



CITY OF SOUTH PERTH
EXPRESSION OF INTEREST
SOUTHSIDE SUMMER 2025



EXPRESSION OF INTEREST

Southside Summer 2025

Key dates

Applications open	Monday 30 September 2024
Applications close	Thursday 31 October 2024
Assessment period	1 November–8 November 2024
Applicants notified of outcome	Friday 8 November 2024

CHECKLIST

Please read all the information in this document carefully and check you have attached the following documentation as part of your application **before you make your submission.**

- Completed Application Form addressing the selection criteria
- Additional documents, images or letters of support relevant to your proposal
- Risk management assessment or plan (if applicable)
- Certificate of incorporation (if incorporated)
- Certificate of currency for public liability insurance

SELECTION CRITERIA

You must address each of the items listed in the selection criteria. A properly completed submission is the **only way** we can assess your proposal.

Failing to provide any of the required information may result in your immediate disqualification from the assessment process.

SUBMISSION PROCESS

Please complete the Expression of interest form and submit with your supporting documentation by **4pm, Thursday 31 October 2024** to events@southperth.wa.gov.au.

A selection panel will review all submissions and make a decision based on the below criteria. The City of South Perth 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.

CONTACT

Please submit your application and all required documentation to events@southperth.wa.gov.au. If you have any questions, please contact the Cultural Development Team on 08 9474 0777.

ABOUT THE OPPORTUNITY

The City of South Perth presents Southside Summer which will take place on the South Perth Foreshore at Mindeerup, with activations for the whole community to enjoy.

We are inviting Expressions of Interest (EOI) from businesses, community organisations, individual artists and artist groups to be part of the upcoming Southside Summer program.

We are looking for one larger scale activation, or multiple smaller scale activities, to be held as part of the upcoming Southside Summer program.

Your proposed activation must be:

- Held at Mindeerup, Mends Street, Windsor Park or the South Perth Foreshore (Zones 3 or 4).
- Promoted as part of the Southside Summer program.
- Presented between 29 January and 5 February 2025.
- Able to accommodate everyone, including community members with diverse access requirements.
- Free for the community to attend.

STRATEGIC ALIGNMENT

Your proposed activation must align with the City of South Perth [Strategic Community Plan 2021–2031](#) or [Cultural Plan 2023–2028](#) and its strategies, actions and objectives.

TYPES OF ACTIVATIONS

We are seeking proposals which are creative, unique and will fit in with the Southside Summer program. Your application can feature something that has already been created or displayed, or it can present a new concept developed specifically for this program. We prefer proposals that fit the style and atmosphere of previous Southside Summer programs (eg; [Southside Summer 2024](#), [Southside Summer 2023](#)).

Examples of the types of activation and activities:

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

Examples of the types of proposals that **will not** be considered include:

- Stand-alone events.
- Fundraising activities or events.
- Ongoing series of events or activities.

LOCATION OF ACTIVATION

Your proposal can include activations to be held at Mindeerup, Mends Street, Windsor Park or the South Perth Foreshore (Zones 3 or 4).

BUDGET

The total budget is up to \$30,000 (excluding GST). The City of South Perth 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, artist fees, and logistics.

The City of South Perth will promote your event as part of the Southside Summer project. The selected candidate agrees to share any City of South Perth content that promotes the Southside Summer event series using their own marketing channels.

SELECTION CRITERIA

Applicants must address the selection criteria outlined in the table below.

DESCRIPTION OF CRITERIA	WEIGHTING
Alignment to strategic objectives. Alignment with Strategic Community Plan and Cultural Plan .	20%
Creativity of the proposed activity or activation. There is a uniqueness of concept/experience. There is a clear connection to the Southside Summer Program.	20%
Business profile, experience and skilled personnel. 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.	20%

Community benefit, access, and inclusion. The activation/s can accommodate everyone, including community members with diverse access requirements.	20%
Cost effective. The activity/activation must be delivered at a reasonable cost and within the project budget.	20%

ASSESSMENT AND APPROVAL

A selection panel will review all applications based on the selection criteria and you will be advised of the outcome in writing. You should allow enough time in your proposed activation planning stage to gain any necessary approvals (we recommend a minimum of 8 weeks).

TERMS AND CONDITIONS

An approval for any proposal is made subject to its compliance with all relevant terms and conditions, including those that apply to the booking of venues and reserves within each precinct; payment of relevant fees; and compliance with the City of South Perth reserve and facility usage conditions.

APPLICATION FORM

Southside Summer

CONTACT DETAILS	
Organisation	
Organisation web address (URL)	
ABN/ACN/ARBN	
Main Contact Person	
Phone number	
Email address	
Primary address	
Postal Address (if different)	

ACTIVATION DETAILS	
Precinct to activate	
Precise location (Google link or cross streets/address)	
Activation Name/Title	
Start date	
Finish date	
Estimated number of attendees (please indicate daily/weekly/total)	

SUPPORTING QUESTIONS

Please refer to the Selection Criteria and the City of South Perth [Strategic Community Plan](#) or [Cultural Plan](#) to inform your answers.

- How does your proposed activity/activation tie in with the City’s Southside Summer program?
Please refer to the City of South Perth Cultural Plan and associated plans.

1. 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, specifically address items such as your risk management plan, staffing, and others.

2. Do you or your company intend to provide the entire activation and associated services– from set up to pack down–or will you work with other companies to operate your proposed activation?

Please advise if your company or another company (sub-contractor) will provide staffing, logistics, or any other services for your proposed activity or activation.

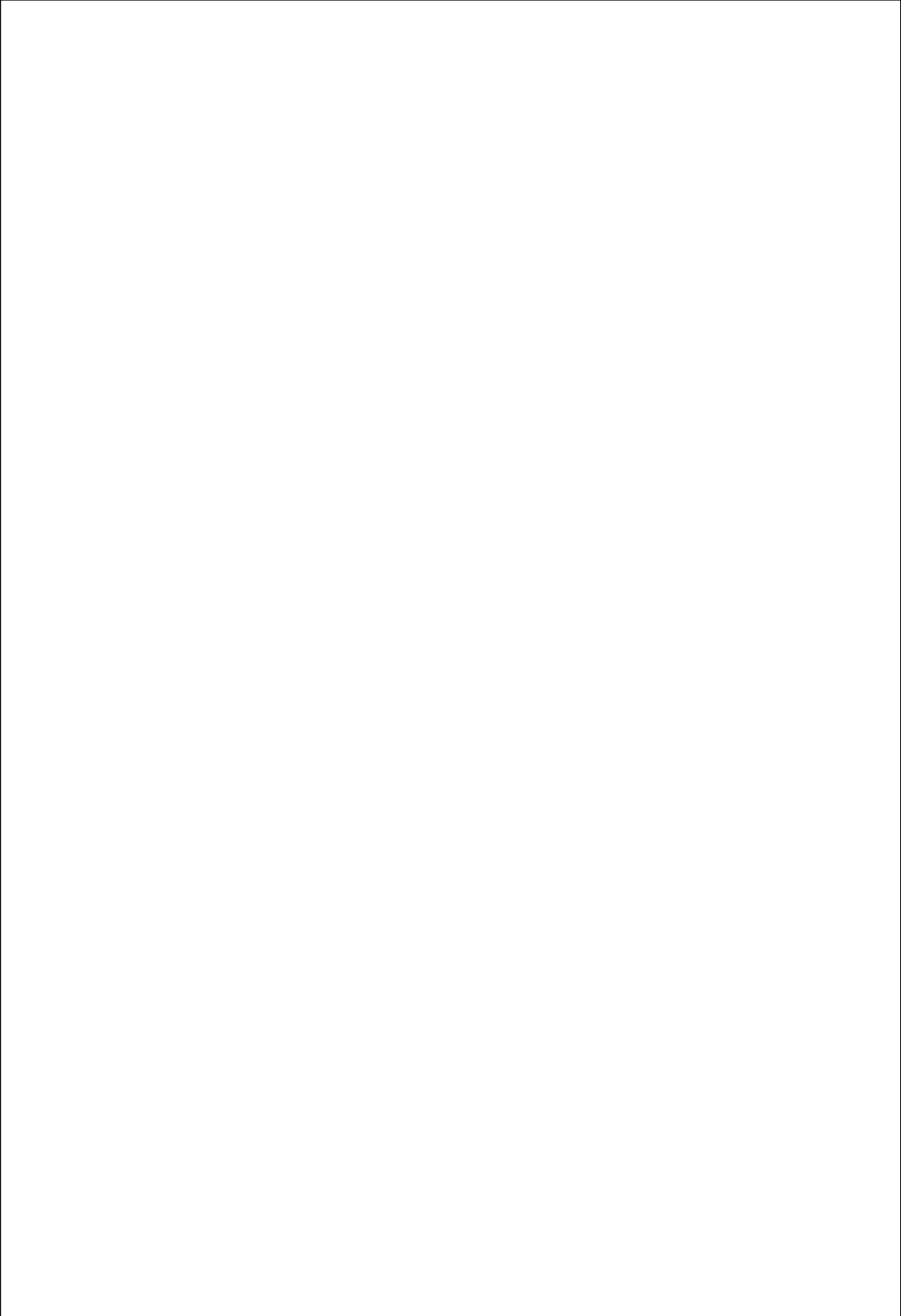
3. What is the main purpose of your organisation and how long has it been operation?

4. Please provide a budget breakdown overview, including all income and expenditure.

For example, staffing, activity, supplies, transport, etc.

EXPENSES		
ITEM	DESCRIPTION	COST (INC GST)
TOTAL	\$	\$

5. Please draw or attach a site map for your proposed activity/activation.

A large, empty rectangular box with a thin black border, intended for the applicant to draw or attach a site map for their proposed activity or activation.

6. Please add any further information you would like to include.