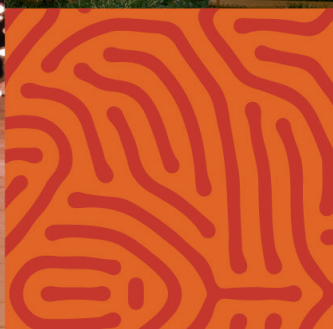


CITY OF SOUTH PERTH

# EVOLVE 2022 - ARTS, EVENTS & CULTURE WINTER PROGRAM

## EXPRESSION OF INTEREST





## The City

The City of South Perth area is the country of Beeloo Noongar people, or river people. Noongar people who used this area were known as Gareen and their place was Greenup.

The City covers nearly 20 square kilometres and is situated across the Swan River from the Perth CBD. The City is bounded by the Swan and Canning Rivers and is widely recognised for its aesthetic appeal and amenity. There are several major local attractions and activities, including: Mindeerup; Sir James Mitchell Park; Perth Zoo; the Old Mill; Heritage House (displaying artworks from the City's May and Herbert Gibbs art collection and other items of historic connection); Ferry Tram; Collier Park Golf (including mini-golf); Royal Perth Golf Club; Mends Street, Angelo Street and Preston Street precincts; and the Waterford Plaza Shopping Centre.

## Expression Of Interest

The City is inviting Expressions of Interest (EOI) from businesses, activity providers and community organisations as part of the City's upcoming Evolve 2022 – Arts, Events & Culture Winter Program.

Evolve 2022 is presented by the City of South Perth and will feature a series of arts, skills and cultural workshops, small scale live performances and activations. Evolve will be held in the City of South Perth throughout the months of July and August. We encourage all community members to submit an Expression of Interest to provide an activation(s) as part of the City's Arts, Events & Culture Winter Program.

The City is looking for a single (larger scale) activation; or multiple (smaller scale activities) to be held as part of the upcoming Evolve 2022 winter program. The proposal/s will need to comply with the following requirements:

- Held within an appropriate indoor or outdoor site within the City (e.g. within a community facility; park/reserve or other site)
- Promoted as part of the Evolve Winter Edition program
- Presented throughout the period 17-21 August 2022 inclusive
- Accessible and inclusive for all members of the local community
- Free or low cost to attend.

## Budget

The total budget is up to \$10,000 (excluding GST). The City reserves the right to allocate part or all of these funds to a single supplier or multiple suppliers to facilitate the selected activations or activities. A detailed budget will need to be supplied outlining all expenditure and income associated with each proposal. Please consider staffing, transport, signage, marketing, and logistics etc.

## Terms and Conditions

Terms and conditions are attached as an appendix to this document.

## Examples of the types of Activations/Activities:

- Interactive experiences e.g. maze, augmented reality etc.
- Cultural activities
- Giant games and activities
- Inflatable activities
- Winter themed activities e.g. snow, ice rink etc.

Examples of the types of proposals that won't be considered as part of this expression of interest will include: workshops; a stand-alone event, performance or show; a fundraising activity or event; and ongoing weekly/monthly events or activities.

## Overview

### Timeline

|                |   |
|----------------|---|
| EOI Open       | Opens 10am, Friday 10 June 2022   |
| EOI Close      | 4pm, Monday 11 July 2022  |
| EOI Assessment | EOI Assessment Period 12-15 July 2022<br>EOI Applicant Outcome Notification – 18-22 July 2022 |

## Submission Process

Please complete the Expression of interest form and submit with your supporting documentation by **4pm, Monday 11 July 2022** to [events@southperth.wa.gov.au](mailto:events@southperth.wa.gov.au).

A selection panel will review all the EOI submissions and make a selection based on the below criteria.

**The City reserves the right to accept or refuse applications, all decisions are final and no further correspondence will be entered into. Canvassing of elected members is not permitted.**

## Selection Criteria

### Qualitative Criteria

It is essential that respondents address each qualitative criterion. The EOI submissions will be used as the basis for assessing proposals. Failure to provide the specified information may result in elimination from the EOI assessment process.

| Description of Criteria  | Weighting  |
|--|------------|
| <p><b>Alignment to the City’s Strategic Objectives</b></p> <p>Alignment to support the City achieving the objectives listed in the City’s <a href="#">Cultural Plan</a> and <a href="#">associated plans</a></p>   | <b>20%</b> |
| <p><b>Creativity of the proposed activity or activation</b></p> <p>There is a uniqueness of concept/experience. There is a clear connection to the Evolve Winter Edition Project.</p>  | <b>20%</b> |
| <p><b>Business profile, demonstrated experience and skilled personnel</b></p> <p>A detailed business profile, demonstrating experience completing similar projects, skills and experience of key personnel and business reputation. The business has the required insurance and risk management plans.</p> | <b>20%</b> |
| <p><b>Community Benefit, access, and inclusion</b></p> <p>The activity/activation is accessible to all the community (including taking into consideration community members who may have a disability or mobility issue)</p>   | <b>20%</b> |
| <p><b>Cost</b></p> <p>The activity/activation must be a reasonable cost and within the project budget</p>  | <b>20%</b> |

## What to submit

As part of your Expression of interest you will need to submit the following:

- Completed EOI Application Form
- Any relevant documentation, pictures or attachments to support your proposal
- References to support your application (including business, contact person and details and the project details etc)

## Contact

Please submit all the required documentation to the Cultural Development Team via [events@southperth.wa.gov.au](mailto:events@southperth.wa.gov.au). If you have any questions, please do not hesitate to contact the City’s Cultural Development Team on 9474 0777.



# EOI Application Form

## Contact details

Mr/Mrs/Miss/Ms Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Organisation (if applicable):

\_\_\_\_\_

Organisation website: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

On Site contact (if different to applicant):

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_

Phone (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

What is your proposed activity or activation?

*Please provide an overview of your activity/activation*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will your proposed activity be open to all community members?

*Please provide a brief description, who is this activity or activation aimed at etc*

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How will you manage bookings for this activity/activation and what will the cost be for a ticket/s? *Please advise what system and process will be used for ticket sales.*

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How many people will your activity/activation cater at any one time?

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When will your activity/activation operate and how many session will be scheduled?

*The activity/activation must operate between 17-21 August 2022. Please also advise the opening hours etc.*

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What is the preferred site for your proposed activity/activation?

*The activity/activation must be within the City of South Perth, i.e., Manning Community Hall, South Perth Community Hall, John McGrath Pavilion/hall, Mindeerup, City Reserves etc*

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## Supporting Questions

How does your proposed activity/activation tie in with the Evolve Winter Edition?

*Please refer to the City's Cultural Plan and associated plans.*

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Please provide a detailed description of how your activity/activation will be managed, including the setup, running of the activity and pack up?

*Please include reference to the selection criteria in regard to risk management, staffing etc*

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Will your company be responsible for the whole activity from set up to pack down, or will you work with other companies to run this activity/activation?

*Please advise if your company or another company (sub-contractor) are providing staffing, logistics etc for this activity or activation.*

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What is the main purpose of your organisation and how long has it been operation?

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Is your organisation a Commercial operator or a not-for-profit organisation?

ABN: \_\_\_\_\_

Does your organisation have valid public liability insurance? Yes or No

Will you have any form of amplified music for this activation or activity?

*If yes, please provide a brief overview below*

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Will your activity/activation require power or water to operate?

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Please provide a budget breakdown overview:

*Please include all expenditure, staffing, activity, supplies, transport and income etc*

| <b>Expenses</b>     |                    |                       |
|---------------------|--------------------|-----------------------|
| <b>Item</b>         | <b>Description</b> | <b>Cost (inc gst)</b> |
|                     |                    |                       |
|                     |                    |                       |
|                     |                    |                       |
|                     |                    |                       |
|                     |                    |                       |
|                     | <b>TOTAL</b>       |                       |
| <b>Income</b>       |                    |                       |
| <i>Ticket sales</i> |                    |                       |
|                     | <b>TOTAL</b>       |                       |



If there is any further information you would like to include:

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## Appendix 1 – Terms and Conditions

### Occupational Health and Safety

The City of South Perth requires all contractors, consultants, labour-hire companies, and their employees who are performing work for or on behalf of the City to complete an online safety induction. The online induction must be completed by all staff who will be accessing the event site prior to the installation/ or event day. For more information, please visit the [City's website](#).

### Insurance

As part of the City of South Perth online contractors' safety induction, contractors will also be required to upload a copy of their current public liability insurance certificate (a minimum of \$20 millions) to the online portal and any other relevant certificates.

### COVID – 19

The City would like to advise all potential suppliers that due to the current uncertainty surrounding COVID-19, with rapidly changing Federal and State advice, the activation as part of the Evolve Winter Edition may be subject to future cancellation or deferment with limited prior notice. In the instance that the project cannot proceed, the City will provide written confirmation to affected artists including that the contract will be assessed on a 'case-by-case' basis and payments only made for costs incurred to date. The onus will be on the contractor to produce sufficient evidence/documentation to support any claim to the City's satisfaction.

### Payment

The City's payment terms are as follows, once a service or goods have been received in full, the City will make payment on the invoice within 30 days inclusive of a Purchase order number. Event suppliers will be provided a purchase order number on acceptance of the booking. The City will require the successful company to complete a new vendor form, in order for the City to issue a purchase order number for this work.

### Other

- The activation or activity must be held with the City of South Perth
- The activation must run between Wednesday 17 – Sunday 21 August 2022
- The activation must be open to the local community and inclusive for all
- The application must be completed by the event company or organiser
- The activation/or activity must be in accordance with the City's policies, management practices and local laws and not contain material of a political, racial, religious, or offensive nature.
- The venue hire fees or associated costs etc will need to be included into your budget.



**Civic Centre****9474 0777**

Cnr Sandgate St & South Tce,  
South Perth WA 6151

Fax 9474 2425

[enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au)[southperth.wa.gov.au](http://southperth.wa.gov.au)**Animal Care Facility****9474 0777**

199 Thelma St, Como

**Collier Park Golf Course****9484 1666**

Hayman Rd, Como

[collierparkgolf.com.au](http://collierparkgolf.com.au)**Collier Park Village****9313 0200**

16 Morrison St, Como

**Ferry Tram**

Windsor Park, South Perth

**Graffiti Hotline 1800 007 774****George Burnett Leisure Centre****9474 0855**

Manning Rd, Karawara

[leisurecentre@southperth.wa.gov.au](mailto:leisurecentre@southperth.wa.gov.au)**South Perth Library****9474 0800**

Cnr Sandgate St & South Tce, South Perth

[southperthlib@southperth.wa.gov.au](mailto:southperthlib@southperth.wa.gov.au)**Manning Library****9474 0822**

2 Conochie Cres, Manning

[manninglib@southperth.wa.gov.au](mailto:manninglib@southperth.wa.gov.au)**Old Mill****9367 5788**

Melville Pl, South Perth

[oldmill@southperth.wa.gov.au](mailto:oldmill@southperth.wa.gov.au)**South Perth Senior Citizens****9367 9880**

53 Coode St, South Perth

[spsc@bigpond.com](mailto:spsc@bigpond.com)**Manning Senior Citizens****9450 6273**

3 Downey Dr (off Ley St), Manning

[manningseniors@bigpond.com](mailto:manningseniors@bigpond.com)**Recycling Centre****9474 0970**

Hayman Rd & Thelma St, Como

[enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au)