

# **Bondi Pavilion Community Radio Studio Partnership Opportunity**

## **Expression of Interest**

24 January 2022

Submission due date: 7 March 2022

## **1.0 ABOUT THE OPPORTUNITY**

Waverley Council is seeking expressions of interest (EOI) from established community radio stations to utilise and promote the new community radio studio developed as part of the Bondi Pavilion conservation and restoration project.

Operating as a shared facility through a licensing agreement, the core purpose of this partnership is to activate the radio studio through the creation and broadcast of localised content, community engagement initiatives and facilitated access to the studio. It will also build awareness of the Bondi Pavilion and engage with Council-led programs and activities.

Scheduled to open in June 2022, the radio studio comprises a professional standard broadcast and producer facility with shared access to two music studios (see Attachment 2 – functional equipment listing).

It is anticipated that the community radio partner will have an existing audience and offer programming to engage with a diverse range of listeners and interests, including locals and visitors.

This document provides information and guidelines for community radio stations 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 radio stations interested in forming a partnership to activate the Bondi Pavilion community radio 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.

### **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 community radio studio by Waverley Council through a licensing 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 community radio studio is located on the ground floor of the southern end of the Bondi Pavilion. The surrounding area is open to the public and the studio can be viewed through a window from the adjoining colonnade. Visibility and access will be integral to the success of this partnership.

## 3.0 CONSIDERATIONS

When responding to the selection criteria, proposals with a focus on local content, 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 part of the licensing agreement Council expects to retain a reasonable level of access to the facilities for its own purposes. It is also expected that the community radio partner 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	24 January 2022
Expression of Interest closes	7 March 2022
Shortlisted respondents notified for detailed proposal development	21 March 2022
Partnership finalised	30 April 2022
Access provided to radio studio	May 2022
Official launch and reopening of Bondi Pavilion	30 June 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 content and programming.
- Evidence of sound financial management and governance.
- Letters of support from board or senior management.

## **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 community radio services
- demonstration of benefit to your organisation, Waverley Council and the community.

Upon completion of the evaluation process, Waverley Council staff will recommend a shortlist of community radio providers. Shortlisted providers may be contacted and asked to provide a more detailed proposal for the Bondi Pavilion community radio studio partnership.

## **7.0 CLOSING DATE & SUBMISSION INFORMATION**

Submissions addressing the selection criteria and providing the supporting materials must be received by **5pm 28 February 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](mailto: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.
2. Functional equipment listing.
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 1–9 (maximum 10 x A4 pages).

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

Consider including the following:

- How long have you been operating?
- What is your purpose and values?
- What is your current business model and structure?
- How are you funded?
- What are your strategic goals for the next five years?
- What existing partnerships do you have in place?

### **2. Audience – provide a summary of who engages with your content.**

Consider including the following:

- Who is your audience?
- What are your weekly audience numbers?
- What is your audience reach?
- Where do they live?

### **3. Distribution – provide an outline of how you broadcast your content.**

Consider including the following:

- What is your broadcast platform?
- What is your broadcast schedule? Indicate days and times.
- What are the advantages and disadvantages of your broadcast platform in relation to delivering programming to local audiences?

### **4. Programming – provide a summary of your content and its relevance to local communities.**

Consider including the following:

- What is your experience in running a community broadcasting station?
- What is your experience in developing engaging programming?
- What programming do you currently offer?
- What programming would you like to build on or create utilising the Bondi Pavilion community radio studio?
- How do you currently engage local communities in your programming?
- How would you engage the local community through the Bondi Pavilion community radio studio?
- Are you willing to work with Waverley Council in scheduling potential additional programming and projects and promotion of Waverley Council activities?

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

Consider including the following:

- What are your current community engagement and access activities?
- Do you have experience delivering radio training to a range of demographics? If so, what training opportunities do you provide?

- Beyond training, what other initiatives could you offer to facilitate community involvement?

**6. Staffing – provide an overview of your staff and volunteer resources.**

Consider including the following:

- What is your current staffing structure?
- What volunteer opportunities do you currently offer?
- What are the positive outcomes for volunteers at your station?
- What future initiatives would you like to run with volunteers and why?

**7. Operations and governance – provide a summary of your systems, processes and compliance measures.**

Consider including the following:

- How do you gather and respond to consumer queries and feedback including complaints?
- Do you have WHS policies and procedures in place?
- Do you have public liability insurance?
- Do you currently meet music licensing requirements, eg. with PPCA and APRA AMCOS?
- 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?

**8. 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 for a license fee or contribution to running costs incurred through use of the community radio studio?
- What income generating activities would you undertake to offset the additional costs associated with using the community radio studio?

**9. 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 community radio studio in relation to your existing operation?
- How does this partnership align with your organisational strategic plan?
- What will be the main benefits for Waverley Council?
- How will the local community benefit?

**In addition you must include the following materials:**

- an organisation profile (maximum 500 words)
- list of key people and positions
- examples of relevant content and programming
- evidence of sound financial management and governance
- letters of support from board, management or supporters.

## **Attachment 2 – functional equipment listing**

### **Bondi Pavilion community radio studio**

- The radio studio is made up of the broadcast studio, producer room and waiting room.
- It is currently designed as a fully equipped radio station to be broadcast via IP.
- It is intended to be a flexible studio environment for production of live-to-air radio programming for up to 4 concurrent users, utilising an Axia QOR.32 Integrated Console Engine; 2 x Numark MP103USB Rack Mountable CD/USB Media Player; a fully integrated patching system between the producer room and broadcast room; microphones and on-air monitoring.
- Crestron touch panel for control of AV services.
- The broadcast studio shall have a 55" NEC monitor with sound connected to the monitoring desk and webcam both connected via Crestron NVX system for room-to-room connectivity.
- Lights shall be controlled via wall panel.
- HVAC shall be controlled automatically.

### **Music studios 1 & 2 and control room**

- The music rooms comprise a control room and two rooms that function either as sound insulated recording rooms or rehearsal rooms.
- Sound isolation is not 100% in either music room or the control booth due to the heritage limitations of the building, however substantial improvement to the current level of sound isolation shall be provided.
- The rerecording booth in the broadcast radio station is the only fully sound isolated room in the pavilion and has patching through to the control room to be used as a third recording room if so desired.
- The control room patch is comprised of 32 input microphone lines and 8 output lines in music room one, and 24 input microphone and 4 output lines in music room two. The patch panels are connected to the bantam patchbay in the control room.
- Room one shall be prioritised with the microphone inputs normal wired through the patchbay to the rack mountable preamplifiers. The pre-amplifiers outputs are normal wired through the patchbay to the input of the Apollo Interfaces. The Outputs of the Apollo interfaces are normal wired through the patchbay to the various rooms and outboard equipment.
- Room two patch, the Theatre patch and the Broadcast Room Patch shall be user configurable inputs and shall appear on the patchbay, but will need bantam cables to patch into the recording system. This approach, of a dominant, normal wired Room One, is intended to simplify the process, with the minimal amount of physically patching connections needed.
- A collection of studio microphones, mic stands and backline shall be included.
- In addition, each music room shall be set up to function as a stand-alone rehearsal room, with small rack mountable 16 channel mixer, programable graphic equaliser and powered speakers for foldback monitoring.
- Crestron touch panel for control of AV services.
- The rooms are equipped with network connectivity to the theatre and broadcast radio station for audio recording and AV streaming between the rooms.

- Each room shall have a 55" NEC monitor and sound bar and webcam connected via Crestron NVX system for room-to-room connectivity and webcast capability.
- Lights shall be controlled via wall panel and touch screen.
- HVAC shall be controlled automatically.



1. Bondi Pavilion ground floor extract – south end showing location of community radio studio and music studios



2. Community radio studio – broadcast studio, producer room and waiting room

