

# Invitation for Tenure of a Community Facility

**Invitation Name:** Amamoor Community Hall - Community Facilities Management Agreement  
**Invitation Number:** IFT015

## Contract Overview

RPD: Lot 13 RP 7008  
Location: 35 Busby Street, Amamoor  
Current Zoning: Community Purposes  
Current Constraints: State Government Trust Land

Applications are invited from incorporated not-for-profit community organisations to enter into a Community Facilities Management Agreement over the Community Hall facility situated at 35 Busby Street, Amamoor.

The Tenure area as outlined below: Lot 13 RP7008



## 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 Tuesday, 12 December 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	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	5:00 pm, 12 December 2023
2.	Invitation Name and Number:	Name: Amamoor Community Hall - Community Facilities Management Agreement Number: IFT015
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>Officer – Property Support 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 INFORMATION SESSION

Date and Time:	10 a.m., Friday 1 December 2023
Address:	35 Busby Street, Amamoor
Special Instructions:	<b>If you are considering applying for tenure of this facility, you must attend the mandatory information session, please register your attendance via email by 5.00pm, Wednesday 29 November 2023, to <a href="mailto:property@gympie.qld.gov.au">property@gympie.qld.gov.au</a></b>

## 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
<ul style="list-style-type: none"><li>• Gympie Regional Council – Standard Community Facilities Management Agreement</li><li>• Gympie Regional Council – Maintenance Schedule</li><li>• Gympie Regional Council – Statutory Maintenance Schedule</li></ul>
Further obligatory terms and conditions Council will include but not limited to are as follows: <ol style="list-style-type: none"><li>1. Respondents will be responsible for any costs of and incidental to the submission of their application.</li><li>2. Respondents are encouraged to carry out their own due diligence enquiries/searches of the tenure area prior to submitting their application.</li><li>3. 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) and any survey fees if required.</li></ol>

## 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.	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)