



## BRIEF

Project: **Operation and Management of the Newtown Town Hall Pride Centre**

EOI No: **06-23**

Closing Date: **Friday 29 September 2023**

Closing Time: **2pm**

**Project Briefing  
by Council**

**2pm Wednesday 6 September 2023  
Newtown Neighbourhood Centre  
11-13 Darley Street Newtown**



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### Reference Documents

Note that there a number of hyperlinks within this document that reference Councils website and other reference documents.

They are also recorded here for ease of reference and should be read and referenced by all respondents prior to submission.

Document / Hyperlink	Description
<a href="#">Home - Inner West Council</a>	Inner West Council (IWC) website
<a href="#">Our Inner West 2036 - Community Strategic Plan</a>	The CSP identifies the community’s vision for the future, long-term goals, strategies to get there and how to measure progress towards that vision.
<a href="#">LGBTQ+ at Inner West Council</a>	Landing page for LGBTQ+ information.
<a href="#">LGBTQ+ Working Group</a>	Landing page for LGBTQ+ Working Group established as part of Council’s Community Engagement Framework, providing advice and input to support Council’s decision-making and actions.
<a href="#">Visioning a Pride Centre Engagement Report</a>	In 2018 Council investigated hosting a Pride Centre in the Inner West and consulted with the community. This Report documents the outcomes from the engagement.
<a href="#">Pride Centre</a>	Landing page for the Pride Centre provides information related to the activation of the Newtown Town Hall as a Pride Centre.
<a href="#">Inner West Council ward map</a>	Landing page for Council’s ward map that shows the respective council wards and relevant indigenous names.
<a href="#">IWC Environment and Sustainability</a>	Landing page for Councils response to the environment and sustainability.
<a href="#">Zero Waste Strategy</a>	The Inner West Zero Waste Strategy outlines how Council and the community are required to collectively take responsibility for waste and recycling and to work together to ensure resources can be valued as part of a circular economy.

## 1 EXECUTIVE SUMMARY

This tender process is to enable suitable Expressions of Interest (EOI) from organisations to operate and manage the Pride Centre for the LGBTQ+ community at the Newtown Town Hall.

Submissions are welcome from respondents including individual organisations or consortia that can demonstrate an understanding of the needs and aspirations of the LGBTQ+ community.

Submissions from Consortia must nominate a lead organisation with whom a suitable lease can be negotiated.

The tender process will be managed in two (2) stages, firstly as an Expression of Interest to allow respondents to provide submissions as to how they might envisage the operation and management of a Pride Centre. The second stage will see short listed respondents further refine their submissions with a detailed business case.

Inner West Council is currently undertaking capital works to the value of approximately \$2.5 million to ensure that Newtown Town Hall is fit for purpose and ready for occupation for use as a Pride Centre in mid-2024.

It is expected that Inner West Council (Council) will enter into a lease agreement with the successful respondent (as the Tenant) for operation and management of the Pride Centre.

Council is offering the opportunity rent free, with Council to provide ongoing repair and maintenance support while the Tenant will be responsible for managing outgoings and services.

The current capital works that Council are undertaking will ensure that the building will be offered as an accessible modern community centre that is painted throughout, with new lighting, new floor coverings, new data cabling and connections and provision for security.

The Tenant will need to provide for any further fit-out requirements including office desks and other furniture, fridges, electrical goods, audio visual equipment as per their requirements.

### 1.1 AGREEMENT WITH INNER WEST COUNCIL

The following will form the basis of a Heads of Agreement between Council and the Tenant that will inform the terms and conditions of the lease and includes:

<b>Hours of Operation</b>	Proposed - 8am to 6pm Monday to Sunday (excluding Public Holidays)
<b>Permitted Use</b>	To be confirmed  <i>Permitted uses could include. community, cultural, social, health and economic services</i>
<b>Lease Term</b>	Ten (10) Years
<b>Option</b>	Five (5) Years

<b>Rent</b>	Nil  <i>Newtown Town Hall is being offered at nil rent in accordance with Council's Land and Property Policy,</i>
<b>Outgoings / Services</b>	The Tenant will be responsible for all outgoing and / or services including, water, gas, electricity, cleaning, telephone, internet, garbage / waste collection etc.
<b>Insurances</b>	Building Insurance – Council Contents Insurance – Tenant \$20 million Public Liability Insurance – Tenant Other Insurances including Workers Compensation - Tenant
<b>Maintenance and Repair</b>	Refer to the Maintenance Matrix at Annexure A
<b>Security / Bank Guarantee</b>	Not Required

## 1.2 BUILDING CONDITION

Council is currently undertaking building works to ensure the Town Hall is fit for purpose for immediate use.

Council is investing approximately \$1.121M GST Inc on the external works which includes:

- Removal of hazardous building materials
- New roof sheeting, flashings, gutters, and downpipes
- New safe roof access system
- Façade remediation
- Repairs to timber windows
- Exterior painting

To prepare the building for use as a Pride Centre Council is also investing capital and undertaking works to the interior of the building, including:

- Removal of hazardous building materials
- Upgrades to the accessible toilets on ground level and first level
- New accessible stair arrangement to provide access to the rear of the town hall at ground level and the stage in the main hall on the upper level
- New pressed metal ceilings to areas of water damage on the ground floor
- New lighting throughout, including removal (as far as practicable) of wall mounted cabling
- New data and outlets
- New floor covering including carpet and hard flooring to both levels

It is estimated that the external works will be completed by December 2023, and the internal works will be completed by the end of May 2024 and ready for occupation.

### 1.3 FIT OUT

It will be the Tenant’s responsibility to fit out the building with office and other furniture, fridges, electrical goods, audio visual equipment as per their requirements.

### 1.4 BUILDING INFORMATION

The following building information and accompanying plans will need to be considered when preparing the Proposal.

Item	Description
<b>Floor Space</b>	Approximate area of 650m <sup>2</sup> across two levels.
<b>Levels</b>	Two (2) levels with stairs and lift connecting Ground and First Level  Note: there is a change of levels within the Ground level that will include provision for disabled access to the rear of the building – Refer to Accessibility below.
<b>Floor Plans</b>	Floor plans of the Newtown Town Hall are available at Annexure B.  The main features of the building include: <ul style="list-style-type: none"> <li>- Entry foyer</li> <li>- Lift within entry foyer at front of the building</li> <li>- Lobby with existing counter</li> <li>- Various meeting rooms and / or office spaces on both levels</li> <li>- Main Hall (Level 1) with stage</li> <li>- Rainbow Room (Level 1)</li> </ul>
<b>Bathroom &amp; Kitchen Facilities</b>	The building will feature: <ul style="list-style-type: none"> <li>- Three (3) accessible toilets, 2 on Ground level (left and right) and 1 on First level (right)</li> <li>- 2 kitchenettes (1 on Ground level and 1 on First level)</li> </ul>
<b>Entrance</b>	There is an accessible main entrance onto Newtown Square, King St and a smaller, entry onto Newtown Square, Australia Street (not accessible).
<b>Loading Dock</b>	Nil
<b>Accessibility</b>	Accessible street level access to the main entry Lift is available at main entrance to Level 1 New accessible steps / lift to provide access to the rear of ground level

<b>Access</b>	Deliveries can be made via Australia St or Bedford St. Access from King St for foot traffic.
<b>Parking</b>	No parking is available onsite. Limited timed on-street parking in the area. Public transport – Various bus routes on King St & Enmore Rd. Newtown Train Station is approximately 200m from main entry.

### 1.5 TIMELINE TO OCCUPATION (INDICATIVE)

<b>Expression of Interest is available on Vendor Panel</b> <i>*Respondents begin to prepare submissions</i>	<b>2pm on Friday 18 August 2023</b> <b>(6 weeks)</b>
Project Briefing by Council at Ashfield Service Centre <i>*Respondents can attend and seek further information on the EOI.</i> <i>*Site visits can be arranged for groups to attend Newtown Hall if requested</i>	2pm Wednesday 6 September 2023
Deadline for all respondent enquiries <i>* to allow sufficient time for response to all respondents prior to EOI closing</i>	2pm on Friday 22 September 2023
<b>Expression of Interest Closes</b>	<b>2pm on Friday 29 September 2023</b>
EOI Assessment Period <i>*Selected respondents may be invited for an interview to present their proposal</i>	2 October to 13 October 2023 (2 weeks)
Request for Proposals (RFP) <i>*Successful respondents will be shortlisted and requested to submit a detailed proposal</i>	Monday 16 October to Friday 24 November 2023 (6 weeks)
<b>Successful respondent notified</b>	<b>Monday 29 January 2024</b>
Lease Agreement Negotiations <i>*Lease terms and conditions agreed and finalised</i>	February to April 2024
Lease Agreement Executed	May 2024
<b>Tenant takes possession of the building</b>	<b>May 2024</b>



## 2 THE INNER WEST

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### 2.1 INTRODUCTION

Council acknowledges that this land area traditionally belonged to the Gadigal and Wangal people of the Eora nation.

Inner West Council (**Council**) is a local government area located 8 kilometres west of the Sydney CBD encompassing some 35 square kilometres and comprises a population of over 182,043 people (at the 2016 census) people from a range of diverse cultures, lifestyles, and experiences.

A map of the local government area can be found here at [Inner West Council ward map](#)

### 2.2 THE INNER WEST COMMUNITY STRATEGIC PLAN

[The Inner West Community Strategic Plan](#) (CSP) is called *Our Inner West 2036*.

- The CSP identifies the community’s vision for the future, long-term goals, strategies to get there and how to measure progress towards that vision. The development of *Our Inner West 2036* involved thousands of people who participated through a series of engagement activities.

The CSP:

- Informs the strategic decision-making that will shape our future community and environment
- Protects and enhances the community’s values and everything that makes Inner West unique
- Paves the way for the future by anticipating change and the impacts of that change on the community, economy and environment
- Achieves inclusivity, sustainability, accountability, and innovation in service delivery

### 2.3 NEWTOWN TOWN HALL

Newtown Town Hall (Town Hall) is a heritage listed building located approximately four kilometres southwest of the Sydney central business district.

Newtown has a diverse population and is a suitable location for a Pride Centre as many of the local population and businesses identify as LGBTIQ+ and / or LGBTIQ+ friendly. The Town Hall is close to public transport and positioned in an iconic, busy, central location and is currently tenanted with a restaurant at the ground level.

## 3 A PRIDE CENTRE IN THE INNER WEST

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From broader research on human sexuality, it is generally established that approximately 10% of the population that reside in the Inner West LGA identify at being part of the LGBTQ+ community.



In 2018, following a resolution by Council, Inner West Council undertook extensive community engagement in relation to the vision and purpose of the Pride Centre and in March 2019 published the [Visioning a Pride Centre Engagement Report](#).

The Report proposed that a [Pride Centre](#) in the Inner West would represent many things for participants, yet the strongest theme was safety, as a place that is safe for expression, inclusion, connectedness, and belonging, also a place for identity to be seen, and to combat fractured communities and isolation.

Stakeholders identified the importance of the physical space as a hub with shared spaces, resources, information, and support with the potential to foster local community connections and social capital.

Services for community members in need, specifically youth, children, older LGBTIQ+, quiet gays, Cultural and Linguistic Diverse (CALD), people experiencing homelessness, families, trans and bisexual people, people with mental health issues, refugees, people of colour, and religious LGBTIQ+ community members.

Since these initial consultations, the Pride Centre Sub Committee consisting of Councillors and members of the LGBTQ+ Advisory Committee have assisted Council to refine this purpose.

The full Community Engagement document can be viewed at [Visioning a Pride Centre Engagement Report](#).

## 4 THE PRIDE CENTRE

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Inner West Council is seeking Expressions of Interest from prospective organisations or consortia, which possesses the skills, experience, and capacity operate and manage the Pride Centre and who wish to become part of the wider Inner West community.

Council is looking for proposals that could grow community wellbeing, by creating a community space where community lives as a visible beacon in the Inner West, would demonstrate the value and impact of LGBTIQ+ communities, create role models, advocacy, and community services where community live, while creating more acceptance in the broader community.

The Pride Centre is intended to create a dedicated space in the Inner West to:

- Provide a safe, welcoming, and inclusive space for the LGBTIQ+ community
- Address social isolation and promote safety and belonging of all risk groups within the LGTBIQ community by providing a safe, accessible space to connect, gather, and support
- Deliver and provide access and referrals to services and programs (with particular emphasis on services and programs responsive to the Inner West LGBTIQ+ community)
- Support capacity building within the community through activations, celebrations community education and outreach.

As part of this Expression of Interest process, respondents are required to provide a vision statement of how they would deliver these elements.

## 5 THE EXPRESSION OF INTEREST

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The Pride Centre EOI relates to Strategic direction 4: Caring, happy, healthy communities in the [Out Inner West 2036 Strategic Plan](#) and is delivered through Outcome 4.1 Everyone feels welcome and connected to the community.

The EOI is the first stage of a two (2) - stage process that would see successful applicants shortlisted and invited to submit a further detailed business case (Request for Proposal).

LGBTIQ+ or LGBTIQ+ friendly organisations are invited to submit an EOI that would include the lease of all, or part of the Newtown Town Hall for the purposes of a Pride Centre and would include the management and delivery of a range of services within a newly refurbished venue.

This stage will be open to all, and Council will consider all interest through assessment of the criteria.

Interested proponents will outline their interest in operating a Pride Centre and provide a description on the proposed operational model for a Pride Centre including services to be offered and other commercial and programming activities.

## 6 VISIONING A PRIDE CENTRE

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### 6.1 VISIONING A PRIDE CENTRE ENGAGEMENT REPORT

The following extracts from the *Visioning a Pride Centre Engagement Report* summarise what the community told us about their vision, that a Pride Centre has characteristics including, but not limited to being a:

- Place that is safe for expression, inclusion, connectedness and belonging.
- Place where LGBTIQ++ people regardless of age, culture, gender, ability feel safe & respected.
- Collaborative, community owned space that is representative of the diversity within our communities, so that no one person feels like they can't access it.
- Place for identity to be seen and reduce fractured communities and isolation.
- Hub with shared spaces, resources, information, and support with the potential to foster local community.
- Physical location to be ourselves.
- Space that could grow community wellbeing, by creating a community space where the community lives as a visible beacon.
- Location that demonstrates the volume and impact of LGBTIQ++ communities, creates role models, advocacy, and community services where community live, while creating more acceptance in the broader community.
- Place that would be known for its open-door policy. Open to all those in need that need a friend or someone to connect with. It is a safe place to express yourself. To be yourself. To find unconditional love and services. Home."

- Celebrates community and creates inclusive, non-intimidating space, creating a real sense of belonging.
- Free, accessible, intersectional, intergenerational space.
- Community run, autonomous, inclusive space with no one left behind.
- Space for self-expression, communication, understanding and a place to be proud of.
- Place that prioritises those at the margins.

### **Accessibility**

The Pride Centre provides accessibility and inclusion

- KYmembers specifically at need

### **Safety**

#### **The Pride is**

- In language & in behaviour
- Policies - practice framework that recognises diversity within the community and is inclusive and sensitive to people's needs. Use of gender inclusive language in all communication, a clear code of conduct for users and inclusivity training for staff.
- Representation of diversity
- Inclusive practice – zero tolerance of discrimination & bigotry
- Educating people through and in the space on best practice in our community
- Trauma informed practice
- The need for community connection, fostering networks and valuing histories of connections and struggles
- A social space, as a welcome, open, free space, where intergenerational connections, resilience, and community building can be fostered and celebrated
- policies that prioritise vulnerable community members
- inclusive practice, autonomous spaces, connection to multiple communities and religion
- Celebration of Art, performance and community events

### **Diversity**

- Youth and senior focus – intergenerational connection
- Aboriginal connection to place and culture
- Trans & gender diverse support
- Cultural diversity in representation
- Children & family accessible
- In beliefs

- A vibrant, colourful, inviting, real representation of 'our rainbow'

### **Supportive**

- Services for community members in need, specifically youth, children, older LGBTIQ++, quiet gays, CALD, people experiencing homelessness, families, trans and bisexual people, people with mental health issues, refugees, people of colour, and religious LGBTIQ+ community members.
- Diversity of services, programs and experiences – including social spaces, diverse programs & mental health services, community information, educational resources, Exhibition & performance space.

## **6.2 THE MANAGEMENT MODEL**

The Proposal is required to detail the management model that will be used to operate the Pride Centre.

The Pride Centre could be a mix of office space for local, not for profit LGBTIQ+ organisations, a meeting place for the LGBTIQ+ community and provide a venue for programmed activities presented by and for the LGBTIQ+ community.

The operator of the Pride Centre, as the lead Tenant, could sub-lease out the various rooms / spaces to other LGBTIQ+ or LGBTIQ+ friendly businesses and organisations as a source of rental income.

The main hall upstairs could also be managed as space for hire also as a source of additional income.

LGBTIQ+ groups working as a consortia are encouraged to apply.

Where the operational model proposed by the applicant includes use of the upstairs hall, any proposal will need to include a mechanism for the general community and Council to have access to the hire of the venue for community activities.

The organisations must maintain legal registration or incorporation as a not-for-profit organisation to receive the Grant.

## **6.3 RENT**

Council is offering to waive the requirement to pay rent for a long-term lease of Newtown Town Hall to Non-Government Organizations (NGO's), incorporated not for profit organisations and charity service providers to reflect the community benefit to the Community from the Lease and service as it aligns with Council's Land and Property Policy.

## **6.4 MAINTENANCE AND REPAIR**

Council will be responsible, at its cost for all ongoing repair and maintenance of the building, including the external and internal areas.

## **6.5 SERVICES AND OUTGOINGS**

Council will be responsible, at its cost for all services, including water, electricity,

gas, internet and telephone supplied to the Premises. This will also include waste services (garbage / rubbish removal).

## 6.6 CLEANING

The successful operator will be responsible, at its cost for all cleaning services.

## 6.7 SERVICE LEVEL AGREEMENT

The Lease will include a Service Level Agreement (SLA) with the successful organisation and will detail the specific requirements and services being offered by the successful operator of the Pride Centre. This will ensure the occupation of the property continues to be in the interests of the public.

Council will negotiate appropriate KPI's and service outcomes with the successful respondent Pride Centre and these will be detailed in the SLA. This enables the Pride Centre to articulate the nature of their impact in the Inner West Community and hence to demonstrate the return on the use of public assets.

Service outcomes and measures are defined as:

- Service outcome or goal – These are the outcomes the service seeks to achieve. The service outcome or goal should contribute to one of more of Council's Community Strategic Plan objectives.
- Performance measures - Describes how the organisation plans to measure the achievement towards the service outcome (results)
- Types of evidence - Identify the types of evidence used to measure performance.

The SLA will require the operator of the Pride Centre to deliver and comply with the following minimum requirements:

- Demonstrate the community benefits arising from their use of the Town Hall through formal reporting requirements to ensure accountability for use of public assets.
- Provide detail on the clients to whom the service is to be provided to the satisfaction of Council.
- Provide reporting on Key Performance Indicators to the satisfaction of Council (six monthly reporting or quarterly if Council requests due to performance issues)
- Provide annual audited financial statements and an annual report to Council.
- Provides access to the broader community with a preference for Inner West Council area residents and groups.
- Ensure that fees for the hiring of any spaces are pre-approved by Council in accordance with any existing Council fee scale policy or similar.
- Meet with Council Officers at a minimum of once every quarter to discuss joint programming and ongoing collaboration of programs and activities.
- The Pride Centre may not sub-lease or sub licence the property without the

prior written consent of Council. If permission is granted, it may be subject to terms and conditions and only to approved organisations providing a direct community benefit.

## 7 EOI EVALUATION

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### 7.1 CRITERIA FOR SELECTION

The Evaluation Panel will assess submissions against the following assessment criteria.

In addressing these criteria, applicants should provide evidence that supports their submission.

### 7.2 ASSESSMENT CRITERIA

The Evaluation Panel will assess submissions against the following assessment criteria. In addressing these criteria, applicants should, where practicable, provide evidence-based responses to the EOI.

The following are essential criteria that need to be met for the submission to be considered further:

- a) The EOI must be submitted by the closing time and date.
- b) The respondent must be able to legally enter a lease with Council.

The submission should address the following criteria:

#### CRITERIA 1: VISION FOR A PRIDE CENTRE

Outline your vision for a Pride Centre in the Inner West.

Your vision should:

- a) Identify how the Newtown Town Hall will be used as a hub for the LGBTIQ+ community and be a visible beacon in the Inner West.
- b) Outline the primary purpose and use of the building, including ways this use contributes to [Our Inner West 2036 - Community Strategic Plan](#)
- c) Describe the benefits of the Pride Centre for the local community including how your vision will encourage grass roots involvement, encouraging all to participate, including all dimensions of the LGBTIQ+ community.
- d) Describe how the LGBTIQ+ community will be welcomed to the centre including those individuals that are new to the community.
- e) Provide details as to how the Pride Centre will be a representative space that adapts to community needs.
- f) Outline how you will work with other organisations and/or in a consortia in a collaborative way that encourages capacity building for organisations and individuals to deliver common outcomes.

- g) Detail the Services that will be delivered and how they will be delivered including Services for community members in need, specifically youth, children, older LGBTIQ, quiet gays, CALD, people experiencing homelessness, families, trans and bisexual people, people with mental health issues, refugees, people of colour, and religious LGBTIQ community members.

**CRITERIA 2: THE MANAGEMENT MODEL**

In addressing the Management Model, you should include detail of the following:

- a) An Operational Plan for the space to include business plan / service model / fit- out plan for the tenancy that details how the space will be used.
- b) Service Framework / Vision Statement / Organisational structure detailing Not for Profit status or company structure – limited or cooperative.
- c) Risk Management Framework that can be used to identify, manage and mitigate risks and includes complaint handling procedures.
- d) Financial sustainability of the organisation or consortia that demonstrates the ability to fund the business for the future through multiple funding sources including funding opportunities including grants, revenue income; commercial viability around rent offerings for available meeting and office spaces or venue hire; this should include pricing structure for rents and venue hire.
- e) Skills, capability and experience of the organisation or consortia to deliver the Services including relevant experience in a related field and proven track record including experience in organising a multipurpose venue and working in colocation and coalition with community groups.

**CRITERIA 3: ACCESSIBILITY AND INCLUSION**

In addressing accessibility and inclusion, you should detail the following: -

- a) How your model will develop a space that is welcoming to a broad cross section of the LGBTIQ+ community that embraces intersectionality.
- b) Staff and volunteer models to ensure representation and democratic inclusion with possible quotas and affirmative action.
- c) Details on building operations such as opening hours, public access, toilet facilities required by use.
- d) Indigenous representation.
- e) Accessibility strategies and design including quiet spaces, family facilities and child friendly, social spaces, intergenerational connections, resilience, and community building.

**CRITERIA 4: SAFETY**

Outline how you will create a culture of safety for all including how you will:

- a) Manage conflicting/diverse opinions with community Encouraging respect including staff training in safety.



- b) Policy approach including policies on safety, diversity and cultural, awareness and training, frameworks against discrimination including procedures that prioritise safety and security and the creation of safe physical spaces.

**CRITERIA 5: COMMUNITY**

- a) Provide evidence of potential participation from the LGBTIQ+ community and partnership with local Not for Profits and integration with other community/LGBTIQ+ services. Including a geographic reach beyond Newtown area.
- b) Undertake outreach work connecting with outside the LGBTIQ+ community and create more acceptance in the broader community.
- c) Demonstrate the volume and impact of LGBTIQ+ communities and how the proposed model will celebrate the local LGBTIQ+ community.
- d) Provide advocacy and community services where community live and grow community wellbeing
- e) Acknowledge history of connections and struggle.

**8 INNER WEST COUNCIL RIGHTS**

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Without limiting its rights at law or otherwise, Council reserves the right in its absolute discretion at any time to do one or any combination of the following:

- accept a non-conforming Expression of Interests; accept an emailed or posted Expression of Interests.
- accept a late requests Expression of Interests.
- seek additional information from any party which lodges a request for Expression of Interests.
- undertake company, bankruptcy, and other searches, check any information in any Expression of Interests and contact referees.
- negotiate with any party which lodges an Expression of Interests.
- cease to proceed with the process outlined in this Expression of Interests or any subsequent process.
- reject any Expression of Interests, or
- reject all Expression of Interests.

Council is not bound to accept any Expression of Interest.

**9 SUSTAINABILITY REQUIREMENTS**

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Council has made a number of resolutions relating to sustainability that will apply to the project.

Some general advice on these topics is provided at the website: [IWC Environment and Sustainability](#)

The following are the key Council resolutions and policies that will apply to the project:

C0519(1) Item 7 Notice of Motion: Declaration of Climate Emergency (14/05/2019)

*That Council:*

*Achieve 100% carbon neutrality AND 100% renewable energy targets by 2025*

*Expedite the retrofit of Council buildings with solar PV*

*Deliver a [Zero Waste Strategy](#)*

C1218(1) Item 14 Pathway to Carbon Neutral Council (11/12/2018)

*Council endorses a 100% carbon neutral and 100% renewable electricity target date of December 2025.*

Single use plastics. Council has resolved to eliminate single use plastics from its events and operations. Single use plastics are materials that are likely to be used only once, such as plastic straws, disposable cups, soft drink bottles and so on.

The relevant Council Resolution is C0918(1) Item 21 on 11 September 2018.

Waste reduction. Council has resolved to develop a long-term Zero Waste Strategy that allows Council and the community to reduce disposal to landfill. This requires waste avoidance, re-use, recycling, composting and other strategies. Council is endeavouring to reduce food waste disposed to landfill.

The relevant Council Resolution is C1018(2) Item 8 on 30 October 2018.

Water savings. Council has resolved to protect local waterways. This means that Council facilities need to reduce their consumption of water and dispose of wastewater carefully. The implications for tenants are:

All tenants should identify and implement options for reducing water use. Nothing other than rain should be placed in the stormwater system.

The relevant Council Resolution is C1018(2) Item 7 on 11 December 2018

## 10 WH&S AND RISK MITIGATION

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WH&S and Risk Mitigation requirements are described in Returnable Document 5, please respond to the questions in that section.

A Covid Safety plan may be required in accordance with NSW Guidelines.

## 11 PRESENTATIONS

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Presentations from selected respondents may be required as part of the evaluation process.

## 12 CONFLICT OF INTEREST

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Applicants must inform Inner West Council of any circumstances or relationships which will or may constitute a conflict or potential conflict of interest if the lease

is awarded or may be perceived to do so.

If any conflict or potential conflict exists, the applicant for the lease must advise how it proposes to address and eliminate this conflict.

### 13 ETHICAL STANDARDS

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All Respondents must comply with the NSW Government Code of Practice for Procurement, the NSW Government Model Code of Conduct for Local Councils in NSW (November 2015), Council’s [Statement of Business Ethics](#) and the Competition and Consumer Act 2000 (Cth).

Respondents or any person acting on behalf of the Respondent must not at any time throughout the EOI process:

- a) interview or attempt to interview or discuss with Council officers, employees, or authorised representatives, other than the Contact Officer, any matter about this EOI.
- b) offer, give, or agree to give to any person any gift or consideration of any kind as an inducement or a reward for any action in relation to the EOI or any other contract with Council.
- c) canvass support from elected representatives or employees of Council; or
- d) participate in any form of collusive tendering.

Respondents shall provide a Respondent Declaration confirming, among other things, its compliance with the above and declaring any actual or potential conflict of interest. If any actual or potential conflict of interest does exist, the Respondent shall further propose conflict mitigation measures for Council’s consideration.

In addition to existing statutory remedies, any breach of these requirements or the Respondent Declaration shall entitle Council to disqualify the Quotation and recover from the relevant Respondent the amount of any Loss incurred by Council resulting from the breach or such disqualification.

### 14 HOW TO SUBMIT THE EXPRESSION OF INTEREST

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To submit an EOI you must be registered with our Vendor Panel.

You can access Vendor Panel via the Public Tenders page at [www.vendorpanel.com.au/innerwest/tenders](http://www.vendorpanel.com.au/innerwest/tenders) and by clicking on the link on the upper right-hand side at [Register on the Public Marketplace](#)

Registration at Vendor Panel is free.

Only submissions made through Vendor Panel will be accepted by Inner West Council.

#### Questions or Clarifications

Any enquiries that Proponents may wish to make to clarify any aspect of the Request for Expression of Interest prior to submitting their proposal should be submitted to the Contact Officer via VendorPanel not later than three business days prior to the Closing Date.

Where a clarification is requested by one Proponent about the EOI, this information will be issued as an Addendum through the [www.vendorpanel.com.au/innerwest/tenders](http://www.vendorpanel.com.au/innerwest/tenders) website for viewing by all potential Proponents.

#### **FURTHER INFORMATION**

Further information about Inner West Council can be found at [Inner West Council](#)

Further information about Inner West Council Pride Centre can be found at [Inner West Pride Centre](#)

## 15 ANNEXURE A - ASSET AND MAINTENANCE RESPONSIBILITIES

Maintenance Item	Frequency	Lessee / Council
<u>Aerials (on roof)</u> <ul style="list-style-type: none"> <li>• repair</li> </ul>	As Required	Council
<u>Air Conditioner</u> <ul style="list-style-type: none"> <li>• Maintenance and repair</li> </ul>	Quarterly	Council
<u>Air Conditioner</u> <ul style="list-style-type: none"> <li>• Asset replacement</li> </ul>	As Required	Council
<u>Cleaning</u> <ul style="list-style-type: none"> <li>• minor</li> </ul>	Daily	Council
<u>Cleaning</u> <ul style="list-style-type: none"> <li>• major</li> </ul>	Quarterly	Council
<u>Electrical</u> <ul style="list-style-type: none"> <li>• tag &amp; testing</li> </ul>	As specified by Property Services	Council
<u>Emergency &amp; Exit lighting</u>	6 monthly	Council
<u>Fire Audit Report</u>	5 years	Council
<u>Fire Compliance certification</u> <ul style="list-style-type: none"> <li>• Annual Fire Safety Statement</li> </ul>	Annually	Council
<u>Fire Services (fixed)</u> <ul style="list-style-type: none"> <li>• maintenance</li> </ul>	As Required	Council
<u>Fire Services (fixed)</u> <ul style="list-style-type: none"> <li>• replacement</li> </ul>	As Required	Council
<u>Fire Services (portable)</u> <ul style="list-style-type: none"> <li>• maintenance &amp; replacement</li> </ul>	As Required	Council

Maintenance Item	Frequency	Lessee / Council
<u>Fixtures &amp; fittings</u> <ul style="list-style-type: none"> <li>repairs</li> </ul>	As Required	Council
<u>Floor surfaces (all)</u> e.g., carpet, vinyl, tiles, wood & concrete & decking as required <ul style="list-style-type: none"> <li>repair &amp; maintenance, sanding of timber floors</li> </ul>	As required.	Council
<u>Floor surfaces (all)</u> e.g., carpet, vinyl, tiles, wood & concrete & decking as required repair & maintenance	As Required	Council
<u>Footpaths &amp; External Paving</u> <ul style="list-style-type: none"> <li>repair &amp; maintenance</li> </ul>	As Required	Council
<u>Graffiti</u> <ul style="list-style-type: none"> <li>removal &amp; substrate repair</li> </ul>	As Required	Council
<u>Grounds &amp; Gardens including weeding and removal of green waste</u>	As Required	Council
<u>Hot Water and Zip System</u> <ul style="list-style-type: none"> <li>Asset replacement</li> </ul>	As Required	Council
<u>Kitchen Extractor Fan</u> <ul style="list-style-type: none"> <li>Cleaning / Maintain / repair</li> </ul>	As Required	Council
<u>Kitchen Extractor Fan</u> Asset Replacement	As Required	Council
<u>Lighting (internal &amp; external)</u> <ul style="list-style-type: none"> <li>repair &amp; replacement</li> </ul>	As Required	Council
<u>Lock &amp; Key systems</u> <ul style="list-style-type: none"> <li>repair &amp; replacement</li> </ul>	As Required	Council
<u>Painting (internally)</u>	As Required	Council

Maintenance Item	Frequency	Lessee / Council
<u>Pest Control</u> (Termite/Borers/White Ants)	As Required	Council
<u>Plumbing</u> (blockages, leaks, cleaning) <ul style="list-style-type: none"> <li>• repair &amp; maintenance.</li> </ul>	As Required	Council
<u>Plumbing</u> (roof & gutter) <ul style="list-style-type: none"> <li>• cleaning &amp; structural</li> </ul>	As Required	Council
<u>Power points, lighting switches &amp; television points</u> <ul style="list-style-type: none"> <li>• repair &amp; replacement</li> </ul>	As Required	Council
<u>Roller Doors and Shutters</u> <ul style="list-style-type: none"> <li>• Repair and maintenance</li> </ul>	As Required	Council
<u>Roller Doors and Shutters</u> <ul style="list-style-type: none"> <li>• Replacement</li> </ul>	As Required	Council
<u>Security</u> (Alarm Response & Monitoring by Council's preferred supplier)	As Required	Council
<u>Security Alarm System</u> <ul style="list-style-type: none"> <li>• repair &amp; maintenance</li> </ul>	As Required	Council
<u>Security Alarm System</u> <ul style="list-style-type: none"> <li>• replacement</li> </ul>	As Required	Council
<u>Services (<b>within</b> the building shell)</u> eg. electricity, gas, sewer & water) <ul style="list-style-type: none"> <li>• repair &amp; maintenance</li> </ul>	As Required	Council
<u>Services (<b>outside</b> the building shell)</u> e.g., Electricity, gas, lighting, sewer & telephone <ul style="list-style-type: none"> <li>• repair &amp; maintenance</li> </ul>	As Required	Council



Maintenance Item	Frequency	Lessee / Council
<u>Trade Waste</u> (e.g., sewer, garbage)	As Required	Council
<u>Walls (internal), ceilings &amp; all doors (non-structural)</u> <ul style="list-style-type: none"> <li>• repair &amp; maintenance</li> </ul>	As Required	Council
<u>Walls &amp; ceiling (structural)</u> <ul style="list-style-type: none"> <li>• repair &amp; maintenance</li> </ul>	As Required	Council
<u>Waste Removal, sanitary and hygiene</u>	As Required	Council
<u>Window Frames</u> <ul style="list-style-type: none"> <li>• repair</li> </ul>	As Required	Council
<u>Window Furnishings (all)</u> e.g., blinds <ul style="list-style-type: none"> <li>• cleaning &amp; repair</li> </ul>	As Required	Council
<u>Windows (glass)</u> <ul style="list-style-type: none"> <li>• Replacement, repair</li> </ul>	As Required	Council