



Sport & Recreation
Expression of Interest to Lease
Malling Park
46 Malling Street, Waterford
QLD 4133

EXPRESSION OF INTEREST TO LEASE

**MALLING PARK
46 MALLING STREET
WATERFORD 4133**





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2.1 INTRODUCTION

Logan City is fortunate to have many proactive organisations involved in providing programs and services that aim to support and respond to the needs of our diverse community. Logan City Council Officers regularly receive requests from such organisations for assistance in allocation of community and sporting facilities.

In order to provide a transparent and equitable process for the allocation of these facilities, Logan City Council undertakes an Expression of Interest processes for identified facilities as they become available. This process enables Council to invite, identify and appoint suitable lessees to each of these facilities.

2.1.1 Council Resolution

In accordance with Council's Policy "*Licence or Lease of Council Owned or Controlled Land to Sporting, Recreational and Community Organisations*" the Lease Advisory Group, on 13th August 2020, resolved to undertake an Expression of Interest process **for Malling Park at 46 Malling Street, Waterford 4133.**

Council is looking to attract applications from organisations intending to lease **Malling Park.**

An aerial view of the Facility is shown below:



2.1.2 Expression of Interest Process

Expression of Interest Guidelines for **Malling Park** forms part of the Expression of Interest.

The Expression of Interest invites applications from eligible organisations intending to be a lessee of the **Malling Park**. The Expression of Interest process will be managed by Council's Sport, Leisure and Facilities Branch in accordance with Council's current practices.

Information on the Expression of Interest for **Malling Park** can be found on the Logan City Council's website at

<https://www.logan.qld.gov.au/community-leasing/leasing>

2.1.3 Lodging your Application

Your application must be lodged by either:

- Delivering a hard copy to:
 - **Attention: Leasing Officer**
Sport, Leisure and Facilities Branch
Logan City Council
150 Wembley Road
LOGAN CENTRAL QLD 4114

OR:

- E-mailing a copy to council@logan.qld.gov.au

Applications CLOSE 5pm Monday 5th October 2020

***Late applications may be considered at the sole discretion of Council**

2.1.4 Late Applications

Late applications may be considered at the sole discretion of Council as detailed in the "Expression of Interest Conditions of Response".

2.2 PURPOSE

It is envisaged that the lessee of **Malling Park** will develop and coordinate a range of services, programs, activities and events that are flexible, culturally inclusive and aim to build skills, provide knowledge, promote personal and social development, promote physical well-being, and create and sustain local networks.

2.2.1 Responsibilities of Successful Applicant

The successful organisation will be responsible for:

- a) managing the identified **Malling Park** premises, maximising its potential as a sporting venue;
- b) activation of spaces for coordinating programs and responding to identified and emergent needs within the local community; and
- c) promoting community engagement and connectedness.

2.2.2 Requirements of Successful Applicant

The successful organisation will require:

- a) the ability to coordinate a wide-ranging program of services, activities and events so the facility becomes a vibrant hub of activity;
- b) the capacity to attract, train and retain volunteers to deliver a range of services, activities and events;
- c) the capacity to maintain a clean, safe and inviting environment that will enhance service delivery and activity outcomes; and
- d) a demonstrated ability to provide the community with a beneficial product or service to meet community needs.

2.2.3 Relationship with Council

The successful organisation will be required to work with Council to:

- (a) develop strategic documents, as required by the organisation to Council's satisfaction;
- (b) identify and apply/undergo training needs and opportunities;
- (c) meet the requirements of the tenure agreements; and
- (d) establish and strengthen networks and connections within the Logan community.

2.3 THE FACILITY

Malling Park is located at 46 Malling Street, Waterford 4133 as shown on the attached sketch plan and location map.

2.3.1 Facility property information:

Name:	Malling Park
Address:	46 Malling Street, Waterford 4133
Size of proposed lease area:	36,100 m ²
RPD:	Lot 17 RP132751 Lot 33 on Crown Plan WD2681
Ownership:	Logan City Council
Zone:	Recreation and Open Space

2.3.2 Facility Improvements:

- 1 x clubhouse
- 2 x cricket nets
- 2 x senior cricket fields (can fit 1 x AFL field/rectangular sport field)
- 1 x turf pitch
- 1 x synthetic pitch

2.3.3 Neighbouring Facilities:

Neighbouring Council owned sport, recreation and community facilities include:

- Newstead Park Cricket (Logan Village Cricket Club)
- Newstead Park Equestrian (Waterford Equestrian and Pony Club)
- Opperman Park (Bethania Rams Football Club)
- Samuel & Agnes Smith Park (The Scout Association of Australia – Logan Village Scout Group)

2.4 FACILITY VIEWING TIMES

If you are interested in inspecting the facility, please contact Council's Sport, Leisure and Facilities Branch to arrange a suitable viewing time.

Phone: Sport, Leisure and Facilities Branch on **(07) 3412 5558**

Email : [**council@logan.qld.gov.au**](mailto:council@logan.qld.gov.au)

2.5 LEASE CONDITIONS

2.5.1 Type of Tenure:

The successful applicant will be required to enter into a standard Sporting & Recreational Lease with Logan City Council. A copy of the standard Lease document is available upon request from Council's contact officer who is listed on the Expression of Interest Information Sheet.

2.5.2 Length of Tenure:

The length of tenure offered to the successful applicant is a maximum of 5 years in accordance with Council's current policy entitled *"Licence or lease of Council owned or controlled land to Sporting, Recreational and Community Organisations"* (copy available upon request). Council may determine to offer a shorter introductory, starter term to a new or unproven lessee.

2.5.3 Current User Status:

Greenbank Junior Cricket Club are the current user of the facility, operating on a temporary Licence until the conclusion of this Expression of Interest process.

2.5.4 Fees and Charges:

Fees and Charges will be invoiced in accordance with Council's *"Licence or lease of Council owned or controlled land to Sporting, Recreational and Community Organisations"* policy (copy available upon request).

In addition to the lease fee, the successful applicant will be responsible for payment of all outgoings including, but not limited to any fire levy, water, sewerage, trade waste, back flow, rubbish collection, electricity, telephone, and internet (including other such services and operational expenses attached to those services).

Remissions to eligible lessees are provided in accordance with Council's *"Remissions to Sporting, Recreational and Community Organisations"* policy (copy available upon request).

2.5.5 Compliance with Key Performance Indicators (KPI's)

The successful applicant must comply with the following KPI's which form part of the standard lease document:

Statutory Compliance: Better Clubs

- a) Operate in strict accordance with approved governing body regulations;
- b) Operate in strict accordance with the association's constitution, rules and by-laws;
- c) Operate in strict accordance with Council and other regulating body rules;
- d) Demonstrate a proactive approach to good neighbour principles by evidence of complaint and dispute resolution processes;
- e) Attend mandatory annual Lessee briefings held by Council in July/August each year;
- f) Submit annual audited financial statements and certificates of currency for insurances;

- g) Submit to Council an annual report detailing compliance with Key Performance Indicators.

Facility Development: Better Facilities

- h) Submit evidence that maintenance is carried out to an acceptable standard and complies with any relevant legislation

Facility Activation: Better Outcomes

- i) Demonstrate evidence of activating the Demised Premises and engaging with local communities;
- j) Prepare and complete the Lessee's 5 year club / organisation development plan in conjunction with Council officers;
- k) Comply with the Lessee's 5 year club / organisation development plan;
- l) Prepare and complete the Lessee's annual budget for management of the club and facility.

Note: Additional specific KPI's may be identified for the successful applicant.

2.5.6 Maintenance and asset management responsibilities

Lessee responsibilities include:

- a) connection of electricity in the name of the lessee and any such services required including telephone and internet;
- b) general maintenance and repairs, in accordance with Council's "*Schedule of Maintenance Obligations*" contained within the Lease document (copy available upon request);
- c) seeking external financial assistance for upgrades or extensions; and
- d) providing and installing furniture and fittings, with prior written approval from Council for all major fittings.

2.6 MANDATORY ELIGIBILITY CRITERIA

To be eligible for consideration for this Expression of Interest, applicants must:

- a) be incorporated pursuant to the *Associations Incorporation Act 1981 (Qld)* or similar legislation, or otherwise be incorporated for a non-profit purpose (or provide evidence supporting the current undertaking to obtain same);
- b) hold current Public Liability cover to the minimum value of \$20 million (or provide evidence supporting the current undertaking to obtain same); and
- c) have no outstanding financial accountability, service delivery or performance issues for funding previously provided by Logan City Council or other sources.

2.7 EXPRESSION OF INTEREST

Expression of Interest must include the following information:

- a) Completed and signed Application Form which addresses the Eligibility and Selection Criteria
- b) Copy of Certificate of Incorporation
- c) Insurance details including proof of payment of current public liability insurance to the minimum value of \$20 million
- d) Copy of most recent Audited Financial Statement
- e) Copy of latest AGM minutes
- f) Copy of Constitution (if applicable)
- g) Copy of Strategic/Business/Development Plan (if applicable)
- h) Any other relevant information to support the application

2.8 SELECTION CRITERIA

Applicants **must** complete the attached '*Expression of Interest Application form*' providing responses to **all** selection criteria.

Please note that there are five (5) selection criteria and that the weighting assigned to each may vary. The higher the weighting the more important that selection criterion is in the assessment of applications.

In completing the application, applicants are encouraged to:

- a) address each criterion fully. Do not rely on references to information contained in the selection criteria;
- b) address each 'supporting evidence' dot point as these are used to assess the application; and
- c) please do not use attachments as part of your responses to selection criteria (letters from collaborative partners are acceptable). Applicants may quote from other documents or summarise documents within selection criteria responses.

SELECTION CRITERION 1 - FACILITY MANAGEMENT (20%)

Demonstrated ability/capacity to manage and maintain the facility to a standard satisfactory to the Sport, Leisure and Facilities Manager in accordance with standard Sport & Recreation Facility Licence or Lease terms and conditions.

Supporting evidence should include:

- a) a demonstrated ability to assume all responsibilities for the management of the facility, including:
 - financial reporting and accountability requirements;
 - maintenance responsibilities (clubhouse & fields); and
 - Work Health and Safety policies/procedures.
- b) A Strategic/Business/Development Plan which aligns with your organisations vision and goals. The development plan may be in the standard Logan City Council Organisation Planning Tool Kit.

Available at <https://www.logan.qld.gov.au/community-leasing/club-development>

SELECTION CRITERION 2 - WORKING COLLABORATIVELY (20%)

Demonstrated capacity to work collaboratively with community and other organisations to provide better outcomes for the Logan community.

Supporting evidence should include:

- a) specific examples of effective working relationships and partnerships with other clubs, organisations, associations and agencies;
- b) specific examples of effective networks, programs and links with the Logan Community that maximise outcomes for clients.
- c) details of any sponsorship arrangements; and
- d) a demonstrated ability to undertake a planned communication strategy which will inform the community about services provided at the facility and strengthen the facility's position as a valued hub within the community.

SELECTION CRITERION 3 - RESPONSE TO COMMUNITY NEED (20%)

Demonstrate how your organisation will coordinate and provide a range of services, activities and events that respond to local community need.

Supporting evidence should include:

- a) a demonstrated ability to provide the community with a beneficial service to meet community needs;
- b) a demonstrated knowledge of the local needs in the community - include any studies, findings, evidence or evaluations; and
- c) an outline demonstrating how your organisation's programs/s and or service/s respond to these local needs

SELECTION CRITERION 4 - APPROPRIATE UTILISATION OF THE FACILITY (20%)

Demonstrated commitment to maximising the potential activation of the facility for the benefit of the community. This is measured by providing Council with a proposed calendar of events and programs. The calendar of events must specify the types of activities planned to be conducted at the facility.

Supporting evidence should include:

- a) information on how the applicant plans to activate and maximise use of the facility, including playing fields and clubhouse;
- b) an ability to coordinate a timetable of a range of activities and services so the facility becomes a vibrant hub of activity; and
- c) information relating to proposed partnerships or shared use of the facility.

SELECTION CRITERION 5 - BUDGET (20%)

Demonstrated plan to undertake successful financial management of the facility and the proposed programs.

Supporting evidence should include:

- a) a copy of your most recent audited financial returns; and
- b) a proposed 1 year budget detailing anticipated income and expenditure for this facility detailing:
 - i. anticipated income (eg: memberships, fund raising, sponsorship, canteen sales); and
 - ii. anticipated expenditure (eg: field and building maintenance, water, sewerage and garbage services, electricity, phone, canteen purchases).

2.9 EVALUATION PROCESS

All applications received by the closing time and date will be assessed, and applicants notified of the outcome of their individual submissions. Late applications may be considered at the sole discretion of Council as detailed in the "Expression of Interest Conditions of Response".

The EOI assessment panel will review all applications based on Mandatory Eligibility Criteria and response to the Selection Criteria, Council may (but is not required to) shortlist applicants who may then be invited to give a presentation to the panel.

The panel will assess the presentations and in conjunction with the application, recommend the preferred applicant to Council for its final consideration and approval.

2.10 FEEDBACK

Council is happy to provide feedback on an application after conclusion of the Expression of Interest process. This may be arranged by contacting Council's contact officer who is listed on the Expression of Interest Information Sheet.

2.11 CONTACT DETAILS

For further information regarding the Expression of Interest for the Malling Park, please contact Council's Sport, Leisure and Facilities Branch

Phone: 07 3412 5558

Email: council@logan.qld.gov.au

3. LOCATION MAP



4. PHOTOGRAPHIC IMAGES OF FACILITY

The following are photographs of some of the aspects of the facility.





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5. APPLICATION FORM

Please complete attached PDF "Expression of Interest Application Form"

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6. EOI CONDITIONS FOR RESPONSE

6.1 INTRODUCTION

Council invites Expression of Interests for the lease of the Facility identified in the Expression of Interest Conditions Information Sheet.

6.2 DEFINITIONS

In this document:

“Applicant” means the organisation that has applied for tenure of the Facility pursuant to this Expression of Interest.

“Business Day” means a day which is not a Saturday, Sunday or public holiday in Queensland.

“Closing Date” means the time and date set out in the Expression of Interest Conditions Information Sheet.

“Confidential Information” means information supplied or made available by Council for which the Council claims confidentiality either implicitly or explicitly or information that is brought into existence by the Applicant in this Expression of Interest for the submission of the Expression of Interest, including (but without limiting the generality of this definition):

- a) the information in the Expression of Interest Documents;
- b) the Applicant’s Expression of Interest; and
- c) the specific information (if any) for which the Applicant claims confidentiality and which is noted in Annexure A as confidential information attached to this Expression of Interest.

“Council” means Logan City Council.

“Facility” means the facility to be leased, as identified in the Expression of Interest Conditions Information Sheet annexed to these Expression of Interest Conditions.

“Personal Information” means information about an individual whose identity is apparent, or can reasonably be ascertained, from the information

“Relevant Person” means the Applicant and all officers, employees, servants, or agents, consultants or professional advisors of the Applicant or any associate (as defined by the Corporations Act) of the Applicant to whom the Applicant discloses or proposes to disclose the Confidential Information.

“Expression of Interest Conditions” means the Expression of Interest Conditions for Responses at Section 6 of this document.

“Expression of Interest Conditions Information Sheet” means the Expression of Interest Conditions Information Sheet at Section 7 of this document.

"Expression of Interest Documents" means the documents listed in the Expression of Interest Conditions Information Sheet.

"Lease" means Council's standard Sporting & Recreational Lease to be entered into between Council and the successful Applicant for the Facility.

6.3 EXPRESSION OF INTEREST DOCUMENTS

All parts of the Expression of Interest Documents shall be read and construed together so that all parts are as far as possible consistent. Where the documents are inconsistent, the documents should be read and construed in the order of priority in which they are listed in the Expression of Interest Conditions Information Sheet.

6.4 APPLICANT TO FULLY INFORM ITSELF

6.4.1 By lodging an Expression of Interest, the Applicant warrants to Council that it has:

- a) examined carefully and acquired actual knowledge of the contents of the Expression of Interest Documents and any other information made available by Council for the purpose of the Expression of Interest;
- b) examined all information relevant to the risks, contingencies and other circumstances having an effect on the Expression of Interest;
- c) examined all physical areas and facilities relevant to the Facility to be leased;
- d) informed itself of the nature of the obligations to be performed under the Lease;
- e) satisfied itself as to the correctness and sufficiency of its Expression of Interest for the performance of the obligations under the Lease; and
- f) not relied on information provided by Council or by any person for or on behalf of Council or represented to be provided for or on behalf of Council without independently verifying such information and independently satisfying itself of the adequacy, accuracy and correctness of such information.

6.5 CONTENTS OF EXPRESSION OF INTEREST

6.5.1 Expression of Interests must:

- a) be submitted on a fully completed Expression of Interest Form;
- b) be duly executed by the Applicant;
- c) include all supporting documentation requested; and
- d) be received by the closing time and date as specified in the Expression of Interest Information Sheet.

6.5.2 An Expression of Interest may not be considered as conforming if:

- a) the Applicant has failed to supply any of the information required by this document;
- b) the Expression of Interest does not accord with the requirements of the Expression of Interest; or

- c) has been lodged on the basis of any condition or qualification.

6.5.3 Late applications to be considered at the sole discretion of Council.

- a) If an application is received after the official time of the closing advertisement date as specified in the Expression of Interest Information Sheet, it must be recorded as a late application with details of the time, date and method of delivery;
- b) The EOI evaluation committee is to be given all late applications and are to make a decision on whether or not to accept the late application and then document the reasons as to why the late application was accepted or rejected.
- c) A late application may only be considered if it is received within twenty-four (24) hours after the nominated or extended closing date of the EOI and the respondent has provided advice in relation to the factor/s for the cause of the delay.
- d) The decision based on accepting or rejecting a late application must be completed before the EOI evaluation committee is given access to the expression of interest documentation.

6.6 LODGEMENT OF EXPRESSION OF INTEREST

6.6.1 The Expression of Interest must be lodged in the form required by Council in the Expression of Interest Conditions Information Sheet.

No other method of lodging an Expression of Interest is acceptable.

6.6.2 Unless otherwise stated in the Expression of Interest Conditions Information Sheet, the Applicant need only supply one copy of the Expression of Interest.

6.6.3 Council may at any time before the Closing Date by notice in writing to all prospective Applicants extend the Closing Date.

6.7 WITHDRAWAL OF EXPRESSION OF INTERESTS

An Expression of Interest may be withdrawn by the Applicant at any time by notice in writing to Council.

6.8 FURTHER INFORMATION

6.8.1 The Applicant must, if requested by Council:

- a) provide further information in relation to the Expression of Interest or any aspect of the Applicant's capacity to perform under the Lease;
- b) give a presentation at a time or place nominated by Council in relation to the Expression of Interest;
- c) consent to and co-operate with a check or audit of the Applicant's financial status by an auditor or other person appointed by Council; and
- d) allow Council or its agents to contact any referee nominated by the Applicant and authorise Council to obtain information about the Applicant from any third party whom Council reasonably considers may be able to provide information about the Applicant or which is pertinent to the Expression of Interest.

6.8.2 Council may prior to the Closing Date hold briefing and clarification sessions for

prospective Applicants (whether separately or together) at times and venues to be advised by Council.

6.8.3 The Applicant must direct all requests for site inspections, additional information or other matters in writing to the contact person specified in the Expression of Interest Conditions Information Sheet.

6.8.4 Any information provided to the Applicant by or on behalf of Council is:

- a) provided for the convenience of the Applicant only and unless expressly incorporated into the Lease or the Expression of Interest Documents, shall not form part of the Lease or the Expression of Interest Documents; and
- b) not warranted or held out by Council as accurate, correct or adequate.

6.9 CHANGES

6.9.1 At any time prior to the Closing Date, Council may issue additional or different information to Applicants, which shall be taken into account in preparation of the Expression of Interest.

6.9.2 After the Closing Date, Council may (without limitation to any other action that may be open to Council):

- a) request clarification or further information about any Expression of Interest;
- b) invite all Applicants to change their Expression of Interests in response to a change in Expression of Interest Documents in accordance with section 228(7) of the *Local Government Regulation 2012*; or
- c) enter into post-offer negotiations with a preferred Applicant or a short list of Applicants.

6.10 EVALUATION CRITERIA

6.10.1 Expression of Interests will be evaluated by Council having regard to the sound contracting principles set out in section 104 of the *Local Government Act 2009*.

6.10.2 The eligibility and selection criteria outlined in the Expression of Interest Application Form shall form the basis for the selection of the successful Applicant and the weightings stated shall apply to each of the criteria.

6.10.3 It is the Applicant's responsibility to ensure that their Expression of Interest addresses all the evaluation criteria.

6.11 ACCEPTANCE OF EXPRESSION OF INTEREST

6.11.1 Council shall not be bound to accept any Expression of Interest.

6.11.2 Council may accept any Expression of Interest in whole or in part.

6.11.3 Council shall not be obliged to consider any Expression of Interest which:

- a) was not lodged in accordance with the requirements of this Expression of Interest Conditions by the Closing Date;
- b) does not conform with the requirements of the Expression of Interest; or
- c) requests changes or variations to Council's Mandatory Eligibility Criteria in the

6.12 FORMATION OF CONTRACT

- 6.12.1** Notwithstanding that Council may advise the Applicant that its Expression of Interest has been successful, the Lease shall not be formed until it is duly executed by both parties.
- 6.12.2** The Applicant must be in a position to, and if requested by Council, execute the Lease within 30 days of receipt of notification that it is the successful Applicant.
- 6.12.3** If there is any discrepancy or inconsistency between the terms of the Lease in the Expression of Interest and the terms of any Lease forwarded to the Applicant by Council, or its authorised agents, Council's version of the Lease shall take precedence over the Applicant's version of the Lease.
- 6.12.4** Clause 6.12.3 does not apply to amendments agreed by the parties during the Expression of Interest process.
- 6.12.5** The Applicant, if it is successful, may not refuse to execute a Lease on the basis of any discrepancies or inconsistencies referred to in clause 6.12.3.

6.13 RIGHT TO INFORMATION AND DISCLOSURE OF INFORMATION

- 6.13.1** The *Right to Information Act 2009* ("RTI Act") enables the public to access information held by the Logan City Council.
- 6.13.2** The RTI Act requires the Logan City Council as an agency to disclose information it holds upon a valid request for that information, unless the documents are exempt under the RTI Act, or upon taking into account various factors prescribed by the Act, disclosure is contrary to the public interest.
- 6.13.3** Information provided by Applicants to this Expression of Interest is potentially subject to disclosure to third parties pursuant to the RTI Act. Personal Information is excluded.
- 6.13.4** If an Applicant is concerned about potential disclosure of the information being provided in the Expression of Interest to a third party, the Applicant has the opportunity to mark the information as Confidential on Annexure A at the back of this Expression of Interest.
- 6.13.5** The Council cannot give an undertaking that information provided by the Applicant will be protected from disclosure under the RTI Act even if marked Confidential. However it is evidence of the Applicant's concern on the information.
- 6.13.6** The Office of the Information Commissioner has a website at <http://www.oic.qld.gov.au/>

6.14 EXCLUSION

- 6.14.1** Council shall not be responsible for, or pay for any expenses or losses incurred by the Applicant in the preparation of the Expression of Interest, or in the event the Applicant is unsuccessful in the Expression of Interest process

7. EXPRESSION OF INTEREST INFORMATION SHEET

Brief description of the Facility to be Lease: (clause 6.2)	<p>Malling Park is a 36,100 m² facility encompassing the following</p> <ul style="list-style-type: none"> • 1 x clubhouse • 2 x cricket nets • 2 x senior cricket fields (can fit 1 x AFL field/rectangular sport field) • 1 x turf pitch • 1 x synthetic pitch
Closing Date: (clause 6.2)	5pm Monday 5th October 2020
Expression of Interest Documents: (clause 6.3)	<p>Expression of Interest Guidelines Expression of Interest Application Form Expression of Interest Conditions For Response</p>
Order of Priority (clause 6.3)	Per Expression of Interest Documents above
Expression of Interest Lodgement Times: (clause 6.6.1)	<p>Applications OPEN Friday 11th September 2020 Applications CLOSE 5pm Monday 5th October 2020</p>
Number of copies of Expression of Interests to be lodged: (clause 6.6.2)	One (1)
Format for any Expression of Interest material: (clause 6.6.1)	<p>Delivering a hard copy to:</p> <p style="text-align: center;">Logan City Council Administration Building 150 Wembley Road LOGAN CENTRAL QLD 4114</p> <ul style="list-style-type: none"> • Attention: Leasing Officer, Sport, Leisure and Facilities Branch <p><u>OR</u></p> <p>E-mailing a copy to: council@logan.qld.gov.au</p>
Name and contact details for contact person: (clause 6.8.3)	<p>Logan City Council, Sport, Leisure and Facilities Cambelle Fox – Leasing Officer Ph: 3412 5558</p>
Evaluation criteria and weightings to be applied: (clause 6.10.2)	Refer to the Expression of Interest Documents.
Any additional information to be designated as “Confidential Information”: (clause 6.13.4)	As required by the individual respondent to be noted on Annexure A



**8. ANNEXURE A:
CONFIDENTIAL INFORMATION
OF APPLICANT**