



Request For Expressions of Interest:

**Animal Refuge Facility and  
Innisfail Animal Pound Services**

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## Introduction

Council is inviting Expressions of Interest from not-for-profit, incorporated community organisations which may want to enter into the following Agreements:

- Facility Lease Agreement for the Innisfail Animal Refuge Facility; and
- Services Agreement for the Innisfail Animal Pound

The Innisfail Animal Refuge and Innisfail Animal Pound facilities are located at Downing Street, Innisfail.

Please note that commercial use of the property is not permitted. This EOI document contains the following information for consideration:

- Animal Refuge Building Description
- Land and site details
- Submission Form
- Response Schedule
- Draft Facility Use Agreement
- Draft Services Agreement
- Statutory Declaration

Community Use of Assets Policy (refer to website link:

<https://www.cassowarycoast.qld.gov.au/downloads/file/4535/community-use-of-council-assets>)

All Expressions of Interest submissions will be assessed in accordance with Council's Policy for 'Community Use of Assets' available on Council's website.

Any agreements offered will be subject to Council approval / resolution which will be final and binding.

Agreement fees for the Innisfail Animal Refuge Facility are set at \$1 per annum plus outgoings (fixed outgoings such as water and sewerage connection fees may be incorporated into the fee). The maximum term for a facility use agreement will be five (5) years. Based on performance and compliance, Council at its discretion will review and may determine additional tenure arrangements beyond the initial term.

Interested parties will need to undertake their own due diligence on the properties, Draft Refuge Facility Agreement and Draft Pound Services Agreement prior to submission of their Expression of Interest and should contact Council's Manager Regulatory Services, Kirsty Lamperd on 0491 929 338, with any queries.

To be considered, interested parties **must** submit:

- The Submission Form
- A document address the Response Schedule and Checklist
- Statutory Declaration

The Closing date of the **EOI is Wednesday 4 June 2025 at 4pm**

All responses are to be sent by email to: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)



**Location:**

Downing Street, Innisfail

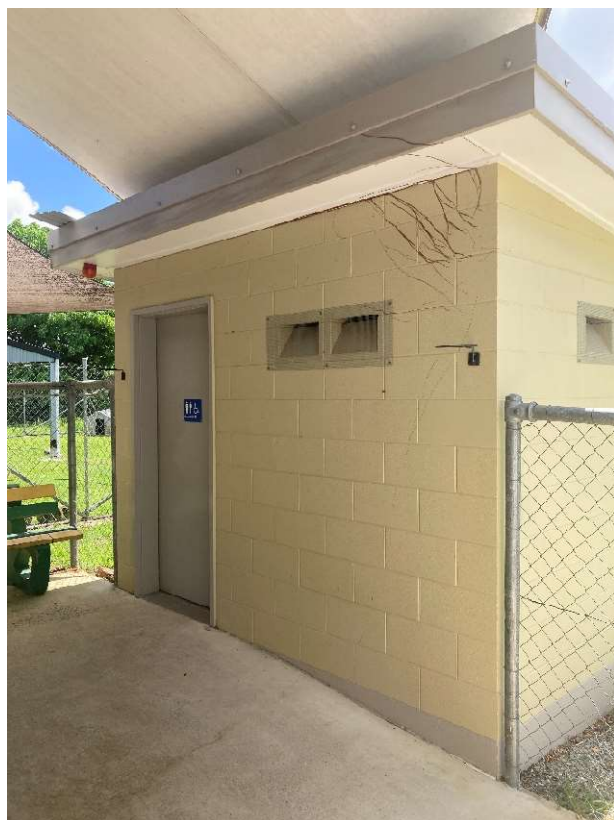




## Building Description and Photos:

### Innisfail Animal Refuge Facility

- 27 Downing Street, Innisfail | Lot 214 NR6943
- 2830m<sup>2</sup>
- Masonry brick 2 bedroom house with kitchen, dining, laundry and bathroom
- Semi detached garage adjoining the house
- Large house yard fully fenced
- Corrugated iron shed attached to masonry brick refuge office
- Masonry brick unisex/disability accessible toilet
- Two 'puppy/small dog pens'
- External dog exercise area
- Four larger dog pens
- Two larger dog pens
- Internal and external cat areas
- External fence













### Innisfail Animal Pound Facility

- 26 Downing Street, Innisfail | Lot 363 C153412
- 2023m2
- Open shed with concrete floor
- Ten dog pens
- Two cat areas
- Feed preparation area

#### Summary of Service required:

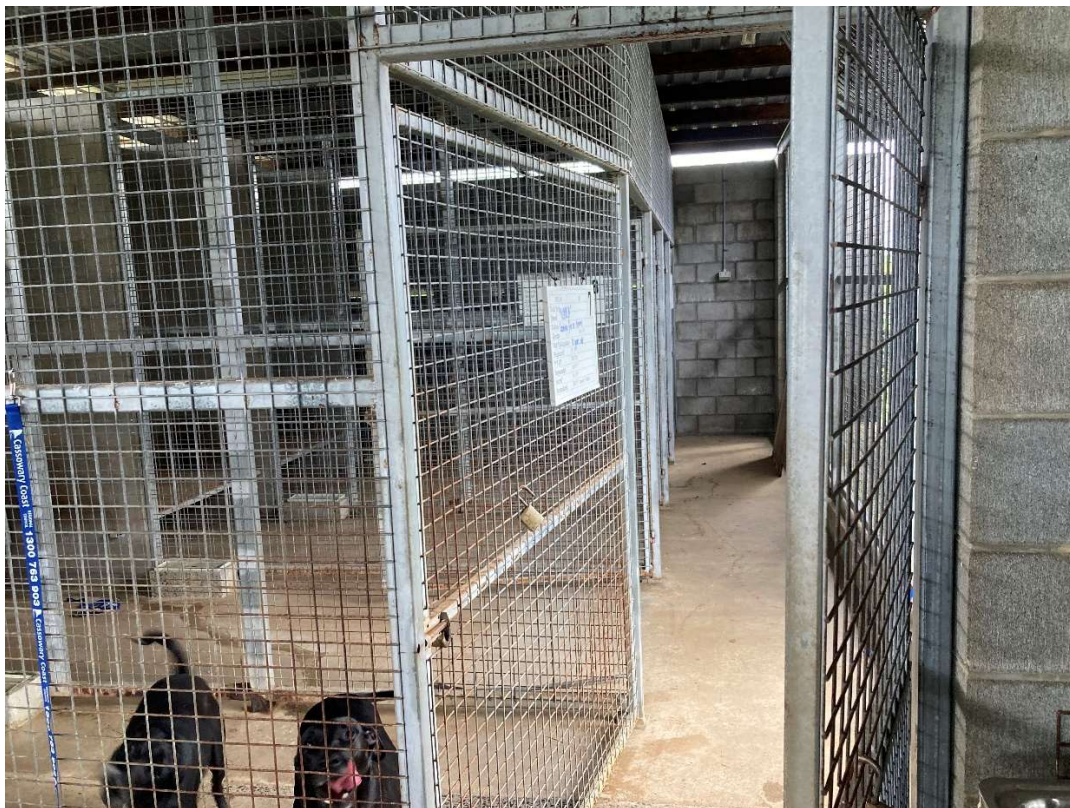
- Clean and sanitise pens
- Feed and water animals
- Clean and sanitise food and water bowls
- Arrange for veterinary care as required
- Refer to Services Agreement for full description of services required.

**Days:** Saturdays, Sundays and public holidays

**Hours:** As reasonably required













## Submission Form

This submission is for the contemporaneous Agreements which includes:

1. Innisfail Animal Refuge Facility and;
2. Innisfail Pound Services

<b>Name of Organisation:</b>			
<b>Address:</b>			
<b>Email:</b>			
<b>Phone/ Mobile:</b>			
<b>Office Bearers (names and contact phone and email):</b>			
<b>President:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Secretary:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Treasurer:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Other:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Membership numbers:</b>			
<b>Senior Member:</b>			
<b>Junior Member:</b>			
<b>Total Members:</b>			



## Response Schedule and Checklist

In a document, please provide responses to the following:

### PART 1: OPERATION OF ANIMAL REFUGE:

1. Provide membership numbers for the past 3 years (ie total and breakdown of; note any major fluctuations or trends in membership etc).	<input type="checkbox"/>
2. What would be the proposed facility opening hours e.g. days and times?	<input type="checkbox"/>
3. Provide a detailed outline of the training, skills and knowledge held by the executive committee and members. Please also outline how volunteers and staff are trained in the required skills and knowledge for operation of an animal refuge. Please include any training manuals, documents or references.	<input type="checkbox"/>
4. Council relies on the provider to receive dogs and cats from the Council Pound wherever possible. Provide your policy on accepting and rehoming of animals including how the organisation assesses animals that are and are not accepted.	<input type="checkbox"/>
5. Provide your policy on euthanasia of animals	<input type="checkbox"/>
6. Provide your policy on desexing	<input type="checkbox"/>
7. Outline details on your potential animal turn over i.e. average time per animal at the facility and how you deal with animals that are difficult to rehome. What is the maximum length of time you will hold an animal and details any associated procedure for making decision on the best life outcome for the animal.	<input type="checkbox"/>
8. Outline in detail the marketing and media tools you use to promote your organisation and the animals for sale. Please include how far your marketing geographical reach is, how often are sites updated, what platforms are used and provide any analytics if available.	<input type="checkbox"/>
9. Outline what relationships you have with other rehoming organisations and demonstrate how you work with other organisations to rehome animals.	<input type="checkbox"/>
10. Please detail any convictions or enforcement action taken by RSPCA in regard to the organisations operations of an animal refuge or similar facility.	<input type="checkbox"/>
11. Comment on how you propose providing services to CCRC residents outside Innisfail	<input type="checkbox"/>

### PART 2: COMMUNITY AND ECONOMIC BENEFIT

1. What is the key purpose of your community group? Who benefits from these services?	<input type="checkbox"/>
2. How does your organisation promote, value and support inclusion and diversity in our community?	<input type="checkbox"/>
3. Does your organisation offer any financial support or benefits to disadvantaged groups / individuals through special membership or sponsorship or similar?	<input type="checkbox"/>
4. How does your organisation support or contribute to the local economy or businesses? (eg local account undertakes audit, purchase meat for raffles from local butcher)	<input type="checkbox"/>
5. What would be the impact on the community if your organisation was unable to deliver its services?	<input type="checkbox"/>
6. Does your organisation have any paid employees? Do they live locally? If your organisation is wholly volunteer run, are most of your core volunteers living locally and working or retired?	<input type="checkbox"/>



**PART 3: SUSTAINABILITY**

1. Is the facility 'fit-for-purpose'? If not, what improvements are required to meet your organisations needs? Describe and demonstrate your understanding of how these improvements would be made and funded. (eg roof to be replaced – seek quotes, fund from mix account reserves \$32k and grant \$30k Community Benefit, engage local builder with correct qualifications & insurances and replace during shut down period and non-rainy season)	<input type="checkbox"/>
2. What methods does your organisation use to raise revenue? For example – fundraising, membership fees, sponsorship, grants, in-kind support.	<input type="checkbox"/>
3. Demonstrate how your organisation will meet the outgoings associated with the facility. Consider all outgoings such as vet bills, electricity, waste removal, mowing, etc.	<input type="checkbox"/>
4. What does your organisation do to drive and increase membership?	<input type="checkbox"/>
5. How long has your organisation been operating in years?	<input type="checkbox"/>
6. Please include a Strategic or Business Plan (if available), proposed grant applications and aspirations.	<input type="checkbox"/>
7. Please provide a structure of the organisation including how you propose the refuge management sits within the committee and membership of the organisation and the reporting structure. Please also outline how regularly meetings of the organisation are held and provide any grievance procedures, code of conduct or other similar documents.	<input type="checkbox"/>

**PART 4: GOVERNANCE**

<b>Please provide the following essential information:</b>	
1. Copy of the Association's Certificate of Incorporation	<input type="checkbox"/>
2. Copy of the Association's Rules	<input type="checkbox"/>
3. Evidence of current Public Liability Insurance Cover to \$20M	<input type="checkbox"/>

**Draft Innisfail Animal Refuge Facilities Agreement**

Refer to Attachment 1

**Draft Innisfail Animal Pound Services Agreement**

Refer to Attachment 2

**Declaration**

Refer to Attachment 3





1300 763 903



[enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)



[cassowarycoast.qld.gov.au](http://cassowarycoast.qld.gov.au)



70 Rankin Street, Innisfail  
38-40 Bryant Street, Tully  
4 Balliol Street, Cardwell