

Millers Homestead Tenancy Expression of Interest

Form Preview

Information & Instructions

Millers Homestead Tenancy Expression of Interest

PLEASE NOTE: Applications close at 5pm on Friday 31 July 2026. Late applications are unable to be accepted.

Knox City Council is seeking Expressions of Interest (EOI's) from incorporated community groups and not for profit organisations to occupy and manage:

- **Millers Homestead** **Corner Melrose Court and Dorrigo Drive** **Boronia VIC 3155**

Applicants may apply to be considered for an occupancy agreement via this online form.

Before completing all sections of this application form, please ensure you have read the information pack provided.

If you have any questions about the application process, guidelines, or timeframes, please contact the Arts and Cultural Services Team on 03 9298 8000 or millers@knox.vic.gov.au

Navigating the Application Form

You may begin anywhere in this application form. Please remember to save as you go! You will find the save button in the top right hand corner of your screen.

On the left hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click "next page" or "previous page" on the top or bottom of each page to move back or forward through the application.

Saving and printing your draft application

If you wish to leave a partially completed application, simply press save and log out. When you log back in, click on the "My Applications" link at the top of the screen and you will see a list of any applications you have started or submitted. You can then reopen your draft application and begin where you left off.

You can also download any application, whether in draft or complete. Click on the "Download" button at the bottom of the application navigation panel. Once you have downloaded your application as a PDF you can print it.

Reviewing and submitting your application

You will find a "Review" button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

If you have not answered all mandatory questions in the application form, you will be notified when you click "Review".

Millers Homestead Tenancy Expression of Interest

Form Preview

IMPORTANT: You will not be able to submit your application until all the questions are completed as required.

Once you are happy with your application, click on "Submit" at the top of the screen or on the navigation panel.

Once you have submitted your application, no further changes can be made without contacting the Arts and Cultural Services Team on 9298 8000 or millers@knox.vic.gov.au.

Attachments and supporting documentation

You will need to upload documents to support your application (which will need to be first saved onto your computer prior to uploading)

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each, however we do recommend trying to keep files to a maximum size of 5MB for ease of uploading

How applications are assessed

Eligible applications will be assessed by an internal Council panel. Applications are scored using the following weighted criteria:

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 broader Knox community

20%

3

Access & Inclusion

Millers Homestead Tenancy Expression of Interest

Form Preview

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 manage and maintain a heritage facility in a clean, safe and tidy condition with no negative impacts to neighbouring properties

15%

6

Sustainability

Sustainable and environmentally responsible operating practices

15%

Notification of Application Outcome

All applicants will be notified of the outcome of their application in writing in early September 2026.

If your application is successful

Successful applicants will be notified and Council officers will negotiate final details of the occupancy agreement with the applicant. The occupancy agreement will outline all terms and conditions as well as obligations and responsibilities for the tenant and landlord (Knox City Council). Once negotiations are complete, Council officers will present the proposed agreement to a Council Meeting for a final decision.

If your application is unsuccessful

Millers Homestead Tenancy Expression of Interest

Form Preview

If your application is unsuccessful, an email will be sent to the applicant notifying of the outcome.

The decision of Council is final, however if you have any questions about the outcome of your application, you are encouraged to contact the Arts and Cultural Services Team at millers@knox.vic.gov.au

Organisation Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Website

Must be a URL.

Current Organisation Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Is your organisation registered as an incorporated association? *

Millers Homestead Tenancy Expression of Interest

Form Preview

- ☐ Yes
☐ No
☐ TBC

If no, you will be asked to confirm if you are a registered not-for-profit legal entity

Incorporation Number

Please enter your organisations Incorporation Number *

Please provide your organisation's Incorporated Association number (can be found on Consumer Affairs web site)

Non-Incorporated Associations

Please confirm your organisation type if not an Incorporated Association (ie. a registered charity)? *

Organisation Contact

Contact Person Name *

First Name

Last Name

Please enter details of the person completing this application

Position *

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Committee/Governance Structure

Please list all Committee members below or upload a document listing names/positions and contact details of committee members.

If your organisation does not have a committee, please list members of the organisation and their contact details.

Committee Member Position
Full Name

Email Address

Phone Number

Millers Homestead Tenancy Expression of Interest

Form Preview

Option to upload list of Committee members / positions and contact details

New Question

Attach a file:

Child Safety

* indicates a required field

Knox City Council - Child Safety

Council has zero tolerance for child abuse. Tenants are responsible for understanding their obligations under the Child Safe Standards.

In addition to the requirement to comply under the Child Wellbeing and Safety Act 2005, the Tenant is also obliged under their Occupancy Agreement to ensure that Child Safe Standards requirements are complied with at all times.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#).

If the Tenant's activities at the Premises, or the activities of any person to whom the Tenant hires out the Premises, involve persons engaged in 'child related work' within the meaning of the Worker Screening Act 2020 (WSA), the tenant must:

1. *Maintain compliance with the Child Wellbeing and Safety Act (2005) and Child Safe Standards*
2. *Ensure that all employees and volunteers of the Tenant and any hirer who are required to hold a Working with Children Check (WWC) under the WSA have provided evidence of their current WWC, before working with children at the Premises;*
3. *Maintain an up-to-date register of WWC Checks.*
4. *Notify Council immediately if any of their employees, contractors or volunteers engaged in Council activities involving children and young people aged 0 to 18 have their WWC Check suspended or revoked or are issued with a WWCC exclusion or negative notice (within the meaning given to that term in the WSA) and ensure that person does not work with children at the Premises.*

Further information on Council's requirements relating to Working with Children will be outlined in any occupancy agreement.

Please confirm the following regarding Child Safety: *

- ☐ We understand our obligations under the Child Wellbeing and Safety Act (2006) and Child Safe Standards
- ☐ If successful, we agree to provide annual confirmation to Council of our organisation's compliance with current Child Safe Standards and understand that this will be a mandatory condition of the Occupancy Agreement

Millers Homestead Tenancy Expression of Interest

Form Preview

Application Information

* indicates a required field

General Questions

Describe your organisations core business / statement of purpose *

Which Knox community groups or population groups does your organisation currently support or work with? *

Please describe how your organisation would intend to utilise the facility and the activities to be carried out *

Utilisation

Please estimate the proposed weekly number of Knox residents who will attend the facility *

Please estimate proposed weekly utilisation / usage hours of the facility by your organisation (ie. days / times) *

Financial

IMPORTANT NOTE: All facilities are offered for lease in their current condition. Any facility upgrades would need to be funded at the tenants expense (prior Council approval required).

Organisations must be able to fund any facility upgrade works (pending Council approval). Please estimate the value of any facility upgrade works you estimate your organisation would be planning to complete. *

Millers Homestead Tenancy Expression of Interest

Form Preview

Please upload a copy of your Organisations most recent Financial Statements *

Attach a file:

Do you intend to charge any fees for the delivery of your services from this facility? If yes, please summarise or attach your fee structure below. *

- ☐ Yes
☐ No

Fee Structure

Please summarise your fee structure or attach a copy below

Please attach a copy of your fee structure or summarise above

Attach a file:

Additional Information

Please provide any other relevant information you believe would be beneficial for your submission

Please attach any other relevant information you would like to include with your Expression of Interest

Attach a file:

Key Selection Criteria

1 Alignment with Council Objectives

Please describe briefly how your organisations activities align with Council's Health & Wellbeing priorities, as outlined in the [Council and Health and Wellbeing Plan 2025-2029](#)

PLEASE NOTE: ONLY RESPOND TO THE PRIORITIES LISTED BELOW THAT ARE RELEVANT TO YOUR ORGANISATON'S ACTIVITIES (minimum one response required)

Reduce harm from alcohol, smoking, vaping and gambling

Millers Homestead Tenancy Expression of Interest

Form Preview

Promote equal participation opportunities and celebrate our diverse community

Support access to affordable and nutritious food

Create opportunities for active living

Advocate for equity across our community

Support prevention of all forms of violence by promoting safety and respect

Build resilience to emergencies and threats, including climate change

Improve social connection and mental wellbeing

2. Community Benefit

Please describe the community benefit that your organisations use of the facility will deliver for the Knox community?

3 Access & Inclusion

How will the facility be made accessible and available to the broader Knox community?

Millers Homestead Tenancy Expression of Interest

Form Preview

4. Governance and Financial Capacity

Describe your organisation's governance structure and financial capacity to manage and operate the facility.

5. Facility Management

How will you ensure the facility is maintained and managed in a clean, safe and tidy condition and that operations do not negatively impact surrounding residents? What considerations will you make to the heritage nature of the facility?

6. Sustainability

What environmentally sustainable practices will you apply in the operation and management of the facility?

Compliance

*** indicates a required field**

Please review Council's standard Licence Template and Maintenance Schedule

Please note that there may be some small, site specific variations to this documentation to be negotiated with the successful applicant:

[Standard Licence Template](#)

[Standard Maintenance Schedule Template](#)

Do you agree to Council's Standard Licence Template and Maintenance Schedule?

- ☐ Yes
- ☐ No

If no, please provide further information below:

Millers Homestead Tenancy Expression of Interest

Form Preview

Insurance

Council requires tenants to maintain appropriate insurance cover as outlined in the lease documentation, including but not limited to \$20 million public liability insurance. Tenants must agree to provide evidence of required insurance cover to Council upon request.

Click the link below for further information on the required Insurance Profile for Community Groups:

[Community Group Insurance Profile](#)

Do you agree to Council's insurance requirements? *

- ☐ Yes
- ☐ No

Please attach a copy of your organisation's Public Liability Insurance Certificate of Currency *

Attach a file:

Annual Tenancy Reporting

Council require tenants to complete Annual Tenancy Reporting as per the attached documentation.

[Sample Annual Tenancy Report Request](#)

Do you agree to complete Annual Tenancy Reports as required? *

- ☐ Yes
- ☐ No

Declaration

Privacy

We collect personal information of individuals during this application form to assist us in administering the EOI.

The information we collect will only be used by Knox City Council for that primary purpose, or directly related purposes.

The information will not be disclosed, in particular for purposes relating to marketing, except as required by law.

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:

Millers Homestead Tenancy Expression of Interest

Form Preview

- 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 here 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, transparent process.

Do you, or any person involved in your organisation, have any relationships with a Council staff member or Councillor?

- ☐ Yes
☐ No

Please describe the nature of the relationship

Declaration

I/We declare that:

- The information contained in this application and its attachments is to the best of my knowledge, true and correct.
- I will notify Knox City Council of any changes to this information and any circumstances that may affect this application.
- I understand that Knox City Council is subject to the Freedom of Information Act 1982.
- I understand that this is an application only and may not result in an occupancy agreement

I have read, understand and agree to the above statements

- ☐ Yes

Authorised Person

First Name

Last Name

Position

Organisation Name

Organisation Name

Date

Millers Homestead Tenancy Expression of Interest
Form Preview

Must be a date.