

18 July 2024

## **INVITATION: EXPRESSION OF INTEREST**

### **LIVE MUSIC CURATION AND DELIVERY (MICRO FESTIVAL 2025 – WOLLONGONG CBD)**

As part of the Live & Local Initiative, Wollongong City Council is partnering with the Live Music Office and APRA AMCOS to deliver a micro festival that will offer live music and contribute to capacity building for local venues and music industry.

#### **1 Council invites Expressions of Interest (EOIs) in accordance with this Invitation and the accompanying documents:**

- Attachment 1: Specification
- Attachment 2: Contract

#### **2 DESCRIPTION OF THE WORKS**

Council is seeking a live music professional ('Contractor') who has strong experience in the following areas:

- Live music curation and event delivery, including a strong understanding of the technical requirements to stage live music.
- Working in partnership with businesses and venues to deliver live music.
- Strong working relationships and knowledge of local music industry networks, including diverse music artists and production companies.
- Project management skills, including time and budget management, strong communication, and interpersonal skills.
- The successful Contractor will also participate in a unique mentorship that will build their capacity as a local advocate with a strong understanding of the regulatory frameworks that impact the live music industry.

The successful Contractor will work in collaboration with Council and businesses to deliver the Live & Local micro festival ("festival") programme, in Wollongong CBD in May 2025, including but not limited to:

- Working with CBD businesses and venues to curate and deliver 2 x micro festival events, partnering with a minimum of 12 venues to create a "trail" of live music events for the festival.
- Support promotion of the festival, providing the festival programme and marketing assets to Council
- Participate in the mentorship opportunity (described above in Section 2 of this document)
- Deliver to Council a report outlining:
  - An evaluation of the project and recommendations that will contribute to fostering long-term collaboration between businesses and the music industry in Wollongong.

(Refer to Attachment 1: Specification, for more information)

#### **3 COMMENCEMENT DATE FOR THE WORKS**

4<sup>TH</sup> November 2024 (including planning)

#### **4 COMPLETION DATE FOR THE WORKS**

31<sup>ST</sup> May 2025

## 5 CLOSE OF PROPOSALS

In order to be considered by Council your proposal must:

- be submitted by email to Carla Yamine [cyamine@wollongong.nsw.gov.au](mailto:cyamine@wollongong.nsw.gov.au) before **10.00 am on Monday 26<sup>th</sup> August 2024** (close of EOIs);
- include your response the assessment criteria set out below; and
- remain open for acceptance by Council for a period of 90 days from the close of EOIs.

## 6. CRITERIA FOR ASSESSMENT OF EOI

The assessment and evaluation of EOIs will be based upon the following criteria and corresponding weightings –

Mandatory Criteria (Criteria that must be satisfied for an EOI to be assessed)	
Referees	Provision of 2 x references from referees for previous projects of similar size and scope. Please note: 1 of these references should be from a business/venue that you have partnered with to deliver live music
Evaluation Criteria	Weighting
Demonstrated experience, capacity, and satisfactory performance in undertaking projects of similar size, scope, and risk profile, including: <ul style="list-style-type: none"><li>a) Working in partnership with businesses/venues and other diverse stakeholders to deliver and promote live music.</li><li>b) Curation of live music programming that demonstrates a high level of artistic excellence and diversity, with a clear understanding of the technical requirements to deliver live music.</li><li>c) Project Management skills, including budget and time management, strong communication and interpersonal skills.</li></ul>	60 %
Demonstrated commitment and capacity to: <ul style="list-style-type: none"><li>a) Include and engage local music artists and industry as well as having a strong working knowledge of local music industry networks including production companies and diverse artists.</li><li>b) Undertaking the mentorship program provided by Council and the Live Music Office, to build your capacity as a local advocate with a strong understanding of the regulatory frameworks that impact the live music industry.</li></ul>	20 %
Risk management policies and procedures (refer to Section 7 in this document for more information on how to respond to this criteria)	20%

**Note: Your application must include all necessary supporting documentation to demonstrate your level of compliance or standing against the above nominated criteria.**

## 7. REQUIREMENTS FOR RISK MANAGEMENT

The following must be submitted as part of your EOI.

- Provision of an example Risk Management Plan for this project or a recent comparable project which will include as a minimum:
  - Risk Management Plan (risk identification and controls)

## **8. NON-COMPLYING OR ALTERNATIVE EOI**

Council reserves the right to accept a non-complying or alternative EOI, i.e., an EOI which:

- does not comply with any requirement specified in this Expression of Interest, or the Specification; or
- contains any qualification, condition, or other indication that the respondent is not willing to perform the proposed contract in strict accordance with the proposed contract; or
- provides innovative solutions or affords some advantage in economy, performance, or operating facility to Council.

In order for a non-complying EOI to be considered by Council, respondents should also submit a complying EOI.

## **9. ACCEPTANCE AND REJECTION OF EOI**

After considering the quotations submitted, Council may:

- accept the EOI that, having regard to all the circumstances, appears to it to be the most advantageous; or
- decline to accept any of the EOIs.

## **10. CONTRACT**

The successful respondent will be required to enter into a contract with Council in accordance with the proposed contract accompanying this Invitation.

Council reserves the right, in its absolute discretion, to amend the proposed contract at any time in order to correct errors or anomalies and to conduct limited negotiations with the successful respondent in relation to the terms and conditions of the proposed contract to mutually improve outcomes.

## **11. CONSERVE ACCREDITATION**

The successful respondent, where providing works or services on Council premises or where insurances are required, will be required to become accredited with Council's on-line contractor management service provider Conserve at <https://conserve.com.au/> and maintain the accreditation for the life of the contract. Accreditation is not required prior to acceptance of an EOI.

## **12. WORKING WITH CHILDREN**

The successful respondent, when working with children, will be required to meet any obligations it may have in accordance with sections 9 and 9A of the Children Protection (Working with Children) Act 2012 in relation to its subcontractors. Where the Contractor is the individual worker who will be providing the services in accordance its Council Contract, the Contractor shall provide to Council any information required to satisfy Council's obligations under sections 9 and 9A of the Children Protection (Working with Children) Act 2012.

**This letter is authorised by**

**Carla Yamine**  
**City Centre Placemaker**  
Wollongong City Council

*Attachments:*

- 1) *Specification*
- 2) *Contract*