

Expression of Interest

Diwali Event

Harris Park 2026

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## 1 Introduction

City of Parramatta Council invites expressions of interest from any organisation who wishes to lead and deliver one Diwali event in Harris Park on Sunday, 08 November 2026.

A single lead organiser will be appointed with applications assessed for eligibility and then scored against the published criteria below.

This EOI does not replace Council's event approval process. It identifies a preferred lead organiser to proceed through Council's event permit pathway, subject to all required approvals, conditions, fees and documentation.

Council reserves the right not to appoint an operator if no suitable submission is received based on either not being eligible or failing to meet the assessment criteria.

## 2 Background

This EOI process for an externally run Diwali event supports Council's requirements to manage the cumulative impact of events and road closures in Harris Park, ensuring a balanced outcome for residents, businesses and broader community.

The successful applicant must demonstrate that the ability to deliver a high-quality Diwali celebration while effectively managing impacts on residential amenity, local business access, traffic flow, noise, waste, and use of the public domain.

## 3 Offer

The successful applicant will receive Council approval to act as the lead organiser for the 2026 Diwali Celebration in Harris Park.

That approval will remain subject to Council conditions, payment of all required fees and charges, and approval of all mandatory documents.

This approval will be for one single event in 2026.

Partnerships are permitted, but one lead group must submit the application, sign the contract and remain fully accountable for delivery, including all associated costs.

Council may negotiate parts of the final scope during or after selection. This will be dependent on the quality and content of the submissions received.

If food is served, separate food approvals, including any temporary food permit requirements, will still apply and are required for final approval. This will attract fees which are published on the [Council website](#).

## 4 Requirements

All costs are the applicant's responsibility.

Council requires the mandatory documents listed below before approval – these can be in draft format or demonstrations of previous work.

Additional supporting material is optional but will strengthen your application.

Council requests enough information to assess merit, risk and feasibility.

Higher-detail applications may score higher under the assessment criteria but must be proportionate to the proposed activity.

Document	EOI Application	Permit Approval
Application declaration form	Mandatory	Mandatory
Event Application form	Mandatory	Mandatory
Site Plan	Mandatory	Mandatory
Risk Assessment	Mandatory	Mandatory
Public Liability Insurance (20M)	Mandatory	Mandatory
Waste Management Plan	Mandatory	Mandatory
Production Schedule	Mandatory	Mandatory
Traffic Management Plan	Optional	Mandatory
Running Schedule	Optional	Mandatory
Contact List	Optional	Mandatory
Emergency Management Plan	Optional	Mandatory
Marketing Plan	Optional	Mandatory
Security Management Plan	Optional	Mandatory

Document	EOI Application	Permit Approval
Vendor List + approvals	Optional	Mandatory
Noise Management Plan	Optional	Mandatory
Letters of support + additional information	Optional	Optional

## 5 Roles and Responsibilities

Council is not providing funding, staffing, marketing, traffic support, cleaning, utilities, infrastructure or event delivery support for this event.

Council's role is limited to the approval process, the permit pathway and feedback on documents submitted for compliance review.

Council staff will attend the event to confirm compliance which includes but is not limited to the Major Events, Regulatory Services and Rangers teams.

Any outstanding fees, charges, bonds or amounts that remain unresolved with Council should be finalised before the submission of any responses to this EOI.

## 6 Fees, bond and payment

Item	Amount
Amounts shown	GST exclusive
Council fees and charges	\$746.95 <b>Subject to change</b>
Bond	\$5,000 <b>Subject to change</b>
Bond refund	Refundable in full if conditions are met
Invoice issue date	Thursday, 01 October 2026
Payment due date	Friday, 16 October 2026
Part payments	Not permitted

Item	Amount
Late payment	Council may cancel the event if payment is not received on time
Permit issue	The permit will not be issued until payment is received and mandatory documents are received, reviewed and approved.

## 7 Eligibility

Applications must satisfy all mandatory requirements to proceed to scoring.

Failure to meet any requirement will result in the application being deemed unsuccessful at this stage.

- Is the applicant based in New South Wales and does the applicant hold a valid Australian Business Number (ABN)?
- Has one lead applicant been clearly nominated in the submission?
- Was the application lodged by the closing date and does it include all mandatory documents identified in the requirements section?
- Has the applicant demonstrated that they are able to obtain all required approvals and permits for their proposed event model?
- Does the applicant have no outstanding acquittals, unresolved debts, current litigation, compliance issues, or other material matters with Council?
- Has the applicant complied with Section 9. Fairness, probity and communications as outlined below?

## 8 Assessment

Council will assess applications in four stages.

The stages are

1. Eligibility
2. Individual assessment
3. Panel assessment
4. Delegated decision

Applicants should address the following criteria:

Criterion	What Council is testing
Concept quality	<p>The strength and suitability of the proposed Diwali event.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> <li>- Cultural authenticity and alignment with Diwali celebrations</li> <li>- Quality and diversity of programming (e.g. performances, food, cultural activities)</li> <li>- Place suitability for Harris Park</li> <li>- Proposed marketing and audience development approach</li> <li>- Overall event experience and design</li> </ul>
Community reach and local engagement	<p>Demonstrated approach to engaging residents, local businesses and the broader community, including partnerships, outreach strategies and inclusive considerations.</p>
Delivery capability and governance	<p>Demonstrated ability to successfully plan and deliver events of a similar scale and complexity, including:</p> <ul style="list-style-type: none"> <li>- Examples of past events delivered</li> <li>- Experience of key personnel or partners</li> <li>- Organisational structure and governance approach</li> <li>- Demonstrated ability to manage contractors, vendors and stakeholders</li> </ul>
Risk, safety and operational feasibility	<p>Demonstrated ability to deliver the event safely and effectively in Harris Park, including:</p> <ul style="list-style-type: none"> <li>- Identification and management of key risks</li> <li>- Alignment with required documentation (e.g. risk assessment, traffic management, emergency management)</li> <li>- Realistic operational planning (e.g. site layout, crowd management, noise, waste)</li> <li>- Understanding of site constraints and residential/business impacts</li> </ul>

Each criterion will be scored on a scale from 1 to 5.

An application must achieve a minimum score of 12 out of 20

An application must also score at least 3 out of 5 on every criterion.

Score	Meaning
0	No response, non-compliant and/or no confidence in delivery.
1	A very weak response with major concerns or major gaps
2	A below standard response with limited confidence in delivery
3	An acceptable response that meets the minimum standard
4	A strong response that gives good confidence in delivery
5	An excellent response that gives very high confidence in delivery

Council may ask for clarification if it needs an applicant to explain or confirm information provided.

A clarification request will not allow a rewrite of the submission and will be limited to the specific clarification requested.

All Criterion is weighted equally.

## 9 Fairness, probity and communications

- All questions and submissions must go through the nominated contact officer listed at the bottom of this document.
- Applicants must not contact Councillors or other Council staff about this EOI outside the approved process. Doing so will impact eligibility.
- Council may exclude an applicant that canvasses, lobbies or otherwise tries to gain an unfair advantage.
- If a question changes the meaning, scope, eligibility settings or scoring approach, Council may issue the answer to all applicants.
- Applicants must declare any actual, potential or perceived conflict of interest – pecuniary or non-pecuniary.
- Council will decide whether a declared conflict can be managed or whether exclusion is required.

- Applicants must not offer gifts, benefits, hospitality or inducements in connection with this process.
- Council may take steps to remove any unfair advantage caused by prior involvement, prior relationships or access to non-public information.

## 10 Key dates

Milestone	Date (2026)	Notes
EOI open	09 June – 07 July	EOI Open for 4 weeks
EOI assessment	07 – 14 July	Individual assessment and panel review
Approval	15 – 28 July	1 week for approval offer 1 week for confirmation
Documents Due	Sunday, 30 August	Draft mandatory documents
Feedback window	31 August – 7 September	
Documents due	Sunday, 20 September	
Invoice sent	Thursday, 01 October	
Payment due	Friday, 16 October	
Permit issued	Friday, 23 October	
Site visit	5 – 6 November	Pre-event, pending availability
<b>Event</b>	<b>Sunday, 08 November</b>	
Site visit	10 – 11 November	Post-event, pending availability
Debrief	17 – 20 November	Mandatory
Bond returned	24 – 27 November	

Council may change the timetable.

## 11 After selection

The successful applicant must provide all mandatory post-selection documents by the required date.

Council may cancel the approval process if the successful applicant misses a mandatory milestone, fails to pay required amounts, fails to provide approved documents or otherwise causes Council to lose confidence in the delivery pathway.

Unsuccessful applicants may request a debrief within two weeks of being told the outcome of their application.

## 12 How to apply

- Submit one consolidated application and files with all required response sections and all mandatory attachments for this stage.
- Use the file name or email subject line: EOI - Diwali Celebration Harris Park 2026 - [Applicant Name].
- Lodge the submission by the 30 June 2026 using the Council email address listed below.
- Do not send submissions or questions to any other Council officer or Councillor.
- All enquiries (including clarifications and complaints) must be directed to the nominated Contact Officer below.

Contact	Details
Contact officer	Jackson Morphett Field
Email	<a href="mailto:jmorphettfield@cityofparramatta.nsw.gov.au">jmorphettfield@cityofparramatta.nsw.gov.au</a>

### 13 Applicant declaration

The lead applicant should complete and sign this declaration when lodging the submission.

Field	Response
Lead applicant name	
Australian Business Number	
Authorised representative	
Position	
Email	
Phone	
Conflict of interest declaration	Yes / No - if yes, attach details
Acceptance of Council conditions	Yes / No
Signature	
Date	
Name	
Organisation	