



EXPRESSION OF INTEREST (EOI)

Temporary Activations on the South Perth Foreshore or other City Parks 2020-21

EOI OVERVIEW

TIMELINE

EOI Open	Monday 8 June 2020
EOI Close	Friday 19 June 2020 - 4pm (WST)
EOI Assessment	EOI Assessment Period: 22-30 June 2020 EOI Applicant Outcome Notification: 1-3 July 2020

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

EOI SUBMISSION PROCESS

Complete the Expression of Interest form and submit with your supporting documentation before **4pm Friday 19 June 2020** to bookings@southperth.wa.gov.au

Introduction

The City

The City of South Perth is a medium sized metropolitan local government authority located 4kms from the Perth CBD.

The City of South Perth covers 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 of South Perth (City) is inviting Expressions of Interest (EOI) from commercial businesses and community organisations to activate the South Perth Foreshore or other City parks and reserves through the facilitation of temporary recreational activities or associated operations during the 2020/2021 financial year.

The City is eager to hear from you if you feel you can support the City to achieve its strategic objectives listed in the [City's Strategic Community Plan 2017-2027](#); [Cultural Plan 2019-2023](#) and [South Perth Foreshore Strategy and Management Plan 2015](#) that:

- Embrace and facilitate unique events and attractions on or near the foreshore areas and reserves;
- Facilitate and create opportunities for social, cultural and physical activity in the City; and
- Undertake events and attractions to grow tourism to local destinations.

The proposal should also be consistent with the Perth Water Precinct Plan <https://www.dbca.wa.gov.au/swan-canning-riverpark/perth-water-precinct-plan>

What types of operations?

The types of operations may include (but not limited to):

- Recreational activities such as: water based (e.g. kayak, sailing, jet ski hire etc.); or land based (e.g. bike hire, sporting activities, fitness classes etc.)
- Mobile food vendors
- Buskers/Street entertainment
- Events

- Tours

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
<p>1. <u>City Strategic objectives</u></p> <p>Alignment to support the City achieving the objectives listed in the City's Strategic Community plan and associated plans (linked above).</p>	30%	Essential
<p>2. <u>Risk Management Plan and insurances</u></p> <p>A detailed risk management plan with risk assessments and business insurance policy and documentation.</p>	20%	Essential
<p>3. <u>Business Profile</u></p> <p>A detailed business profile, demonstrating experience completing similar projects, skills and experience of key personnel and business reputation.</p>	20%	Essential
<p>4. <u>Creativity</u></p> <p>There is a uniqueness of concept/experience.</p>	15%	Essential
<p>5. <u>Community Benefit and Access/Inclusion</u></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%	Essential

Specific Location of Activity

The proposed activity must be compatible with the chosen location. See Appendix A for more details.

Assessment and Approval Process

Applicants will be assessed by the City and be advised of the outcome by written correspondence in accordance with the EOI timeline. 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, other approvals may be required, such as Department of Planning, Lands and Heritage approval; Department of Biodiversity, Conservation and Attractions approval; and Council approval. There should be no expectation that if an EOI is approved applicants can commence trading straight away. Applicants should allow a minimum of eight (8) weeks to obtain the necessary approvals prior to their proposed project commencement date.

Terms and Conditions

Approved proposals will be subject to terms and conditions, including payment of fees, compliance with reserve usage conditions etc. The fees will be determined depending on the scale and scope of the activity. See the following link on the City's website for more information about current Fees and Charges - <https://southperth.wa.gov.au/residents/rates-and-payments/fees-and-charges>

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 (including business, contact person and details and the project details)

Timeline

EOI Open	Monday 8 June 2020
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EOI Assessment	EOI Assessment Period: 22-30 June 2020 EOI Applicant Outcome Notification: 1-3 July 2020

Contact

If you have any question relating to the Expressions of Interest process please contact:

Leonie Moss
Senior Booking Officer
bookings@southperth.wa.gov.au
Phone: 9474 0857

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 Location of Activity

What is the preferred site for your proposed activity? _____

Please provide a brief description.

Please list your proposed trading dates, days and times throughout the 2020/21 financial year period?

Note: A minimum of eight weeks is required for pre-activity approvals before commencement.

Commencement Date: _____

Conclusion Date: _____

Days	Trading Times
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Is your organisation a **Commercial Operator** or **Not for Profit Organisation** (please circle)?

Provide ABN number: _____

Does your organisation have valid Public Liability Insurance?

YES NO

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

Do you plan to trade from a vehicle or erect any temporary structures i.e. marquees/shade cover etc?

YES NO

Please Note: 'Temporary Structures' means a non-permanent building, shelter, equipment, fence, or other thing that is fixed to land or to anything that is fixed to land. Department of Planning, Lands and Heritage (Minister for Lands) approval is required for temporary structures operating on state government owned (crown land) sections of the foreshore that prevent/restrict the general public access

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 use of rubbish bins that are provided/seviced by the City?

YES NO

Please provide a brief description below.

Will your operation require the erection of temporary signage?

YES NO

Please provide a brief description below.

Will your operation require the use of a power generator for electricity?

YES NO

Please provide a brief description below.

Will your staff require vehicle access onto the reserve?

YES NO

Please provide a brief description below.

Will your customers require temporary car parking on the reserve?

YES NO

Please provide a brief description below (Note: Zones 8 and 15 are only available for car parking).

Supporting Application Questions

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

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

2. 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.-

3. 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).

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

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

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5. 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).

Appendix A – Location Options

The proposed activity must be compatible with terms of conditions of the chosen location. The South Perth Foreshore areas and or other City of South Perth parks may be suitable for your proposed activity (see summary below).

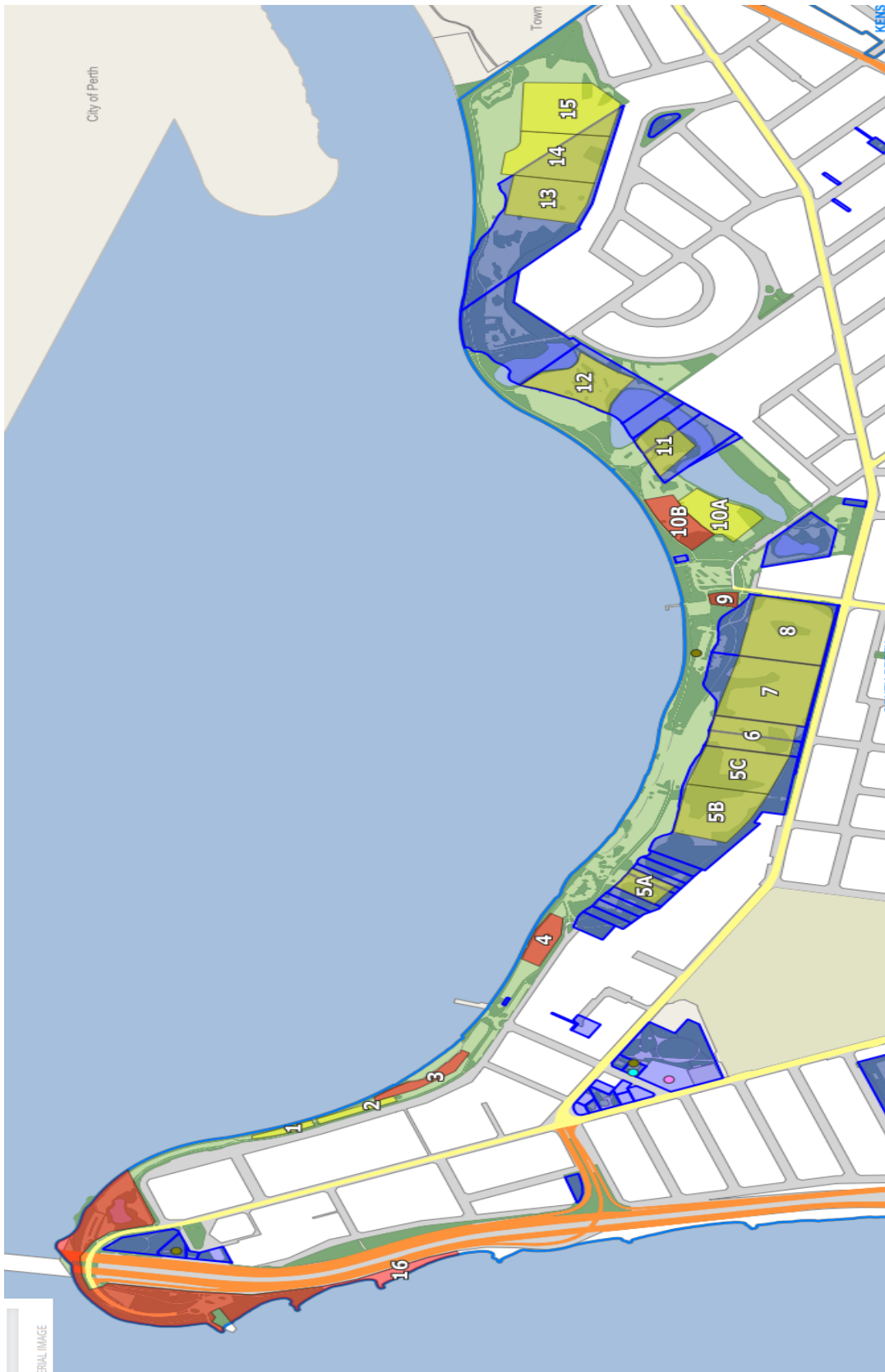
South Perth Foreshore/Sir James Mitchell Park – the Park stretches along the Swan River from Mends Street Jetty to Ellam Street. The Park is comprised of 15 zones with different land ownership, zoning and usage conditions. State government approval for commercial operations will also be required through Department of Planning, Lands and Heritage; and Department of Biodiversity, Conservation and Attractions (DBCA). See table below and [South Perth Foreshore Strategy and Management Plan 2015](#) (pages 91-93) for more information.

Zone ID	Description
Sir James Mitchell Park Zone 1	Zone 1, Esplanade North, is located between the rose garden and Queen Street jetty. This area is suitable for wedding ceremonies, corporate events, private events and social functions. No temporary structures or marquees larger than 3m x 3m are permitted. Please note that there is no vehicle access to this zone and all functions must cease by 8pm. Capacity 400 people.
Sir James Mitchell Park Zone 2	Zone 2, the central area of the Esplanade, is located north of Frasers Lane between two rose gardens. This area is suitable for wedding ceremonies, corporate events, private events and social functions. Please note that no temporary structures or marquees larger than 3m x 3m are permitted. All functions must cease by 8pm. Capacity 500 people.
Sir James Mitchell Park Zone 3	Zone 3, located between two rose gardens, is suitable for wedding ceremonies, corporate events, private events and social functions. Please note that no temporary structures or marquees larger than 3mx3m are permitted and there is no vehicle access to this zone. All functions must cease by 8pm. Capacity 1,000 people.
Sir James Mitchell Park Zone 4	Zone 4, located between the Mends Street Jetty and the City's carpark, is suitable for wedding ceremonies, corporate events, private events and social functions. Please note that no temporary structures or marquees over 3m x 3m are permitted. All functions must cease by 8pm. Capacity 1,050 people.

<p>Sir James Mitchell Park</p> <p>Zone 5</p>	<p>Zone 5, located in the City's Scented Gardens, is a beautiful venue for small wedding ceremonies, corporate and private events and social functions for up to 50 people. With a central paved area, it offers a secluded and semi-shaded space. Please note that service providers, applicants and guests are required to vacate this zone by 8pm. Temporary structures and marquees no larger than 81m x 81m are permitted on the grassed area. Capacity 50 people.</p>
<p>Sir James Mitchell Park</p> <p>Zone 6</p>	<p>Zone 6, located south of the flagpole, is suitable for weddings, corporate events, private events and social functions. Service providers, applicants and guests are required to vacate the zone by 11pm. Temporary structures and marquees are permitted on the grassed area subject to approval. Capacity 2,400 people.</p>
<p>Sir James Mitchell Park</p> <p>Zone 7</p>	<p>Zone 7 is suitable for weddings, corporate events, private events and social functions. Service providers, applicants and guests are required to vacate the zone by 11pm. Temporary structures and marquees are permitted on the grassed area subject to approval. Capacity 3,600 people.</p>
<p>Sir James Mitchell Park</p> <p>Zone 8</p>	<p>Zone 8, located to the west of Coode Street, is a wide open green space with a small collection of trees through the middle of the zone. The area is suitable for photography and filming, weddings, corporate and private events and social functions. Service providers, applicants and guests are required to vacate the zone by 11pm. Temporary structures and marquees are permitted on the grassed area subject to approval. Capacity of 6,000 people.</p>
<p>Sir James Mitchell Park</p> <p>Zone 9</p>	<p>Zone 9, located to the south of the Boatshed restaurant, is suitable for weddings, corporate events, private events and social functions. Service providers, applicants and guests are required to vacate the zone by 11pm. Temporary structures and marquees no larger than 81m x 81m are permitted on the grassed area subject to approval. Capacity 250 people.</p>
<p>Sir James Mitchell Park</p> <p>Zone 10</p>	<p>Zone 10, located to the east of Douglas Avenue, offers a wide open riverside location suitable for weddings and social functions. There is a playground located next to Zone 10 with gazebos and a BBQ. Service providers, applicants and guests are required to vacate the zone by 11pm. Temporary structures and marquees are permitted on the grassed area subject to approval. No corporate events will be approved at this location. Capacity 2,700 people.</p>

Sir James Mitchell Park Zone 11	Zone 11 is suitable for weddings, corporate events, private events and social functions. Service providers, applicants and guests are required to vacate the zone by 11pm. Temporary structures and marquees are permitted on the grassed area subject to approval. Please note that the bike/footpath must be kept clear at all times. Capacity 1,400 people.
Sir James Mitchell Park Zone 12	Zone 12, located to the west of Hurlingham Road, is suitable for weddings, corporate events, private events and social functions. Service providers, applicants and guests are required to vacate the zone by 11pm. Temporary structures and marquees no bigger than 81 square metres in size are permitted on the grassed area subject to approval. Capacity 2,000 people.
Sir James Mitchell Park Zone 13	Zone 13, located to the east of Hurlingham Road, is suitable for weddings, corporate events, private events and social functions. Please note that this area is only available for up to a maximum of 30 people. No temporary structures or marquees larger than nine metres square are permitted.
Sir James Mitchell Park Zone 14	Zone 13, located to the east of Hurlingham Road, is suitable for weddings, corporate events, private events and social functions. Please note that this area is only available for up to a maximum of 30 people. No temporary structures or marquees larger than nine metres square are permitted.
Sir James Mitchell Park Zone 15	Zone 15, located to the south west of Ellam Street, is suitable for small car shows, photography and filming, weddings, corporate events, private events and social functions. Service providers, applicants and guests are required to vacate the zone by 11pm. Temporary structures and marquees are permitted on the grassed area subject to approval. Capacity 6,000 people.
Sir James Mitchell Park pathway	The pathway stretches the length of Sir James Mitchell Park and is suitable for both walking/running and bike riding. The path can be hired for events such as fun runs, walks etc.
Mindeerup	A new piazza and promenade area called 'Mindeerup (meaning place by the shore) is located directly opposite the Mends Street Jetty.

South Perth Foreshore - Zones



Other City Parks & Venues

The City has a range of other parks/venues that may be suitable for your proposal (see information/website links below for more information).

- **Neil McDougall Park** - <https://onlineservices.southperth.wa.gov.au/facilities/facility/neil-mcdougall-park>
- **George Burnett Park** - <https://onlineservices.southperth.wa.gov.au/facilities/facility/george-burnett-park>
- **Windsor Park** - <https://onlineservices.southperth.wa.gov.au/facilities/facility/windsor-park>
- **Mindeerup** - A new piazza and promenade area called 'Mindeerup (meaning place by the shore)' is located on the South Perth foreshore at the intersection of South Perth Esplanade and Mends Street. The primary purpose of this piazza/promenade is to serve as a major arrival point to South Perth via the ferry terminal. The area is also available for City-partnered events and activations that are assessed as being suitable for this site in accordance with the South Perth Foreshore Strategy and Management Plan and associated plans.