



EXPRESSION OF INTEREST

AUGUST 2025

COMMUNITY FACILITIES



OVERVIEW

Fairfield City Council is committed to the provision of community facilities to benefit our community. Council seeks to encourage community based not-for-profit organisations to offer services and opportunities to meet the needs of the community. A thriving not-for-profit sector brings together the community, encourages residents' engagement in civic life and provides community support and services for those most in need.

Council is committed to ensuring that facilities and services are accessible and inclusive, free from discrimination.

Council aims to ensure that community spaces and services meet the social, health and recreational needs of the community.

Prospective tenants will need to demonstrate the benefit to the community through a social outcome framework and commit to ongoing dialogue with Council around the services provided from the facilities.

Tenants are required to report annually on their activities and the outcomes achieved within Council's facilities.

The facilities being offered for Expression Of Interest (EOI) are:

1. GREENFIELD PARK COMMUNITY CENTRE, OFFICE 2

17 Greenfield Park Road Greenfield Park

2. THE HUB@BONNYRIGG OFFICE SPACE

2 Wall Street Bonnyrigg

EOI NUMBER: EOI - 002-25 Occupancy and use of community facilities
CLOSING DATE: 19 September 2025 5PM
CONTACT: Phone: (02) 9725 0222
Email: scd@fairfieldcity.nsw.gov.au

PART 1 INTRODUCTION

1.1 FAIRFIELD CITY COUNCIL

Fairfield City is located in Sydney's south-west, about 32kms from Sydney CBD.

The Cabrogal people of the Darug nation are the traditional owners of the land and have cared for country here since time immemorial. Aboriginal and Torres Strait Islander peoples continue to live in the area today. The Local Aboriginal Land Councils are Gandangara and Deerubbin which provide services for Aboriginal and Torres Strait Islander people in the area.

Fairfield City is home to a highly diverse population and has a long history of welcoming migrants to the community. Following the establishment of the rail line in 1856, Fairfield City's population initially remained a small community on the fringes of Sydney. The post-WWII shift in Australian migration policies saw the development of migrant hostels in Cabramatta and Villawood. At this time, large communities of typically southern and eastern European immigrants moved to the area and established a new life in Australia - leading to rapid population growth and urban development.

Through the 1970-80s, Fairfield City welcomed refugees and humanitarian entrants from Vietnam, Laos, Cambodia and South America. From 1990-2010, refugees have been welcomed from Iraq, Sudan, South Sudan, Syria, The Congo, Burundi and Sierra Leone. In 2016 and 2017, conflicts in Iraq, Afghanistan, Syria and Myanmar led to a surge in the number of humanitarian entrants settling in Fairfield City. Throughout 2012-2021, a total of 32,275 migrants settled in Fairfield City, the 4th highest intake of migrants of any Local Government

Area (LGA) in NSW. During this time, 18,910 humanitarian entrants settled in Fairfield City, accounting for 36% of the NSW intake at the time. As a Refugee Welcome Zone, Fairfield City is committed to welcoming refugees and enhancing cultural diversity in the community.

The Australian Bureau of Statistics (ABS) Census data states that in 2021, the population reached 208,475 persons and is forecast by the NSW Department of Planning, to reach 247,803 by 2041.

Services offered from Council facilities must meet the existing and emerging needs of the diverse community.

More information about our community is available from [Profile ID](#) or [Fairfield Conversations](#). For more specific information look at this [map](#) and [suburb data](#).

1.2 SERVICE STRATEGY FOR COMMUNITY FACILITIES

Providing community facilities assist Council in supporting the Key Priority Areas in Fairfield City Plan, including Community Wellbeing, Place and Infrastructure and Good Governance and Leadership.

Successful applicants will enter into a Licence Agreement with Council for a period of up to five years. The Licence Agreement will outline conditions of tenancy, including expected service levels.





Villawood Senior Citizens Centre

PART 2

CONDITIONS OF EXPRESSION OF INTEREST (EOI)

2.1 LODGEMENT OF APPLICATIONS

Closing Date 19 September 5pm

Applications are to be lodged through the Smartygrants portal which can be accessed via Council's website at fairfieldcity.smartygrants.com.au. Applicants must have a Smartygrants account to use the portal.

2.2 REJECTION OF APPLICATIONS

An application may be rejected without consideration of its merits in the event that:

- a. It is not completed and submitted before the closing date and time; or
- b. It is not submitted at the place specified in the Expression of Interest; or
- c. It fails to comply with, or qualifies or modifies in any way, any of the requirements of the EOI.

2.3 EOI EVALUATION PROCESS

Applicants' responses on the application form and in attachments provide the information required to assess the submission.

The following evaluation methodology will be used:

- a. Applications are checked for completeness and compliance - applications that do not contain all information requested may be excluded from evaluation.
- b. Applications are assessed against the Essential Criteria - applications that do not meet the essential criteria will be excluded from further evaluation.
- c. Applications are assessed taking into account the experience of an applicant, their capacity to deliver, the community benefit of the proposed service, the ability to meet local needs and best use of the facility.

2.4 CONFIDENTIALITY

Information provided is treated as confidential and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except for the purpose of assessing the application.

2.5 CANVASSING OF COUNCIL STAFF OR COUNCILLORS

Applications may be withdrawn from consideration if an applicant, whether personally or by an agent, canvasses any Council staff or Councillors with a view to influencing the EOI process.

2.6 COSTS OF APPLICATION

Applicants remain responsible for all costs incurred by them in connection with their application whether before or after the application date and whether incurred directly by them or their advisors and regardless of whether such costs arise as a consequence direct or indirect of any amendments made to the Expression of Interest by the Council at any time.

2.7 PRIVACY NOTIFICATION

By completing and submitting this application and attaching any related information or documentation, you will be providing Council with "personal information" within the meaning of the *Privacy and Personal Information Protection Act 1998*.

The purpose of Council collecting the personal information is to assist Council to identify, assess and evaluate your Expression of Interest and to notify you of any matters relevant to the EOI.

If the personal information requested in this application form and the attachments is not provided, we may be unable to identify, consider or evaluate your EOI.

The personal information may be included in business papers for Council meetings. Unless the relevant part of the meeting is closed to the public, Council is required to make business papers available for inspection by the public.

Council may make any personal information provided available for public inspection in accordance with the *Local Government Act 1993* or the *Government Information (Public Access) Act 2009*.

You may apply for access or amendment to personal information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

2.8 FAIRFIELD CITY COUNCIL - STATEMENT OF BUSINESS ETHICS

Fairfield City Council is committed to the highest standards of honesty, fairness and integrity in all its business dealings. Council's Statement of Business Ethics sets out the standards of behaviour that Council expects from its private sector partners. These standards of behaviour relate to fair, ethical and honest dealings with Council, and ensuring that the best level of service is provided to the community.

Breaches of this Statement may constitute grounds for termination of this contract. Applicants are encouraged to read and understand the statement which can be found on Council's website.

2.9 ESSENTIAL CRITERIA

Applicants' responses will be considered based on a number of factors including these essential criteria:

- a. The applicant is a not-for-profit community organisation who is financially viable.
- b. The applicant's board or committee have relevant experience and local knowledge.
- c. The organisation will meet identified community needs.
- d. More than 70% of the facility users are Fairfield City residents.
- e. The applicant organisation promotes values and respect for cultural diversity, culture and heritage.
- f. Services within the facility are provided to the community at no or minimal cost.
- g. Applicants are willing to co-locate or share space with other organisations and can show how they work well with partners.
- h. The applicant will show how they ensure services are inclusive and accessible for people with disability, newly arrived people and people of Aboriginal and Torres Strait Island background.
- i. The applicant agrees that no gambling or simulated gambling activities are to be run from the facility.

2.10 FAIRFIELD CITY COUNCIL - POLICY STATEMENT

Fairfield City Council is committed to ensuring that community facilities, infrastructure and services can be accessed by all members of the community, free from discrimination and barriers to access.

Council aims to ensure that community facilities and services promote a productive and connected community that has increased health, social support and opportunities to improve relative social and economic equity.

Allocation of community facilities is set to encourage optimum use across the portfolio whilst ensuring appropriate service provision.

Tenancy costs for Council facilities are determined annually through Council's *Pricing Policy, Fees and Charges*.

2.11 GENERAL EXPECTATIONS FROM LICENSEE

Applicants must be prepared to undertake the following:

RESPONSIBILITIES	COUNCILS EXPECTATION FROM LICENSEE
Licence fee	The Licence Fee will be reviewed annually and adjusted to align with Council's Pricing Policy Fees and Charges.
Cleaning	<p>The licensees will keep the premises neat, clean, tidy and free of damage, vermin, trade waste and rubbish.</p> <p>Licensees will undertake day to day cleaning, providing all cleaning products and equipment to a professional standard within their licenced area.</p>
Conduct	Council does not permit gambling or simulated gambling activities to be run from any Council premise tenanted to the community sector.
Damage to licenced area	Licensees will pay for repairs for any damages caused by the Licensee or its users.
Documentation	A Licence will be issued in accordance with Council's standard Licence for Community Facilities. A copy of the draft documents can be obtained by contacting Council's Property team on 9725 0222.
Garbage Service	<p>The Licensee is responsible to ensure that bins are placed for collection and secured at all other times.</p> <p>Licensees are expected to proactively manage litter associated with the site ensuring that the general environs are maintained in a clean and tidy manner at all times, including the safe disposal of sharps and glass.</p>
Inspections	Council staff and contractors will undertake inspections on a 6 monthly basis to meet licence requirements, fire safety regulations, complying occupancy and building code standards. Licensees are required to adhere to Councils keying system to provide access as required including after hours.
Insurance	The licensee must effect and maintain public liability insurance for no less than \$20 million.
Legal Costs	The Licensee is responsible to pay to the Licensor legal costs and disbursements in connection with the preparation, negotiation, execution and distribution of this Agreement, and the Licensor's reasonable administration fees.
Modifications or alterations	Any required modifications or alterations to the premises to suit the Licensee's requirements will be the responsibility of and at the cost to the Licensee. Prior approval must be sought in writing from Council before undertaking any alterations to the premises and may include a requirement to lodge a Development Application.
Outgoings	Licensees are responsible for paying all outgoing on their property unless otherwise stated in the property description. For example, telephone, internet, water and power costs.
Plan of Management	The Licensee must comply with the Plan of Management that applies to the Premises and/or the Permitted Use.

RESPONSIBILITIES	COUNCILS EXPECTATION FROM LICENSEE
Repairs & Maintenance	The licensee must keep the Premises in a good state of repair and condition (fair wear and tear excepted) having regard to its condition as at the Commencing Date and comply with any notice served on the Licensee by the Licensor requiring the Licensee to carry out any repairs being the responsibility of the Licensee within fourteen (14) days of the date of service.
Reports	Licensees must provide an annual report to Council on service delivery in the agreed format.
Security	Licensees will use and monitor security features for the building as approved by Council. Any breach of security will be reported to Police and Council staff promptly.
Signage	Council does not permit the use of signs other than Council branded and approved signs in line with its Public Domain Standards and Specifications Manual and the Council Style Image and Promotion Guide. Only approved banners (approx. 5 metres in length) can be displayed at Council community facilities.
WHS	Licensees are to comply with all WHS practices in line with the Work Health and Safety Act 2011.



Bonnyrigg South Community Centre



PART 3 FACILITY DETAILS

3.1 INTRODUCTION

The facilities being offered for occupation by way of a proposed non-exclusive Licence Agreement are:

1. GREENFIELD PARK COMMUNITY CENTRE, OFFICE 2

17 Greenfield Park Road Greenfield Park

2. THE HUB@BONNYRIGG OFFICE SPACE

2 Wall Street Bonnyrigg

The facility is detailed in sections 3.2-3.3

3.2 GREENFIELD PARK COMMUNITY CENTRE, OFFICE 2

17 GREENFIELD PARK ROAD GREENFIELD PARK

PROPERTY DETAIL:

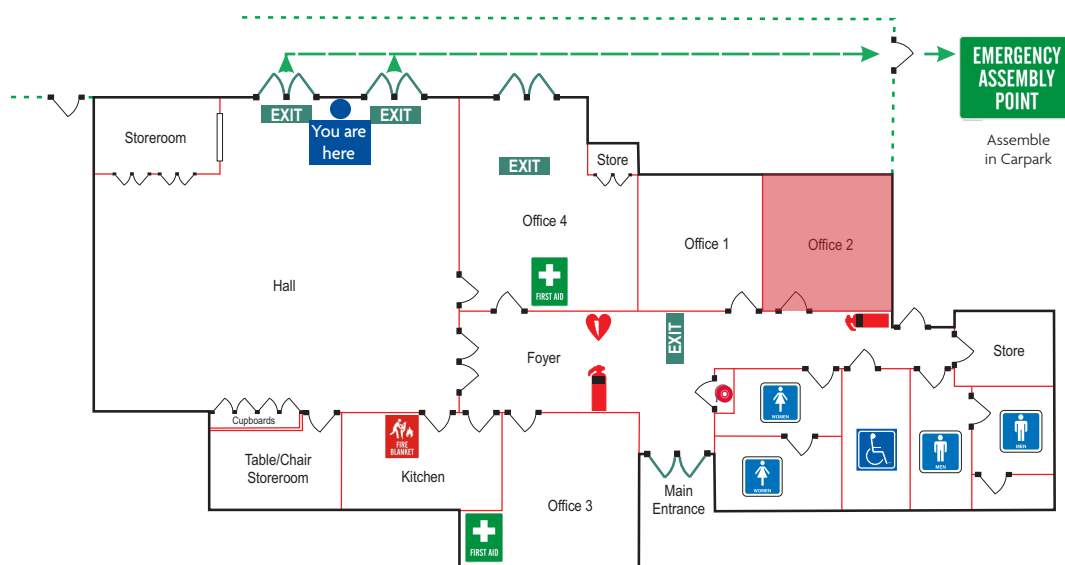
The Greenfield Park Community Centre is a brick building that was purpose built in the mid 1980's.

The venue includes 4 offices 3 of which are already tenanted. There are shared kitchen facilities and a community space that is leased to the public through Council on weekends and by service providers during the week.

The facility has no waiting room and is seeking a tenant who will see people only by appointment. The entrance is locked during the day for the safety of aged day care participants.

Address:	17 Greenfield Rd Greenfield Park
Property Details:	Lot 136 / DP 260488
Zoning:	Zoned R2 Low Density Residential under Council's Local Environmental Plan 2013
Land Classification:	Operational
Premises:	Office 2
Annual Licence Fee:	\$4,160 inclusive of GST

The licence fee has been set in accordance with Council's Standard Fees and Charges and is subject to annual review and any resolution of Council to adjust the terms of the Licence Agreement.



Location of office 2

Greenfield Road



Office 2

3.2 THE HUB@BONNYRIGG DHANAWI - OFFICE

PROPERTY DETAIL:

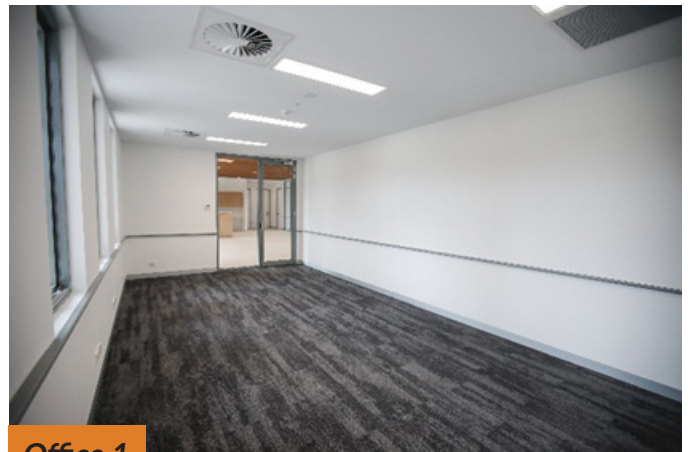
Recently built the The Hub@Bonnyrigg offers a large single open office space located within the community centre. As with other council leases, the common space will be managed by Council. Your organisation will have access to a shared kitchenette and toilets. Usage of the meeting room facilities and halls are available through Council's booking system.

Address: The Hub@Bonnyrigg, 2 Wall Street, Bonnyrigg
Annual Licence Fee: \$4,160 inclusive of GST

The licence fee has been set in accordance with Council's Standard Fees and Charges and is subject to annual review any resolution of Council to adjust the terms of the Licence Agreement.



Office 1



Office 1



Location of the premise