

## 1.1 RESPONSE FORM

The Chief Executive Officer

City of Busselton  
Locked Bag 1  
Busselton WA 6280

I/We \_\_\_\_\_  
**(BLOCK LETTERS)**

As representative of \_\_\_\_\_  
**(ORGANISATION)**

of \_\_\_\_\_  
**(ADDRESS)**

ABN/GST Status \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail : \_\_\_\_\_

### **In response to the invitation to the Locke Estate Site 7 Expression of Interest (EOI)**

I/We accept and agree to be bound by the Expression of Interest and its associated Appendices

I/We agree that there shall be no cost payable by the City towards the preparation or submission of this Submission irrespective of its outcome.

Dated this: \_\_\_\_\_ day of \_\_\_\_\_ 2021

Signature of authorised signatory of Proponent: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Name of witness: (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

**COMPLETE AND RETURN THIS PART****1.1 PROPONENT'S RESPONSE**

The following checklist has been provided to assist you with your Submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages are to be completed and returned to the City as they form part of your Submission).

**1.1.1 REFEREES**

Attach details of your referees. Please provide details of your relationship with your referees	<b>Referees</b>	Tick if attached <input type="checkbox"/>
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**1.1.2 AGENTS**

Are you acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of your Company	<b>Agents</b>	Tick if attached <input type="checkbox"/>

**1.1.3 CONFLICTS OF INTEREST**

Will any actual or potential conflict of interest in the performance of your organisation's obligations under the Lease exist if you are awarded the Lease, or are any such conflicts of interest likely to arise during the Lease?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with	<b>Conflicts of Interest</b>	Tick if attached <input type="checkbox"/>

**1.1.4 FINANCIAL POSITION**

Is your organisation presently able to pay all its debts in full as and when they fall due?	Yes / No	
Is your organisation currently engaged in litigation as a result of which it may be liable for \$50,000 or more?	Yes / No	
If your organisation is awarded the Lease, is it be able to meet the lessee obligation's as set out in the draft lease (Appendix 4) from its own resources or from resources readily available to it and remain able to pay all of its debts in full as and when they fall due?	Yes / No	

**COMPLETE AND RETURN THIS PART****1.2 CRITERIA****1.2.1 COMPLIANCE CRITERIA**

Is your organisation a <b>'Not for Profit'</b> Incorporated body with either charitable, religious, cultural objectives or other objectives of a benevolent nature whereby the constitution of the organisation prohibits members being entitled or permitted to receive any pecuniary profit from the organisation.	Yes/No	
Attach a copy of your organisation structure and provide background information on your company	<b>Organisation Structure</b>	Tick if attached <input type="checkbox"/>
Attach a copy of your organisation's Certificate of Incorporation	<b>Certificate of Incorporation</b>	Tick if attached <input type="checkbox"/>
Attach a copy of your organisation's Constitution (Rules)	<b>Constitution</b>	Tick if attached <input type="checkbox"/>
Attach a copy of your organisation's most recent Annual General Meeting minutes	<b>AGM minutes</b>	Tick if attached <input type="checkbox"/>
If companies are involved, attach their current ASIC company extracts search including latest annual return	<b>ASIC Company Extracts</b>	Tick if attached <input type="checkbox"/>

**1.2.2 SELECTION CRITERIA**

Before responding to the following selection criteria, Proponents must note the following:

- All information relevant to your answers to each criterion are to be contained within your Submission;
- Proponents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience; and
- Proponents are to address each issue outlined within a qualitative criterion.

**1. Organisation Activities and Purpose      Weighting 40%**

a) Describe the objectives of your organisation, the services it delivers and the extent to which they meet the objectives of the prescribed uses set out in the Locke Estate draft Lease.	Tick if attached <input type="checkbox"/>
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**COMPLETE AND RETURN THIS PART**

b) Describe what the site is proposed to be used for and what services will be provided. Demonstrate to what extent the proposed use meets the objectives of the prescribed uses set out in the Locke Estate draft Lease.	Tick if attached <input type="checkbox"/>
c) Describe who will benefit from the proposal and the extent of benefit provided.	Tick if attached <input type="checkbox"/>
d) Describe the extent to which the proposal would add value to the general social wellbeing of the community or would otherwise benefit the community.	Tick if attached <input type="checkbox"/>
<b>2. Proposed Development and Use of the Site Weighting 30%</b>	
a) Provide a plan and details of the concept of what is proposed to be done on the site including any development proposals for the site, and the extent to which this will help to meet the organisation's objectives for the site and support its use for the designated lease purpose.	Tick if attached <input type="checkbox"/>
b) Provide details of the extent to which any proposed use of the site complies with and/or takes into account the environmental and other land use factors affecting the site and otherwise meets the requirements of any relevant law.	Tick if attached <input type="checkbox"/>
c) Provide detailed information as to how the organisation intends to deliver any proposed services / programs from the site and otherwise proposes to manage the site in accordance with the draft lease requirements.	Tick if attached <input type="checkbox"/>
<b>3. Organisation Management and Financial Capability Weighting 30%</b>	
a) Provide information in relation to proposed key personnel (persons or positions) their qualifications and/or experience as relevant to your proposal.	Tick if attached <input type="checkbox"/>

**COMPLETE AND RETURN THIS PART**

<p>b) Provide details of previous experience and success in managing other properties or otherwise carrying out activities / developments and/or providing services of the type proposed.</p>	<p>Tick if attached <input type="checkbox"/></p>
<p>c) Detail your organisation's financial ability to deliver the organisation's proposal by:</p> <ol style="list-style-type: none"><li>1. identifying all funding sources (including provision for contingencies) that are required to implement the organisation's proposal, both for the development of the site and for the operation and maintenance of the site during the term of the lease;</li><li>2. providing detailed information about how any unsecured funding required to implement the organisation's proposal will be obtained, the status of the funding and the timeframes required to secure funding; and</li><li>3. providing an audited copy of the organisation's latest financial statements together with a list of financial referees from your bank and/or accountant.</li></ol>	<p>Tick if attached <input type="checkbox"/></p>