

EXPRESSION OF INTEREST

Lease of Internal Floor Space and/or Facilities

Port Huon Sports and Aquatic Centre

4421 Huon Highway, Port Huon

Closing Date: 8th August 2023



THE OPPORTUNITY

Council is seeking expressions of interest (EOI) for lease or use of internal floor spaces and/or facilities and equipment within the Port Huon Sports and Aquatic Centre.

The use must be compatible with a multi-use sports centre and contribute to, or be related to, physical and mental health and wellbeing, fitness or recreation.

LOCATION

The Port Huon Sports and Aquatic Centre is located at 4421 Huon Highway, Port Huon in Tasmania.

BACKGROUND

The Port Huon Sports and Aquatic Centre (PHSC) is a multi-use centre owned and managed by Huon Valley Council comprising the following facilities:

- 25 m x 4 lane indoor swimming pool
- A single basketball / sports court
- Ground level gym
- Fitness studio (located on mezzanine)
- Multi use space (located on mezzanine)
- 2 squash courts
- 1 consulting room
- Sauna

Activities currently taking place at PHSC include swimming, learn to swim classes, aquafit classes, group fitness, boot camps, squash, massage therapy, pilates, basketball, pickleball, and community organisation private hire.

New spaces and facilities

Huon Valley Council is investing in capital and operational upgrades with an aim to improve the service quality and increase attendance. Plans include relining the pool, improving ventilation in the pool area, improving the pool heating system, new gym equipment (both strength and cardio), new web and app-based membership and class management system, eftpos facilities, and a review of opening hours.

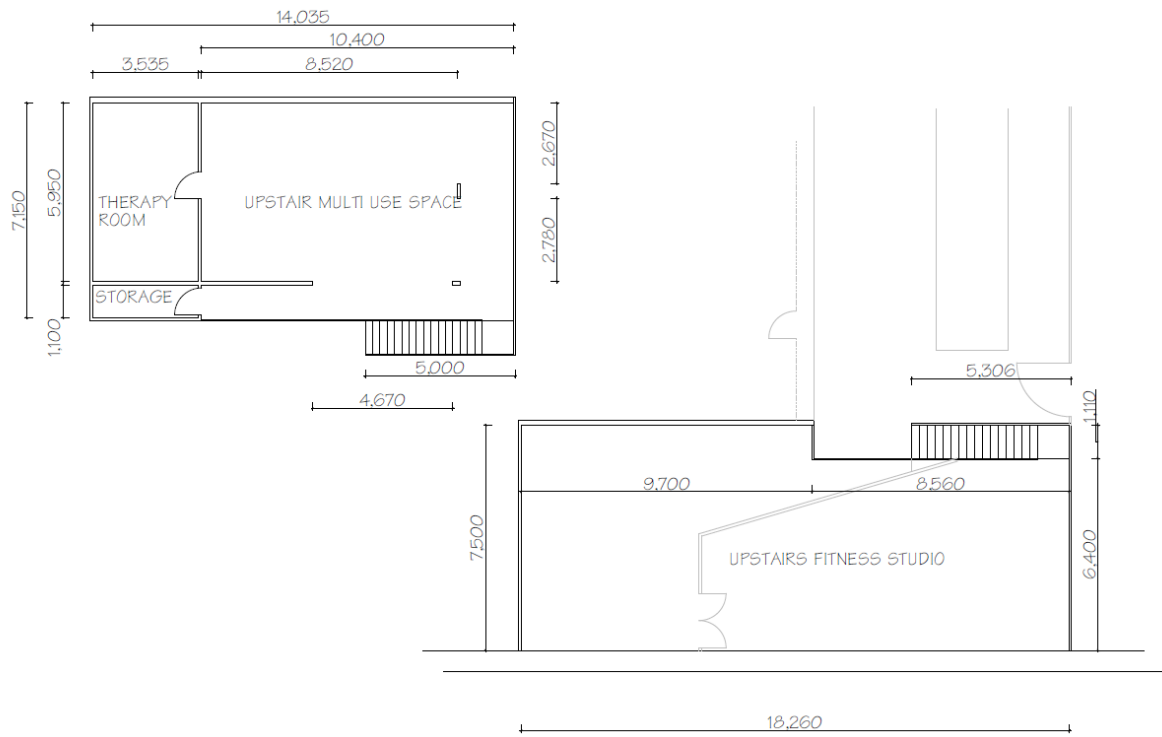
This EOI process has been triggered by the new facilities and spaces created by the planned upgrades. The EOI process is required to be undertaken in accordance with Huon Valley Council's

[Lease Policy](#) and will provide Council with an opportunity to select a lessee based on criteria that delivers broad community benefit and is financially prudent for ratepayers.

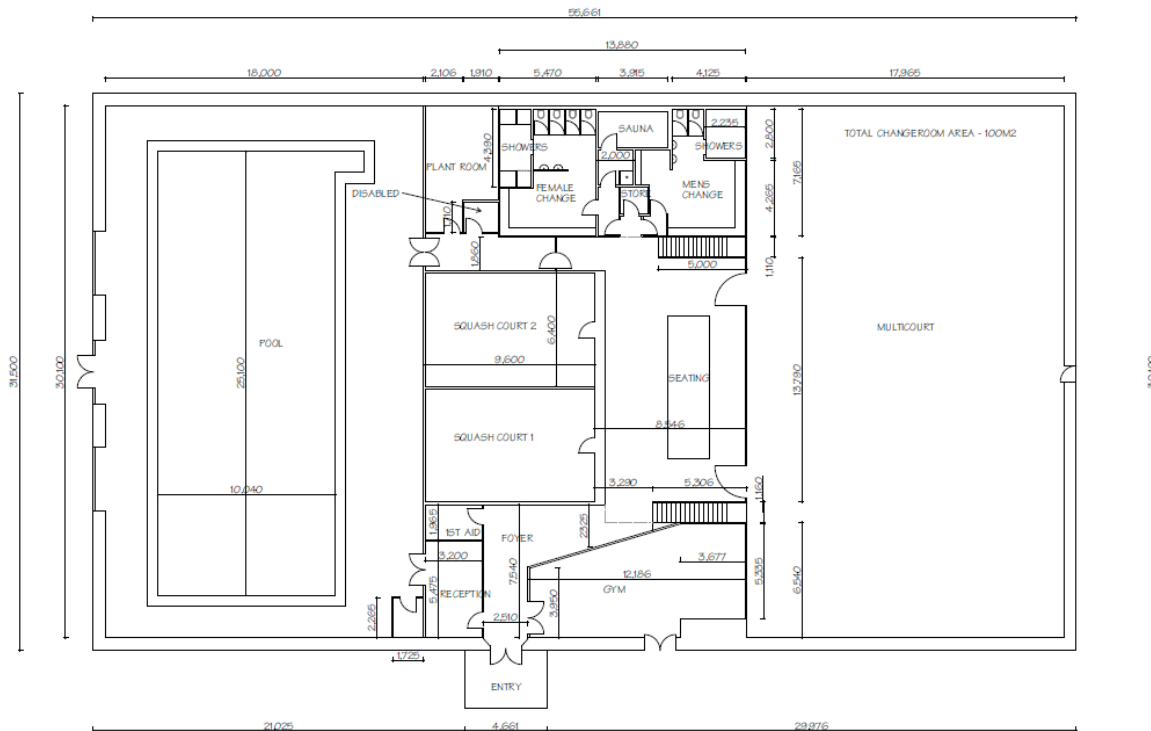
The spaces and facilities available for use or lease are shown below (not to scale).

Inspections can be arranged by contacting 03 6264 9424.

Mezzanine Level layout



Ground Floor Layout



Proposal flexibility

The EOI proposal can be flexible in that it can be for one or multiple spaces, for exclusive or shared use of facilities / equipment, and for all or only particular timeframes.

Each component (use/lease of space, facility/equipment) will be assessed separately in accordance with the legislative and policy frameworks set out below.

If the proposal requires a suite of agreements to be drafted, the terms and conditions of each agreement will articulate so as to achieve the overall objectives outlined in the proposal.

Terms and tenure

Any lease agreement will be in accordance with Council's Lease Policy and will be on a commercial basis.

The lease will be initially offered for a period of 2 years. Council may extend the Lease without calling for expressions of interest for the period of extension (usually 2 years).

Any user agreement will be in accordance with Council's [Council Land & Recreational Facilities By-law](#) 2017.

The user agreement will be initially offered for a period of 2 years and may include such terms as the General Manager considers appropriate.

Operational requirements and charges

User Agreement

Item	Requirement
Term	An initial period of 2 years with the possibility of renewal.
Space/area hours of operation	In consultation with Council.
Permitted use	As per EOI guidelines (must be compatible with a multi-use sports centre and contribute to or be related to physical or mental well-being, fitness or recreation).
Use fees	User will be responsible for the payment of a user agreement fee payable annually with the amount to be determined in accordance with the Council's Schedule of Fees and Charges.
Insurance	User is required to hold a current Public Liability Insurance Policy of at least \$20M providing coverage for all activities to be undertaken under the agreement.
Applicable accreditation	User must provide Council with a copy of current applicable accreditation (including for fitness instruction).
Cleanliness	All equipment associated with the use of the area to be stored away after each use session.

Lease Agreement

Item	Requirement
Term	An initial term of two (2) years with an option to extend.
Facility hours of operation	In consultation with Council.
Permitted use	As per EOI guidelines (must be compatible with a multi-use sports centre and contribute to or be related to physical or mental well-being, fitness or recreation).
Lease fees	In accordance with Lease Policy including commercial rent as determined by an independent land valuer.

Reasonable outgoings	The Lessee will be responsible for all outgoings as well as a reasonable proportion of rates, electricity, telephone/internet, water, cleaning, rubbish removal.
Insurance	<p>The Lessee must hold Public Liability Insurance of at least \$20M providing coverage for all activities undertaken pursuant to the agreement.</p> <p>While the Council will maintain a policy insuring the building against loss, the Lessee is responsible for insuring the property, contents, fixtures and fittings of the Lessee.</p>
Maintenance and fit out	<p>All proposed fit out or refurbishments must be submitted to Council for approval prior to commencing and will be at the cost of the successful Lessee.</p> <p>The Lessee must keep the facility clean and maintained in good and substantial repair and condition, including but not limited to lights, light fittings, heating and floor surfaces.</p>
Cleanliness	The facility must be cleaned regularly including rubbish removed weekly.

EOI Selection Criteria

Expressions of Interest must include the following information:

1. The name of the organisation or person proposing the use.
2. The legal entity of the organisation (whether or not an individual person, an incorporated association, body corporate or corporation).
3. Evidence of insurance relevant to the proposed use including a minimum of \$20M public liability cover.
4. Statement of the proposed use.
5. Concise Business Plan.
6. Financial status of the organisation or person proposing the use. The Council may request the prospective Lessee to provide the Council with financial documentation demonstrating the viability of the use and ability of the prospective Lessee to pay the costs and expenses under the Lease.
7. Statement of experience relevant to carrying out the proposed use.

Further information may be requested at the Council's discretion.

EOI Assessment Criteria

An assessment panel will evaluate the proposals against the following key criteria:

Type	Criteria	Weighting
Quantitative	Financial benefit to Council.	40%
Qualitative	<ol style="list-style-type: none">1. The proposed use and the extent to which it:<ol style="list-style-type: none">a. contributes to the optimal utilisation of facilities / equipment and spaces (including timeframes and any shared use);b. improves PHSC service quality; andc. increases visitation to PHSC.2. Details of current and previous relevant experience relating to the proposed use.	60%

The assessment panel will not redress errors in the applications. If an application is deemed ineligible it may not be assessed.

Closing Date

Expressions of Interest are due by 5pm on 8th August 2023 (the Closing Date).

Huon Valley Council Contact

Project Manager: Lyle Ground
Position Title: Acting Director Community Wellbeing
Contact Details: Phone: 03 6264 0300
Email: hvc@huonvalley.tas.gov.au

Lodgment

Expressions of Interest may be lodged electronically via email at hvc@huonvalley.tas.gov.au. The EOI must be in PDF file format, marked **CONFIDENTIAL** and addressed as "*EIO for the lease of internal floor space and/or facilities at Port Huon Sports and Aquatic Centre, 4421 Huon Highway, Port Huon*".

Alternatively, Expressions of Interest may be delivered to the Submission Box at the Council on or before the Closing Date. The EOI must be enclosed in an envelope, marked **CONFIDENTIAL** and be addressed as follows:

Huon Valley Council

Submission Box

40 Main Street

HOUNVILLE TAS 7109

"EOI for the lease of internal floor space and/or facilities at Port Huon Sports and Aquatic Centre, 4421 Huon Highway, Port Huon"

Hours of access to Submission Box are 8.30am to 5.00pm Monday to Friday.

Expressions of Interest received after the Closing Date **WILL NOT** be considered or accepted.