



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

Information for applicants

2022

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 2021/22	6
The Process	7
Guiding Principles	7
Court space allocation	7
Complementary programs and services	8
Available court time	8
Special events	8
Submission requirements	9
Code of conduct	9
Child safety	9
COVID-19	9
Key dates	10
More information	10
Assessment Process	11
Assessment criteria	11
Scoring	12
Review	13
Additional information	13
Appendix A – available court space	14

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 newly converted four indoor court centre.

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

The Process will prioritise locally based sporting clubs, organisations, associations, and community 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 club or 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 period from 31 January 2022 to the 31 December 2022. The City may exercise the right to extend this period for successful applicants in accordance with the hire agreement or may run another expression of interest process.

To be successful, applicants must be able to meet the criteria outlined in this document and must submit the application in the format outlined.

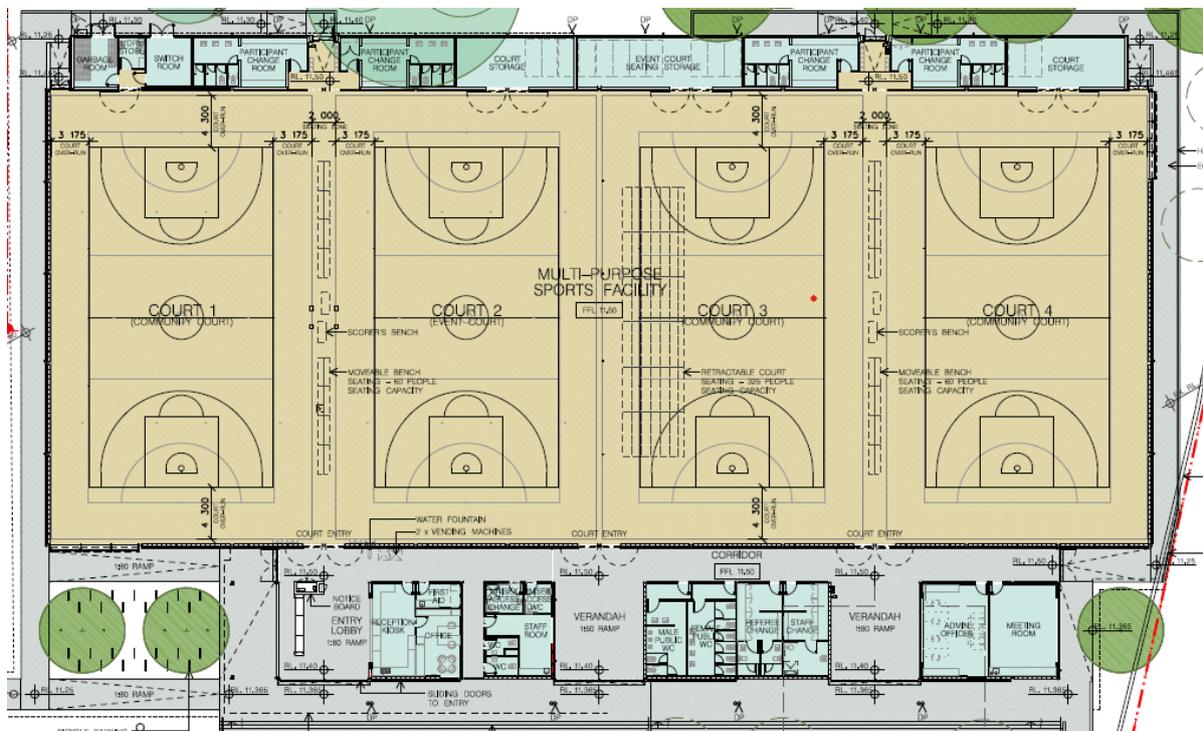
Further information regarding available times, fees, and charges applicable and information about the Centre is noted in this document.

Centre Overview

Opening hours

Subject to change, the current hours available for bookings are between 10.00am – 11.00pm Monday – Friday and 8.00am – 8.30pm Saturdays and Sundays. Closed on public holidays unless for a booked event.

Centre and court layout details



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
- Futsal (International) – 1 court (across court 3 and 4)
- 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
- 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 at that time. 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 and 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 [Green Travel Guide](#) is available on the Centre's website.

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

Referee/umpire changerooms are available on a non-exclusive basis. Applicants should nominate in their submission if they require the use of these facilities.

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 (subject to any prevailing COVID-19 related restrictions in effect). Please specify the total number of persons in your application, including all participants and expected spectators. Additional fees may apply for set-up and pack-down.

Other facilities

PA System: A system is available for use. Please nominate in your application if you require the use of the system.

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

Banners: Courts 1 and 4 have a drop-banner (4m x 2.5m) available for hire. Banner production will be at the hirer's own cost. Additional fees will apply. Please advise in your application if you will require hire of the banner. All artwork will need to be approved prior to use. More information will be available from staff.

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

Fees and charges 2021/22

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)	Hourly rate (concession)
Full court – casual court hire	\$79.00	\$59.00
Full court – regular court hire	\$71.00	Not available
Badminton court	\$22.00	\$16.50
International Futsal Court (plus court set-up/pack-down fees)	\$158.00	\$118.00

Regular hire must be on an ongoing basis of at least 10 consecutive weekly bookings. Details on who can qualify for the 'concession rate' is available on the City of Sydney fees and charges [website](#). Fees and charges are subject to a minimum of CPI increase each financial year.

Additional fees for equipment hire and court set-up and pack-down may apply.

The Process

Guiding Principles

Guiding principles developed by the City to 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 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 hire agreement which will outline the details of the booking and will contain the terms and conditions of hire. Successful applicants will need to provide relevant Public Liability Insurance or have a willingness to obtain prior to the execution of the hire agreement.

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 to hire through the casual booking system.

There will be available space in the application to nominate your preferred times along with other desirable times

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 netball, futsal, basketball, and volleyball).
- Casual or drop-in programs such as futsal, volleyball, 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 10am-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).

The following days and times are available as part of this Process. Please note that your first preference may not be available, and we recommend having alternate preferences.

Available days and times at the end of this document (appendix A).

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

Show court seating can accommodate up to 330 persons. COVID-19 restrictions and other hirers may impact total allowable capacity.

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

Submission requirements

To submit an application, it must be via the [online form](#).

You must lodge the response and supporting material 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 organisation in connection with any application.

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 Code of Conduct 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 under the Policy to provide evidence of Working With Children Checks (WWCC) or other documentation as needed.

COVID-19

The Centre will prepare and maintain its COVID-19 Safety Plan as required by any prevailing Public Health Order.

Successful applicants may be required to develop and provide a COVID-19 Safety Plan to the Centre prior to their start date, and strictly comply with it during each booking period.

All successful applicants agree to cooperate with the Centre in relation to any record keeping or information sharing obligations and the disclosure of information of any person attending the Centre during each booking period as required under the Public Health Order and relevant COVID-19 Safety Plans.

Key dates

22 December 2021	Applications open
04 February 2022	Applications close
14-27 February 2022	Outcome of assessment Hire agreements executed
28 February 2022	Mandatory induction and training as required Hire agreement commences

Late applications may be considered in exceptional circumstances only.

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 three City of Sydney staff against the Centre's guiding principles and will include additional criteria outlined below, without preference or bias.

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.

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 Limited effectiveness = 1 No capacity to achieve = 0	<ol style="list-style-type: none"> The booking will maximise usage of the courts and increase participation rates in sport and/or recreation. The booking will focus on gender equity and increase participation of females. The booking will increase social inclusion at the Centre. The booking will cater for all age groups or an age group not currently using the Centre. The booking enhances access and inclusion for people with disability. 	3 3 3 3 3	40%
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.		

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Category	Assessment Criteria	Details	Possible Score	Weight
	Score: Very effective = 3 Moderately effective = 2 Limited effectiveness = 1 No capacity to achieve = 0	<ol style="list-style-type: none"> Improves the self-sufficiency and viability of club/user group. Provides access to healthy sport and recreation environments promoting community wellbeing. Enables access to new activities at the Centre which creates greater diversity and choice of activities for the community. 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 long-term hirers only, not 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](#)

[Social Sustainability Policy and Action Plan](#)

[City's WHS Policy](#)

[Code of conduct](#)

[Child Safety Policy](#)

