

# Invitation for Tenure of a Community Facility

**Invitation Name:** 450 Burrridge Road, Kybong – Tenure of a Community Facility  
**Invitation Number:** RF1005

## Contract Overview

**RPD:** Lot 81 on RP913598  
**Location:** 450 Burrridge Road, Kybong  
**Current Zoning:** Rural  
**Current Constraints:** Nil services

Applications are invited from incorporated non-for-profit community organisations to enter into a Community Facilities Management Agreement over the part of the property located at 450 Burrridge Road, Kybong.

## PART 1 – APPLICATION PROCESS TERMS

The Application Process Terms will govern the entire application process, including the assessment of all applications.

The following attachment comprises the Application Process Terms:

### Details

Application Process Terms

A summarised version of the process is as follows:

- This document represents the release of the Invitation to the market;
- Applications will be accepted until **11.59pm on Friday 16th July 2021**;
- Evaluation of Applications will be conducted against predetermined evaluation criteria and within Council's governance and probity framework;
- Council, at its sole discretion, may shortlist Applications and conduct interviews as deemed necessary;
- Council may accept none, one or more of the Applications submitted.

### Probity Environment

In the preparation of any applications, prospective applicants should consider the following:

- All requests for assistance, advice, clarifications and/or further information should be directed to the contact point contained in Schedule 1 Item 5 of this Invitation for Tenure of a Community Facility.
- Direct contact with any elected member of Council or Local Government Employee regarding any part of this Application, other than those listed in Schedule 1 Item 5, is prohibited.
- Any prohibited contact with a Local Government Employee or elected member of Council may result in the applicant or prospective applicant and their application being disqualified from the application process.
- The Application Process Terms will take precedence over information contained in this part in the event of conflict between the two.

## PART 2 – LIST OF SCHEDULES

The following Schedules form part of this Invitation for Tenure of a Community Facility:

|            |                              |
|------------|------------------------------|
| Schedule 1 | Invitation Details           |
| Schedule 2 | Information Session          |
| Schedule 3 | Evaluation Criteria          |
| Schedule 4 | General Terms and Conditions |
| Schedule 5 | Supporting Documentation     |
| Schedule 6 | Application Response Form    |

## SCHEDULE 1 – INVITATION DETAILS

Terms used in this Invitation for Tenure of a Community Facility take their meaning from the Application Process Terms (APT) (available in Part 1 of the Invitation for Tenure of a Community Facility above).

This Invitation for Tenure of a Community Facility is subject to the Application Process Terms. A brief summary of key aspects of this Invitation for Tenure of a Community Facility is set out in the table below:

| Item | Description                            | Detail   |
|------|--|--|
| 1.   | Closing Date                           | 11.59pm, 9 <sup>th</sup> July 2021.  |
| 2.   | Invitation Name and Number:            | Contract Name: 450 Burr ridge Road, Kybong - Community Facilities Management Agreement<br>Contract No: RFI005  |
| 3.   | Application lodgement times            | Any time up to that specified in Item 1 above.   |
| 4.   | Validity Period                        | 90 days from the Closing Date.   |
| 5.   | Name and contact details               | The Invitation Administrator is the <b>Acting Coordinator – Property Management</b><br><br><b>Technical &amp; Submission Enquiries</b><br>Prospective applicants are to address enquiries in relation to technical and submission aspects of the Invitation, in writing via email to <a href="mailto:property@gympie.qld.gov.au">property@gympie.qld.gov.au</a> prior to the closing date. |
| 6.   | Application Box                        | Applications must be submitted electronically via email to <a href="mailto:property@gympie.qld.gov.au">property@gympie.qld.gov.au</a> prior to the Closing Date.   |
| 7.   | Local Government inviting Applications | Gympie Regional Council ABN 91 269 530 353.  |
| 8.   | Clarifications                         | Cut-off for requests for clarification or further information is 5 days prior to the Closing Date.   |

## SCHEDULE 2 – INFORMATION SESSION

|                       |  |
|-----------------------|--|
| Date and Time:        | 3.30pm, Wednesday 7 <sup>th</sup> July 2021  |
| Address:              | 450 Burr ridge Road, Kybong  |
| Special Instructions: | Interested applicants are required to register their attendance via email by 5.00pm, Tuesday 6 <sup>th</sup> July 2021 to <a href="mailto:property@gympie.qld.gov.au">property@gympie.qld.gov.au</a> |

## SCHEDULE 3 – EVALUATION CRITERIA

The Evaluation Criteria are:

- (a) Proposed Community Facility Use
- (b) Organisational Capacity
- (c) Facility Management
- (d) Shared Occupation

Responses are to be provided in Schedule 6 – Attachments 1

## SCHEDULE 4 – GENERAL TERMS AND CONDITIONS

The following attachment comprises the General Terms and Conditions.

### Details

- Gympie Regional Council – Standard Community Facilities Management Agreement
- Gympie Regional Council – Maintenance Schedule
- Gympie Regional Council – Statutory Maintenance Schedule

Further obligatory terms and conditions Council will include but not limited to are as follows:

1. Applicants will be responsible for any costs of and incidental to the submission of their application.
2. The successful respondent will be responsible for any costs of and incidental to any legal fees associated with the execution of the Community Facilities Management Agreement, if they choose to engage a solicitor.

## SCHEDULE 5 – SUPPORTING DOCUMENTATION

The following attachments comprise the Supporting Documentation and form part of this Invitation for Tenure of a Community Facility:

| Attachment Number | Details  |
|-------------------|--|
| 1.                | Survey Plan  |
| 2.                | Services Map   |
| 3.                | Zoning Map   |
| 4.                | Title Search   |
| 5.                | Search response for Environmental Management Register/Contaminated Land Register     |
| 6.                | Aboriginal and Torres Strait Islander Cultural Heritage Database and Register Report |

## SCHEDULE 6 – INVITATION RESPONSE FORM

Refer to attached document for completion and electronic lodgement in the Invitation Box.

| Appendix Number | Details                                |
|-----------------|--|
| 1.              | Invitation Response Form (Word format) |