



REQUEST FOR EXPRESSIONS OF INTEREST - PROPOSALS TO OCCUPY COUNCIL OWNED PROPERTY

Camden Council is calling for written Expressions of Interest for the occupation of the following Council owned property.

Cnr Queen & Elyard St Narellan NSW 2567

Property Address **Office Spaces – Office 1, 2, 3(a), 3(b), Common Meeting/Counselling room, Storage space (separate access – previously an industrial kitchen) and a communal kitchenette/break out area.**
Located next to the Narellan Library – Community Offices

**Please note the Narellan Library property does not form part of this EOI or any subsequent lease agreements. Hiring of library facilities would need to occur via standard library operational processes.*

Occupant Requirement Not for Profit Community Groups Only

Use Office Space

Expressions of Interest should be submitted in accordance with the Information and Application package which contains:

- Section 1 – General terms and conditions
- Section 2 – Technical requirements
- Section 3 – Selection Criteria
- Section 4 – Written Submission details

The successful operator for the facility will be selected based on demonstration of how the pre-determined criteria are met as detailed in Section 2 Technical requirements. An evaluation panel will assess submissions and notification will be sent to applicants in relation to the outcome of the process. Council reserves the right to decline any or all Expressions of Interest.

Should you have any questions regarding this Expression of Interest, please email community@camden.nsw.gov.au.

For further information or to view the office space please contact Blair Avila on 02 4654 7709.

INFORMATION AND APPLICATION PACKAGE

SECTION 1

PROPERTY RELATED GENERAL TERMS AND CONDITIONS OF EXPRESSION OF INTEREST

1. Expression of Interest Validity

The offer submitted must remain valid for a period of at least 6 months.

2. Required Criteria

A non-profit organisation is expected to provide Council with all information requested to enable Council to assess the proposed benefit to the Camden community based on the organisation's merit. This may include but is not necessarily limited to some or all of the following:

- Confirmation of legal entity and ABN.
- The prior 3 years' audited financial statements.
- Details and copies of any agreements or arrangements with or to any third parties.
- A business plan for the period of the proposed agreement (including any option periods), where available. The business plan should demonstrate the proposed lessee's or licensee's capabilities to carry out any items specific to the proposed agreement during the term and provide details and timelines of any maintenance, improvements or enhancements proposed to be carried out, completed and paid for by the Licensee during the term.
- Other benefits (qualitative and quantitative) that may be provided to the wider Camden community.
- Proposed financial arrangement.
- Demonstrated sound financial management capability and financial capacity to pay rent.

3. Successful Applicants

Operators will be required to enter into a formal agreement with Council and will be required to provide Council with:

- \$20 Million Public Liability Insurance;
- Such other insurances as Council reasonably requires depending on the proposed use of the property.

4. Disputes

Disputes in respect of any Expression of Interest shall be referred to the person nominated in this document as responsible for administration of the contract.

SECTION 2 – TECHNICAL REQUIREMENTS

1. Scope

Expressions of Interest are sought from Not-for-Profit Community Groups only, to occupy Council owned Office Space at the Narellan Community Offices. Comprising of Office Spaces – Office 1, 2, 3(a), 3(b), Common Meeting/Counselling Room, Storage space (separate access – previously an industrial kitchen) and a communal kitchenette/break out area.

The office spaces are intended to be a shared space with users occupying them on different daily schedules. All offices are currently vacant and available.

Applicants should be aware that they will share the common areas with other groups using the offices.

2. Period of Agreement and Renewal

The proposed Integrated Service Delivery Model will establish anchor tenants who will coordinate strategic social outcomes defined in partnership with Council. To further strengthen principles of the Integrated Service Delivery Model, successful anchor tenants will support incubator partnerships under an Memorandum of Understanding (MOU) or similar between their service and their identified *incubator services.

The initial term of the agreement will be a three + two year licensing model between anchor tenants and Council. With an initial three-year agreement, and an evaluation at the three-year mark, to then extend with an additional two years. This initial term will commence on the signing of the agreement by both parties.

To ensure contingency for any unforeseen circumstances, there will be an initial inbuilt 12-month review with an opt-out clause for Council and/or the Anchor Tenant.

Council reserves the right to terminate the agreement at any time, by giving at least one month's notice.

**Incubator: To build capacity for service delivery of emerging, local or smaller organisations, by providing space under the anchor tenant's lease agreement.*

3. Operational Factors to be considered

This section describes the range of elements that form the minimum standard of service Council will require from applicants.

3.1 Requirements

The applicant must address the following requirements in their proposal as outlined below:

- If your organisation has completed a site tour of the Offices;

- Overview of your anticipated clients;
- Intended days/hours of operation;
- Number of offices occupied;
- Number of staff onsite per each office space;
- Other logistical needs of your organisation (including parking, storage, confidentiality, etc.) and,
- Intended or forecasted Incubator Partnerships.

3.2 Rental

The applicant is required to pay all costs outlined in Council's Fees and Charges.

Currently the fees and charges are:

- Office 1 – \$218.00 per week
- Office 2 - \$218.00 per week
- Office 3A - \$109.00 per week
- Office 3B - \$109.00 per week
- Storage Room – \$109.00 per week

Please note that the fee is adjusted annually from 1 July, as per Council's Fees and Charges.

SECTION 3 – SELECTION CRITERIA SPECIFIC TO NARELLAN COMMUNITY HUB

Operators will be selected on the following criteria:

Organisation Criteria:

- The organisation is one which is not operating for the profit or gain of its individual members, whether these gains are direct or indirect.
- The organisation is a legal entity registered under appropriate legislation.
- The organisation is financially sustainable, with annual financial statements and Annual Reports provided to Council and audited where required as a prescribed association by legislation.
- The organisation complies with relevant legislation governing its activities and holds any licences or registration certificates require for it to operate.
- The organisation has a committee of management and appropriate governance arrangements with established accountability and reporting methods to members of the organisation and/or to the community.

- The organisation has a constitution or charter that confirms the organisation's commitment to either the cultural, social and/or recreational wellbeing of the community.

Community Benefit Criteria:

- Demonstrated use of the facility will increase social engagement and promote health and well-being for the Camden community.
- A plan of the facility's use is provided including current and projected hours of operation and participant and/or membership numbers.
- The organisation provides a service or a program of activities which can be demonstrated to address an identified cultural, social, recreational, or other need in the community.
- Demonstrated commitment of the organisation's promotion and support of volunteers.
- The Organisation is applying as an Anchor tenant and can demonstrate supporting incubator tenants to ensure delivery of the Integrated Service Delivery model, under a current MOU, or letter of support with the intention to enter into an MOU.
- The Organisation is able to demonstrate within their written submission how it **meets two or more identified local needs within the Camden LGA**, such as:
 - Mental Health
 - Domestic Violence
 - Financial Supports (cost of living, gambling, budgeting, counselling)
 - Food Security
 - Other Social supports
- Any other benefit that the Camden community derives from the organisation using offices at the Narellan Community Hub.

SECTION 4 – WRITTEN SUBMISSION DETAILS

1. Submission

Please provide a written submission in response to the Standard of Service specified in Section 2 'Technical Requirements'.

The information to be provided in the submission is:

- a) Overview of the functions of the organisation;
- b) Outline of community, social and economic benefits and how the organisation can meet the identified community needs;
- c) Demonstrated sound financial management capability and financial capacity to pay rent as agreed and manage other obligations of a tenant;
- d) Overview of current monetary supports or other lease arrangements received or entered into from/with Council within the last twelve months;
- e) Demonstrated of intent to support *incubator tenants to deliver an effective Integrated Service Delivery model;
- f) Capacity to meet requirements, as set out in this document in **highlighted sections** (all elements must be addressed in your submission); and
- g) Demonstrated experience in social service delivery and relevant future plans for your organisation.

2. Summary of attached documents required as part of your EOI

The following documents must be provided for your Expression of Interest to be considered:

- Documents showing ABN;
- Certificate of Incorporation (if relevant);
- Completed Organisation Details (attachment 1);
- Recent Annual Report including financials
- Written submissions as outlined above (relevant sections are highlighted)
- Any documentation supporting your written submission; and
- References – minimum of two.

ATTACHMENT 1 – ORGANISATION DETAILS

All information and documentation requested must be completed and attached for the Expression of Interest to be considered. This includes:

Contact Information			
Organisation:			
ABN (if applicable):			
Are you registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Contact Person:			
Position:			
Mobile Number:			
Email:			
Postal Address:			
Suburb:		Postcode:	

ATTACHMENT 2 – CNR QUEEN & ELYARD ST NARELLAN NSW 2567 IMAGES

As seen on Your Voice Camden.