

Information Pack

Expression of Interest (EOI)

For the occupancy of Boronia Progress Hall - 134 Boronia Rd,
Boronia



The Expression of Interest Process

Knox City Council is undertaking an Expression of Interest (EOI) for the tenancy and management of Boronia Progress Hall.

Prospective occupants should carefully read this information pack before submitting their EOI.

All EOIs must be submitted via the expression of interest form by 5th May 2026, 5:00pm. **Late applications are unable to be accepted.**

When considering potential occupants, Council will favour Tenants whose purpose and activities align with Council plans, policies and objectives for benefiting the Knox community.

Council's Leasing and Licensing Policy supports an open market approach selection process to determine a suitable tenant for a facility - <https://www.knox.vic.gov.au/our-council/policies-strategies-and-plans/policies-leasing-council-facilities>.

Expression of Interest timeline

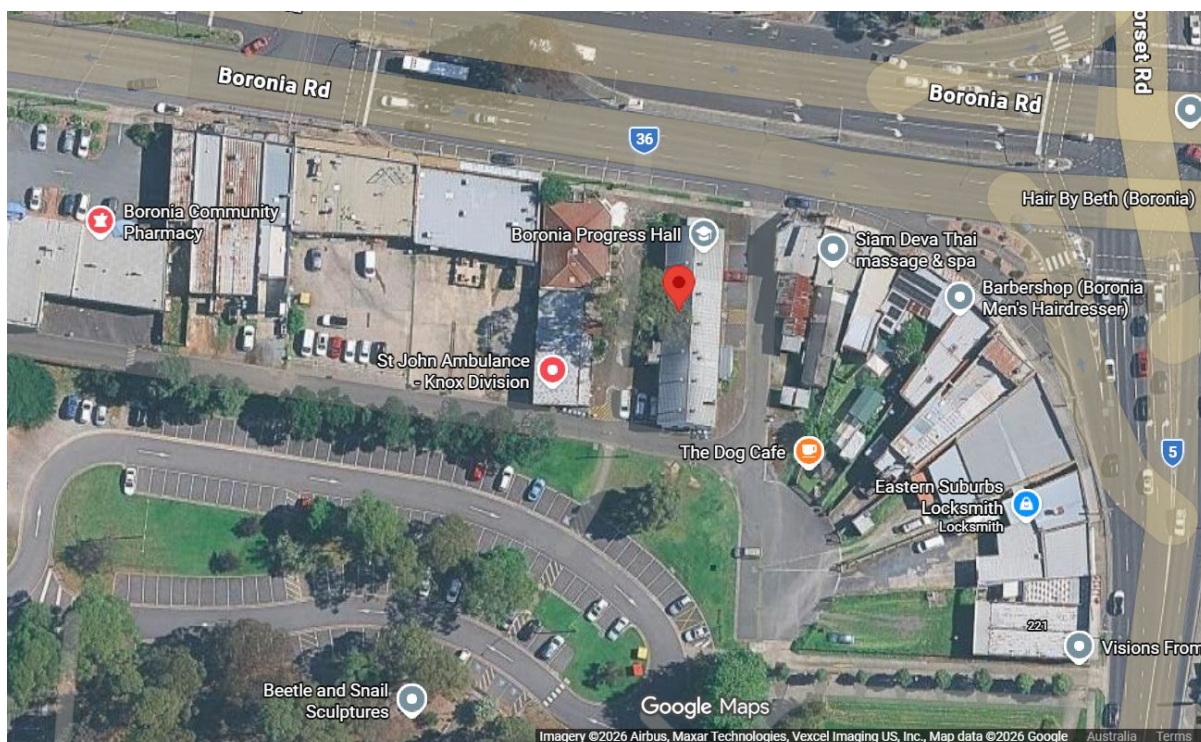
The expression of interest process will comprise the following steps and observe the following timelines:

Steps	Indicative Timelines
Expression of interest opens	7 th April, 9am
Inspection of facility by prospective tenant (if requested). By appointment only	8 th – 16 th April
Closing date for submission of expression of interest.	5 th May, 5pm
Negotiation with successful applicants	June 2026
Commencement of new occupancy agreement with successful applicants * Dependant upon final negotiations and subject to final approval at a Council Meeting*	Estimated late 2026

Facility Information

Location and site

Boronia Progress Hall - 134 Boronia Road, Boronia.



Description

Boronia Progress Hall is situated at 134 Boronia Road, Boronia. This community hall consists of a main hall, stage area, small training/meeting room, full kitchen, toilets and storerooms. The site has wheelchair access, accessible toilets, parking onsite and public transport access. Capital works have recently been completed at the hall with the addition of an accessible ramp into the building and upgrades to the kitchen.

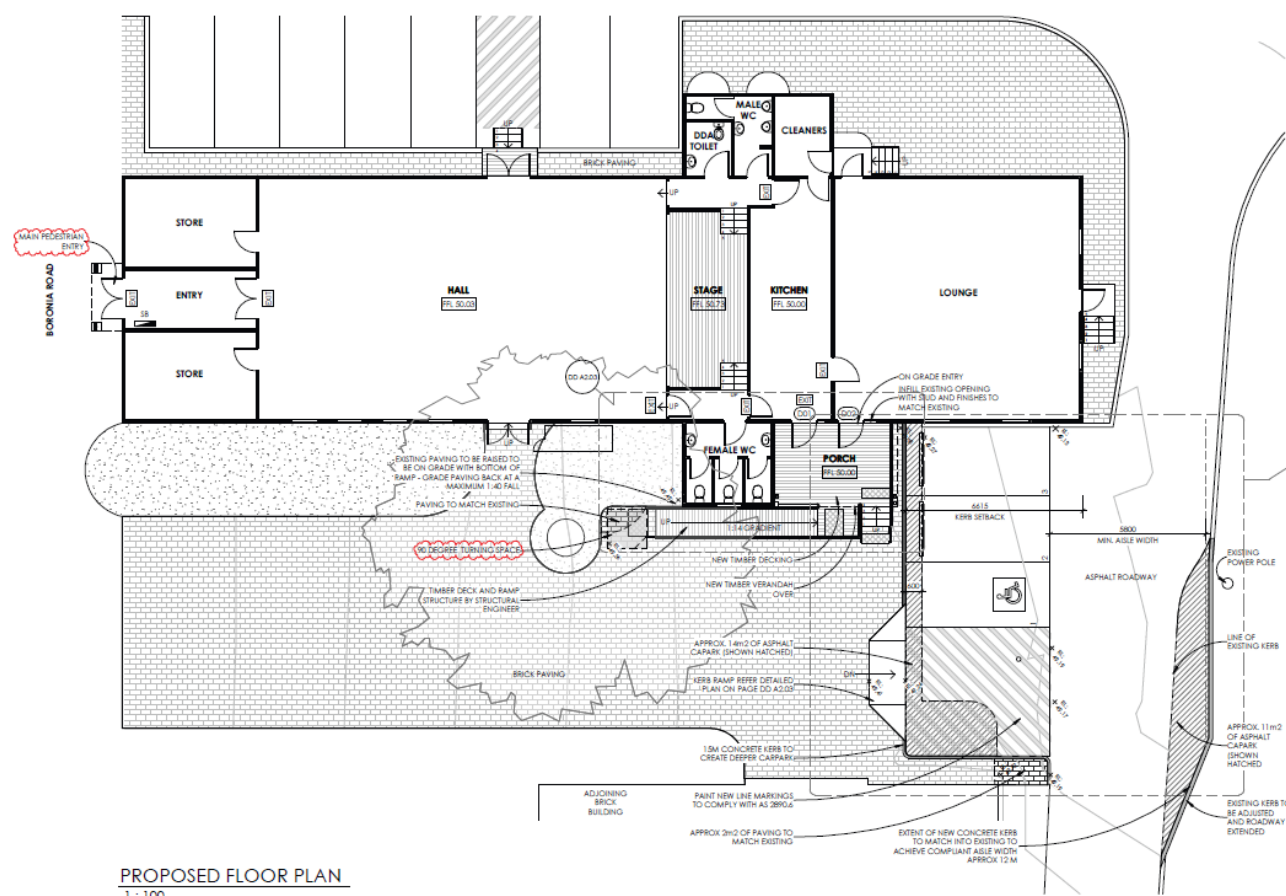
The facility has an approximate building area of 354.6m² and is suitable for a range of activities including community programs, fitness and recreational classes, meetings and training events.

Located within the area is the Boronia Library, Community Service Organisations, Knox Leisure Works, Tomore Reserve, Boronia Train Station, Boronia Police Station and retail and shopping outlets.

Utilities and services available at the site include electricity, water, sanitary and wastes service, internet and telephone (at tenant's expense).



Floor Plan



Condition of site

All facilities are offered for lease in their current condition. Any approved facility upgrades would need to be funded by the tenant at the tenant's expense. Prior Council approval required.

Terms and conditions of occupancy

Standard terms and conditions are included in the occupancy agreement and set out the responsibilities, obligations and agreements between the tenant and the landlord. Other, special conditions may be agreed upon during negotiation of the occupancy agreement. An example occupancy agreement document is available within the application form.

Eligibility

The tenant must be a legally constituted organisation, such as an incorporated association/not for profit organisation or charity. Individuals are not eligible.

Preferred tenant

The preferred tenant would be a non-profit Community Organisation or Community Group. Preferably, the organisation would have previous experience in managing a community facility and have well-developed capacities in community liaison, customer service, financial management and business planning.

Permitted Use

Permitted use will be specified in the occupancy agreement. Tenants who's activities align with Knox's Council and Health and Wellbeing Plan will be considered favourably.

Operating hours

Operating hours are negotiable however the following applies:

- Noise emanating from the premises must cease by 11pm Friday and Saturday and 10pm Sunday to Thursday
- The premises must be vacated by 12am Friday and Saturday and 11pm Sunday to Thursday.

Hire of facility

The Tenant may, with prior written approval from Council, make the facility available for hire to third persons, where this does not interfere with the primary purpose of the facility or adversely affect the amenity of nearby neighbours, provided that any hirer complies with Council hiring policies.

Surplus money generated from the hire of the facility must in the first instance be utilised to support enhancements to the facility. Remaining funds are to be used at the discretion of the tenant for the benefit of the Knox Community.

Insurance

The tenant must hold public liability insurance for \$20 million and ensure that individuals or groups hiring the facility also hold appropriate public liability insurance.

Council's insurance policies do not cover the tenant's contents.

Reporting requirements

Council will monitor the performance of the tenant and compliance with the tenancy agreement. The tenant must provide Council with an annual report with information including:

- The activities undertaken
- Utilisation summary
- Details of any building maintenance and improvement undertaken

- A list of current committee members and contact details
- The tenant's most recent annual report and financial statements.
- Key register

Council may meet the tenant regularly to discuss any relevant matters and visit the facility to check its presentation.

Council Policies

The Tenant must comply with, and ensure the Tenant's Agents comply with and uphold relevant Knox City Council Policies, as amended from time to time - <https://www.knox.vic.gov.au/our-council/policies-strategies-and-plans>.

Council Objectives

Council aims for the operation of the facility are as follows:

- Use of the facility provides a social benefit to the Knox community
- The facility is available and accessible to the broader Knox community.
- The management of the facility is underpinned by sound governance capabilities and financial management practices.
- The facility and its surrounds are always presented in a clean, safe and tidy condition.
- The operation of the facility does not cause any residential amenity issues.
- Sustainable operating processes are in place.

Usage preferences

Council's preferences for use of the facility are as follows:

- Use is optimised to provide access to a diverse range of users.
- Activities must be suitable for the size and fabric of the facility.
- There must be clear and demonstrable community benefit.

Occupancy arrangements

Council's standard occupancy agreement is a lease agreement for a term of 5 years. Council is open to negotiating alternative proposals subject to tenant requirements.

Responsibilities of tenant and Council

Responsibilities of the tenant:	Responsibilities of Council:
Take out all appropriate insurances, licences, registrations, etc. that are needed for operation of the facility.	Respond promptly and effectively to requests made by the tenant in relation to matters associated with the facility.

Maintain the facility in a clean, safe and properly functioning condition.	Monitor the performance of the tenant, including the satisfaction of users.
Ensure compliance with all legal reporting requirements and Council policies.	Ensure compliance with the terms of the occupancy arrangement including the Building Maintenance Schedule.
Effectively liaise with and give support to users in matters relating to the facility.	
Formally report to Council on the operation of the facility on an annual basis, or at any other time requested by Council.	
Promptly inform Council of any matters related to the operation of the facility that Council should be aware of.	

Fees and charges

The annual rental fee applicable is in line with Councils adopted schedule of fees and charges. For reference, please see link to 2025-2026 fees. These are reviewed and updated annually.

<https://www.knox.vic.gov.au/our-council/about-council/annual-budget>. The rental fee will be based on the tenant category selection as outlined in the Leasing and Licensing Policy.

The tenant is liable to pay all fees and charges for utilities and services including, but not limited to, electricity, gas, telephone, water, waste, sanitary services and security as and when they fall due.

EOI assessment Process

The selection process for the prospective tenant will be undertaken by an internal Council Panel.

The Panel will meet to consider each expression of interest and further information may be requested as required.

The preferred tenant will be selected and notified by a representative of the panel. Subsequent meeting/s will be held between the preferred tenant and appropriate Council officers to negotiate the terms and conditions of the tenancy agreement and resolve any other relevant matters. The occupancy agreement will require final approval from Council prior to be signed and executed.

Evaluation Criteria

Each EOI will be evaluated against a set of established criteria. These criteria will reflect the ability of the group to satisfy the aims outlined in Council's aims and preferences above.

No.	Criterion	Description	Weighting
1	Alignment with Council Objectives	Activities align with Council priorities, including the Council Plan and Health & Wellbeing Plan	20%
2	Community Benefit	Demonstrates clear social, cultural, recreational or wellbeing benefits for the Knox community	20%
3	Access & Inclusion	Facility is accessible and available to the broader Knox community	15%
4	Governance and Financial Capacity	Demonstrates sound governance and financial capability to manage the facility	15%
5	Facility Management	Capacity to maintain the facility in a clean, safe and tidy condition, with no negative impacts to neighboring properties.	15%
6	Sustainability	Sustainable and environmentally responsible operating practices	15%
7 **	Capacity to Fund and Deliver Facility Upgrade Works ** NOTE: This criteria (7) only applies to applications for 1 Rollings Road, Upper Ferntree Gully)	Demonstrated capacity to self-fund, manage and complete required upgrade works to bring the vacant facility into a suitable operational condition, within agreed timeframes and standards (prior Council approval will be required)	Additional 20%

Additional Information

Council Contact

If you need any further information about the facility or the EOI process please contact the Community Strengthening Property Team on cwvenues@knox.vic.gov.au.

Facility inspection

The facilities will be available for viewing by interested persons/groups by appointment only. To schedule an inspection please contact Community Strengthening Property Team at cwvenues@knox.vic.gov.au. **All property inspections must be booked prior to the 7th April 2026.**

How to submit an EOI

The expression of interest application form is located at [Proposal to lease, sell and exchange Council land | Knox](#)

Submissions must be made by 5th May 2026, 5pm. Late submissions will not be accepted.

Confidentiality/Privacy statement

Knox City Council is committed to protecting your information privacy. We do this according to the Privacy and Data Protection Act 2014 and the Health Records Act 2001.

For further information regarding privacy please visit <https://www.knox.vic.gov.au/our-council/legislation-and-local-laws/your-privacy>.

Declaration of Relationships / Conflict of Interest

You will need to tell us about any relationships that you, or a member or your organisation or your organisation has with a Council staff member or Councillor.

This includes, but is not limited to the following types of relationships:

- representation on your Committee or Board of Management
- membership of your organisation
- personal relationships such as family members or partners.

It does not include professional relationships that occur in the usual operation of your organisation such as the use of your organisations services or programs.

The information you provide during the EOI process won't influence the outcome of your application, however it will assist us in ensuring your application is assessed fairly and accurately, in an unbiased process that ensures transparency across grant programs offered by Knox City Council.

Council Rights

Occupancy agreements will incorporate all terms and conditions and special conditions relevant to the group or organisation. Council reserves the right to **not** proceed with the occupancy agreement negotiations following the EOI process. Final execution of any agreement will be subject to Council approval.