



Redland
CITY COUNCIL

PROJECT BRIEF FOR INVITATION TO LODGE

EXPRESSIONS OF INTEREST

LICENCE TO OCCUPY PICKLEBALL COURTS

LOCATED AT EGW WOOD SPORTSFIELD

347-371 BIRKDALE ROAD, WELLINGTON POINT



Submissions open 2 March & close 12.00pm 24 March 2026

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Introduction

Redland City Council (Council) is seeking Expressions of Interest (EOI) from pickleball clubs for the Licence to Occupy (LTO) and the management of 12 pickleball courts at EGW Wood Sportsfield at 347-371 Birkdale Road, Wellington Point.

Council has recently undertaken linemarking for pickleball at 20 courts at EGW Wood Sportsfield, 8 of these courts will remain publicly accessible through Council's online booking system, Bookable, and 12 courts will be offered to a club to licence and manage.

The site will remain under a LTO held by All Stars Netball Inc as the lead LTO holder, as a training facility and clubhouse. The clubhouse, including amenities and storage, will continue to be allocated exclusively to All Stars Netball.

Council is seeking proposals from interested community groups to be the secondary LTO holder of 12 pickleball courts with the aim of optimum use and maximising sport and recreation opportunities for the Redlands.

This invitation for EOI is not an offer by Council to financially or operationally assist organisations in the setup, establishment and or ongoing operation or maintenance of the project or activity.

This EOI is an invitation to demonstrate your interest whereby you can submit ideas, strategies and business cases to Council for consideration. Council can then determine whether we have interest in your submission and if so, we then may invite you to enter into a Licence to Occupy.

Objectives and Outcomes

Objectives:

The objectives of this project are to:

- Identify an appropriate group to licence the courts;
- Maximise community benefit;
- Optimise usage of the courts;
- Expand the range of sport and recreation activities available to the community;
- Establish an appropriate management plan in conjunction with the licence holder; and
- Support Council's strategic priorities as detailed in the Corporate Plan.

A partnering or collaborative approach is actively encouraged and applicants will be asked to demonstrate how they will achieve this, bearing in mind that All Stars Netball is the main LTO holder. Council is also interested in considering how applicants may be looking to enhance the current facility for their immediate and future use. For example there is no storage available on site for Pickleball. The successful licensee may apply to Council for Landowner's Consent to install storage facilities at the club's cost.

Outcomes:

The project aims to arrange for the management of the facility for the purpose of providing a service to the community that achieves the following outcomes:

- Well utilised community facility that meets the needs of the local community, improves social capital and service delivery;

- Compatibility and not having an adverse impact on any surrounding residential, business and recreational areas and facilities;
- Effective partnership between Redland City Council, the main licence holder, the new secondary licence holder and the local community;
- Courts that are managed by a club that will offer:
 - Affordable club membership
 - A supportive approach and affordable hire of the courts
 - A friendly atmosphere which is welcoming to new members
 - Inclusivity and which is open to all abilities
 - Social and competition pickleball
 - A well organised system for operating, managing and booking courts that is equitable and transparent
 - A strategy to grow and develop pickleball in the Redlands
 - A collaborative mindset, particularly with the main licensee and like minded groups
 - The nurture and progression of pickleball in the Redlands as a core value.

Site and Facility Details

Location:	347-371 Birkdale Road, Wellington Point Lot 2 RP107142
Size/Area:	Area available: <ul style="list-style-type: none"> • Approximately 2,400m² • Within EGW Wood Sportsfield • Located on the 4 courts for which Allstars Netball Club Inc is the main licence holder, between the cricket oval and the bowling green at the southern end of the sports fields – refer Appendix 1
Zoning/Land Use:	Zone description – Recreation and Open Space Land Use – Park
Features:	<ul style="list-style-type: none"> • Hard surfaced courts, line marked in January 2026 for 12 pickleball courts • Off-street parking within EGW Wood Sportsfield • Lighting for night games • Use of amenities of head licensee (All Stars Netball Inc) to be arranged between the licence holders. Likely to be a \$50 fee for cleaning. • Free of charge use of toilets 200m to northeast, next to the Wellington Point Recreation Hall.
Maintenance and operational responsibilities	The licence holder will be responsible for the following: <ul style="list-style-type: none"> • Provision of own pickleball equipment (eg nets, paddles and balls) • Cleaning of courts • Refresh and replace line marking and minor repairs on courts as required. Council is responsible for structural repairs only. • Electricity charges relating to night lighting • Council will be responsible for the replacement of lightbulbs.
Hours	The hours offered under the Licence To Occupy will be: <p>1 February to 30 September Monday, Tuesday, Wednesday and Thursday: 7.00am – 2.30pm Friday, Saturday and Sunday 7.00am – 9pm</p> <p>1 October to 31 January Monday to Sunday 7.00am to 9.00pm Cooperation will be required to work with main licensee for 'special days' which may include sign on days, meet the netball coach days etc.</p>

Inspection

A viewing of the courts and a chance to ask questions will be held on **Wednesday 18th March 2026 from 8.30-9.30am**. You are welcome to advise of your attendance by emailing Larissa.godfrey@redland.qld.gov.au otherwise we will see you on the day.

Requirements

Eligibility:

Organisations must benefit the wider community and fall within the following purposes:

- i. Sporting
- ii. Recreational
- iii. Community Services (including health)
- iv. Arts and Cultural
- v. Educational
- vi. Volunteer Emergency Organisations

Lease and Licence Area and type:

1. Where a building is to be leased to a community organisation the footprint of the building only is leased from Council.
2. A lease will be granted over the full site where an exclusive or potentially hazardous activity occurs eg. golf club, bowls club, museum, tennis court etc.
3. A licence to occupy may be granted for the use of activity areas outside the building footprint and will clearly define all responsibilities of the Club during the term.
4. A licence to occupy may be granted over land and buildings where a community group is trying to establish a new service or program.

Tenure Term:

1. The period of a lease term will be from 1 to 5 years with longer leases where the lessee invests significant funds into infrastructure.
2. The period for a licence to occupy will be from 1 to 3 years.
3. Longer leases may also be negotiated for emergency services.

Fees and Charges:

Fees and Charges are in accordance with Council's annual schedule of fees available on Council's website. The annual fee for a Category A Club in 2025-26 is \$1.

Additional requirements in relation to conditions and asset management/maintenance responsibilities will be negotiated at the offer stage.

The following items are required to be completed as part of the legislative requirements (**if applicable to the structure**) by the successful applicant and at their cost:

- Complete Residual Current Device (RCD) testing – and test annually;
- Supply and install fire extinguishers – and test 6 monthly;
- Create a Fire and Evacuation plan – and review annually;
- Complete smoke detector testing – and test annually if applicable.

Submission Assessment Process

The following process will occur:

- All of those who have lodged a submission shall receive an email of confirmation.
- Council will identify which submissions appear to focus on and deliver what Council desires for the facility and which have further development potential. These will then be explored in consultation with the parties identified.
- The parties identified above will then be short-listed and those proposals will be presented to Council's Community Land and Facilities Panel for consideration.

Submissions will be assessed against the Assessment Criteria as outlined in the section below and Council's Community Leasing Policy (CDV-001-P). Council in its sole discretion may determine not to proceed with any of the proposals submitted.

Specifications of Expressions of Interest

Organisations interested in preparing a submission must complete the Council Land and Facility Application form (downloadable from Council's website https://www.redland.qld.gov.au/info/20115/parks_venues_and_facilities) and must ensure the following information (**where relevant**) is included:

A. Overview of your Organisation:

1. Organisation name, ABN, proof of Incorporation and contact details;
2. Nominated contact person and contact details;
3. Brief description of organisation (purpose, goals & objectives) including organisational history;
4. Brief description of services/programs/activities currently provided;
5. Location of current operations and mode of service delivery;
6. Current staffing structure of your organisation (paid staff and/or volunteers);
7. Details of how your organisation is funded (e.g. grants, membership, fundraising, sponsorships etc.);
8. Description of your organisation's management structure and contact details of President, Secretary and Treasurer;
9. Details of two (2) referees for your organisation that are not on the management committee.

B. Details of your proposal to use the facility or facilities:

1. Describe how this Licence to Occupy aligns with your organisation's Strategic Plan and provide a copy of your Strategic Plan;
2. Describe your proposed usage of the facility– what services will be provided and what activities will be conducted in the facility;
3. Describe who is likely to access your services or participate in the activities proposed and indicate how many;
4. Provide details of how often you would use the facility (indicate which days, times of day and duration of proposed usage);
5. How many employees/volunteers and participants do you expect at the site and what might be the demand for parking? Describe usage patterns including peak and off-peak times;
6. Preferred commencement date;
7. If relevant, indicate how you propose to manage the shared use of the facility, i.e. how you will arrange for other groups in the community to access the facility for their use;
8. Describe what fit out or improvements you propose for the facility to support your intended use – include both immediate and future developments, how these developments are likely to be funded and how this will align with your strategic plan;
9. Demonstrate the need for the proposed use of the facility, include how you have identified this need;
10. How the proposed use will benefit the immediate community;
11. Describe the impact your activities will have on the surrounding residential, business and recreational areas and facilities.

C. Financial Details:

1. Describe how your organisation plans to maintain the building and how this will be funded;
2. Describe how your organisation will meet (fund) other recurrent charges it will be responsible for (e.g. rates & charges, utility charges, insurances);
3. Describe how your service, programs and activities will be funded (staff costs, plant & equipment purchase/maintenance, transport etc.).

D. Supporting Documentation:

The following documentation is required to support your Expression of Interest:

1. Copy of your organisation's Annual Financial Statement for the previous three (3) financial years (or as relevant);
2. Copy of your organisation's most recent annual report or President's report;
3. Copy of your business plan for this proposal;
4. Letters of support or referees letters for your organisation;
5. Provide proof or documentation to substantiate any community consultation (if relevant);
6. Copy of material promoting your organisation and its capability.

Assessment Criteria

In considering the Expressions of Interest for the use and management of the facility, along with the **Outcomes** identified on pages 3-4, the following criteria will be considered in making a recommendation to Council:

- a) Demonstrated capacity to deliver the proposed services (**Organisational and Financial Sustainability**) – this may be based on previous experience and/or a well planned approach outlined in your strategy/business case;
- b) Demonstrates a sustainable approach (**Organisational and Financial Sustainability**) – services can be delivered now and sustained into the future with a limited risk profile
- c) Demonstrated viability (**Financial Sustainability**) – proposal must demonstrate that it can be implemented, appropriate resources are available to deliver outcomes and the solution is realistic, having regard to the local community and its resources.
- d) Demonstrated relevance to the needs of the community; (**Community Benefit**)
- e) Demonstrated knowledge and commitment to the wellbeing of the community (**Community Benefit**) – uses and services should demonstrate an inclusive and accessible approach;
- f) Compatible with other uses in the vicinity of the place (**Community Benefit**) – proposed uses will not adversely impact activities in close proximity.

Miscellaneous

Discussion with parties expressing interest:

Council has the discretion to undertake post evaluation negotiation with any or all shortlisted submitters.

Confidentiality:

In an assessment of any offer made under the Right to Information Act 2009 (Qld) any information endorsed "in confidence" by an offerer will be assessed for non-disclosure in accordance with the terms of the legislation. Information will not be disclosed unless there is legislative authority to do so.

Costs Borne by Party Expressing Interest:

Any and all costs, expenses incurred by any person and or party developing, preparing and making a submission, including but not limited to attendance at meetings, discussions, workshops and the submission of additional information as requested from Council and or the clarification of the Invitation to Lodge Expressions of Interest, will be borne entirely and exclusively by the person and or party making the submission.

Absence of Obligation:

No legal or other obligation shall arise between any person and or party making a submission and Council. In particular, Council may elect at its sole and absolute discretion not to proceed with the process and is not obliged to proceed with any proposal or conclude any agreement.

There **will not** be a Public Opening of submissions.

Requests for Further Information:

For any further queries or information regarding this invitation to lodge Expressions of Interest, please contact:

Larissa Godfrey
Strategic Advisor Social Planning
Communities, Redland City Council

Phone: (07) 3383 3063
Email: Larissa.godfrey@redland.qld.gov.au
Postal Address: Redland City Council, PO Box 21, Cleveland Q 4163.

Lodging Submissions

Electronic submissions are required, please email to:

Larissa.godfrey@redland.qld.gov.au

Attention:
Larissa Godfrey
Strategic Advisor Social Planning
Communities, Redland City Council
Expressions of Interest for Pickleball Courts

Appendix 1

Location

