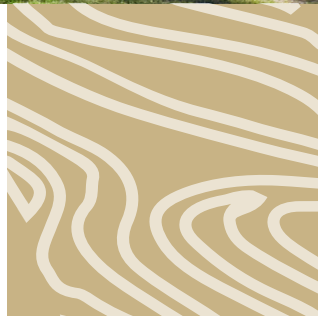
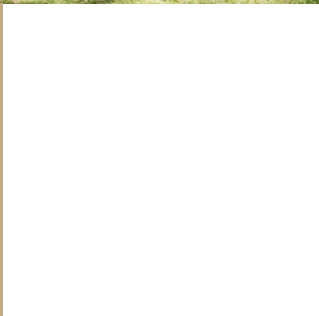


CITY OF SOUTH PERTH

EXPRESSION OF INTEREST

COLLIER PAVILION

5-19 JULY 2021



Overview

Timeline

EOI Open	Monday 5 July 2021
EOI Close	4pm, Monday 19 July 2021
EOI Assessment	<ul style="list-style-type: none">EOI Assessment Period: July/August 2021EOI Applicant Outcome Notification: September 2021

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. Please refer to selection criteria (page 5) for full criteria description.

Description of Criteria	Weighting
Alignment to the City's Strategic Objectives	30%
Appropriate level of risk management and insurance documentation	20%
Business profile, demonstrated experience and skilled key personnel	20%
Creativity of the proposed project or activity	15%
Community benefit, access and inclusion	15%

Submission process

Please complete the Expression of Interest form and submit with your supporting documentation before **4pm, Monday 19 July 2021** to bookings@southperth.wa.gov.au.

Introduction

Background

The City of South Perth (the City) is a medium sized metropolitan local government authority located 4km from the Perth CBD. The City of South Perth comprises the suburbs of: South Perth, Kensington, Como, Manning, Karawara, Waterford and Salter Point. The district is primarily residential however, important local industries include professional offices, educational institutions, tourism and golf courses.

Expressions of Interest

The City is inviting Expressions of Interest (EOI) from eligible organisations to use the Collier Pavilion comprising a hall measuring 50m² plus a small kitchen/kiosk area. The Pavilion is located at the corner of Murray Street and Thelma Street in Como.

The Pavilion is situated on Crown land that is granted to the City under a Management Order to be used for 'recreation purposes'. The City has the power to lease/licence the land subject to consent from the Minister for Lands.

Eligible organisations are invited to submit an EOI for use of the pavilion for recreation purposes for an approved period to be negotiated.

Note: The use does not include the change rooms adjacent to the hall.

Types of eligible organisations

Eligible organisations may include (but not be limited to):

- Not-for-Profit incorporated organisations
- Community organisations
- Sporting groups
- Commercial organisations

The EOI process does not exclude other submissions from being received and assessed during the year.

Selection Criteria

A scoring system will be used as part of the assessment of the qualitative criteria. It is essential that respondents address each qualitative criterion.

Selection Criteria	Weighting	Requirements
City of South Perth strategic objectives Alignment to support the City achieving the objectives listed in the City's Strategic Community Plan and associated plans .	30%	Essential
Risk management plan and insurances A detailed risk management plan with risk assessments and business insurance policy and documentation.	20%	Essential
Business profile A detailed business profile demonstrating experience completing similar projects, skills and experience of key personnel and business reputation.	20%	Essential
Creativity There is a uniqueness of concept/experience.	15%	Essential
Community benefit and access/inclusion The activity or operation is affordable and can be accessible to all community members (including taking into consideration community members who may have a disability or mobility issue).	15%	Essential

Location

Collier Pavilion (hall, kitchen and kiosk)
 Corner Murray Street and Thelma Street, Como, WA.

Assessment and Approval Process

Applicants will be assessed by the City and advised of the outcome by written correspondence. The EOI process is the first step in the application process and applicants should be aware that if their EOI progresses to the next stage, further approvals will be required.

Terms and Conditions

Approved proposal/s will be subject to terms and conditions, including payment of fees, compliance with usage conditions etc. The successful applicant/s will be required to enter a Licence Agreement with the City, which may include the following conditions:

- **Term:** Up to 5 years and may include a renewal option (i.e. City Policy P609 'Management of City Property' prescribes that agreements with Not-for-Profit organisations, community organisations, sporting groups and commercial organisations will be granted for a period of five years with a five year option)
- **Licence Fee:** The rent and other charges will be discussed with the approved applicant/tenant. (i.e. City of South Perth Policy 609 'Management of City Property' prescribes that the discounted annual licence fee for a not-for-profit sporting/community organisation will be approx. \$1,000 per annum; whereas the annual licence fee for a commercial organisation will be calculated according to an independent market valuation of the premises taking into account the nature of the business enterprise e.g. the fee may be in the vicinity of \$2,500 to \$5,000 per annum).
- **Permitted Use:** Community recreation, sport and leisure activities and uses reasonably ancillary to such use (the scale and scope of the proposed activity will be assessed as part of the process).
- **Property Maintenance Schedule and Other Fees:** maintenance, cleaning, waste, utilities and other relevant costs proportioned to the licenced area
- Will be subject to State Government approval
- A 'redevelopment clause' will also be included in case the City requires the land for another purpose in the future
- The hall would require some fit out prior to occupation to provide a safe and comfortable environment such as installation of air conditioning, removal of shelving units, installation of new floor coverings etc. The fit out is the responsibility of the approved applicant/tenant not the City.

Full terms and conditions will be contained within the final negotiated Licence Agreement.

What to submit

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

- EOI Application Form
- Supporting application questions in line with the Selection Criteria
- Risk management plan or assessment, insurances and any other relevant documentation
- References to support your application.

Timeline

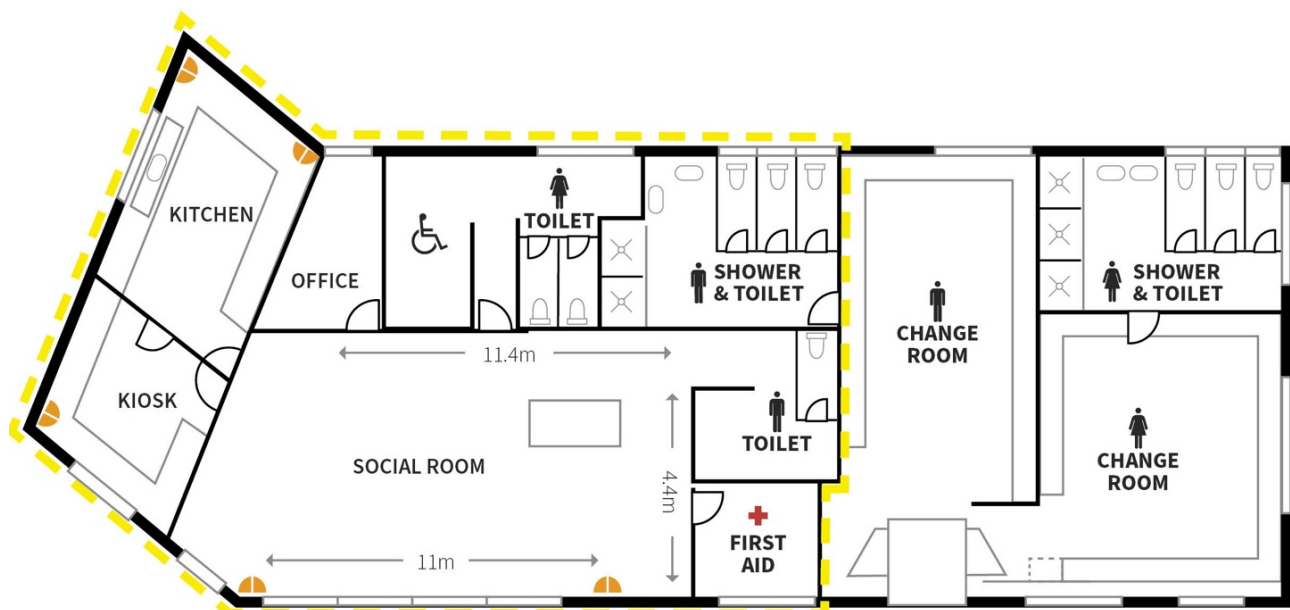
EOI Open	Monday 5 July 2021
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Contact

Leonie Moss
 Recreation Development Officer (Community Facilities)
 City of South Perth
bookings@southperth.wa.gov.au
 9474 0857

Floor Plan

Floor plan of the Collier Pavilion below - excluding the change rooms.



LEGEND	
	POWER POINTS (DOUBLE)
	LAPTOP/USB INPUT
	AV PANEL + LIGHTS & BLINDS CONTROL
	A/C CONTROLS
	LIGHT CONTROLS

EOI Application Form

Contact details

Mr/Mrs/Miss/Ms Surname: _____ Given names: _____

Organisation (if applicable): _____

Postal address: _____

Postcode: _____

Phone: Home: _____ Work: _____ Mobile: _____

Fax: _____ Email: _____

On Site contact (if different to applicant): Surname: _____ Given name: _____

Phone (mobile): _____ Email: _____

Additional Information

Will your proposed activity be open to the general public?

YES ☐ NO ☐

Please provide a brief description

Will you be charging attendees a fee for the activity?

YES ☐ NO ☐

Please provide a brief description

How many people is your activity anticipated to attract daily?

Specific Activity

Please provide a brief description of proposed activity

Please list your proposed operating days and times

Days	Operating times
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Commencement Date: ____/____/ 2022

Note: The commencement date for use of the premises will depend on the completion date of the approval processes and other building requirements; but is anticipated to be from January 2022.

Are you seeking a multi-year agreement/licence renewal option?

YES ☐ NO ☐

Is your organisation a Not-for-Profit organisation, Community organisation, sporting group or commercial organisation? (please circle)

ABN number: _____

Does your organisation have valid Public Liability Insurance?

YES ☐ NO ☐

If YES, please attach a current copy of your Certificate of Currency to this application.

Will your operation involve the consumption or sale of alcohol?

YES ☐ NO ☐

Please provide a brief description

Will your operation involve the sale of food or drinks?

YES ☐ NO ☐

Please provide a brief description

Will you have any form of amplified music?

YES ☐ NO ☐

If YES, please provide a brief description below.

Will your operation require the erection of temporary signage?

YES ☐ NO ☐

Please provide a brief description below

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

Please refer to further documentation that may support your application (e.g. attach a business profile/resume or other documents demonstrating experience completing similar projects, skills and experience of key personnel and business reputation).

Please provide a detailed description of your activity and explain the objectives of your activity or operation.

Please include reference to the selection criteria regarding creativity and uniqueness of the activity.

How will your proposed activity or operation provide a community benefit?

The activity or operation is affordable and can be accessible to all community members (including taking into consideration community members who may have a disability or mobility issue).

Civic Centre**9474 0777**

Cnr Sandgate St & South Tce,
South Perth WA 6151

Fax 9474 2425enquiries@southperth.wa.gov.au**southperth.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
manningseniors@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

June 2021

