

Invitation for Tenure of a Community Facility

Invitation Name: Widgee Community Complex – Club House and Grounds
Community Facility Trustee Lease

Invitation Number: IFT018

Contract Overview

RPD: Lot 73 LX2576
Location: 36 Power Road, Widgee
Current Zoning: Sports and Recreation
Land Use: Reserve for Park and Recreation
Current Constraints: Flooding

Applications are invited from Incorporated not-for-profit community organisations to enter into a Trustee Lease over the Community Facility situated at 36 Power Road, Widgee.

The Invitation for Tenure includes the clubhouse and surrounding grounds.

The site available for tenure described as **Lot 73 LX2576**. Site marked with red on the below map.



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 Monday 3 February 2025;
- 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, Monday 3 February 2025 |
| 2. | Invitation Name and Number: | Name: Widgee Community Complex – Lot 73 LX2576 Number: IFT018 |
| 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 Officer – Property Technical & Submission Enquiries Prospective Respondents are to address enquiries in relation to technical and submission aspects of the Invitation, in writing via email to property@gympie.qld.gov.au prior to the closing date. |
| 6. | Application Box | Applications must be submitted electronically via email to property@gympie.qld.gov.au 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 4 days prior to the Closing Date. |

SCHEDULE 2 – INFORMATION SESSION

| | |
|----------------|--------------------------------------------------|
| Date and Time: | 10 a.m. Thursday 23 January 2025 |
| Address: | Widgee Community Complex – 36 Power Road, Widgee |

| | |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Special Instructions: | Applicants are required to attend a mandatory site inspection to be eligible for consideration for the tenure of this property. Respondents are required to register their attendance via email by 5.00pm, Wednesday 22 January 2025, to property@gympie.qld.gov.au |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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">• Gympie Regional Council – Community Trustee Lease Standard Terms• Gympie Regional Council – Maintenance Schedule• Gympie Regional Council – Statutory Maintenance Schedule• Gympie Regional Council – Community Leasing Policy |
| Further obligatory terms and conditions Council will include but not limited to are as follows: <ol style="list-style-type: none">1. Respondents will be responsible for any costs of and incidental to the submission of their application.2. Respondents are encouraged to carry out their own due diligence enquiries/searches of the tenure area prior to submitting their application.3. The successful respondents shall bear all costs associated with developing the tenure area including but not limited to site excavation, built infrastructure (including building, plumbing and planning approvals), water and sewerage infrastructure and connections,, telephone and electrical infrastructure and connections.4. The successful respondent will be responsible for any costs of and incidental to any legal fees associated with the execution of the Community Trustee Lease (if they choose to engage a solicitor) and any survey fees if required. |

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 |

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) |