



COMMUNITY PARTNERS PROGRAM ALLIED HEALTH



SUMMIT
AQUATIC + LEISURE

INVITATION TITLE: Summit Aquatic & Leisure

REFERENCE NO: 01

DATE OF ISSUE: 2nd July 2025

CLOSING DATE: 16th July 2025

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PART A - INTRODUCTION

1) ABOUT

Belgravia Leisure (Organisation) is responsible for the management of the Summit Aquatic & Leisure.

The Centre seeks to engage a suitable party or parties to occupy the health suites for the purposes of providing a range of high-quality health services to deliver outcomes and meet the needs of the local community in line with the Mount Barker District Council's Community.

Through this Expression of Interest (EOI) the centre is seeking a more detailed understanding of potential community partners & hirers of these suites. This EOI may be the first stage of a multi-stage procurement process. For further information relating to the next stage (if any) of the EOI process refer to this document.

2) VENUE

Our multi-activity facility will serve Mount Barker and the Adelaide Hills to build a healthier, more active community – one swim, one step, one smile at a time.

Summit Aquatic and Leisure will offer a 25m indoor pool, warm water pool and learn to swim pool as well as a group exercise studio and 24/7 gym. At Summit Aquatic and Leisure you'll additionally find a range of amenities for the whole family to enjoy, that cater to the inclusion of people of all ages and abilities.

Find Your Balance. Find Your People. Find Your Summit.

3) COMMUNITY PARTNERS PROGRAM including HEALTH SUITES

We are inviting Expressions of Interest (EOI) from prospective partners for our Community Partners Program, including those interested in the use of the centre's Health Suites. The Community Partners Program is open to providers across the Allied Health and Community Health sectors, with the goal of broadening the range of services available at our venue. Our shared purpose is to improve the health and happiness of our community through collaborative, inclusive, and innovative service delivery.

As part of your EOI, please indicate your interest in access to any of the following facilities to support your services or programming:

- Multi-purpose room
- Aquatics areas
- Health Club (gym)
- Pilates studio
- Health Suites

Health Suite Inclusions

Applicants may request either exclusive or shared use of the available Health Suites. The facilities include:

- Two consulting rooms available for full or part-time use
- Use of an accessible toilet located adjacent to the consulting hallway
- Flexibility to hire by day or for selected days each week—please specify preferred usage in your submission
- Additional rate per week for use of the gym and pool if required

Community Partner Options

We welcome EOIs for one or more of the following engagement options:

1. Annual Community Partner (Limited Availability)

- Non-exclusive access to Aquatic and Gym facilities during operating hours (subject to availability)
- Agreement is per Service Provider
- Client entry fees for non-members apply as per venue schedule
- One complimentary Base Membership for the Service Provider
- Joint seminar and discounted professional development opportunities
- Quarterly advertising feature in member email newsletters

2. Consultation Room Hire Only

- Daily room hire
- Pool and Gym access for clients that are non-members charged at standard venue rates

3. Gym, Aquatics and Multi-Purpose Facilities Hire – Per Session

- Casual or session-based, non-exclusive hire of Gym or Aquatic space
- Client entry fees for non-members apply as per venue schedule
- Full pool and multi-purpose hire available through consultation
- Bookings managed via our online system

4. Other Proposals

We encourage innovative partnership models that align with our goal of delivering meaningful health outcomes. If you have a unique approach to partnering with the centre or community, we want to hear from you.

Additional Information

- Clients may be required to hold a membership or pay a casual visit fee to access certain facilities (to be confirmed upon agreement)
- Services offered through this program must not conflict with existing centre programs or providers

Electricity, gas and water are included in the Agreement and should be incorporated into any relevant proposed fee. There are no additional outgoings on top of the agreed fees.

The invitee is responsible for any additional costs that are required to conduct business such as booking systems, computer or tablets, fit out equipment, insurance, business registration etc.

There is no designated car parking for the tenant or their clients, however they are welcome to use the general Centre car park.

The accessible toilets will all be cleaned as part of the centre's cleaning schedule. Depending on the agreement (whether the tenant proposes to use all two consulting rooms, or individual rooms on an hour by hour basis) the responsibility for cleaning of the health suites will be negotiated with the preferred tenant/s.

The health suites are only accessible by the tenant and by the tenants clients while the centre is open. There is no capacity for the tenant to be onsite outside of business hours.

Centre hours:

	Hours
Monday-Friday	6am-8pm
Saturday	7am-6pm
Sunday and Public Holidays	9am-6pm
Christmas Day and Good Friday	Closed

4) **TERMS OF AGREEMENT**

Commencement Date

Commencing August 2025 (please outline proposed start date in the EOI submission)

Term of Contract

2 Years

Further Terms

2 x additional periods of 1 year available subject to conditions of contract being met.

Fee (ex GST)

Options:

- Health Suites - \$90 per suite per day
 - +/- \$150 per week for use of the gym and pool if required
 - + pool or gym entry fee per non member user as per the casual entry rate
- Community Partner - \$425 per week unlimited sessions
 - + pool or gym entry fee per non member user as per the casual entry rate
- Ad Hoc Non-Exclusive Gym Access – \$21.00 per client per provider
 - + pool or gym entry fee per non member user as per the casual entry rate
- Ad Hoc Non-Exclusive Pool Access – \$12.00 per client per provider
 - + pool or gym entry fee per non member user as per the casual entry rate
- Exclusive Warm Water Pool Hire - \$100 per hour
- Pilates Studio Hire - \$100 per hour
- Group Fitness Room Hire - \$90 per hour

Billing

Invoicing will be dependent on the agreement and services accessed.

5) **STRUCTURE OF THE INVITATION**

This Invitation comprises the following sections:

- Part A – **Introduction** contains an overview of the structure of the documents.
- Part B – **The Invitation** including details regarding the opportunity.
- Part C – **Conditions of Participation** setting out the rules applying to the EOI process.
- Part D – **Invitee's Response** detailing the information and format for response submissions.

PART B – THE INVITATION

1) DETAILS

1.1 Organisation Details

Organisation name:	Belgravia Leisure <i>trading as</i> Summit Aquatic and Leisure
EOI title:	Community Partners Program – Summit Aquatic and Leisure Centre
EOI reference number:	01

1.2 Registration Requirements

N/A

1.3 Registration Requirements

Project Manager:	Kia Naylor
Position Title:	Group Allied Health Manager
Phone:	0412555754
Email:	knaylor@belgravialeisure.com.au

1.4 Closing Date & Time

Submissions Due:	Wednesday 16 th July 2025 @ 5:00pm (ACDT)
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1.5 Lodgment Details

Mark All Submissions:	
Online Lodgement:	Via EOI Form Submission

1.6 Site Walkthrough

On Request via:	Kia Naylor
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1.7 Indicative Timetable

Please note this timetable provides invitees with an indication of the timing of the EOI process. The timetable is indicative only and may be changed by the organisation in accordance with this document.

Date:	Activity:
Wednesday 2nd July	Invitation Issued
Wednesday 16th July	Closing Date for Submissions
Wednesday 23rd July	Intended completion date of evaluating responses
Monday 21st July	Request for further information (if required)
Tuesday 29th July	Negotiation with preferred user or users or Commencement of next stage of process
Friday 1st August	Issuing of Contract
Wednesday 6th August	Signing of Contract
TBC	Commencement of Contract

1.8 Evaluation Criteria

The assessment of responses will be evaluated against:

- (a) Compliance with mandatory criteria identified in the table below; and
- (b) The Other Criteria outlined in the table below; and
- (c) The proposed rental amount outlined in the invitee's response.

Criteria:	Description:
Mandatory	Provision of appropriately qualified staff for delivery of proposed services
Mandatory	Provision of public liability and professional indemnity insurance
Mandatory	Proof of suitable certification/business registration to deliver services
Mandatory	Disclosure of any conflict of interest/ competing business interest with Inverell Aquatic Centre programming & services
Mandatory	Commitment to centre's procedures & policies
Mandatory	Reference checks
Other	Service delivery and proposed client outcomes from the service
Other	Ability & capacity to deliver services
Other	Local employment

PART C – CONDITIONS OF PARTICIPATION

1) INVITATION

1.1. Invitation

This invitation is not an offer. Nothing in this invitation is to be considered as a binding between the organisation and any invitee.

1.2 Accuracy of invitation

The organisation does not warrant the accuracy of the content of this invitation and will not be liable for any omission from the invitation documents. Final details and specifics shall be outlined in a contract with the successful invitee.

1.3. Additions and amendments

The organisation reserves the right to change any information or to issue an addendum to this invitation.

1.4. Availability of additional materials

Additional materials (if any) may be accessed in the manner set out in this document. Invitees should familiarise themselves with the additional materials.

1.5. Representation

No representation made by or on behalf of the organisation in relation to this invitation (or its subject matter) will be binding on the organisation unless the representation is expressly incorporated into any contract(s) ultimately entered into between the organisation and an invitee.

1.6. Licence to use Intellectual Property Rights

Persons obtaining or receiving this Invitation and any other documents issued in relation to this invitation may use the documents only for the purpose of preparing an invitee's response. Such Intellectual Property Rights as may exist in this invitation and any other documents provided to the invitees by or on behalf of the organisation in connection with the EOI process are owned by (and will remain the property of) the organisation except to the extent expressly provided otherwise.

2) COMMUNICATION

2.1. Communication protocol

All communications relating to this Invitation and the EOI process must be directed to the Project Manager.

2.2. Requests for clarification

- (a) Any questions or requests for clarification or further information regarding this Invitation or the EOI process must be submitted to the organisation contact in writing at least 5 working days prior to the EOI closing time.
- (b) The organisation is not obliged to respond to any question or request for clarification or further information.
- (c) The organisation may make available to other prospective invitees details of such a request together with any response, in which event those details shall form part of this invitation.

2.3. Unauthorised communication

- (a) Communications (including promotional or lobbying activities) with Council, staff of the organisation, or consultants assisting the organisation with the EOI process, are not permitted during the EOI process except as provided in clause 2.1 above, or otherwise with the prior written consent of the organisation contact.

- (b) Nothing in this clause 2.3 is intended to prevent communications with staff of, or consultants to, the organisation to the extent that such communications do not relate to this invitation or the EOI process.
- (c) Invitees must not engage in any activities or obtain or provide improper assistance that may be perceived as, or that may have the effect of, influencing the outcome of the EOI process in any way. Such activities or assistance may, in the absolute discretion of the organisation, lead to disqualification of an invitee.

2.4. Anti-competitive Conduct

Invitees and their representatives must not engage in any collusion, anti-competitive or similar conduct with any other invitee or person in relation to the preparation, content or lodgement of their invitee's response. In addition to any other remedies available to it under law, the organisation may, in its absolute discretion, disqualify an invitee that it believes has engaged in such collusive or anti-competitive conduct.

2.5. Consortia and trustees

Where the invitee is a member of a consortium, the invitee's response must stipulate which parts of the goods and/or services that each entity comprising the consortium would provide and how the parties would relate to each other to ensure full provision of the required goods and/or services. All consortium members are to provide details relating to their legal structure and where applicable provide details of their special purpose vehicle established for the supply of the goods and/or services.

3) SUBMISSION OF AN INVITEE'S RESPONSE

3.1. Lodgement

- (a) The invitee's response must be lodged by the EOI closing time. The closing time may be extended by the organisation in its absolute discretion by providing notice to invitees.
- (b) All invitees' responses lodged after the EOI closing time will be recorded by the organisation. The determination of the organisation as to the actual time that the invitee's response is lodged is final.
- (c) Where this invitation requires or permits invitees' responses to be lodged in hard copy, packages containing the invitee's response must be marked and lodged as set out in Item 5 of Part A.1. Failure to do so may result in disqualification from the EOI process. It is the responsibility of the invitee to ensure that mail delivery times are factored into any hard copy submission dates.

3.2. Late invitee's response

If an invitee's response is lodged after the EOI closing time, it will be disqualified from the EOI process and will be ineligible for consideration unless:

- (a) the invitee can clearly document to the satisfaction of the organisation that an event of exceptional circumstances caused the invitee's response to be lodged after the EOI closing time; and
- (b) the organisation is satisfied that accepting a late submission would not compromise the integrity of the EOI process.

The organisation will inform an invitee whose response was lodged after the EOI closing time as to whether the invitee's response is ineligible for consideration.

3.3. Providing an invitee's response

It is the invitee's responsibility to:

- (a) Understand the requirements of this Invitation, the EOI process and any reference documentation;
- (b) Ensure that all the information fields in Part C are completed and contain the information requested;
- (c) Ensure that their invitee's response is in the correct format, complies with all requirements of this invitation, and is accurate and complete;
- (d) Make their own enquiries and assess all risks regarding this invitation and the EOI process;
- (e) Ensure that it did not rely on any express or implied statement, warranty or representation, whether oral, written or otherwise made by or on behalf of the organisation or its representatives other than any statement, warranty or representation expressly contained in this Invitation;
- (f) Ensure that they comply with all applicable laws in regard to the EOI process; and
- (g) Be responsible for all costs and expenses related to the preparation and lodgement of its invitee's response, any subsequent negotiation, and any future process connected with or relating to the EOI process.

3.4. Obligation to notify errors

- (a) If an invitee identifies an error in their invitee's response (excluding clerical errors which would have no bearing on the evaluation), they must promptly notify the organisation.
- (b) The organisation may permit an invitee to correct an unintentional error in its invitee's response where that error becomes known or apparent after the EOI closing time, but in no event will any correction be permitted if the organisation reasonably considers that the correction would materially alter the substance of the response.

3.5. Use of an invitee's response

Upon submission, all invitee's responses become the property of the organisation. The invitee will retain all ownership rights in any Intellectual Property Rights contained in the invitee's response. However each invitee, by submission of their invitee's response, is deemed to have granted a licence to the organisation to reproduce the whole, or any portion of their invitee's response for the purposes of enabling the organisation to evaluate their invitee's response.

3.6. Withdrawal of an invitee's response

An invitee who wishes to withdraw a previously submitted response must immediately notify the organisation of the fact. Upon receipt of such notification, the organisation will cease to consider the invitee's response.

3.7. Status of invitee's response

Each invitee's response constitutes a non-binding proposal by the invitee to the organisation to provide the goods and/or services required under and otherwise to satisfy the requirements in accordance with Part B of this Invitation.

3.8. Disclosure of EOI contents and EOI information

Invitee's responses will be treated as confidential by the organisation. The organisation will not disclose the information contained in an invitee's response, except:

- (a) as required by law (including, for the avoidance of doubt, as required under the Freedom of Information Act 1982 (Vic));
- (b) for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction;
- (c) to external consultants and advisers of the organisation engaged to assist with the EOI process.

4) CAPACITY TO COMPLY WITH THE OVERVIEW OF REQUIREMENTS

- 4.1** Part B details the organisation's requirements for the goods and/or services that are subject of this invitation. The assumption is that each invitee will be capable of providing all of the goods and/or services in full. Where an invitee believes it will not be capable of providing all the goods and/or services in full or will only comply with Part B subject to conditions, it should either not apply or set out potential limitations in their invitee's response. Invitees who are invited to participate in subsequent EOI processes (should such eventuate) will be provided with a full specification for the relevant goods and/or services at that time.

5) EVALUATION

5.1. Evaluation process

Invitee's responses will be evaluated in accordance with the evaluation criteria stipulated in Item 9 of Part A.1. An invitee's response will not be deemed to be unsuccessful until such time as the invitee is formally notified of that fact by the organisation.

The organisation may in its absolute discretion:

- (a) reject any invitee's response that does not include all the information requested or is not in the format specified in Item 5 of Part A.1;
- (b) after concluding a preliminary evaluation, reject any invitee's response that in its opinion is unacceptable;

- (c) disregard any content in an invitee's response that is illegible and will be under no obligation whatsoever to seek clarification from the invitee;
- (d) disqualify an incomplete invitee's response or evaluate it solely on the information contained within it;
- (e) alter the structure and/or the timing of the EOI process; and
- (f) vary or extend any time or date specified in this Invitation for all invitees.

6) NEXT STAGE OF EOI PROCESS

6.1. Options available to the organisation

After evaluating all invitee's responses, the organisation may without limiting other options available to it, do any of the following:

- (a) prepare a short list of invitees and invite further offers from those invitees;
- (b) conduct a subsequent procurement process calling for the goods and/or services or any similar related goods and/or services;
- (c) enter into pre contractual negotiations with one or more invitees;
- (d) decide not to proceed further with the EOI process or any other procurement process for the goods and/or services; or
- (e) commence a new process for calling for invitee's responses on a similar or different basis to that outlined in the original invitation.

7) NON-BINDING

- 7.1 Being shortlisted does not give rise to a contract (express or implied) between the preferred invitee and the organisation. No legal relationship will exist between the organisation and a preferred invitee relating to the supply of goods and/or services unless and until such time as a binding contract is executed by both parties.

8) INVITEE WARRANTIES

- 8.1 By submitting an invitee's response, an invitee warrants that:

- (a) in lodging its invitee's response it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the organisation or its representatives other than any statement, warranty or representation expressly contained in the invitation documents;
- (b) it has examined this Invitation, and any other documents referenced or referred to herein, and any other information made available in writing by the organisation to invitees for the purposes of submitting an invitee's response;
- (c) it has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its invitee's response;
- (d) it otherwise accepts and will comply with the rules set out in this Invitation; and
- (e) it will provide additional information in a timely manner as requested by the organisation to clarify any matters contained in the invitee's response.

9) ORGANISATION RIGHTS

- 9.1 Notwithstanding anything else in this Invitation, and without limiting its rights at law or otherwise, the organisation reserves the right, in its absolute discretion at any time, to:
- (a) vary or extend any time or date specified in this Invitation for all or any invitees; or
 - (b) terminate the participation of any invitee or any other person in the EOI process.

10) GOVERNING LAW

- 10.1 This Invitation and EOI process is governed by the laws applying in the State of Victoria. Each invitee must comply with all relevant laws in preparing and lodging its invitee's response and in taking Part in the EOI process.

11) LANGUAGE & TERMS

11.1 Definitions

In this document the following definitions are agreed to be understood:

EOI closing time	means the time specified at Item 4 of <i>Part A.1</i> by which invitee's responses must be received by the organisation.
EOI process	means the process commenced by issuing an Invitation for invitee's responses and concluding upon either early termination of the process or a subsequent procurement process.
Intellectual Property Rights	includes all present and future copyright and neighbouring rights, all proprietary rights in relation to inventions (including patents), registered and unregistered trademarks, confidential information (including trade secrets and know how), registered designs, circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
Invitation	means the opportunity set out in each of the documents identified in the Introduction to this Invitation including this Part B.2, the EOI process and any other documents so designated by the organisation.
Invitee	means a person who submits an invitee's response.
Invitee's response	means a document lodged by an invitee in response to this Invitation containing a proposal to provide goods and/or services.
Item	means an item of this Invitation.
Organisation	means the government department or agency issuing this Invitation. In the case of an aggregated demand, the organisation is the lead agency issuing this invitation
Part	means a Part of this Invitation.
Project manager	means the person so designated at Item 3 of <i>Part A.1</i> .
Representative	means a party and its agents, servants, employees, contractors, associates, invitees and anyone else for whom that party is responsible.

11.2 Interpretations

In this document, unless expressly provided otherwise:

- (a) the singular includes the plural and vice versa; and
- (b) if a word or phrase is defined, its other grammatical forms have corresponding meanings; and
- (c) a reference to:
 - (i) 'includes' or 'including' means includes or including without limitation; and
 - (ii) '\$' or dollars is a reference to the lawful currency of the Commonwealth of Australia.

PART D – INVITEE’S RESPONSE

Please fill out the EOI via the Electronic form link provided.

<https://forms.office.com/r/H2ggt7CVdk>