



Request For Expressions of  
Interest:

South Johnstone  
Community Hall

## **Table of Contents**

<b>INTRODUCTION</b>	<b>3</b>
<b>BUILDING DESCRIPTION</b>	<b>4</b>
<b>BUILDING PHOTOS</b>	<b>5</b>
<b>LAND AREA + DESCRIPTION</b>	<b>7</b>
<b>SUBMISSION FORM</b>	<b>8</b>
<b>RESPONSE SCHEDULE</b>	<b>9</b>
Part 1 - Utilisation	
Part 2 - Community and Economic Benefit	
Part 3 - Sustainability	
Part 4 - Governance and Compliance	
<b>DRAFT TENURE AGREEMENT</b>	<b>Attachment 1</b>
<b>ASBESTOS MANAGEMENT PLAN</b>	<b>Attachment 2</b>
<b>STATUTORY DECLARATION</b>	<b>Attachment 3</b>

## Introduction

Council is inviting Expressions of Interest from not-for-profit, incorporated community organisations wanting to occupy South Johnston Community Hall located at 52 Hynes Street, South Johnstone.

Please note that commercial use of the property is not permitted. This EOI document contains the following information for consideration:

- Building Description
- Land and site details
- Submission Form
- Response Schedule
- Draft User Agreement
- Asbestos Management Plan
- Statutory Declaration

All Expressions of Interest submissions will be assessed in accordance with Council's Policy for 'Community Use of Assets' available on Council's website (refer to website link: <https://www.cassowarycoast.qld.gov.au/downloads/file/4535/community-use-of-council-assets>).

Tenure agreements may be approved for sole use by an individual group or for shared use.

The agreement for use of the hall excludes the public toilets which form part of the building. The toilets have a separate external entry. The hall also has a lockable access entry to the toilets from inside the hall. Council will continue to be responsible for the cleaning and maintaining the toilets.

Agreement fees are set at \$1 per annum plus outgoings (such as electricity, waste and water). Outgoings are listed in the Building Description section. Electricity, water connection and water consumption include the public toilets as they are not separately metered or assessed. The successful applicant will be expected to make a reasonable contribution to those outgoings. Estimates of those contributions are set out in the tenancy costs below and may be reviewed during the term.

The maximum term for the facility use agreement will be one (1) year, to be reviewed at the end of that term. Based on usage and compliance, Council at its discretion may determine if any additional tenure arrangements beyond the initial term should be granted.

Interested parties will need to undertake their own due diligence on the property and review the draft Facility Use Agreement prior to submission of their Expression of Interest and should contact Council's Principal - Property & Leasing, Mark Valente, on 0457 055 737, with any queries.

To be considered, interested parties **must** complete:

- The Submission Form
- The Response Schedule and Checklist
- Statutory Declaration

The Closing date of the **EOI is Friday 28 March 2025 at 4pm**

All responses are to be sent by email to: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)

## Building Description:

**Location:** 52 Hynes St, South Johnstone, 4859 QLD

**Tenancy Land Area:** 486.03 sqm approx.

**Lot & Plan Number:** Lot 1 on Plan RP707452

**Land Type:** Reserve

**Permitted Land Use:** Public Hall

### Tenancy costs annually:

- Electricity Consumption – estimate \$500 per annum being estimated 50% of consumption shared with the public toilet
- Water usage - approximately \$100 per annum being 25% of prior consumption by the public toilet
- Water connection (1 x 20mm connection: meter # ABF81469). Charge \$287.50 per annum being 50% of annual \$575.00 20mm connection shared by public toilet
- Waste (non-residential A) - \$642.00 per annum
- Fire Levy - \$96.50 being 50% of \$193.00 per annum shared by public toilet
- Public Liability Insurance – minimum cover \$20 million
- All renewals, upgrades, repairs and maintenance remain the responsibility of CCRC

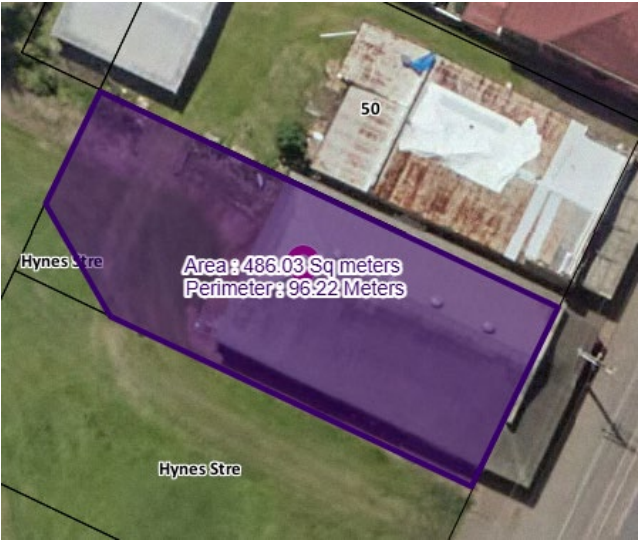
### Building details:

- Single level community hall with elevated floor height (2 steps) from footpath to front entrance
- Side ramp access to Public Toilets and into hall if required
- Timber framed wall / cladded sections
- High ceilings
- Internal and external wall cladding
- Suspended lighting / ceiling fans
- No air conditioning

### Features:

- Large kitchen area and servery excludes any equipment owned by prior occupants)
- Public Toilets attached – 3 pedestals (1 male and hand basin, 1 female and hand basin, 1 disability accessible toilet and hand basin). Toilets are also accessible from inside the hall.
- Storage area for chairs / tables
- Mirrors on walls
- Open plan hall suitable for multi-use
- Internal storage space adjacent to kitchen area
- Rear entrance door
- Covered street entrance and seating

**Building photos:**







## Land area and description

### 49101304 - Current Title Search

---

INTERNAL CURRENT RESERVE SEARCH  
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 03/03/2025 12:49

Title Reference: 49101304

Date GAZETTED: 26/02/1999

PAGE: 785

Opening Ref:

Purpose: PUBLIC HALL

Sub-Purpose:

Local Name:

Address:

File Ref: RES

TRUSTEES

CASSOWARY COAST REGIONAL COUNCIL Gazetted on 26/02/1999

Page 785

P.O. BOX 887, INNISFAIL QLD. 4860

LAND DESCRIPTION

LOT 1 REGISTERED PLAN 707452 Gazetted on 26/02/1999 Page 785

Local Government: CASSOWARY COAST

Area: 0.486000 Ha. (SURVEYED)

EASEMENTS AND ENCUMBRANCES

ADMINISTRATIVE ADVICES - NIL

UNREGISTERED DEALINGS - NIL

## Submission Form

This submission is for a facility use agreement over Council land at:

### South Johnstone Community Hall

**Name of Organisation:**

**Address:**

**Email:**

**Phone/ Mobile:**

**Office Bearers (names and contact phone or email):**

**President:** **Contact:**

**Secretary:** **Contact:**

**Treasurer:** **Contact:**

**Other:** **Contact:**

<b>Membership Numbers:</b>	<b>(Senior) Male:</b>	<b>Female:</b>
	<b>(Junior) Male:</b>	<b>Female:</b>
	<b>(Total) Male:</b>	<b>Female:</b>

**Total:**



# Response Checklist

**In your Response schedule include answers to all the below questions.**

## PART 1: UTILISATION:

1. Provide membership numbers for the past 3 years (ie total and breakdown of male/female; junior/senior; note any major fluctuations or trends in membership etc)	<input type="checkbox"/>
2. How many hours per week would the facility be used by your organisation's activities?	<input type="checkbox"/>
3. How many weeks per month would the facility be used by your organisation's activities? (eg. every week 4.3 wks per month, every second week only = 2.15 wks/mth etc)	<input type="checkbox"/>
4. How many weeks per year would your organisation run its activities/ programs in this facility? (eg 48wks = 2 shut down Christmas and 2 weeks throughout year; 26wks = half year or sport season; 40wks = 52wks minus school and public holidays etc)	<input type="checkbox"/>
5. How many hours per week or weeks per year would the facility be available for shared/ other users/ uses?	<input type="checkbox"/>
6. How many participants per week do you anticipate attending your organisation's activities at the facility?	<input type="checkbox"/>
7. Will the hours or use differ across the seasons / year? Please explain variances.	<input type="checkbox"/>
8. Describe the program / activities that will be run in or delivered from the facility and who are these targeted towards?	<input type="checkbox"/>
9. Describe the demographic of the participants that engage with your organisation's programs.	<input type="checkbox"/>
10. Details of organisation's events hosted outside of your normal/standard activities and training sessions in the past 12 months, include the number of events, where the events were held, the type and duration of event held, and the approx. number of attendees at each event.	<input type="checkbox"/>
11. Provide any details of proposed future use and any forward bookings or details of annual events planned and level of confidence these will be held.	<input type="checkbox"/>
12. Is the facility you are applying for suited to host/ hold any of these events? Describe which events.	<input type="checkbox"/>
13. Do the activities/events of your organisation attract visitors/ participants/ spectators <u>from inside</u> our Cassowary Coast region? Estimate how many visitors/ participants/ spectators would attend and frequency? Please summarise (eg inter-town club comp held twice year with 150 participants and 80 spectators; local school's come and try day – term 1 – 1 day = 250 students)	<input type="checkbox"/>
14. Do the activities/events of your organisation attract visitors/ participants/ spectators <u>from outside</u> of the Cassowary Coast region? Estimate how many visitors/ participants/ spectators would attend and frequency? Please summarise (eg host regional cup comp annually = 25 teams of 12 per team and 300 spectators; Christmas market – once per year = 3000 attendees)	<input type="checkbox"/>

**PART 2: COMMUNITY AND ECONOMIC BENEFIT**

1. What is the key purpose of your community group? Who benefits from these services?	<input type="checkbox"/>
2. How does your club promote, value and support inclusion and diversity in our community?	<input type="checkbox"/>
3. Does your organisation offer any financial support or benefits to disadvantaged groups / individuals through special membership or sponsorship or similar?	<input type="checkbox"/>
4. How does your organisation support or contributions to the local economy or businesses? (eg local account undertakes audit, purchase meat for raffles from local butcher)	<input type="checkbox"/>
5. What would be the impact on the community if your organisation was unable to deliver its services?	<input type="checkbox"/>
6. Does your organisation have any paid employees? Do they live locally? If your organisation is wholly volunteer run, are most of your core volunteers living locally and working or retired?	<input type="checkbox"/>
7. If your organisation currently using or leasing an existing Council facility or other facility, please name the facility and describe in detail why it does <b>not</b> meet the needs of your organisation? What are your plans for this facility if your organisation is unsuccessful in this EOI?	<input type="checkbox"/>
8. Based on your intended use, could this facility be shared? If so please explain how your organisation could share use of the facility, or if not why.	<input type="checkbox"/>

**PART 3: SUSTAINABILITY**

1. Is the facility 'fit-for-purpose'? If not, what improvements are required to meet your organisations needs? Describe and demonstrate your understanding of how these improvements would be made and funded.	<input type="checkbox"/>
2. What methods does your organisation use to raise revenue? For example – fundraising, membership fees, sponsorship, grants, in-kind support.	<input type="checkbox"/>
3. Demonstrate how your organisation will meet the outgoings associated with the facility. Consider all outgoings such as electricity, waste removal, water, repairs and maintenance, renewals etc.	<input type="checkbox"/>
4. What does your organisation do to drive and increase membership?	<input type="checkbox"/>
5. How long has your organisation been operating in years?	<input type="checkbox"/>
6. Please include a Strategic or Business Plan (if available), proposed grant applications and aspirations.	<input type="checkbox"/>

**PART 4: GOVERNANCE**

<b>Please provide the following essential information:</b>	
1. Copy of the Association's Certificate of Incorporation	<input type="checkbox"/>
2. Copy of the Association's Rules	<input type="checkbox"/>
3. Evidence of current Public Liability Insurance Cover to \$20M	<input type="checkbox"/>

**Draft Tenure Agreement**

Refer to Attachment 1


**Asbestos Management Plan**

Refer to Attachment 2

**Declaration**

Refer to Attachment 3



 1300 763 903

 [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)

 [cassowarycoast.qld.gov.au](http://cassowarycoast.qld.gov.au)

 70 Rankin Street, Innisfail  
38-40 Bryant Street, Tully  
4 Balliol Street, Cardwell