

# Invitation for Tenure of a Community Facility

**Invitation Name:** Upper Widgee Road, Widgee – Community Facilities Management Agreement

**Invitation Number:** IFT012

## Contract Overview

RPD: Parts A and B - Lot 25 RP910956  
Location: Upper Widgee Road, Widgee  
Current Zoning: Sports and Recreation  
Land Use: Community Facility  
Current Constraints: Part of the property is under Gympie Regional Council's Temporary Local Planning Instrument for Priority Species Habitat. For more information see [tspi-fact-sheet-may-2022 \(gympie.qld.gov.au\)](http://tspi-fact-sheet-may-2022.gympie.qld.gov.au)

Applications are invited from incorporated not-for-profit sports and recreation community organisations to enter into a Community Facilities Management Agreement over the vacant community land situated at Upper Widgee Road, Widgee.

There are 2 sites available for tenure described as Lease Area A (approx. 24100 m<sup>2</sup>) and Lease Area B (approx. 17320 m<sup>2</sup>).

These sites can be licensed separately or together. See below map.



**IMPORTANT TO NOTE:** Should the successful applicant wish to construct a facility/shed on the land, they will take on full responsibility of this process including (but not limited to):

1. Conducting their due diligence investigations into the suitability of the land
2. Development/Building Approvals
3. Building Certification
4. Connection of electricity and opening an account with electricity supplier
5. Connection of water
6. Connection to sewer

## 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 **5.00 p.m. on Friday, 30 June, 2023**;
- 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 respondents 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	Mandatory Site Visit and 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.	<b>Closing Date</b>	<b>5:00 pm, 30 June 2023.</b>
2.	Invitation Name and Number:	Contract Name: Upper Widgee Road, Widgee–Community Facilities Management Agreement Contract No: IFT012
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>Senior Officer – Property</b>  <b>Technical &amp; Submission Enquiries</b> Prospective Respondents 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 – MANDATORY SITE VISIT & INFORMATION SESSION

Date and Time:	<b>10 a.m., Thursday, 15 June, 2023</b>
Address:	Upper Widgee Road, Widgee
Special Instructions:	<b>Applicants are required to attend a mandatory site visit and information session to be eligible for consideration for the tenure of this property.</b> Please <b>register your attendance via email by 5.00pm, Tuesday, 13 June, 2023</b> , 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 – Attachment 1**

## SCHEDULE 4 – GENERAL TERMS AND CONDITIONS

The following attachment comprises the General Terms and Conditions.

### Details

- Gympie Regional Council –Community Facilities Management Agreement (for due diligence purposes)
- 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. Respondents 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 and Licensed Area Plan
2.	Zoning Map
3.	Title Search
4.	Search response for Environmental Management Register/Contaminated Land Register

## 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)