



RESPONSE SCHEDULES

Lease of Property – 118 Byrnes Street, Mareeba QLD 4880
Real Property Description: Lot 1 on RP746342 (CWA Building)

CONTRACT NO: EOI-MS2026-01

Contract: Lease of Property – 118 Byrnes Street, Mareeba QLD 4880 - Real Property Description: Lot 1 on RP746342 (CWA Building) Contract No.: EOI-MS2026-01

(Respondent) submits the following

Expression of Interest in relation to the above contract:

Schedule A1 – General details (All Respondents to complete)

Details of Respondent	Name of Respondent: <i>Company or other legal entity name</i>	
	Trading name:	
	ABN:	
	ACN: <i>Leave blank if Respondent is not a company</i>	
	Address:	
Details of Respondent's representative during the Procurement Process	Name of Representative:	
	Office Number:	
	Mobile Number:	
	Email Address:	

Schedule A2 – Further Details (Not required for existing suppliers of the Principal)

Respondent's office details	Head Office Address:	
	Local Branch Office Address:	
	Contact Person:	
	Telephone:	
	Email:	
Corporation details	Full name of each director: <i>Leave blank if Respondent is not a company</i>	
	Full name of each partner: <i>Leave blank if Respondent is not a partnership</i>	
Bank account into which payments are to be made	Bank:	
	Name of Account:	
	BSB:	
	Account Number:	

Schedule B –

The Expression of Interest must be submitted with the following information:

1. One complete response in a single PDF format that addresses the following-
 - a. The proposed Tenure Arrangement for the property including but not limited to-
 - i. Term of Lease/proposed length of tenure or other proposed tenure arrangement;
 - ii. Proposed rent and consideration including provision for rent reviews and frequency.
(Note this should also include details of any rent-free periods requested.);
 - iii. Any special terms and conditions requested to be included in the Lease;

- iv. Any obligations/undertakings the Respondent requests/requires from Council;
 - v. Maintenance and repair obligations throughout the Lease term and on expiration of the Lease;
 - vi. Assumptions and exclusions specific to tenure.
 - 1.
- b. Details of the proposed redevelopment of the site including but not limited to-
- i. The proposed future use of the site;
 - ii. A description, sketches or plans of the proposed redevelopment (where available);
 - iii. Timeframe for construction/redevelopment and commencement of use;
 - iv. Demonstrated capacity to undertake the site redevelopment;
 - v. Demonstrated capacity to meet project timeframes;
 - vi. Demonstrated capacity to carry out the proposed use at the site.
- c. Completed Response Schedules attached to this Expression of Interest;
- d. Overall assumptions and exclusions.

Signed for and on behalf of the Respondent by the person identified below, who warrants by signing that they are duly authorised to sign for and on behalf of the Respondent:

Name:	
Position:	
Signature:	
Date:	

Note: Evidence of the signatory's authority to sign for and on behalf of the Respondent must be provided on request. This Response Form may be signed electronically including by using AdobeSign or equivalent.

Collection, use and disclosure of information

The Principal collects and Holds Personal Information and non-personal information in the Response so that it can properly conduct the Procurement Process and otherwise carry out its functions as a local government authority. The Principal is authorised to collect this information under the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld), and will collect and Hold Personal Information in accordance with its obligations under the *Information Privacy Act 2009* (Qld). The information in the Respondent's Response will be accessible by employees of the Principal and third-party personnel engaged to assist the Principal in conducting the Procurement Process or otherwise carrying out the functions of the Principal. Information in the Response may also be disclosed in accordance with the Procurement Process Conditions and as required by law, including the *Local Government Regulation 2012* (Qld), the *Right to Information Act 2009* (Qld) and the *Information Privacy Act 2009* (Qld).

By signing this form, the Respondent agrees to:

- provide all other information or supporting documentation reasonably requested by the Principal to verify the information provided by the Respondent in the Response; and
- provide all information requested by the Principal, or any third party appointed by the Principal (**Payment Verification Provider**), to verify the accuracy of the Supplier's payment information, and consents to the Principal disclosing information about the Respondent to a Payment Verification Provider (including where the Payment Verification Provider uses the information to verify the Supplier's payment details for other clients of the Payment Verification Provider).

Artificial Intelligence

This note is provided for guidance only and does not affect the Respondent's obligations under the Procurement Process Conditions, which sets out the Respondent's obligations in relation to the use of AI.

The Principal recognises that Artificial Intelligence (AI) tools, including Generative AI, are increasingly used in preparing tender responses and managing business processes. The Principal does not prohibit the use of AI outright but requires Respondents to use such tools responsibly and in a way that protects the Principal's interests.

In particular:

- **Confidentiality and privacy:** Respondents must not allow the Principal's confidential information or any personal information to be uploaded into, or processed by, any AI system that is publicly accessible or that trains its models on user inputs.
- **Permitted systems:** AI systems may be used where they are closed, secure, and under the Respondent's effective control, provided that the Principal's information is not exposed to third parties and appropriate safeguards are in place.

- **Prohibited systems:** Certain AI systems are expressly prohibited. These are identified in the Procurement Documents and may also include systems that the Australian Government or Queensland Government (for example, the Australian Signals Directorate and Queensland Government Chief Information Office or their respective successor agencies) has publicly identified as unsafe for use with government information.
- **Accountability:** Respondents remain fully responsible for the content of their submissions, regardless of whether AI tools are used. The Principal may request details of Respondents' use of AI, including the systems used, and Respondents must maintain records of such use.