

## Expression of Interest (EOI) John McGrath Pavilion Office Space/Meeting Room

### Overview

### Timeline

EOI Open	1 May 2021
EOI Close	<b>15 May 2021</b>
EOI Assessment	<ul style="list-style-type: none"><li>EOI Assessment Period: 16 -31 May 2021</li><li>EOI Applicant Outcome Notification: 15 June 2021</li></ul>

### 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 **15 May 2021 (4pm)** 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 use office space/meeting room measuring 35m<sup>2</sup> within the John McGrath Pavilion, located at 97 Hensman Street, South Perth.

The office space/meeting room 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 the Minister for Lands consent.

Eligible organisations are invited to submit an EOI for use of the office space/meeting room for recreation purposes for an approved period to be negotiated.

The office space/meeting room was previously occupied/used by the South Perth RSL Club who has recently vacated the premises.

### Types of Eligible Organisations

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

- Not-for-Profit Incorporated Organisations
- Community Organisations
- Sporting Groups

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><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%	Essential
<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%	Essential
<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%	Essential
<p><b>Creativity</b></p> <p>There is a uniqueness of concept/experience.</p>	15%	Essential
<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%	Essential

### Specific Location

John McGrath Pavilion (Office Space/Meeting Room)  
97 Hensman Street, South Perth, WA.

## 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 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 and Sporting Groups will be granted for a period of 5 years with a 5 year option).
- Licence Fee: a minimum of \$1,000 per annum (i.e. City of South Perth Policy 609 ‘Management of City Property’ prescribes that the fee will be 0.1% of the facility insured value, or a min. of \$1,000).
- 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.

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

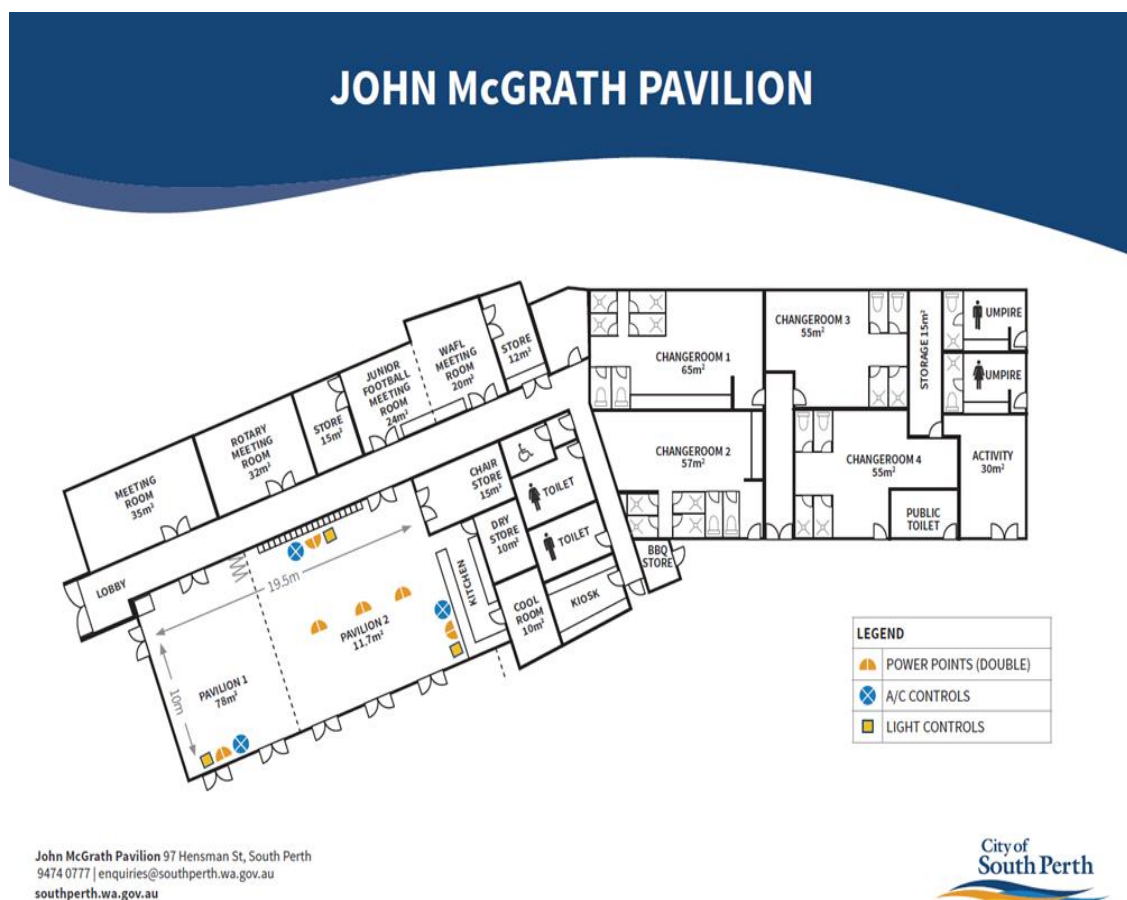
EOI Open	1 May 2021
EOI Close	<b>15 May 2021</b>
EOI Assessment	EOI Assessment Period: 16 -31 May 2021  EOI Applicant Outcome Notification: 15 June 2021

## 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

See floor plan the John McGrath Pavilion (the office space/meeting room that is the subject of this EOI process is shown below – i.e. the first room on the left hand side of the Pavilion).



# 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? \_\_\_\_\_

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Please list your proposed operating days and times

Days	Operating Times
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Commencement Date: \_\_\_\_\_ 2021

Are you seeking a **multi-year agreement**/licence renewal option? YES  NO

Is your organisation a **Not-for-Profit Organisation, Community Organisation or Sporting Group?** (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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