
REQUEST FOR EXPRESSION OF INTEREST

EOI number	EOI – SMR 2027
Expression of Interest (EOI)	Expressions of Interest – Seeking Western Australian musicians for Swan Musician in Residence Program 2027
Deadline	2:00 PM AWST, Friday 27 November 2026 <i>EOI received after the above deadline will not be accepted.</i>
Method of delivery	E-form on the City of Swan website

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1 OVERVIEW

- 1.1.1 The City of Swan is seeking Expressions of Interest from song writers, musicians, sonic artists and music producers of all styles to participate in the City of Swan's inaugural Music Residency. Musicians of all career levels (whether community, amateur, emerging or professional) are encouraged to apply.
- 1.1.2 The panel will shortlist four (4) musicians for this commission, with each musician offered free use of the historic Courtyard Studio in Midland, WA, a detached 37.5sqm building for two (2) months each in 2027.
- 1.1.3 During the residency period, musicians will be required to facilitate two (2) community programs, hold a performance and produce a work (recorded, performed or composed/written) inspired by their experience of Midland.
- 1.1.4 The commissioned work will be recorded and archived in the Cosy Records archive – the Library's collection of music from the local area.

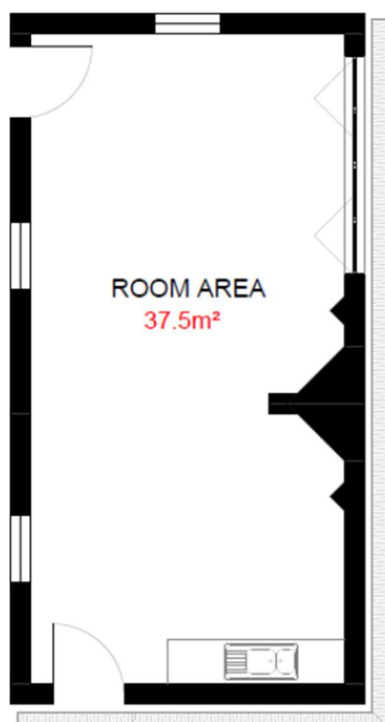
1.1.5 RESIDENCY LOCATION



- 1.1.6 The City of Swan, located north east of Perth, is the largest local government by land size in the Perth metropolitan area, and has one of the fastest growing populations.
- 1.1.7 The Whadjuk people of the Noongar Nation have been the traditional custodians of the land for more than 40,000 years. The Derbal Yerrigan (Swan River) holds enormous cultural significance for the Noongar people. The City is also rich in European history, and our community is a melting pot of multiculturalism, with one in three people being born overseas and one in five speaking a language other than English at home.

- 1.1.8 Our ideal location, significant history, diverse community and strong economy ensures a positive future for the City of Swan, full of opportunity.
- 1.1.9 About the Courtyard Studio – Formerly the Old Water Corporation Building and located in the historic Carnegie triangle, the Midland Courtyard Studio hosts the Midland Library's Artists in Residence and creative workshops. Equipped with high end recording equipment the space can be used for projects including recording: podcasts, music and voiceover.
- 1.1.10 The Courtyard Studio provides:
- a) Studio access from 9am to 5pm daily
 - b) Reverse cycle air-conditioning
 - c) Free Wi-Fi
 - d) Proximity to train station and bus port
 - e) Equipment including 2 trestles, 1 chair, washing machine, bar fridge, bin, kettle, microwave, cupboard, door wedge, dustpan and broom, full easel and table easel, microphones, audio interfaces, amplifiers, speakers, instruments, cameras and computers.
 - f) Items from Ballajura Library's Synthesiser Library can be loaned for the duration of the residency upon request.

1.1.11 A floorplan is provided below:



1.1.12 This document has been prepared to provide prospective Respondents with the following relevant information:

- (a) Overview
- (b) Conditions of Responding to the Expression of Interest (EOI)
- (c) Evaluation Process
- (d) Statement of Requirements
- (e) Respondent's Response

2 CONDITIONS OF RESPONDING

2.1 DEFINITIONS

Below is a summary of some of the important defined terms used in this Expression of Interest:

Attachments:	The documents you attach as part of your Response;
Contractor:	Successful Tenderer of subsequent Restricted Request for Tender.
Deadline:	The deadline for lodgement of your Response;
Evaluation Criteria:	The criteria used by the City of Swan in evaluating your Response.
Expression of Interest (EOI)	This document.
Principal:	City of Swan.
Requirements:	The services requested by the City of Swan.
Respondent:	A person or organisation who has or intends to submit a Response to an Expression of Interest.
Restricted Request for Quotations	The Request document where submissions are limited to shortlisted Respondents to this Expression of Interest.
Specification:	The statement of Requirements that the City of Swan request you to provide if selected as an acceptable tenderer through this Expression of Interest.
Applicants:	Shortlisted respondents to the Expression of Interest

2.2 HOW TO PREPARE YOUR RESPONSE

- (a) Carefully read all parts of this document.
- (b) Ensure you understand the Requirements
- (c) Make sure you have responded to all of the Evaluation Criteria.
- (d) Lodge your Response before the Deadline.

2.3 CONTACT PERSONS

Respondents should not rely on any information provided by any person(s) other than those listed below. Prior to the EOI deadline, interested Respondents should address any queries regarding this EOI in writing to:

Name:	Callum Morrison – Activation Officer
Telephone:	(08) 9267 9267
Email:	placeactivation@swan.wa.gov.au

2.4 DELIVERY METHOD

2.4.1 Responses must be uploaded to the City of Swan E-Tendering portal.

2.4.2 Responses submitted by hand or submitted by email or facsimile **will not** be accepted.

2.5 LODGEMENT OF RESPONSE

2.5.1 Responses must be lodged by the Deadline. Responses that are not in the E-Tender Box at the Deadline will not be considered for evaluation.

2.6 DISCLOSURE OF EOI INFORMATION

2.6.1 Documents and other information relevant to the EOI may be disclosed when required by law under the *Freedom of Information Act 1992* (WA) or under a Court order. All Respondents will be given particulars of the shortlisted Respondent(s) or advised that no responses were shortlisted.

2.7 OWNERSHIP OF EOI

2.7.1 All documents, materials, articles and information submitted by the Respondent as part of or in support of a EOI shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the EOI process provided that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the response.

2.8 CANVASSING OF COUNCILLORS OR STAFF

2.8.1 If a Respondent, whether personally or by an agent, canvasses any of the Principal's staff, commissioners or councillors (as the case may be) with a view to influencing the shortlisting of any EOI response made by it or any other EOI response, then regardless of such canvassing having any influence on the shortlisting of such response, the Principal may at its discretion omit the response from consideration.

2.9 IDENTITY OF THE RESPONDENT

2.9.1 The identity of the Respondent is fundamental to the Principal. The Tenderer shall be the person, corporation, or legal entity shortlisted as a Respondent to the EOI. Therefore, the Tenderer must be a single legal entity with which

the Principal can enter into a contract.

2.10 RELEASE OF LIABILITY

- 2.10.1 All Respondents release the Principal from all liability in relation to the EOI and must not make any claim against the Principal arising out of the exercise or failure of the Principal to exercise or perform any rights, obligations or duties under this EOI.

2.11 NO LEGAL RELATIONSHIP

- 2.11.1 The Respondent acknowledges and agrees that neither this EOI, the receipt and assessment of the EOI response gives rise to contractual obligations or any other legal relationship between the Principal and the Respondent.

2.12 COSTS INCURRED

- 2.12.1 All costs and expenses incurred by the Respondent in anyway associated with this EOI including the development, preparation and submission of the response, will be borne entirely and exclusively by the Respondent and must not be claimed from the Principal by the Respondent.

3 EVALUATION PROCESS

- 3.1.1 This is an Expression of Interest (EOI).
- 3.1.2 The EOI is the first stage of a two-stage process. Following the close of the EOI the Principal may proceed to the calling of a restricted Request for Quotation (RFQ).
- 3.1.3 The issuing of an EOI does not commit the Principal to proceeding with an RFQ.
- 3.1.4 Eligibility to participate in the RFQ will be restricted to Respondents who comply with the provisions of this EOI and who are accepted by the Principal to be placed on a pre-qualified shortlist.
- 3.1.5 The Response of an EOI does not commit the Principal to include any organisation on the shortlist in the event that the service proceeds.
- 3.1.6 The Response will be evaluated using information provided in your statements addressing the Evaluation Criteria and other relevant information.

4 STATEMENT OF REQUIREMENTS

4.1 GENERAL

- 4.1.1 The Principal invites Expressions of Interest (EOI) from suitably experienced and qualified Respondents to establish a shortlist of musicians for the 2027 Swan Musician in Residence Program. Following evaluation, shortlisted Respondents may be offered an opportunity submit a Request for Tender (RFT) for the Contract.
- 4.1.2 Any Contract arising from this EOI and any subsequent Tender process shall be between the Principal and the Contractor.

4.2 BACKGROUND

- 4.2.1 The Swan Musician in Residence Program is a new, outcome-driven residency for emerging to professional musicians, programmed to incentivise and support the production of new creative works with tangible connections to Midland, while also creating opportunities to activate parts of Midland with musical performances.
- 4.2.2 The City delivered the Swan Writer in Residence (SWR) project between 2024 and 2026. Through this program the City hosted numerous guest creatives, providing free temporary studio space and support for research, development and creative production. In this mutually beneficial arrangement, creatives in turn showcase their artwork and skills to the hundreds of community members who attend the libraries each week.
- 4.2.3 The Swan Musician in Residence program aims to build on the success of the SWR program while also building on the momentum and interest in the Library's community music offerings, and the newly formed Cosy Records, a collection of music recordings from the Midland area.

4.3 SCOPE OF WORKS

- 4.3.1 The City will select four (4) creatives to participate in the Swan Musician in Residence program, with each having access to the Courtyard Studio for two (2) consecutive months between 1 February – 31 November 2027.
- 4.3.2 The City welcomes applications from all including marginalised and underrepresented groups and individuals and sets out to create safe spaces, accessibility for all musicians.
- 4.3.3 In these two months, it is expected each musician will utilise this free studio space to support the research, development and creative production of new work for a minimum twelve (12) hours per week.
- 4.3.4 As host of the residency, the City will provide:
- 4.3.5 Orientation, housekeeping information, staff and emergency contacts
- 4.3.6 Workplace health and safety resources
- 4.3.7 Introductions to key contacts with the community

- 4.3.8 Administration, marketing and promotion of residency and programs
- 4.3.9 During the two month residency, musicians will be required to facilitate two (2) community programs to ensure there is opportunity for community collaboration and conversation. Programs may include but are not limited to skills development workshops, demonstrations and other events. Content of programs will be determined in conversation between the musician and the project officer.
- 4.3.10 Musicians will be required to hold a performance at one of the City's facilities or activation zones during their residency, or within 6 weeks of their residency finishing. The date, time and format for these performances will be determined in conversation between the musician and the project officer.
- 4.3.11 Within 6 weeks of the conclusion of the two-month residency, the musician will be required to produce one piece of music inspired by their experience of Midland. This work can be completed in any medium including but not limited to: lyrics, composed/notated pieces of music, recorded music, soundscapes or sample packs.
- 4.3.12 While the content of this work should be reflective of Midland, there is no preference for the work's genre. As this residency takes place on Whadjuk land and keeping with the City of Swan's Policy of 'One City, Diverse Places' we encourage all musicians to make sure their work is inclusive and reflective of the Midland community.
- 4.3.13 The commissioned work will be collated and shared on the Cosy Records platform.

4.4 PROJECT BUDGET

- 4.4.1 Musicians selected for this residency are to receive a lump sum of \$2,600 inclusive of the commission fee of \$1000 and community programs fee of \$800 (\$400 per program), and a performance fee of \$800.
- 4.4.2 The commission fee is inclusive of the time of the musician in the creation of a new and unique work in response to their time in Midland. This fee also includes meeting attendance and any necessary materials.
- 4.4.3 The community programs fee is inclusive of preparation time and includes creatives' intellectual property. No additional payment is made for superannuation, tax, travel, preparation, set up and pack down

4.5 BUSINESS STRUCTURE

- 4.5.1 When the Principal makes payments to suppliers for goods or services to the business, those suppliers generally need to quote an Australian business number (ABN).
- 4.5.2 Certain suppliers are not required to quote an ABN to the Principal. In these cases, the suppliers can use the form Statement by a supplier. Eligibility for an individual or business to complete a Statement by supplier can be found at this link: [Statement by a supplier not quoting an ABN | Australian Taxation Office \(ato.gov.au\)](#)

4.6 INDICATIVE SCHEDULE

4.6.1 The following timeframes are subject to change and indicative dates only

Indicative Dates	Milestones
October 2026	EOI listed on the website
November 2026	EOI submissions due
December 2026	Successful creatives notified
December 2026	Quotations Issued
January 2027	Quotations Received
January 2027	Launch party and media opportunity
Before residency	Project officer meeting 1
During residency	Project officer meeting 2
6 weeks after residency	Commissioned work due
December 2027	Commissioned works collated
February 2028	Works added to Cosy Records platform

4.7 EVALUATION CRITERIA

4.7.1 As part of the Response to this Expression of Interest, Respondents must provide evidence of their experience and capabilities in a statement addressing the following essential Requirements as part of addressing the Evaluation Criteria:

4.7.2 Compliance Criteria

These criteria will not be point scored. Each Respondent will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Response from consideration.

The Principal reserves the right to accept, what is in its opinion, a Response that practically conforms with the Requirements of the Request.

Description of Compliance Criteria	Yes/No
(a) Compliance with Conditions of Responding	Yes/No
(b) Compliance with the Statement of Requirements	Yes/No

4.7.3 Qualitative Criteria

Expressions of Interest shall be assessed against the following Qualitative criteria:

Description of Qualitative Criteria	Yes/No
(a) Criterion 1: Artistic Excellence	Yes/No
(b) Criterion 2: Connection to Site	Yes/No

(c) Criterion 3: Capacity to Deliver	Yes/No
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- 4.7.4 Respondents that meet the Principal's minimum requirements (as determined by the Principal) for each of the compliance and qualitative criteria maybe shortlisted for any subsequent Restricted Request for Tender.

CRITERION 1

- 4.7.5 As per clause 4.5.3 of this Request, Respondents must supply portfolio of 3 examples that demonstrate originality, quality, and style of past work relevant to the opportunity. These works can be submitted as links or attachments including audio or video clips, notated/written music, lyrics.

CRITERION 2

- 4.7.6 As per clause 4.5.3 of this Request, Respondents must demonstrate written response to the opportunity which demonstrates an understanding of the site significance of Midland

CRITERION 3

- 4.7.7 As per clause 4.5.3 of this Request, Respondents must supply a CV and demonstrate an ability to facilitate workshops with the community. Submission demonstrates ability for the musician to engage with the Principal by providing an ABN or Statement By Supplier form.

4.8 ADDITIONAL CONSIDERATIONS

- 4.8.1 Each Respondent is asked to provide the following as evidence to meet the criteria listed within 4.7.3:

- a) A written response of no more than 2 pages which includes:
- b) An Introduction of the musician and their field of work, explaining how the residency will benefit the musician's career at this time.
- c) Confirmation of their interest in participating in the residency and availability in the 2027 calendar year to undertake the residency.
- d) Description of any personal or creative connections to Midland and how the site significance of Midland may be explored in the commission
- e) Brief descriptions of two activities which the creative will facilitate with the community during their residency.

- 4.8.2 Answers to the following questions:

- a) Do you have an ABN;?

- b) If you have no ABN, do you meet the eligibility criteria to complete a Statement by supplier form (see clause 4.4.2)?
- c) Do you or your business hold any public or product liability insurance? (Please note: Answering 'No' to this question does not affect your eligibility to respond to this EOI)?
- d) The musician's Curriculum Vitae.

5 RESPONDENT'S RESPONSE

5.1 RESPONDENT DETAILS

Company / Trading Name

ABN

Address

Name of Respondents
Representative

Position

Address for the service of notices

Phone

Email

Signature of authorised signatory of
Respondent

Name of authorised signatory

Position of authorised signatory

Address of authorised signatory

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