

Bondi Pavilion Pottery Studio Partnership Opportunity

Expression of Interest

18 March 2022

Submission due date: 19 April 2022

1.0 ABOUT THE OPPORTUNITY

Waverley Council is seeking expressions of interest (EOI) from community-based pottery studio operators to activate and promote the upgraded pottery studio developed as part of the Bondi Pavilion conservation and restoration project.

Established through a licensing agreement, the core purpose of this partnership is to provide a range of pottery studio services including courses, workshops, events and related services for the benefit of the community.

Scheduled to open to the public in Spring 2022, the completed pottery studio premises includes potters wheels, kilns and preparation and storage areas (see Attachment 2 – equipment, furniture and fixtures).

It is anticipated that the pottery studio partner will be experienced in successfully engaging with a diverse range of practitioners and participants across a range of demographics and skill levels.

This document provides information and guidelines for community-based pottery studio operators interested in pursuing a partnership with Waverley Council. The stages are briefly described below:

STAGE 1 SUBMISSION OF INTEREST

Waverley Council invites submissions from community-based pottery studio operators interested in forming a partnership to activate the Bondi Pavilion pottery studio. Respondents are required to address the selection criteria and supply the materials outlined in this document (see Attachment 1 – selection criteria and materials).

STAGE 2 SHORTLIST AND PROPOSAL DEVELOPMENT

Shortlisted respondents will be notified and may be invited to develop a more detailed proposal and participate in a Request for Quotation process.

STAGE 3 SELECTION AND APPROVAL

Proposals will be assessed by a panel and the preferred option submitted to Waverley Council for consideration and determination.

STAGE 4 PARTNERSHIP

The successful respondent will be provided access to the Bondi Pavilion pottery studio by Waverley Council through a licence agreement for a term of three years with an option to extend at Council's sole discretion and subject to the successful outcome of any review and assessment processes.

STAGE 5 REVIEW

The partnership will be reviewed annually to ensure mutually beneficial objectives have been achieved.

2.0 CONTEXT

As indicated on the floor plan (see Attachment 3 – floor plans) the pottery studio is located on the ground floor of the northern end of Bondi Pavilion. The surrounding area is open to the public and the studio is accessed from the adjoining colonnade. Visible activation and engagement will be integral to the success of this partnership.

3.0 CONSIDERATIONS

When responding to the selection criteria, proposals with a focus on community engagement and access will be highly regarded. A willingness to work closely with Waverley Council and remain flexible in the delivery of services is also essential as studio access may at times be impacted by Bondi Pavilion events and activities. It is expected that the pottery studio operator is financially sound and able to meet its statutory obligations without assistance from Waverley Council.

4.0 INDICATIVE TIMELINE

The establishment of the partnership has a short timeframe, allowing for approximately two months from confirmation to commencement. An outline of the steps and dates is as follows:

Task	Date
Expression of Interest opens	18 March 2022
Expression of Interest closes	19 April 2022
Shortlisted respondents notified for detailed proposal development	29 April 2022
Partnership finalised	30 June 2022
Access provided to pottery studio	July 2022
Commencement of operations	September 2022

5.0 APPLICATION PROCESS

Stage 1: Expression of Interest process – must be submitted through Council's electronic tender box at [TenderLink](#).

Please return the following information with your response:

A. Details of respondent

- Name of applicant, organisation, telephone, postal address, legal entity, ABN.

B. Required materials

- Written response to the selection criteria (maximum 10 x A4 pages).
- An organisation profile (maximum 500 words).
- List of key people and positions.
- Examples of relevant products and services.
- Evidence of sound financial management and governance.
- Letters of support from board, management or supporters (as applicable).

6.0 SELECTION PROCESS

Submissions will be assessed by a panel based on the following:

- response to the selection criteria
- provision of the required materials
- relevance and experience in delivering pottery studio services
- demonstration of benefit to the community, your organisation and Waverley Council.

Upon completion of the evaluation process, Waverley Council staff will recommend a shortlist of pottery studio operators. Shortlisted operators may be contacted and asked to provide a more detailed proposal and participate in a Request for Quotation process for the Bondi Pavilion pottery studio partnership.

7.0 CLOSING DATE & SUBMISSION INFORMATION

Submissions addressing the selection criteria and providing the supporting materials must be received by **5pm 19 April 2022** via Council's electronic tender box at [TenderLink](#).

Should you require assistance completing your electronic submission please contact the TenderLink Technical Help Desk on 1800 233 533.

8.0 ADDITIONAL INFORMATION / CONTACT PERSON

For additional information regarding the EOI or submission please contact:

Alistair Graham
Operational Readiness Lead, Bondi Pavilion
0411 577 095
alistair.graham@waverley.nsw.gov.au

9.0 CONFIDENTIALITY AND COPYRIGHT

All information supplied or created during this EOI is to be treated by the respondent, including any individual engaged during the course of the process, as confidential. The respondent must not issue any information to the media without the consent of Waverley Council.

The respondent retains all copyright in any material submitted or presented to Waverley Council under, or in relation to, this EOI.

10.0 ATTACHMENTS

1. Selection criteria and materials.
2. Equipment, furniture and fixtures.
3. Floor plans.

Attachment 1 – selection criteria and materials

Please provide a written submission addressing the following areas as they relate to your organisation. Not every dot point will be relevant, however you should use them to guide your response to sections 1–8 (maximum 10 x A4 pages).

1. Organisation – provide an overview of your organisation including history, purpose and structure.

Consider including the following:

- What is your experience in running a community-based pottery studio?
- How long have you been operating?
- What is your purpose and values?
- What is your current business model and structure?
- What are your strategic goals for the next five years?

2. Customers/members – provide a summary of who engages with your organisation.

Consider including the following:

- Who are your customers/members?
- Which communities do you engage with?
- What services do they access?
- How do you market your products and services to existing and new audiences?

3. Products and services – provide a summary of your offering.

Consider including the following:

- What range of products and services do you currently offer?
- What is your pricing structure?
- What is your approach to sustainable practice?
- What products and services would you like to build on or create utilising the Bondi Pavilion pottery studio?
- Are you willing to work with Waverley Council in scheduling reasonable additional programming and projects and promotion of Waverley Council activities?

4. Community engagement – provide a summary of how you currently or plan to interact with local communities.

Consider including the following:

- How do you engage with the community through your current service offering?
- How would you engage the local community through the Bondi Pavilion pottery studio?
- What is your approach to social responsibility?
- What access initiatives are you able to offer and who would benefit?
- Beyond courses, workshops and studio space, what other initiatives could you offer to facilitate community involvement and access?

5. Staffing – provide an overview of your staff resources.

Consider including the following:

- What is your current staffing structure?
- Do you offer volunteering opportunities?
- If so, what are the benefits for your volunteers?

6. Customer service and compliance – provide a summary of your customer service and compliance measures.

Consider including the following:

- How do you gather and respond to customer queries and feedback including complaints?
- Do you have WHS policies and procedures in place?
- Do you have public liability insurance?
- Do you meet the required wage and work conditions for your employees?
- Do your staff/volunteers have current NSW Working With Children Checks, or would they be willing to obtain them?

7. Budget – provide details of how your organisation may allocate financial resources to the partnership.

Consider including the following:

- What monetary payment, if any, is your organisation able to make towards the licence fee or contribution to running costs incurred through use of the pottery studio facilities each year?

8. Opportunities – provide a summary of the benefits created by this partnership.

Consider including the following:

- What opportunities are created for your organisation through this partnership?
- How do you envisage utilising the Bondi Pavilion pottery studio in relation to your existing operation?
- How does this partnership align with your business plan?
- What will be the main benefits for the local community?
- How will Waverley Council benefit?

In addition to the maximum 10 x A4 pages you must include the following materials:

- an organisation profile including demonstration of the ways in which you are a 'community-based' operator (maximum 500 words)
- list of key people and positions
- examples of relevant products and services
- evidence of sound financial management and governance
- letters of support from board, management or supporters.

Attachment 2 – equipment, furniture and fixtures

Included loose equipment and furniture:

- 6 x Nidec-Shimpo RK-3E (VL Whisper) Potters Wheel
- 6 x Wheelheads With Bat Pins 14" (35cm)
- 30 x Wheel Throwing bats with pre-drilled holes. Size 1: 360mm
- 2 x Shimpo Portable Wheels with foot pedal
- 20 x Wheel throwing bats with pre-drilled holes. Size 1: 250mm
- 8 x Nidec-Shimpo Adjustable Potters Stool
- 2 x Woodrow School Kiln Edu500 inc AF4000 Multi Zone
- 2 x Orton Ventmaster Kiln Fume Extraction System
- 8 x stackable chair
- 1 x 55" monitor and sound bar with hearing augmentation and local wall plate HDMI input

Included fixtures:

- Work surfaces, sinks, shelving and storage as shown on floor plan

Services control:

- Crestron touch panel for control of AV services
- Fans and lights controlled via wall panel
- HVAC controlled automatically

1. Bondi Pavilion ground floor plan extract – north end showing location of pottery studio



2. Pottery studio floor plan

- Studio area 45m²
- Kiln room 11m²

