



HUON VALLEY COUNCIL

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ABN: 77 602 207 026

EXPRESSION OF INTEREST

Lease of land

Cygnet Town Hall, 14 Mary Street, Cygnet

Former Municipal Offices and Space at the rear of the Hall

Portion of Certificate of Title 249559 Folio 1



Closing Date: 5pm Monday, 6 January 2025

About the Huon Valley

The Huon Valley is a vibrant, semi-rural community located 30 minutes' drive south of the Tasmanian capital city, Hobart. It is Australia's southernmost municipal area with a population of more than 19,500 people.

The Valley's 5,497 square kilometres is dominated by meandering waterways and forested hills. The region's fertile landscape produces a dazzling array of quality foods that has helped Tasmania earn its reputation as a food lover's paradise with mushrooms, cider, cherries, wine, seafood, fruit and other gourmet delicacies.

About Cygnet

Cygnet is a 50-minute drive (55 km) south of Hobart and this small hamlet lies between the beautiful D'Entrecasteaux Channel on one side and the majestic Huon River on the other. The town is the centre of the fruit growing Huon Valley where apple, cherry and berry orchards line the hills.

Popular among artists, musicians and those looking for alternative lifestyles, Cygnet includes several craft shops, art studios and galleries. You can see their works firsthand in a meet the maker experience on the Cygnet Art Trail. Cygnet is also home to the Cygnet Folk Festival attracting thousands of visitors in February every year. The festival provides entertainment to a wide audience of Festival attendees, providing opportunities and a springboard for young musicians, opportunities for local businesses, and new friendships.

THE OPPORTUNITY

Council is seeking expressions of interest (EOI) for a lease of office and building space within the Cygnet Town Hall.

The Lease term will commence no earlier than 1 April 2025.

LOCATION

The space available for lease is owned by Huon Valley Council and is located at 14 Mary Street, Cygnet (being part of Council land comprised and more particularly described in Folio of the Register Volume 249559 Folio 1).

BACKGROUND

In 2023, Council undertook engagement with the Cygnet community regarding the future of the Cygnet Town Hall.

Whilst the Report is being considered as part of the Council's General Halls Review currently being undertaken, the outcomes of the Report have informed opportunities for lease of the space as follows:

“Opening up tenancies to expressions of interest every three to five years, to ensure equitable access to tenanted spaces. This would require a transparent selection process to ensure use of the spaces is in line with the community’s preferences and the vision for the Hall.”

Preferred activities for the Hall (that includes opportunities for the space available for lease) are as follows:

- Local community newspaper
- Social enterprise
- Community hub (information and support)
- Markets
- Performances (music, drama, films)
- Festivals
- Gallery/exhibitions
- Community workshops/classes
- Community Group meetings.

The space available for lease is in three tenancies and include rooms from the former Port Cygnet Council main offices at the front of the Town Hall and the under-stage room at the rear of the Town Hall.

The areas to be leased are approximately:

- 72m² in respect of the space at the front of the Town Hall shown in blue on the plan in Appendix A (marked Store, Rear office, Main office). The leased space includes use of existing furniture and equipment (available on request). The Lease will also have shared use of the Toilets, Main Entrance, Hallway and Kitchen.
- 56m² in respect of the space at the front of the Town Hall shown in dark grey on the plan in Appendix A (marked Meeting room and Front room). The Lease will also have shared use of the Toilets, Main Entrance, Hallway and Kitchen.
- 55m² in respect of the space shown outlined in yellow on the plan in Appendix A (marked Gallery Space and Gallery Store).

EXPRESSION OF INTEREST (EOI)

The EOI process is required to be undertaken in accordance with Huon Valley Council's Lease Policy. This process provides Council with an opportunity to select a Lessee based on criteria which delivers broad community benefit.

The Lease Policy can be viewed on Council’s website at: [Lease Policy Gov-Corp 007](#)

In accordance with the Lease Policy, the incoming Lessee will be categorised as a Community Based Business, Sporting and Community Organisation, Commercial

Business, or Private Individual. This will determine the amount of rent payable under the Lease. EOIs are sought for the three (3) areas as separate Leased areas.

Any EOI is not limited to the three (3) current defined lease areas and may seek to lease the whole of or any part of the premises that is available. The EOI must address the reasons for the areas sought if they vary from the three (3) existing areas.

TERMS AND TENURE

Lease

The Lease agreement will be in accordance with Council's Lease Policy.

The term of the lease will not exceed five (5) years to be approved by the Council.

Operational requirements and charges

Item	Requirement
Term	Up to five (5) years
Permitted use	Any EOI must address how the proposed use addresses the planning scheme requirements for the Local Business zone such that it may be approved by the Council. All planning and building approval costs are payable by the successful lessee.
Lease fees	In accordance with Lease Policy, clause 3.11
Service charges	Service charges supplied to the Premises only. These will be apportioned across the premises in accordance with the approved Lease.
Reasonable outgoings	The Lessee will be responsible for all outgoings associated with the lease of the Premises including but not limited to charges for installation, use and rental of gas, electricity, telephone/internet, water, cleaning, rubbish removal and TasWater charges for water and sewerage disposal that are directly applicable to the Premises. Any costs will be apportioned across the Premises in accordance with the approved lease.
Insurance	<p>The Lessee must hold Public Liability Insurance of at least \$20M providing coverage for all activities undertaken pursuant to the agreement.</p> <p>The Lessee is responsible for insuring the property, contents, fixtures and fittings of the Lessee.</p>

EOI SELECTION CRITERIA

Expressions of Interest must include the following information:

1. The name of the organisation or person proposing the use.
2. The legal entity of the organisation (whether an individual person, an incorporated association, body corporate or corporation).
3. Evidence of insurance relevant to the proposed use including a minimum of \$20M public liability cover.
4. Statement of the proposed use and how it addresses the following *Preferred Activities*:
 - Local community newspaper
 - Social enterprise
 - Community hub (information and support)
 - Markets
 - Performances (music, drama, films)
 - Festivals
 - Gallery/exhibitions
 - Community workshops/classes
 - Community Group meetings.
5. Concise Business Plan relevant to proposed use.
6. Financial status of the organisation or person proposing the use. The Council may request the prospective Lessee to provide the Council with financial documentation demonstrating the viability of the use and ability of the prospective Lessee to pay the costs and expenses under the Lease.
7. Statement of experience relevant to carrying out the proposed use.

FURTHER INFORMATION

Further information may be requested and may be provided at the Council's discretion taking into account the need for all persons or organisations interested in lodging an EOI are able to be provided with the same information.

Closing Date

Expressions of Interest are due by 5pm on Monday, 6 January 2025.

Lodgement

Expressions of Interest are to be lodged addressed to the Chief Executive Officer, Huon Valley Council:

By email: legal.pa@huonvalley.tas.gov.au

By Mail: PO Box 210, HUONVILLE 7109

In Person: At Council's Customer Services Centre 40 Main Street, Huonville.

Enquiries

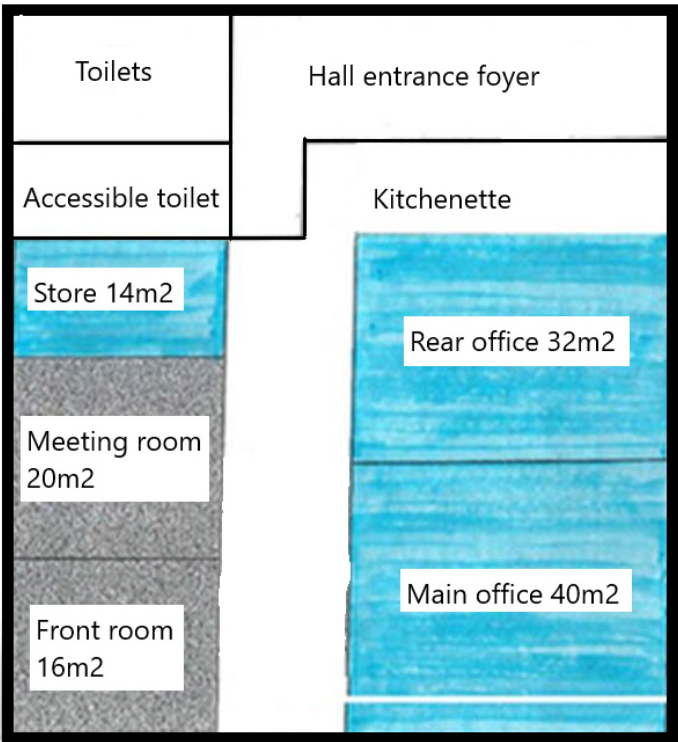
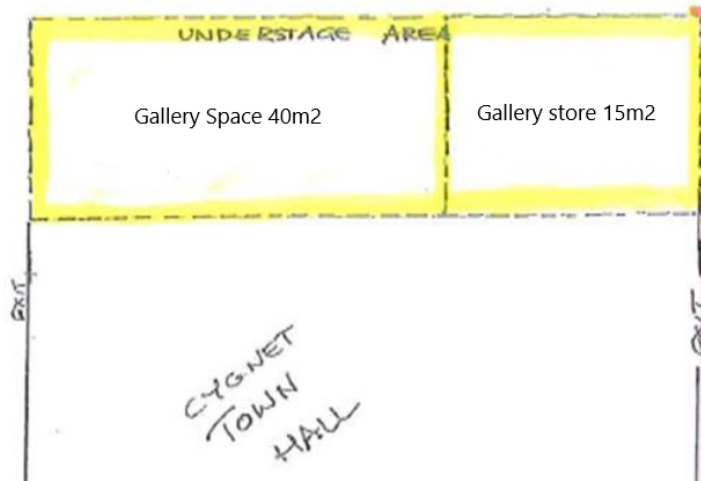
This expression of interest is being administered by the Office of General Counsel within Council and any enquiries regarding this expression of interest can be made to that area:

Phone: 03 6264 0300

Email: legal.pa@huonvalley.tas.gov.au

APPENDIX A

LEASE SPACE PLANS (See Background to this EOI)



Mary Street
