



REQUEST FOR EXPRESSIONS OF INTEREST

EOI number	EOI – SWR 2026
Request for Expressions of Interest (EOI)	Expressions of Interest – Seeking Western Australian creatives for Swan Writer in Residence Program 2026
Deadline	2:00 PM AWST, Monday 1 December 2025 <i>EOI received after the above deadline will not be accepted.</i>
Method of delivery	E-form on the City of Swan website URL: https://www.swan.wa.gov.au/creative-writing-residency-2026-eoi

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PART 1 OVERVIEW

The City of Swan is seeking Expressions of Interest from a range of West Australian creatives including but not limited to: authors, poets, playwrights, visual artists, song writers & musicians to participate in the City of Swan's inaugural Creative Writing Residency. Creatives of all career levels (whether community, amateur, emerging or professional) are encouraged to apply.

The panel will shortlist six (6) creatives for this commission, with each creative offered free use of the historic Courtyard Studio in Midland, WA, a detached 37.5sqm building for two (2) months each in 2026.

During the residency period, creatives will be required to facilitate four (4) community programs as well as produce a work of creative writing inspired by their experience of Midland. The work produced should be relative to the creative's own field and may be a song, a short story, a play, a poem or a text-based artwork.

The commissioned work will be collated with documentation of workshops, conversations with the creatives and other outcomes of the residency before being published in 2027.

RESIDENCY LOCATION



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.

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.

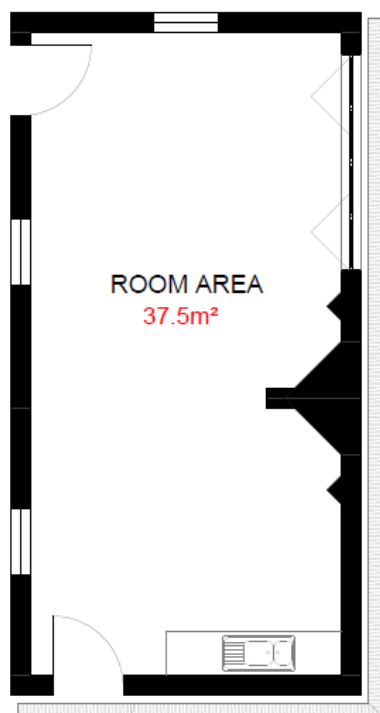
Our ideal location, significant history, diverse community and strong economy ensures a positive future for the City of Swan, full of opportunity.

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.

The Courtyard Studio provides:

- Studio access from 9am to 5pm daily
- Reverse cycle air-conditioning
- Free Wi-Fi
- Proximity to train station and bus port
- Equipment including 2 trestles, 1 chair, washing machine, bar fridge, bin, kettle, microwave, cupboard, door wedge, dustpan and broom, full easel and table easel, podcast equipment, cameras and computers.

A floorplan is provided below:



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

1. Overview
2. Conditions of Responding to the Expression of Interest (EOI)
3. Evaluation Process
4. Statement of Requirements
5. Respondent's Response

PART 2 CONDITIONS OF RESPONDING

2.1 Definitions

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

Attachments:	The documents you attach as part of your Response.
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:	This document.
Principal:	City of Swan.
Principal's Representative:	The person nominated by the Principal or other person from time to time appointed in writing by the Principal to act as the Principal's Representative for the purposes of the Contract.
Quotation	The second stage of the procurement process. Shortlisted applicants will proceed to the quotation stage
Requirements:	The detailed statement of works and/or services that the Principal requests you to provide if selected.
Respondent:	A person or organisation who has or intends to submit a Response to an Expression of Interest.
Response:	Your completed Response, including your response to Evaluation Criteria and any Attachments.
Specification:	The statement of Requirements that the City of Swan request you to provide if selected as an acceptable Respondent through this Expression of Interest.

2.2 How to prepare your Response

- (a) Carefully read all parts of this document
- (b) Ensure you understand the Requirements (see Part 4)
- (c) Complete the Offer (see Part 5) in all respects and attach your Attachments
- (d) Make sure you have signed the Offer and responded to all of the Evaluation Criteria
- (e) Lodge your Response before the Deadline.

2.3 Contact person

Respondents should not rely on any information provided by any person(s) other than those listed below:

Contractual enquiries	
Name:	Community Art, Culture & Funding Specialist
Telephone:	(08) 9267 8692
Email:	arts@swan.wa.gov.au

2.4 Delivery method

Responses must be uploaded to the City of Swan's website e-form at URL:
<https://www.swan.wa.gov.au/creative-writing-residency-2026-eoi>

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

2.5 Lodgement of Response

Responses must be lodged by the Deadline. Responses that are not received by the e-form at the Deadline will not be considered for evaluation.

PART 3 EVALUATION PROCESS

This is an Expression of Interest (EOI).

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 Request for Quotations (RFQ).

The issuing of an EOI does not commit the Principal to proceeding with an RFQ.

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.

The Response of an EOI does not commit the Principal to include any organisation on the shortlist in the event that the service proceeds.

The Response will be evaluated using information provided in your statements addressing the Evaluation Criteria and other relevant information.

PART 4 STATEMENT OF REQUIREMENTS

4.1 Project Background

- 4.1.1 The Swan Writer in Residence Program is an outcome-driven residency for emerging to professional creative writers, programmed to incentivise and support the production of new creative works with tangible connections to Midland.
- 4.1.2 The City has delivered the SWR project since 2024. 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 Scope of Works

- 4.2.1 The City will select six (6) creatives to participate in the Swan Writer in Residence program, with each having access to the Courtyard Studio for two (2) consecutive months between 1 January – 31 December 2026.
- 4.2.2 The City welcomes applications from all including marginalised and underrepresented groups and individuals and sets out to create safe spaces, accessibility for all creatives.
- 4.2.3 In these two months, it is expected each creative 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. During this time it expected the creatives will be receptive to community visitors for at least one day per week.
- 4.2.4 As host of the residency, the City will provide:
 - a) Orientation, housekeeping information, staff and emergency contacts
 - b) Workplace health and safety resources
 - c) Introductions to key contacts with the community
 - d) Administration, marketing and promotion of residency and programs
- 4.2.5 During the two month residency, creatives will be required to facilitate four (4) community programs to ensure there is opportunity for community collaboration and conversation. Programs may include but are not limited to skills development workshops, author talks, demonstrations, performances and other events. Content of programs will be determined in conversation between the creative and the project officer.
- 4.2.6 Within 6 weeks of the conclusion of the two month residency, the creative will be required to produce one piece of creative writing inspired by their experience of Midland. This work can be completed in any medium including but not limited to: song lyrics, a short story, a play, a poem or a text-based artwork.

- 4.2.7 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 creatives to make sure their work is inclusive and reflective of the Midland community.
- 4.2.8 The commissioned work will be collated and published alongside peer outcomes of the Courtyard Studio Creative Writing Residency in 2025.

4.3 Project Budget

- 4.3.1 Creatives selected for this residency are to receive a lump sum of \$2,600 inclusive of the creative writing commission fee of \$1000 and community programs fee of \$1,600
- 4.3.2 The commission fee is inclusive of the time of the creative 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.
- 4.3.3 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

4.4 Business structure

- 4.4.1 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).
- 4.4.2 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 \(ato.gov.au\)](https://ato.gov.au/Statement-by-a-supplier-not-quoting-an-ABN)

4.5 Evaluation Criteria

- 4.5.1 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.

- 4.5.2 Expressions of Interest shall be assessed against the following criteria:

Artistic excellence – supplied portfolio examples demonstrate originality, quality, and style of past work relevant to the this opportunity.

Connection to site – written response to the opportunity demonstrates understanding of the site significance of Midland

Capacity to deliver – CV and written response demonstrates an ability to facilitate workshops with the community. Submission demonstrates ability for the creative to engage with the Principal by providing an ABN or Statement By Supplier form.

- 4.5.3 Each Respondent is asked to provide the following as evidence to meet the criteria listed within 4.5.2:

4.5.4 Response (no more than 2 pages) which includes:

- a) Introduction of the creative practitioner and their field of work, explaining how the residency will benefit the creative's career at this time.
- b) Confirmation of their interest in participating in the residency and availability in the 2026 calendar year to undertake the residency.
- c) Description of any personal or creative connections to Midland and how the site significance of Midland may be explored in the commission
- d) Brief descriptions of four activities which the creative will facilitate with the community during their residency.
- e) Answer the following questions:
 - I. Do you have an ABN;?
 - II. If you have no ABN, do you meet the eligibility criteria to complete a Statement by supplier form (see clause 4.4.2)?
 - III. 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)?

4.5.5 Supply examples of up to 3 previously completed creative works. These may be submitted as links, or attachments such as: sound clips, documents or images.

4.5.6 Include the creatives Curriculum vitae.

4.6 Indicative Schedule

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

Indicative Date	Milestones
October 2025	EOI listed on the website
December 2025	EOI submissions due
December 2025	Successful creatives notified
December 2025	Quotations Issued
January 2026	Quotations Received
January 2026	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 2026	Commissioned works collated
June 2027	Publication proof provided for review

PART 5 RESPONDENTS RESPONSE

5.1 Respondent Details

Company / Trading Name

ABN (if applicable)

Address

Name of Respondents
Representative

Position

Phone

Email

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