



## **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.

<b>Property Address</b>	33A Fairwater Drive Harrington Park Lot: 3 DP: 1017107 <b>Office Space 1 and Meeting Room</b> Both rooms are located within Harrington Park Community Centre
<b>Occupant Requirement</b>	Not for Profit Community Groups Only
<b>Use</b>	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.

All applications should be submitted to Camden Council in writing via email to [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au) by 9am 1 November 2022.

Should you have any questions regarding this Expression of Interest, please email [properties@camden.nsw.gov.au](mailto:properties@camden.nsw.gov.au).

If you wish to view the property prior to submitting your application, please contact Council's Property Services Team on 4654 7777.

# INFORMATION AND APPLICATION PACKAGE

## SECTION 1

### 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. Selection 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 time-lines of any maintenance, improvements or enhancements proposed to be carried out, completed and paid for by the Lessee 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 in Harrington Park Community Centre.

### **2. Period of Agreement and Renewal**

The term of the agreement will be twelve months/one year, which will commence on the signing of the agreement by both parties.

The agreement may be renewed, at the discretion of Council, for a period of up to twenty four months/two years.

### **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.

#### **3.2 Requirements**

The applicant must address the following requirements in their proposal:

- Potential community, social and economic benefits;
- Overview of the anticipated market;
- Intended hours of operation;

#### **3.3 Financial responsibilities of the Operator**

The applicant needs to demonstrate, and make recommendations on, how they will manage the following:

Cleaning	<ul style="list-style-type: none"><li>• Cleaning labour and equipment</li></ul>
Record Keeping Review	<ul style="list-style-type: none"><li>• Financial records to be kept</li></ul>
Rent	<ul style="list-style-type: none"><li>• Pay rent as required</li></ul>

#### **3.4 Rental**

The applicant is required to pay all costs outlined in Council's Fees and Charges. As per the Fees and Charges the current fee is \$182.50 per week.

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

### **SECTION 3 – SELECTION CRITERIA**

**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 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 required 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:**

- Use of the facility will increase social engagement and promote health and wellbeing 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.
- The organisation's promotion and support of volunteers.

## **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;
- c) Proposed financial arrangement;
- d) Demonstrated sound financial management capability and financial capacity to pay rent and manage other obligations of a tenant;
- e) Capacity to meet requirements, as set out in this document in Section 2 (all elements in section 2 must be addressed in your submission); and
- f) Experience and 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);
- Written submissions as outlined above;
- Any documentation supporting your written submission;
- References – minimum of two.

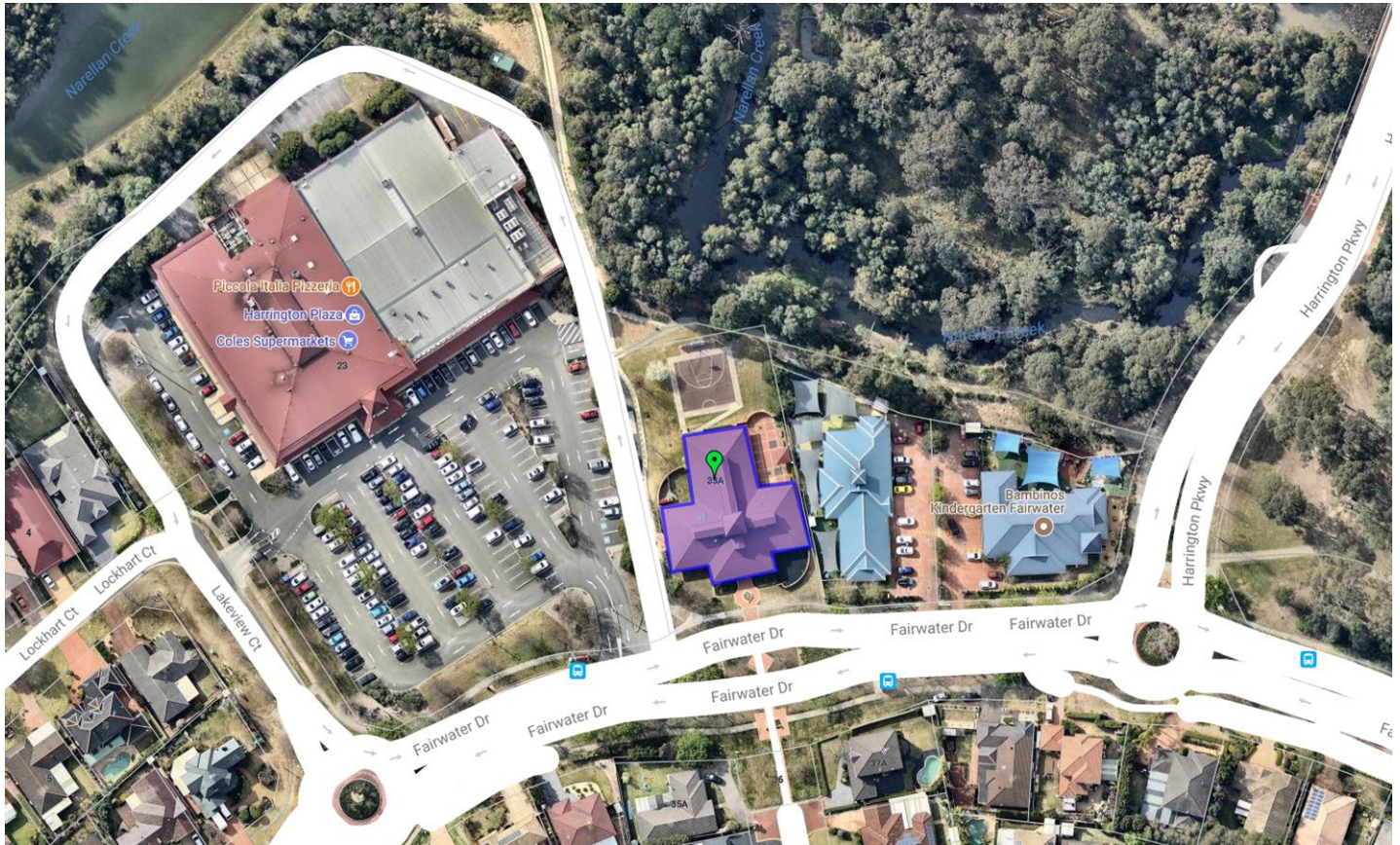
### **ATTACHMENT 1 – ORGANISATION DETAILS**

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

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



## **ATTACHMENT 2 – 33A FAIRWATER DRIVE HARRINGTON PARK IMAGES**



Source: NearMap



Source: [www.camden.nsw.gov.au](http://www.camden.nsw.gov.au)