

CITY OF SOUTH PERTH

EXPRESSION OF INTEREST

TEMPORARY ACTIVATIONS IN MANNING HUB





EXPRESSION OF INTEREST (EOI)

Temporary Activations in Manning Hub

EOI OVERVIEW

TIMELINE

EOI Open	12 September 2022
EOI Close	30 September 2022
EOI Assessment	EOI Assessment Period: 1-14 October 2022 EOI Applicant Outcome Notification: 17 October 2022

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. Organisational 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 (EOI) form and submit with your supporting documentation before **30 September 2022** to events@southperth.wa.gov.au

Introduction

Manning Hub

Manning Hub is a multi-million-dollar community development project to create a new 'heart' for Manning and provide the community with a vibrant, connected and attractive precinct integrating community services and social activities.

Manning Hub incorporates:

- Manning Community Centre – comprising a community hall and meeting room facilities; and various recreation and community spaces used by Manning Rippers Football Club, Moorditj Keila Aboriginal Group, Manning Child Health Clinic, Manning Early Years Room (Manning Toy Library and Manning Playgroup)
- Public Open Space (James Miller Oval)
- Manning Library

The above community facilities are located nearby to a commercial precinct (retail and commercial premises in Welwyn Avenue and Conochie Crescent) and residential apartments.

Expressions of Interest

The City of South Perth (City) is keen to optimize activation of the Manning Hub, so is inviting Expressions of Interest (EOI) from local community organisations (community groups, sporting clubs and associations) and commercial businesses based in Manning (or providing services within Manning) to activate the area through the facilitation of temporary recreational activities or associated operations during the 2022/2023 financial year.

Note: EOI submissions from commercial businesses should include 'community service' component/s to be eligible for consideration e.g. community development, recreation development or cultural development activities incorporated into the proposal.

The City is eager to hear from you if you feel you can support the City to achieve its strategic objectives to facilitate and create opportunities for social, cultural and physical activity in the City; and embrace and facilitate unique events and activations around the City. See the associated strategies, actions and objectives listed in the [Strategic Community Plan 2021-2031](#); [Cultural Plan 2019-2023](#) and [Economic Development Plan](#)

What types of activities or operations?

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

- Recreational activities
- Buskers/street entertainment
- Events
- Tours
- Exhibitions

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
<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>Organisational Profile</u></p> <p>A detailed organisational profile, demonstrating experience completing similar projects, skills and experience of key personnel and business reputation.</p>	20%	Essential
<p>4. <u>Creativity</u></p>	15%	Essential

There is a uniqueness of concept/experience.		
<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. 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: local government/Council approval processes etc. There should be no expectation that if an EOI is approved applicants can commence their proposal 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 may be subject to terms and conditions, including: booking of venues within Manning; payment of relevant reserve/facility hire fees, compliance with reserve/facility usage conditions etc.

Contact the City's Recreation Development Officer (Community Facilities) via email to bookings@southperth.wa.gov.au or 9474 0857 for more information about booking of venues.

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

Timeline

EOI Open	12 September 2022
EOI Close	30 September
EOI Assessment	EOI Assessment Period: 1-14 October 2022 EOI Applicant Outcome Notification: 17 October 2022

Contact

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

Adrian Fabiankovits
Cultural Development Coordinator
City of South Perth
Adrian.Fabiankovits@southperth.wa.gov.au
9474 0704

EOI Application Form

Contact details

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

Organisation: _____

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 dates, days and times throughout the 2022/23 financial year period?

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

<u>Days</u>	<u>Times</u>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Commencement Date: _____ 2022

Conclusion Date: _____ 2023

Is your organisation a **Community Organisation** or **Commercial Business** (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.

Does your proposal involve the erection of 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.

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/serviced 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 proposal require vehicle access onto James Miller Oval?

YES ☐ NO ☐

Please provide a brief description below.

Will your proposal require financial support from the City?

YES ☐ NO ☐

If yes, your proposal may be eligible for up to \$5,000 funding via the City's Community Funding Program.
Please provide a brief description below of your anticipated project budget.

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 organisational profile/resume or other documents demonstrating experience completing similar projects, skills and experience of key personnel and 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.

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).

This image shows a full page of primary-ruled paper. It features ten sets of horizontal lines across the page. Each set consists of a solid top line, a dashed middle line, and a solid bottom line, providing a guide for letter height and placement in handwriting practice. The paper is otherwise blank, with no margins or additional markings.

6. If you are commercial entity, please describe how community service components will be incorporated into your proposal activity or operation?

The activity or operation must incorporate community development, recreation development or cultural development activities.

[illegible]

Appendix A – Location Options

The proposed activity must be compatible with terms of conditions of the chosen location. See below for details.

Manning Community Centre

- ✓ **Manning Community Hall** - the venue usage terms and conditions will be determined by the City of South Perth in accordance with its usual community facility hire requirements. Contact Leonie Moss at the City for more information.
- ✓ **Manning Meeting Room** - the venue usage terms and conditions will be determined by the City of South Perth in accordance with its usual community facility hire requirements. Contact Leonie Moss at the City for more information.
- ✓ **Manning Rippers Football Club** – the venue usage terms and conditions will be as outlined in the lease agreement for this facility.
- ✓ **Moorditj Keila Aboriginal Group** - the venue usage terms and conditions will be as outlined in the lease agreement for this facility.
- ✓ **Manning Child Health Clinic** – the venue usage terms and conditions will be as outlined in the lease agreement for this facility.
- ✓ **Manning Early Years Room** – the venue usage terms and conditions will be determined by the City of South Perth in accordance with its usual community facility hire requirements. Contact Leonie Moss at the City for more information.

Public Open Space

- ✓ **James Miller Oval** - the venue usage terms and conditions will be determined by the City of South Perth in accordance with its usual reserve hire requirements. Contact Leonie Moss at the City for more information.

Manning Library

- ✓ **Manning Library** - the venue usage terms and conditions will be determined by the City of South Perth in accordance with its usual community facility hire requirements. Contact Leonie Moss at the City for more information.

Commercial Venues

- ✓ **Various Venues in the Manning Hub** – the venue usage terms and conditions will be determined by the commercial organization in association with the City of South Perth.

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

September 2022

