

CITY OF SOUTH PERTH

# EXPRESSION OF INTEREST (EOI) MORRIS MUNDY PAVILION



## Overview

### Timeline

|                       |  |
|-----------------------|--|
| <b>EOI Open</b>       | <b>6 November 2023</b>   |
| <b>EOI Close</b>      | <b>17 November 2023 – 4pm (WST)</b>  |
| <b>EOI Assessment</b> | <b>EOI Assessment Period: 20-24 November 2023<br/>EOI Applicant Outcome Notification: 29 November 2023</b> |

### 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 the nominated EOI closure date to [bookings@southperth.wa.gov.au](mailto: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 utilise all or part of the Morris Mundy Pavilion. The main Pavilion components available for use are:

- Hall area measuring approximately 77m<sup>2</sup>; and
- Kitchen/servery area measuring approximately 24m<sup>2</sup>.

*Note: The Pavilion also comprises changerooms, showers and toilets that are occasionally used by sporting clubs and users of the adjacent reserve, so shared access may be negotiated to these areas.*

The Pavilion is situated on Oxford Street in Kensington.

The Pavilion is situated on land owned freehold by the City of South Perth and is zoned for parks and recreational purposes. Eligible organisations are invited to submit an EOI for use of the Pavilion. Operational terms and conditions will be negotiated between the City and the approved user.

### Types of Eligible Organisations

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

- Not-for-Profit Incorporated Organisations
- Community Organisations
- Sporting Clubs
- Commercial Organisations

### Project Aim and Potential Respondents

The aim of the project is to attract a regular hirer/tenant to increase usage of Morris Mundy Pavilion.

The land is vested for 'parks and recreation', so the potential usage of the Pavilion may include:

- Community and leisure activities
- Health and wellbeing programs
- Sport and recreation programs
- Group fitness classes (e.g. Zumba, yoga classes etc).

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   |
|--|-------------|
| <p><b>City Strategic objectives</b></p> <p>Alignment to support the City achieving the objectives listed in the City’s Strategic Community plan and associated plans (linked below). <a href="https://southperth.wa.gov.au/our-future/strategic-direction/vision-values">https://southperth.wa.gov.au/our-future/strategic-direction/vision-values</a></p> | 30%         |
| <p><b>Risk Management Plan and insurances</b></p> <p>A detailed risk management plan with risk assessments and business insurance policy and documentation.</p>  | 20%         |
| <p><b>Business Profile</b></p> <p>A detailed business profile, demonstrating experience completing similar projects, skills and experience of key personnel and business reputation.</p>   | 20%         |
| <p><b>Creativity</b></p> <p>There is a uniqueness of concept/experience.</p>   | 15%         |
| <p><b>Community Benefit and Access/Inclusion</b></p> <p>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).</p>  | 15%         |
| <p><b>Total</b></p>  | <b>100%</b> |

## Assessment and Approval Process

Applicants will be assessed by the City and be 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 are likely to include the terms and conditions outlined below.

- **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).
- **Term:** Up to 5 years and may include a renewal option.
- **Licence Fee:** The rent and other charges will be negotiated on a case-by-case basis with the approved applicant/tenant and will depend on the type of use. For example:
  - Not-for-profit community organisations and sporting clubs – the annual licence fee will range between \$1,000 and \$3,000 per annum.
  - Commercial Organisations – the annual licence fee will be reflective of an independent market valuation of the premises, taking into account the nature of the business enterprise.
- **Property Maintenance Schedule and Other Fees:** maintenance, cleaning, waste, utilities and other relevant costs proportioned to the licenced area.
- **'Redevelopment clause'** - will be included in case the City requires the land for another purpose in the future.
- **Fit Out** - The licence area may require some fit out prior to occupation to meet the licensee's particular usage requirements and provide a more useable and comfortable environment, such as: installation of air conditioning; installation of new floor coverings etc. The fit out is the responsibility of the approved applicant/tenant, not the City.
- **Other** - 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

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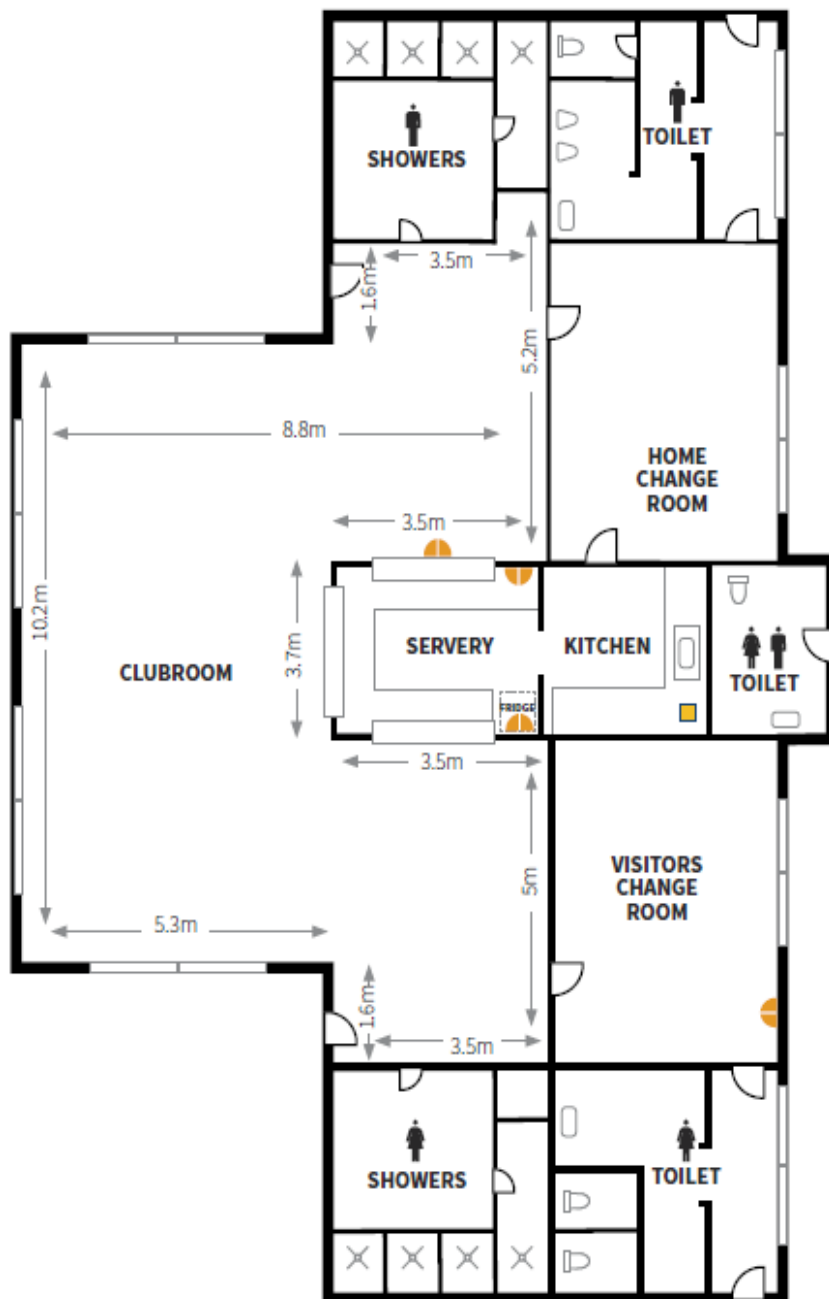
## Enquiries

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

## Floor Plan

A floor plan of the Morris Mundy Pavilion that is the subject of this EOI process is shown below.

# Morris Mundy Pavilion



| LEGEND |                       |
|--------|-----------------------|
|        | POWER POINTS (DOUBLE) |
|        | 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: \_\_\_\_\_ 2024

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

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**Will your operation involve the sale of food or drinks?**

YES

NO

Please provide a brief description

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**Will you have any form of amplified music?**

YES  NO

If YES, please provide a brief description below.

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**Will your operation require the erection of temporary signage?**

YES  NO

Please provide a brief description below

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## Supporting Questions

**How does your proposed activity support the City to achieve its objectives?**

*Please refer to the City’s Strategic Community Plan and associated plans.*

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**Please provide a detailed description of how your activity or operation will be managed.**

*Please include reference to the selection criteria regarding risk management; and insurance.*

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**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).*

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**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.*

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**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).*

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