paper towels & soap inc. Portaloo) Sweep & mop all offices above grandstand Sweep grandstand area Sweep all Pavilions	<b>Saturday 18 July</b>	Every 2 hours from 6am to 10pm Between 6:30am -7am By 7am By 7:30am
8. Clean of Rodeo arena toilets & Norforce toilets One clean of all toilets and showers Final Sweep & Mop all offices above grandstand & grandstand area	<b>Sunday 19 July</b>	Between 6am -7am By 10am After 2pm
9. Final Clean of all toilets and showers Lock all toilets (as you go)	<b>Monday 20 July</b>	By 5pm

***KDSS to be notified when final clean has been completed.***



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## REQUIREMENTS

- As part of the WHS requirements, all personnel must wear appropriate clothing, including closed in shoes, and protective gloves at all times.
- Cars, utes and buggies can access the exhibitor area on Friday and Saturday, but must be licensed, registered and insured. They must have an amber flashing light attached and be driven no quicker than walking pace.
- KDSS will not be responsible for injuries incurred during cleaning of the showgrounds.
- Contractors and staff are required to attend our site induction process.
- This can be completed via our induction pack prior to site entry, including a site walk around inspection prior to the commencement of activities at the grounds.
- Hepatitis B & C vaccinations are recommended, to be determined after site audit is conducted, and evidence of PPE use is verified.
- Contractors are to familiarise themselves with the layout and position of the Katherine Showgrounds and location of facilities and equipment, prior to submitting applications.
- All toilet facilities must be cleaned with disinfectant and appropriate cleaning solutions.
- The MSDS will need to be available, to ensure the correct first aid is applied, along with ensuring that all substances are stored correctly.
- Floors must be mopped and excess water removed.
- A "Wet Floor" sign must be in place during the hazard period. All warning, cleaning and notice Signs must be provided by the Contractor.
- It is the Contractors responsibility to use the correct chemicals for the toilets (provided by KDSS).
- KDSS will supply toilet rolls, paper towels and soap; the toilets are to be kept stocked with these from Sunday onwards.
- The Cleaning Contractor is required to attempt to resolve any malfunctions of the toilets prior to advising KDSS who will contact a plumber.
- Only the plumbers nominated by KDSS are permitted to carry out plumbing works during the period of the Show.
- The Katherine Town Council inspector will inspect the toilet blocks and payment will be made subject to the inspector accepting the standard of cleanliness during the Show and on final clean up. All Contractors who will be utilising the services of a subcontractor in order to carry out this scope of works must make this clear in their EOI.
- The successful Contractor will be required to supply proof of insurance cover in the form of a "Certificate of Currency".
- Minimum insurance coverage should be \$20,000,000.
- An agreement between the successful applicant (the Contractor) and KDSS will be entered into and KDSS shall then inform the Contractor of their nominated representatives and provide contact details.
- Contractors are to take instructions only from the nominated persons.
- The Contractor is to supply KDSS with the names and mobile telephone numbers of their onsite person in charge and the person who will be second in charge.
- The contractor is to supply a list of names of their staff no later than 2 July 2026.

**Applications are to be received by 5.00 pm on Friday 28 February 2026, marked "Cleaning Supplier".**



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## TOILET LIST

- Please note that Portaloos will be supplied and serviced by a third-party supplier.
- The Cleaning supplier will need to liaise with the third-party to ensure supply of toilet paper and cleaning products are included when cleaning.

### Grandstand

1 disabled toilet (not marked)  
1 toilet, 1 shower (no signs)

### Poultry Shed Toilet

Female – 3 Toilets, 2 showers & 1 disabled  
Men's – 2 Toilets, 2 showers, 2 urinals & 1 disabled

### Stuart McDouall

Female – 4 Toilets  
Men's – 2 toilets & 3 urinals  
1 x Baby change room  
1 x Disabled toilet

### Norforce

Ladies – 6 toilets & 2 showers  
Men's – 4 toilets, 2 showers & 3 urinals

### Campdraft Arena (new brick block)

Ladies Toilets – 3 toilets & 3 showers  
Men's – 2 toilets, 3 urinals & 3 showers  
Disabled – 1 toilet & 1 shower

### Change Rooms 1&2

1 – 3 toilets & 4 showers  
2 – 3 toilets & showers (not used during the Show)

### Horse area

Female – 6 toilets and 2 showers  
Men's – 4 toilets, 2 showers & 3 urinals  
Disabled – 1 toilet & 1 shower

### Rotary

Ladies – 4 Toilets  
Men's – 2 Toilets & 3 urinals

### AFL Office (opposite Buntine Pavilion)

Ladies Toilets – 3 toilets  
Men's – 2 toilets & 1 urinals

### Green Toilet Block (Back of Racecourse)

Ladies Toilets – 3 toilets & 2 showers  
Men's – 2 toilets, 3 urinals & 2 showers  
Ladies Disabled – 1 toilet & 1 shower  
Men's Disabled – 1 toilet & 1 shower

**Applications are to be received by 5.00 pm on Friday 28 February, marked "Cleaning Supplier".**

## NEXT STEPS AND CONTACT

Please fill in the attached EOI form and provide any additional information with your submission.

Please send application/quote to:

### The Event Manager

[showmanager@katherineshow.org.au](mailto:showmanager@katherineshow.org.au)

For further information contact Joel on 0401 269 492.

**Ends.**