



CITY OF SOUTH PERTH
EXPRESSION OF INTEREST
MCDOUGALL FARM COMMUNITY GARDEN



REQUEST FOR EXPRESSION OF INTEREST

McDougall Farm Community Garden

Clydesdale St, Como WA 6152

Disclaimer

The contents of this Expression of Interest (EOI) are believed to be accurate and complete as of the date of issue of this EOI. The statements, opinions, projections, forecasts or other information contained in this EOI are subject to change.

DEFINITIONS

Applicant:	A person/company who has or intends to submit a Submission in response to a Request for Proposal.
Attachments:	Any document/s provided separately by the City for completion by the Applicant or for Additional Information purposes.
Closing Date:	The latest date and time for lodgement of your Submission.
Evaluation Criteria:	The criteria used by the City in evaluating your Submission as detailed in Part 2 of this document.
City:	The City of South Perth.
Request for EOI (Expression of Interest):	This document.
Submission:	A completed EOI submitted by the applicant for consideration by the City.

PART 1 – BRIEF

1.1 INTRODUCTION

The City of South Perth (the City) is inviting Expressions of Interest to coordinate and manage McDougall Farm Community Garden in Como.

This document has been prepared to provide prospective applicants with the following relevant information:

- Part 1 - Brief (read and keep this part).
- Part 2 - Conditions of Responding (read and keep this part); and
- Part 3 - Respondent's proposal (complete and return this part).

1.2 BACKGROUND

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 Gareenup.

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.

The City is also the home to various community facilities including community halls, libraries, recreation centre, play spaces and a community garden.

1.3 THE OPPORTUNITY

The City is inviting Expressions of Interest (EOI) from eligible organisations to coordinate and manage McDougall Farm Community Garden in Como. We are seeking applicants with a passion for sustainable gardening, organic food production, community capacity building, skill sharing and promoting healthy living. Established in 2012 by a dedicated group of volunteers, the community garden has grown into a well-maintained organic fruit and vegetable garden. Since 2023, Aquinas College has managed the

garden, including the coordination of volunteers, and will transition out of this role in spring 2026, creating an opportunity for a new organisation to lead the garden into its next chapter.

The site includes raised garden beds, herb-planted timber fencing, a rainwater tank, and two ancillary buildings for storage and community activities.

To be eligible, applicants must be incorporated organisations or have an auspicing arrangement in place.

All EOIs submissions will need to address the qualitative criteria outlined in this document.

1.4 SITE PLAN



Site Plan: Neil McDougall Park, Clydesdale Street, Como

PART 2 - CONDITIONS OF RESPONDING

2.1 PRIVACY STATEMENT

The City is not liable to any person or entity for any damage or loss that occurs in relation to that person or entity taking or not acting in respect of any presentation, statement or advice referred to in this document.

Applicants should take the appropriate steps to ensure that they conduct their own due diligence and validate the information contained in this document before acting upon it.

The City encourages applicants to seek independent advice from qualified professionals where necessary to understand the relevance of this information to their own situation.

2.2 HOW TO PREPARE YOUR PROPOSAL

1. Carefully read all parts of the EOI document.
2. Ensure you understand the Requirements.
3. Complete and return the Respondents Proposal (Part 3) in all respects and include any supporting documentation.
4. Make sure you have signed the proposal and respond to all the Selection Criteria.
5. Lodge your proposal before the deadline.

2.3 HOW TO LODGE SUBMISSION

The deadline for this request is **4.00pm (WST), Thursday 20 August 2026**

Submission is to be:

- Made before the proposed date.
- Sent via email to enquiries@southperth.wa.gov.au only.
- All pages must be numbered consecutively & the submission must contain an index.

2.4 CONTACT INFORMATION

Community Development Officer (Partnerships)
City of South Perth
Cnr Sandgate Street & South Terrace
South Perth WA 6151
Email: enquiries@southperth.wa.gov.au
Telephone: (08) 9474 0777

2.5 EVALUATION PROCESS

Following close of the EOI, submissions will be evaluated by the City's evaluation panel on your responses to the Selection Criteria.

The following evaluation methodology will be used in respect of this Request for Proposal:

- (a) Proposals are checked for completeness and compliance. Proposals that do not contain all information requested e.g. completed Respondents proposal and attachments may be excluded from evaluation.
- (b) Proposals are assessed against the Selection Criteria.
- (c) The most suitable applicants may be short-listed and may also be required to clarify their Proposal.
- (d) Referees may also be contacted prior to the selection of the successful applicant.

2.6 EVALUATION

Submissions will be assessed against both the compliance and qualitative criteria as set out in this EOI.

2.7 COMPLIANCE CRITERIA

These criteria are detailed within Part 3 of this document and will not be point scored. Each Proposal will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Proposal from consideration.

Before responding to the following evaluation criteria, Applicants must note the following:

- (a) All information relevant to your answers to each criterion are to be contained within your Submission.
- (b) Applicants are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience.
- (c) Applicants are to provide full details for any claims, statements or examples used to address the evaluation criteria; and
- (d) Applicants should ensure that they provide sufficient details in their Submission to enable adequate evaluation by the City against the Evaluation Criteria.

2.10 PROPOSED PROCESS TIMELINE

Stage	Milestones	Target Date
1	Advertise – Expressions of interest	29 July 2026
2	Manatory on-site briefing inspections	Upon request
3	Formal submissions close	4.00pm 20 August 2026
4	Evaluate submissions, select preferred candidate (if any) and finalise negotiations	2-3 Weeks
7	Signing of documentation	1-2 weeks

The above proposed timeframes are indicative only and are subject to change at the City's discretion.

Where additional servicing requirements are identified through the EOI process, including by the preferred submission, this may impact delivery timeframes.

PART 3 – EOI SUBMISSION

3.1 RESPONSE FORM

ABN:		
Registered Name of Individual/Company/Organisation:		
Business/Trading Name:		
Postal Address:		
Street Address (if different to postal address):		
Contact	Name:	
	Telephone:	
	Email:	

I/we agree that I am/we are bound by, and will comply with:

- This Request for EOI and its associated attachments, all in accordance with the Conditions of Responding contained in this Request for EOI signed and completed.
- All submissions will remain firm for a period of ninety (90) days from the closing date of the EOI.
- The Respondent consents to any disclosures made because of the City complying with its obligations under the *Freedom of Information Act 1991*, subject to any legally required consultation.

Dated this: _____ day of _____ 2026	
Signature of authorised signatory of Respondent:	
Name of authorised signatory (BLOCK LETTERS):	
Position:	
Telephone Number:	
Authorised signatory Postal Address:	
Email Address:	

3.2 SELECTION CRITERIA

3.2(A) COMPLIANCE CRITERIA

Please tick yes or no on whether you have complied with the compliance criteria:

Description of Compliance Criteria	
Compliance with the Conditions or Responding contained in this EOI.	YES
	NO

Please ensure that you have answered every question below.

Identification of Respondent	
Organisation Profile	
Are you a business?	YES
	NO
If yes, please include details of your ABN number, Registered Entity name, contact person's name and contact details inclusive of phone and email address.	
Are you an organisation or incorporated body not otherwise defined as a business?	YES
	NO
If yes, please include details of your Constitution/Rules of Association, Registered Entity name, contact person's name and contact details inclusive of phone and email address (please include copies of relevant documentation).	
Agents and Trusts	
Are you acting as an agent for another party or as the trustee of a trust?	YES
	NO

If yes, please provide Agent details including name and address, the name of the trust and the names and addresses of beneficiaries.

Conflict of Interest

Will any actual or potential conflict of interest arise if you are awarded a lease or licence, or is any such conflict of interest likely to arise during the term of the lease or licence?	YES
	NO

If yes, please provide details and the way in which any conflict will be dealt with.

3.2(B) QUALITATIVE CRITERIA

Before responding to the following Qualitative criteria, Respondents must note the following:

- All information relevant to your answers to each criterion are to be contained within the EOI.
- Respondents are to assume that the evaluation panel has no previous knowledge of your organisation, its activities or experience.
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a Qualitative criterion.

Please address each of the Qualitative Criteria individually as a separate document.

Qualitative Criteria	Weighting
A. Relevant skills of the respondent	40%
Does the EOI demonstrate that the respondent has the necessary gardening, community engagement, volunteer management, and coordination skills to oversee a community garden on an ongoing basis?	
B. Demonstration of Capacity	40%
Does the EOI demonstrate that the respondent has the ability to be self-reliant, sufficiently resourced and prepared to fund and manage the governance, finances, insurances and operations of a community garden?	
C. Project Vision	20%
Does the EOI demonstrate that the applicant has an achievable vision for the community garden including where and how produce from the garden will be distributed; and that the vision aligns with relevant strategies in the City's Strategic Community Plan.	

A. Relevant skills of the Respondent

Please provide a short description of the relevant skills and experience of the key personnel involved in your proposal? Attach supporting documents (e.g. resumes if relevant)

B. Demonstration of Capacity criterion

Please demonstrate your capacity to be self-reliant, sufficiently resourced and prepared to fund and manage the governance, finances, insurances and operations of a community garden?

C. Project Vision criterion

Please demonstrate your project vision for the community garden including where and how produce from the garden will be distributed; and how your project vision aligns with relevant strategies in the City's Strategic Community Plan.

9474 0777

southperth.wa.gov.au

July 2026

