



Expression of Interest – Tom Price Minna Oval Sports Club, Licence:

Club House, Commercial Kitchen, Bar and Storage



Approximately 214m² of space available

Deadline: 2.00pm 24 July 2025

Submission by email: accommodation@ashburton.wa.gov.au



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Introduction

The Shire of Ashburton is inviting Expressions of Interest (EOI) from community-focused organisations or groups interested in obtaining a licence to operate from the newly constructed facility at Minna Oval Sports Club, located on Crown Reserve 39907 at 323 Jabbarup Place, Tom Price, Western Australia. The facility is due for completion in August 2025, and includes a fully equipped commercial kitchen, spacious function room, bar and storage, making it well-suited for a range of community, sporting, and social activities.

The successful licensee must demonstrate a clear community benefit and will be responsible for managing and coordinating use of the facility by other groups, including handling bookings and collecting any applicable hire fees.

Shire Vision

The Shire is seeking a community-minded and proactive tenant to activate and manage the approximate 214sqm space available space at Minna **Oval (Annexure 1 refers)**. The vision is to transform Minna Oval into a vibrant, inclusive, and accessible hub that delivers genuine community benefits and significantly improves the utilisation of the site.

The Shire wishes to invite submissions from organisations, clubs, or partnerships who can demonstrate the ability to:

- Provide social and recreational opportunities for a broad range of community members, including residents, families, sporting groups, visitors, and casual users;
- Improve the utilisation of the facility by offering regular access, organised programming, and consistent activation of the space;
- Operate a licensed premise, with the appropriate permits and compliance measures in place, creating a welcoming, safe and responsible social environment; and
- Create a community culture that encourages participation, wellbeing, and connection through sport, recreation, and social activities.

The Shire intends to offer a licence to use the space for up to five (5) years, with possible extension depending on the quality, community benefit, and sustainability of the proposal. The successful Tenant will work in partnership

with the Shire to ensure the facility remains open and accessible to the public on a regular basis, operating similarly to a sports and social club.

Submissions that are innovative, inclusive, and aligned with the Shire's long-term goal of enhancing local amenity, creating community cohesion, and ensuring responsible management of public assets are essential.

Evaluation Process

This is a request for a formal EOI submission.

Your EOI will be evaluated using information provided in your application.

The following evaluation methodology will be used in respect of this request:

- a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested may be excluded from evaluation;
- b) Submissions are assessed against the Selection Criteria; and
- c) The most suitable submissions may be shortlisted and may also be required to clarify their application. Referees may also be contacted prior to the selection of the successful applicant.

A private treaty arrangement via lease or licence may then be awarded to the applicant whose submission is considered the most advantageous EOI to the Shire.

The Shire reserves the right to reject all and any submissions at its absolute discretion.

Criteria

Essential Criteria	% Weighting
<p>Operational Capacity:</p> <p>Proposals should clearly show how the operation will benefit the local Tom Price community, including access, engagement, and participation opportunities:</p> <ul style="list-style-type: none"> • Overview of proposed use, including clear explanation of how it will deliver meaningful community benefit and contribute to the social and economic wellbeing of Tom Price and its residents. (10) • Description of any additional services or programs to be offered that will support or enhance local community life. (10) • Proposed trading days and hours of operation, including availability for community hire. (5) • Details of available resources, staff, or local partnerships that will support successful delivery. (5) • A Business Plan addressing: (20) <ul style="list-style-type: none"> ○ Objectives of the proposal and alignment with community benefit outcomes. ○ Length of term required for the licence ○ Examples of marketing materials and platforms (including social media) to reach and engage the local community. ○ Identification of potential risks, opportunities, and mitigation strategies. ○ Intended trading name and identity. ○ Declaration of any conflict of interest 	50
<p>Financial Capacity:</p> <p>Applicants must demonstrate the financial strength and capability to responsibly manage and operate the facility for community benefit:</p> <ul style="list-style-type: none"> • Evidence of financial capacity to license/lease and sustainably operate the premises, including the ability to obtain and maintain all required insurances. (10) • Outline expected costs for any additional equipment, furniture, or fit-out required to support community use. (10) • Demonstrate capacity to supply and maintain necessary plant, equipment, and materials. (10) • Provide a basic profit and loss projection. (5) • Supply details for two financial referees. (5) 	40
<p>Qualifications and Experience</p> <p>Applicants must demonstrate relevant experience and capability to manage a community-facing facility:</p> <ul style="list-style-type: none"> • Summary of skills and experience of key personnel involved in the operation. (5) • Number of years of experience operating similar facilities or services. (5) 	10
TOTAL	100

Timeline

Date	Milestone
23 June 2025	EOI opens
2.00pm, 24 July 2025	EOI submission closes
August 2025	Assessment of submissions
August/September 2025	Practical Completion of the Facility
September 2025	Endorsement by Council
October/November 2025	Licence commences

Conditions of Responding

Lodgement of Submissions and Delivery Method

The Submission must be lodged by the Deadline. The Submission must be lodged electronically via email to accommodation@ashburton.wa.gov.au. Hard copy submissions and submissions via facsimile will not be accepted.

Rejection of Submissions

A Submission will be rejected without consideration of its merits in the event that it is not submitted at the place specified in the EOI. A Submission may be rejected if it fails to comply with any other requirements of the EOI.

Late Submissions

Submissions received after the Deadline will not be accepted.

Acceptance of Submissions

Unless otherwise stated in this EOI, Submissions may be accepted by the Shire either wholly or in part. The Shire is not bound to accept and may reject any or all Submissions.



Policies that may affect Submissions

This EOI will be assessed in accordance with the Shire's Purchasing and Procurement Policy and Disability Access and Inclusion Plan which can be viewed on the Shire of Ashburton website via the following links:

[Disability Access and Inclusion Plan](#)

[Purchasing and Procurement Policy](#)

[Regional Price Preference Policy](#)

[EMP52 Employee Code of Conduct](#)

Disclosure of Contract Information and Documents

Documents and other information relevant may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court Order.

Applicants to Inform Themselves

Applicants shall be deemed to have:

- Examined the EOI and all information made available for the purpose of submitting an EOI;
- Examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- Satisfied themselves as to the correctness and sufficiency of their Submission which shall be deemed to cover the cost of complying with all the conditions of responding and of all matters and things necessary for the due and proper performance and completion of the work described therein; and
- Satisfied themselves they have a full set of the EOI documents and all relevant referenced material / Attachments.

Ownership of Submissions

All documents, materials, articles and information submitted as part of or in support of a Submission shall become upon submission the absolute property of the Shire and will not be returned at the conclusion of the Submission Process PROVIDED that the Applicant shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided. Any reports submitted by the Applicant may be retained and used by the Shire for its own internal purposes.



Confidentiality

The Applicant must keep the submission confidential and must not make any public disclosure or announcement, except to the extent required by law or where disclosure is to the Applicant's officers, employees, agents and contractors where such persons are subject to their own confidentiality obligations.

Canvassing of Officials

If an Applicant, whether personally or by agent, canvasses any of the Shire's Councillors or Officers with a view to influencing the acceptance of any Submission, then regardless of such canvassing having any influence on the acceptance of such Submission, the Shire may at its discretion omit the Submission from consideration.

Identity of the Applicant

The identity of the Applicant is fundamental to the Shire. The Applicant shall be the person, persons, corporation or corporations named as the Applicant in the Response Form of this EOI.

Inaccurate or Inadequate Information

All information the Shire provides to an Applicant, whether in the EOI documents or not, is provided in good faith to assist Applicants to assess the EOI. None of the information is guaranteed. It is the Applicant's responsibility to interpret and assess the relevance of the information provided to the Applicants. The Shire is not liable for any loss, damage or expense suffered by an Applicant as a result of any inaccuracy or incompleteness in the information it provides.

Applicant's Warranties

The Applicant warrants for the benefit of Shire:

- That it has made its own enquires about the Project, including the property available for licence/lease, and has carried out all relevant investigations and has examined and satisfied itself concerning all information provided in the EOI or made available in connection with the EOI and does not rely on any such information;
- That the Applicant has the legal capacity to bid for the Site and that there is no restriction under any relevant law to prevent the Applicant from bidding for or undertaking development (for example under the



Foreign Acquisitions and Takeovers Act 1975 (Cth)) which could not be overcome to the satisfaction of the Shire;

- That all entity-specific information supplied in the Applicant's EOI is correct and complete at the time of submitting the EOI proposal and not by omission misleading; and
- That all information supplied in the Applicant's EOI is correct and complete at the time of submitting the EOI Proposal and not by omission misleading.

Governing Law

The EOI documents are governed by the law of Western Australia.

No Contract

Submissions of an EOI and/or a detailed response does not in any way create a Contract or any part of it, nor does it create an obligation to award a Contract, provide land tenure or to enter into any form of negotiation.

Submission Opening

Submissions will be opened in the Shire's offices, following the advertised Deadline.

No discussions will be entered into between Applicants and Shire officers concerning the Submissions.

The Opening will be held as soon as practicable after the Deadline at Shire of Ashburton Onslow Office, 29 Second Avenue, Onslow, Western Australia.

TOM PRICE WA 6751



shire of Ashburton

How to Prepare your Submission

1. Carefully read all parts of this document;
2. Ensure that you understand the requirements (and where applicable, seek independent financial and legal advice);
3. Complete and return the application;
4. Ensure that you have signed the application and addressed the selection criteria; and
5. Lodge your application before the deadline.

Contact Persons

Applicants should not rely on any information provided by any person(s) other than those listed below:

Name: **Rebekah Richardson / Amy Blackley**

Position: **Lease and Accommodation Officer**

Telephone: **08 9184 9302**

Email: accommodatio@ashburton.wa.gov.au

Lodgement of Submission and Delivery Method

The submission must be lodged by the deadline. The deadline for this request is **2.00pm Thursday 24 July 2025**

EOI submissions are to be sent via email only to:

accommodation@ashburton.wa.gov.au

Hard copy submissions will not be accepted.

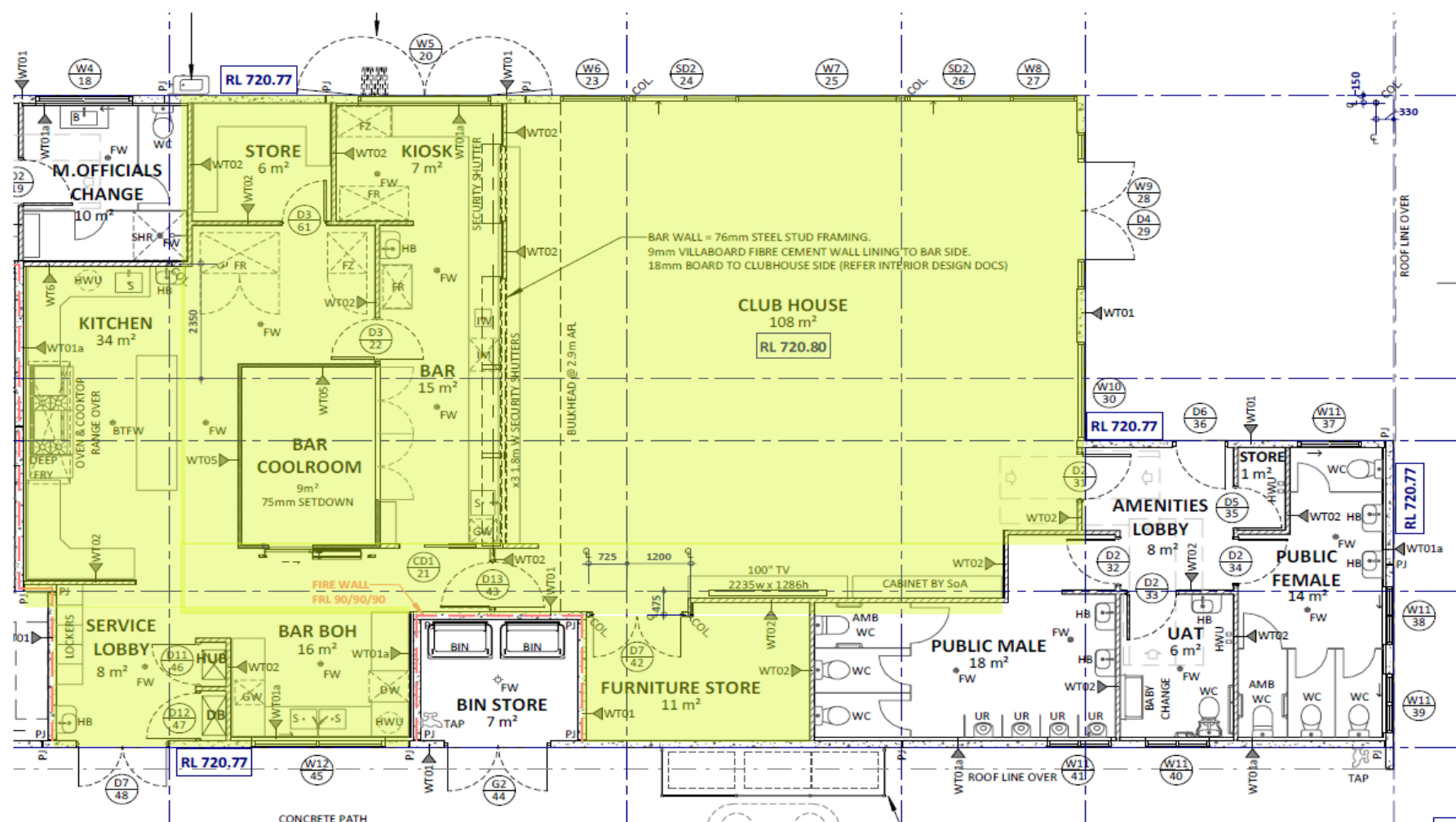
Privacy Statement

The Shire is not liable to any person or entity for any damage or loss that occurs in relation to that person or entity taking or not taking action in respect of any presentation, statement, opinion or advice referred to in this document.

All prospective operators should take the appropriate steps to ensure that they conduct their own due diligence and validate the information contained in this document before acting upon it and are advised to seek independent advice from qualified professionals where necessary to understand the relevancy of this information to their own situation.

Annexure 1 – Area Available for Licence

Licence Area





Concept Plans





