

CITY OF SOUTH PERTH

EXPRESSION OF INTEREST

SOUTHSIDE SUMMER



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 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.

Expression Of Interest

The City presents Southside Summer which will take place on the South Perth Foreshore at Mindeerup, with activations for the whole community to enjoy. Southside Summer is part of FRINGE WORLD, Perth's most popular annual festival.

The City is inviting Expressions of Interest (EOI) from businesses, community organisations, individual artists and artist groups to be part of the City's upcoming 2024 Southside Summer program.

The City is looking for a single (larger scale) activation; or multiple (smaller scale activities) to be held as part of the upcoming 2024 Southside Summer program. The proposal/s will need to comply with the following requirements:

- Held at Mindeerup, Mends Street or the South Perth Foreshore (Zones 3 or 4)
- Promoted as part of the City of South Perth's Southside Summer program
- Presented during the period 28 January – 4 February 2024
- Accessible and inclusive for all members or the local community
- Free to attend.

Budget

The total budget is up to \$30,000 (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

The City is seeking proposals which are creative, unique and will fit in with the Southside Summer program. The EOI can be something that has already been created or displayed or can be a new concept which is created for this program. Examples of the types of activation and activities:

- Interactive experiences e.g. maze, augmented reality etc.
- Cultural activities
- Temporary public art installation
- Interactive activities/ activation e.g live artwork displays, creativity art activity etc.
- A series of performances or shows

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

Overview

Timeline

EOI Open	Opens - 10am, Friday 27 October 2023
EOI Close	Closes - 4pm, Monday 20 November 2023
EOI Assessment	Applicants will be notified of the outcome by Friday 24 November 2023

Submission Process

Please complete the Expression of interest form and submit with your supporting documentation by **4pm, Monday 20 November 2023** to 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>Alignment to the City’s Strategic Objectives</p> <p>Alignment to support the City achieving the objectives listed in the City’s Cultural Plan and associated plans</p>	20%
<p>Creativity of the proposed activity or activation</p> <p>There is a uniqueness of concept/experience. There is a clear connection to the Southside Summer Program.</p>	20%
<p>Business profile, demonstrated experience and skilled personnel</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>	20%
<p>Community Benefit, access, and inclusion</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>	20%
<p>Cost</p> <p>The activity/activation must be a reasonable cost and within the project budget</p>	20%

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 name, contact person and details and the project details etc)

Contact

Please submit all the required documentation to the City of South Perth via 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

If bookings are required for this activation/activity, How will ticket sales be managed?

i.e what ticketing platform etc

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

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

The activity/activation must operate between 28 January–4 February 2024. Please also advise the opening hours etc.*

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

The activity/activation must be within the City of South Perth, i.e either Mindeerup, Mends Street or South Perth Foreshore.

Supporting Questions

How does your proposed activity/activation tie in with the City's Southside Summer FRINGE program?

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

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

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.

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

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

ABN:

Does your organisation have valid public liability insurance that covers the proposed activation? Yes or No

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

If yes, please provide a brief overview below

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

Please provide an overview site map of your proposed activity/activation:

This can be an attachment or drawn below.

Please add any further information you would like to include:

Appendix 1 – Terms and Conditions

General information

The activation/activity will be presented as part of the 2024 Southside Summer programming. The City will have supporting programming to go alongside this activation, this may include the FIND ME activities, roaming performers, live entertainment etc.

The City will advertise the Southside Summer programming on the [City's website](#), through social media posts, printed materials, such as posters, street banners and window decals.

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](#). The contractor will also be required to wear appropriate personal protective equipment during bump in and bump out of the activity/activation.

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 and appropriate public liability insurance certificate (a minimum of \$20 million) to the online portal, in addition to any other relevant certificates.

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 (Mindeerup, Mends Street or South Perth Foreshore)
- The activation will need to run between 28 January - 4 February 2024.
- The activation must be open to the local community and inclusive for all
- The application must be completed by the event company, organiser or artist
- 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.

Appendix 2 – Location Overview Map



KEY

Red Area – Sir James Mitchell Park, Zone 3 (100m x 25m)

Blue Area – Mindeerup (78m x 28m*)

Yellow Area – Sir James Mitchell Park, Zone 4 (90m x 35m)

**This is the measurement of the overall space (noting that not all of the space can be used)*

For more information regarding these spaces, please visit the [City's website](#)

Civic Centre**9474 0777**

Cnr Sandgate St & South Tce,
South Perth WA 6151

Fax 9474 2425

enquiries@southperth.wa.gov.ausouthperth.wa.gov.au**Recycling Centre****9474 0970**

Hayman Rd & Thelma St, Como
enquiries@southperth.wa.gov.au

Animal Care Facility**9474 0777**

199 Thelma St, Como

George Burnett Leisure Centre**9474 0855**

Manning Rd, Karawara
leisurecentre@southperth.wa.gov.au

South Perth Library**9474 0800**

Cnr Sandgate St & South Tce, South Perth
southperthlib@southperth.wa.gov.au

Manning Library**9474 0822**

2 Conochie Cres, Manning
manninglib@southperth.wa.gov.au

Old Mill**9367 5788**

Melville Pl, South Perth
oldmill@southperth.wa.gov.au

South Perth Senior Citizens**9367 9880**

53 Coode St, South Perth
spsc@bigpond.com

Manning Senior Citizens**9450 6273**

3 Downey Dr (off Ley St), Manning
manning seniors@bigpond.com

Graffiti Hotline 1800 007 774**Collier Park Golf Course****9484 1666**

Hayman Rd, Como
collierparkgolf.com.au

Collier Park Village**9313 0200**

16 Morrison St, Como

9474 0777 | enquiries@southperth.wa.gov.au#discoversouthperth | southperth.wa.gov.au

October 2023

