

ATTACHMENT A

**CATERING IMPROVEMENT PROJECT
SUMMARY (CONSULTANCY SCOPE)**

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ATTACHMENT A – Catering Improvement Project Summary (Consultancy Scope)

Projects and activities relating to the Catering services that support or impact the Venue Management operation are summarised in the table below:

Project Title	Objective	Work to be undertaken	Estimated Hours and Timing
1. Transition in and transition out of Venue Management Catering contract	<p>To ensure that the transition out and in of the catering contract is consistent with the contractual obligations of both the City and the caterer(s).</p> <p>To ensure that the transition of contracts is smooth and there is minimal disruption to hirers in terms of price, quality & timeliness.</p>	<p>This includes the complete spectrum of contract management tasks, including;</p> <ul style="list-style-type: none"> the development of a comprehensive contract, management plan performance reporting and capital contribution management, WHS, beverage management plans. 	<p>5 months (2 months out, 3 months in).</p> <p>Approximately 2 days per week over a 5 month period – 40 days total.</p> <p>To be scheduled based on the contract timings.</p>
2. Oversight of the caterers temporary kitchen arrangements while the level 4 production kitchen is closed	<p>Ensure that the caterers' temporary arrangements are suitable and the impact on the delivery of catering services to clients is negligible, in terms of price, quality and timeliness.</p>	<p>Review of initial operational plans to support the temporary arrangements throughout the closure period, including preparation and transportation and any modifications to on-site assets.</p> <p>Reviewing operational plans on a recurring basis.</p> <p>Pre and post event reviews with caterer and venue and develop actions/ recommendations to improve operational plans as required.</p>	<p>Closure is currently scheduled from Jan – Jul 17.</p> <p>Allow 1 day x 1 person per week total over a 6 month closure period – 24 days total.</p>

ATTACHMENT A

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3.Ongoing retainer for a monthly and annual contract oversight and review of caterers performance	To ensure that the caterer's performance is consistent with the agreement.	Monthly review of caterers reporting/returnables & one physical site inspection per month.	Monthly retainer for a 24 month period following the conclusion of the Transition in plan (estimated as commencing July 2017. Estimated at 1 day per month (24 days total) and Schedule of rates proposed for any additional work that may arise following the monthly review.
4.Procurement and project management of the equipment upgrade of the Sydney Town Hall Level One Civic Kitchen	Ensure that the Civic Team's temporary and new kitchen arrangements are suitable and the impact on the delivery of catering services to clients during the construction period is negligible, in terms of price, quality and timeliness.	Final Review of Cini Little design and specification before going to market. Participation in Tender panel. Contract management of selected tenderer for the duration of the project. Ensure that the Civic Team's temporary kitchen arrangements are suitable and the impact on the delivery of catering services to clients is negligible, in terms of price, quality and timeliness.	2 day review tender documentation. 2 day review tender responses. 2 days to review Civic team operational plan. 6 days total.
5.Improvements to the management of the Civic Liquor Store reporting and administration	To ensure that the processes and systems that manage the City's Civic Liquor are effective, efficient and compliant with all relevant legislation, policy and accounting requirements.	Review existing report and recommendations. Development of procedure and supporting forms/documentation for managing donated/free stock.	2 days total.

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6.Sydney Town Hall Liquor Licence	Ensuring the City's liquor licence Arrangements covering Sydney Town Hall are consistent with industry best practice and compliant with all legislative requirements.	Undertake a review of the current liquor licence arrangements for Sydney Town hall (moving from an individual to a corporate licence. Ensuring the Town Hall liquor licence arrangements are compliant with all our requirements relating to the Special Entertainment Precinct. Developing of all required documents.	To be completed by February 2016 Estimate of hours and scope of work to be provided by respondent.