



Perry Park Recreation Centre Expression of Interest for allocation of court space

Information for applicants

2024

Table of Contents

Introduction	3
Centre Overview	4
Opening hours	4
Centre and court layout details	4
Sport categories	5
Occupancy	5
Equipment and amenities	5
Seating	6
Other facilities	6
Fees and charges 2023/24	6
The Process	7
Guiding Principles	7
Court space allocation	7
Complementary and diverse programs and services	8
Available court time	8
Special events	8
Submission requirements	9
Code of conduct	9
Child safety	9
Key dates	10
More information	10
Assessment Process	11
Probity	11
Assessment criteria	11
Scoring	13
Review	13
Additional information	13
Appendix A – regular court availabilities in green	14
Appendix B – school holiday court availabilities in green	15

Introduction

The City of Sydney's Perry Park Recreation Centre (the Centre) is seeking submissions from interested parties for allocation of available court space. This Expression of Interest Process (the Process) is being conducted to ensure a fair and transparent process for all potential user groups to register their interest in the new four indoor court centre.

The Process is for regular and school holiday hire of court spaces from user groups including local community clubs, associations, and organisations. If you are interested in booking for social play or for one-off casual court hire, please contact the Centre directly for more details.

To be considered a 'regular hirer' user group must book on an ongoing basis of at least 10 consecutive weeks.

The Process will prioritise locally based user groups to deliver a range of programs and activities that contribute to the guiding principles and vision of the Centre.

The Centre will not be a home base for any one user group (except for the City of Sydney Basketball Association). However, court space will be allocated to a variety of different user groups across a range of sport and recreation activities, to encourage shared community use of this facility and increase participation of underrepresented groups.

The allocation of court space at the Centre is guided by a Priority of Use guidelines which outlines the percentage of available Peak and Off-Peak court space for hire. Available court space will be shared amongst successful applicants. There will be no guarantee of a minimum allocation of time and space and there will also be no guarantee of a particular time or day for the allocation of space.

Court space allocations for this Process will be for the 2024 calendar year. The City may exercise the right to extend this period for successful applicants in accordance with the hire agreement or elect to run another Process. Any allocation is not to be construed as exclusive or perpetual occupation.

Successful applicants must be able to meet the criteria outlined in this document and must submit applications in the manner required by this document.

Further information regarding available times, fees, and charges applicable and information about the Centre is noted in this document.

The appointment of user groups will be made based on groups that work around the City's own programming and will achieve the best overall variety and value to the City and the community.

Centre Overview

Opening hours

General opening hours available for bookings are detailed below. Hire time includes set-up and pack down time.

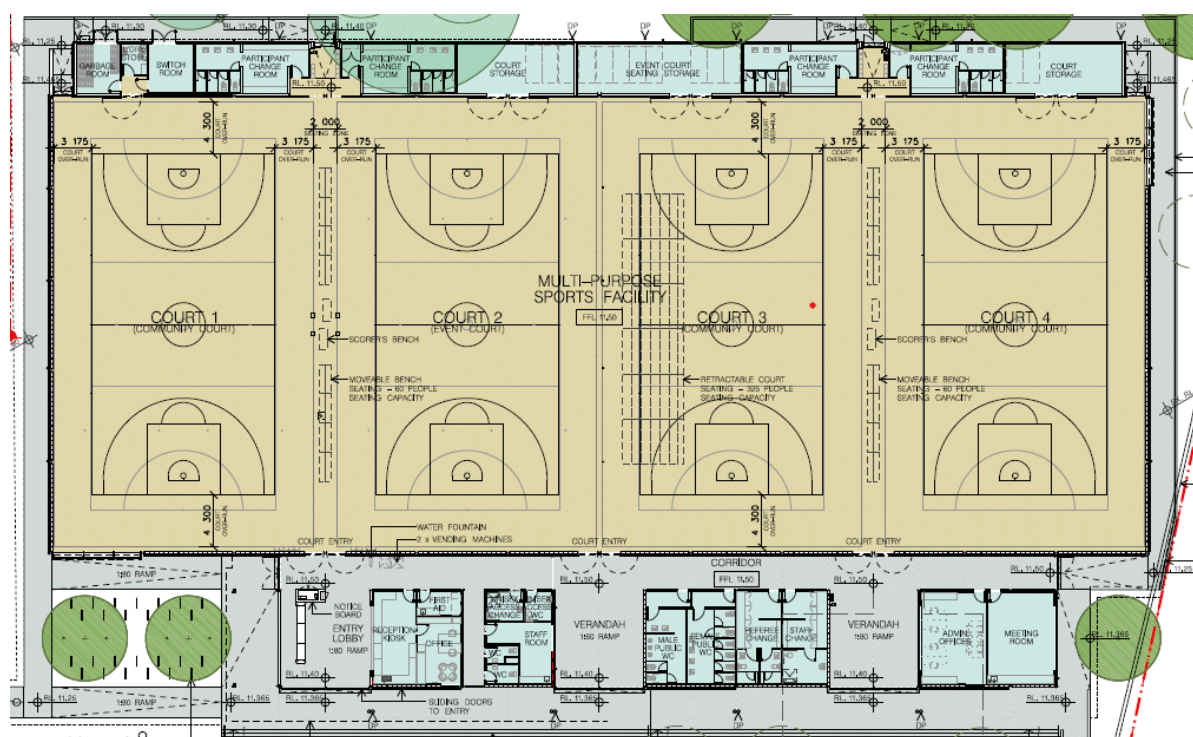
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
School terms	10am-11pm	10am-11pm	10am-11pm	10am-11pm	10am-11pm	8am-8pm	11am-8pm
School holidays	8am-11pm	8am-11pm	8am-11pm	8am-11pm	8am-11pm	8am-8pm	11am-8pm

Closed on public holidays unless for a booked event.

The Centre may vary its opening hours for bookings including school holiday camps and events.

Opening hours are subject to change and dependant on usage.

Centre and court layout details



Perry Park Recreation Centre
Expression of Interest for allocation of court space

This is a shared facility and applicants need to be aware that there will potentially be other hirers and sports being played at the same time as your activity.

Applications can be made for up to four (4) multi-purpose indoor timber floor courts. The courts can accommodate multiple sports and have line marking for:

- Futsal (Indoor Soccer) – 4 courts
- Volleyball – 4 courts
- Badminton – up to 16 courts
- Netball – up to 4 courts
- Basketball – up to 4 courts

Sport categories

Sports offered may include but are not limited to:

- Futsal
- Netball
- Volleyball
- Badminton
- Roller derby
- Handball
- Multi-Sports
- Basketball*

* The City is working in partnership with the City of Sydney Basketball Association to provide all basketball related programs at the Centre. Any basketball related applications will not be accepted unless they are part of a multi-sport or school program.

Some sports may not be suitable for the timber flooring (such as indoor hockey) and will not be allowed on the courts. Please discuss with staff prior to applying if you have any concerns that your sport will impact or damage the courts.

Occupancy

The Centre has a maximum occupancy at any time of 511. Please note that restrictions of attendance numbers may be placed on applicants depending on other hirers in the Centre. Please ensure you are accurate in your application when entering the expected number of people attending (this includes all expected participants, spectators, and facilitators).

Equipment and amenities

Applicants wanting to facilitate sports not included above will need to bring the required equipment to the Centre. Any external equipment will need to be approved by the Centre Manager. Please advise in your application if any external equipment is required.

Retractable curtains can divide the four courts individually.

Please note that there is no storage available for hirers at the Centre. Successful applicants will need to organise drop-off and pick-up of any required equipment.

There is no on-site parking but on street parking is available in surrounding streets (subject to availability). A [transport access guide](#) is available on the Centre's website.

Perry Park Recreation Centre
Expression of Interest for allocation of court space

Participant changerooms with shower facilities and an accessible toilet are available on a non-exclusive basis.

Due to the shared nature of the Centre, noise from other bookings cannot be eliminated and should be considered before applying. Amplified music will only be allowed on a case by case basis with the approval of the Centre Manager. Please advise in your application if you require the use of amplified music.

Seating

Each court has seating for approximately 100 participants and spectators. Please specify the total number of persons in your application, including all participants and expected spectators. Additional fees may apply for special request set-up and pack-down.

Other facilities

Scorers desk and scoreboard: One (1) scorers desk and scoreboard is available for use per court.

Additional Equipment: Additional equipment (balls, racquets etc.) are available for hire. Additional fees may apply.

Fees and charges 2023/24

A summary of the applicable fees and charges for court hire is below. More detailed fees and charges can be found via the City of Sydney [website](#).

Court	Hourly rate (standard)
Full court – casual court hire	\$83.70
Full court – regular court hire	\$75.30
Badminton court	\$23.40

Regular hire must be on an ongoing basis of at least 10 consecutive weekly bookings.

Additional fees for equipment hire, bump in/bump out and court set up and pack down may apply.

Fees and charges will increase by the Australian consumer price index (CPI) (subject to endorsement by Council) and come into effect from 1 July of each financial year.

The Process

Guiding Principles

Guiding principles developed by the City ensure the Process for court usage meets the core outcomes of the vision for the Centre:

Gender Equity - focus on gender equity through sport seeking increased participation for females.

Social Inclusion – diverse programs and activities that are responsive to changing participation trends and increasing participation of people with disability or socioeconomic disadvantage or Aboriginal and Torres Strait Islander peoples; or gay, lesbian, bisexual, transgendered, Intersex, Queer (GLBTIQ) people or older adults and/or new and emerging communities.

Complementary – that the City of Sydney Basketball Association has exclusive rights to the provision of basketball related programs at the Centre with the City facilitating the delivery of a range of alternate programs and services. Successful applicants will complement and not be in competition with the Centre's programming and services.

Collaboration – that the Centre works with a range of stakeholder groups such as the City of Sydney Basketball Association (and not in a competitive manner) to deliver mutually beneficial outcomes.

Transparency – that given the level of demand, space is allocated in an open, competitive, and transparent manner with a clearly defined process and is guided by fairness and equity.

Consistency – that pricing and where relevant other usage arrangements be consistent with existing City of Sydney sports facilities.

Sustainable Financial Performance – that the delivery model be weighted towards the provision of internally delivered programs while balancing community outcomes.

Green Travel – encouragement of active and sustainable transport modes.

Court space allocation

The Process is structured to be fair to all applicants, with the aim of maximum benefit to local sporting clubs and organisations and groups to facilitate a range of regular or school holiday programs and services to the local community and encourage shared community use. Successful applicants will be selected based on their ability to contribute to the Centre's guiding principles along with other criteria outlined in this document. Applications that address gender equity through sport to increase participation for females will be highly regarded.

The Centre will make every effort to accommodate the requested allocation by applicants however applicants may not be allocated their exact requested number of hours or their specific day or time. The actual allocation of hours will be based on applications received and how the Centre can best allocate court space equitably and fairly across all successful applicants.

Successful applicants will be required to enter into a Centre hire agreement and will need to provide relevant Public Liability Insurance or have a willingness to obtain prior to the execution of the hire agreement. Evidence of checks required under the Child Protection (Working With Children) Act 2012 may be required if under 18 year old participants are involved.

Court space allocation at the Centre is highly competitive. While an application may meet the criteria, it may not be competitive against other applications. If your application is unsuccessful, you can seek feedback from the evaluation panel. There may also be opportunities for one-off casual court hire.

Existing hirers will not receive any priority in the allocation process.

Complementary and diverse programs and services

Applications are being sought for hire of the Centre for programs and activities that will complement the current programming mix and create greater diversity and choice for the community. These applications will receive a higher priority score.

Examples of programs that would be duplicating existing Centre programming includes but is not limited to:

- Senior evening, weekend, and lunchtime sporting competitions (including but not limited to futsal, netball, volleyball, handball, badminton, pickleball and basketball).
- Casual or drop-in programs (including but not limited to futsal, volleyball, handball, badminton, pickleball and basketball).

These programs would receive a lower priority score. Exceptions may apply depending on the overall mix of current programs and the applications received through the Process. We encourage interested groups to put forward an application.

Available court time

Peak is defined as Monday to Friday 4pm-11pm and all-day Saturday and Sunday.

Off-Peak is defined as Monday to Friday 8am-4pm.

Under the Centre's Priority of Use guidelines up to 25% of Peak court time (60 hours per week) and 25% of Off-Peak court time (30 hours per week) is available for allocation.

Bookings may cross over from Off-peak to Peak time (e.g. 3pm-5pm weekdays).

Available days and times as part of this Process are located at the end of this document:

Appendix A – regular court spaces

Appendix B – school holiday spaces

Please note that your first preference may not be available, and we recommend having alternate preferences.

The Centre does not operate on public holidays (unless for special events and additional fees may apply).

The Centre will not be available for hire during special events or at certain periods at the City's discretion.

Special events

The Centre can accommodate special events that are compatible with the vision of the Centre and are recreation related.

For special events or bookings that require a greater seating capacity, there is show court seating available on request. The cost for set-up and pack-down along with court hire costs are by quote only and will depend on the requirements of the event.

One-off or ad-hoc special event applications can be made outside of the Process directly to the Centre. Additional fees may apply. Special events will require submission of an application and event management plan and will require further approval.

Please contact pprcadmin@cityofsydney.nsw.gov.au for more information.

Submission requirements

To apply you submit an application via the [online form](#). The application and supporting material must be lodged by the closing date and time. Responses submitted via any other method will not be accepted.

To complete the [online form](#), you will need the following:

- Contact details
- Responses to selection criteria
- References if applicable (no more than two)
- Public Liability Insurance Certificate of Currency, or willingness to obtain prior to execution of contract
- Working With Children Check number or willingness to obtain prior to execution of hire agreement

The City will not pay, or refund costs incurred by any group or school in connection with any application.

The City strongly recommends that you undertake any necessary site inspections (where applicable).

The City may:

- Refuse to consider any non-conforming or incomplete application.
- Accept an application that does not conform with the strict terms and conditions.
- Consider an application which was not submitted in accordance with these specified conditions.
- Terminate the Process at any time without making an award.
- Do anything else that the City determines in its absolute discretion.

Additional information may be required to verify the contents of your application.

Multiple submissions for the same applicant will not be accepted.

Code of conduct

All successful applicants must adhere to the Centre's [conditions of use](#), conditions of entry and court rules, which will be included in the hire agreement and displayed in the Centre.

Child safety

All successful applicants must adhere to the City's Child Safety Policy, which is available via our [website](#).

Successful applicants may be required to provide evidence of any checks required under the Child Protection (Working With Children) Act 2012.

Key dates

18 September 2023	Applications open
15 October 2023	Applications close
30 October 2023	Outcome of assessment, applicants notified
December 2023	Hire agreements executed
From January 2024	Hire agreement commences (exact date as per hire agreement). Mandatory induction and training as required

Late applications may be considered in exceptional circumstances only.

Key dates are subject to change.

More information

Please contact pprcadmin@cityofsydney.nsw.gov.au for more information. Please note to maintain the integrity of the Process, some enquiries may not be able to be answered.

More information is available in the hire agreement.

Assessment Process

Applications will be reviewed and assessed by a panel of City of Sydney staff against the Centre's guiding principles and will include additional criteria outlined below.

It is recommended that applicants provide as much information as possible in their application including but not limited to, reference to the Guiding Principles. Applicants may be requested to provide more information as part of this process.

Probity

The City aims for the highest standards of probity. Probity is defined by procurement processes being able to stand up to scrutiny and community expectations in its consideration of applications. The principles used to promote probity throughout all stages of the process are:

- Fairness and impartiality.
- Use of a competitive process.
- Consistency and transparency of process.
- Security and confidentiality.
- Identification and resolution of conflicts of interest.
- Scoring.

Assessment criteria

Category	Assessment Criteria	Details	Possible Score	Weight
1	Locally based organisation	Priority will be given to local associations (within a 5km radius), clubs, organisations, or community groups.	3	10%
2	Registered club or association	Incorporated association and/or registered with sport peak body	3	10%
3	Participation Outcomes	Maximises overall usage of the courts with a broad range of users including but not limited to: female participants, Aboriginal and Torres Strait Islander peoples; or gay, lesbian, bisexual, transgendered, Intersex, Queer (GLBTIQ) people or older people; and/or new and emerging communities as well as people of all ages.		
	Score: Very effective = 3 Moderately effective = 2	1. The booking will maximise usage of the courts and increase participation rates in sport and/or recreation.	3	40%

Perry Park Recreation Centre
Expression of Interest for allocation of court space

Category	Assessment Criteria	Details	Possible Score	Weight
	Limited effectiveness = 1 No capacity to achieve = 0	2. The booking will focus on gender equity and increase participation of females. 3. The booking will increase social inclusion at the Centre. 4. The booking will cater for all age groups or an age group not currently using the Centre. 5. The booking enhances access and inclusion for people with disability.	3 3 3 3	
4	Need and Community Benefit	Improves the prosperity of the club/user group and delivers greater opportunities for the community to participate in wellbeing activities. Complements the Centre's programming and services.		
	Score: Very effective = 3 Moderately effective = 2 Limited effectiveness = 1 No capacity to achieve = 0	1. Improves the self-sufficiency and viability of club/user group. 2. Provides access to healthy sport and recreation environments promoting community wellbeing. 3. Enables access to new activities at the Centre which creates greater diversity and choice of activities for the community. 4. Complements Centre programming and services.	3 3 3 3	40%
Mandatory				
		<u>Work Health & Safety</u> Demonstrated understanding of relevant health and safety risks associated with the facilitation of their program or service. Documentation including safe work procedure statements or risk assessments may be requested.	Y/N	N/A
		<u>Insurance</u> Has provided relevant Public Liability Insurance (\$10 Million minimum) or has a willingness to obtain one prior to their program or service starting.	Y/N	N/A
		<u>Working with Children Check</u> If the program delivers programs or services to children, all facilitators and relevant staff have completed and forwarded a valid copy of their Working With Children Check (WWCC).	Y/N	N/A

Scoring

Very Effective

Responds to all requirements of the criteria and provides innovative approaches and added value for the Centre and community. A comprehensive, complete, and well-written response that demonstrates a deep understanding of the Centre's priority of use guidelines. Proposal and claims are comprehensively detailed and substantiated with evidence that the applicant will excel in their stated objectives. 3

Moderately Effective

Well-structured response with relevant supporting evidence to all aspects of the criteria. Sound appreciation of the objectives of the Centre with a generally logical response to meeting the needs of the criteria. Reasonable evidence provided that the proposed program will meet the criteria, although no added value or innovation provided. 2

Limited Effectiveness

Adequate effort but response poorly engages with the criteria. Response lacks understanding of the Centre's priority of use guidelines. Provides minimal evidence that the proposed program will meet the criteria. 1

No Capacity to Achieve

Response does not engage with the criteria, with little information that is relevant. Virtually no evidence understanding the requirements. Largely unacceptable response. 0

Review

The City will review (at least annually) the usage of successful applicants to ensure they continue to meet the outcomes stated in their application and the outcomes of the Centre's guiding principles. Reviews will involve regular hirers only, not school holiday, casual or ad-hoc hirers.

The City will finalise the measures, types of evidence and data to be collected as part of finalising the hire agreement. These requirements will not be onerous and can be varied by mutual agreement as part of the annual review.

Additional information

The following links provide further information on the City's vision, policies and strategies:

[Sustainable Sydney 2030-2050](#)

[Social Sustainability Policy](#)

[City's WHS Policy](#)

[Code of conduct](#)

[Child Safety Policy](#)

