**Expression of Interest**

**For**

**Shared use/Shared occupancy**

**of**

**Hosie Street Community Centre – 3 Hosie St, Richmond**



 **CLOSING TIME: 4pm**

 **CLOSING DATE: 28 June 2019**

1. **Overview**

Yarra City Council (Council) is seeking Expressions of Interest (EOI) to access “shared” use / “shared” occupancy of the Commercial Kitchen and Meeting Facilities at Council premises known as the HOSIE STREET COMMUNITY CENTRE, Hosie Street, Richmond (facility).

* 1. **Purpose**

The aim of this EOI is to:

* communicate to potential EOI respondents the details of times and the actual spaces and facilities which are potentially available for “shared” use / “shared” occupancy and the expectations and requirements which would apply to any such occupancy arrangement.
* provide sufficient detail to enable an initial assessment by Council of the suitability of responses received; and
* enable Council to select a respondent to the Expression of Interest process.

**Key Points:**

* The facility is currently used by several community groups on a number of days / evenings each week.
* There are however, a number of days / evenings when the facility is **generally,** not used as set out in the Table below:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Mondays*** | ---------------- | ----------------- | Evening hours |
| ***Wednesdays*** | ---------------- | ----------------- | Evening hours |
| ***Thursdays*** | ---------------- | ----------------- | Evening hours |
| ***Fridays*** | Morning hours | Afternoon hours | Evening hours |
| ***Saturdays*** | Morning hours | Afternoon hours | Evening hours |
| ***Sundays*** | Morning hours | Afternoon hours | Evening hours |

* Council is seeking to maximise the community use of its investment in such community facilities.
* An opportunity thus exists for the potential “shared” use, of the facility during the periods set out in the Table above.

**For more information contact:**

Ivan Gilbert

Group Manager, Chief Executive’s Office

9205 5110

ivan. gilbert@yarracity.vic.gov.au

**ISSUED ON**:

31 May 2019

**ALL EXPRESSIONS OF INTEREST TO BE RECEIVED BY:**

4.00pm, Friday 28 June 2019

**1. INTRODUCTION**

Yarra City Council is inviting community groups and organisations to submit an Expression of Interest re the potential for “shared access” to the large function / meeting space and facilities at the Hosie Street Richmond Community Rooms on those days and times when it is currently not used, in order to encourage maximum use of this community owned space and thus, achieve a potential for increased accessibility to a wider range of activities / services for the Yarra community.

Potential Uses could include:

* Health and wellbeing programs
* Cultural activities such as choirs, arts, acoustic music or dance classes
* Local community group meetings on a weekly, fortnightly or monthly basis
* Cooking classes

**2. BACKGROUND**

The facility is located in Hosie Street, Richmond (*just off Bridge Road*). It is a multi-use facility comprising of a small function space and a commercial kitchen.

Yarra City Council seeks to enhance the quality of life of community members living in the municipality by forging partnerships with local Clubs or community organisations and offering for hire, the “shared” use of an affordable venue which is responsive to local needs.

Yarra City Council seeks to support a range of community activities through the hiring of the meeting / activity spaces on a casual basis for such uses as - organised activities, ad-hoc meetings or local resident’s small social events.

**Yarra City Council Strategic Objectives**

**Celebrating Yarra’s uniqueness**

We believe that Yarra is unique. A community different to all other 78 Victorian municipalities. There is a long history and deep identity that matters to people living in, moving to or just visiting the iconic City of Yarra. Council’s decisions and priorities respect and encourage this uniqueness.

**Supporting Yarra’s community**

Yarra City Council is driven by strong community values in its provision of services and activities. This includes frequent strong representations to State and Federal Governments on understanding and providing for, community needs and views.

**Ensuring a sustainable Yarra**

Yarra City Council has made innovative and ground-breaking inroads into reducing the Council’s environmental ‘footprint’. Council continues to enhance its advocacy and partnership arrangements in working to further reduce the community’s environmental ‘footprint’.

**Leading local government**

Council’s focus on fiscal management and customer responsiveness, is how to structure:

* the use of Council’s properties and facilities in order to maximise the use of and a return on, those community facility investments; and
* access to its property facilities and also to the services provided by both Council and other Groups, being available to the wider community.

**Council focusses services to audiences with members including:**

Local community Culturally and linguistically diverse community

Older community LGBTQI community

Unemployed and low income community Youth, families and Children

Community with disabilities

**3. FACILITY FOR HIRE**

Facility comprising:

* Small open function space / activity area;
* Commercial Kitchen
* Small kitchenette;
* Small storage room.

These rooms may be hired individually or in conjunction with each other, on a weekly, fortnightly or monthly basis.

***SPECIAL NOTE:***

**If the Commercial Kitchen is hired, it may on occasions be necessary to SHARE some other facility spaces (i.e. toilets and the access thereto) with other Groups using the Small open function space / activity area. This would require formal arrangement with the other particular user Group.**

All use arrangements will require a signed facility user agreement.

For groups/organisations with regular bookings, it is anticipated that facility user agreements would be provided for a 6-month period with an option to extend for a specific period of time subject to availability. The bookings will be created in three monthly terms, with full payment and paperwork required prior to the start of each term.

All hirers will be required to pay a refundable bond and supply a certificate of currency for public liability insurance.

**4. PRIORITY OF ACCESS POLICY**

All expressions of interests for access to the commercial kitchen and small activity/meeting room will be assessed according to the guidelines listed below:

* Ensure fair, appropriate and equitable access to the Hosie Street Community space facilities;
* Consistency with Council’s policies and any relevant legislation.

The priority of access for the facilities at the Hosie Street Community Centre will be based on the following criteria:

a) First priority will be given to incorporated or registered not for profit organisations which provide low cost activities to local residents from the City of Yarra, particularly if the activity or target audience is not currently being serviced within the community.

b) Second priority will be given to all other incorporated or registered not for profit organisations

c) Request for access by other groups and activities will be assessed according to the following:

* Alignment to Council Vision, Principles and Outcomes;
* Benefit to local families and the community;
* Broadening opportunities for families disadvantaged by economic, social and cultural factors;

**5. ELIGIBILITY AND SELECTION CRITERIA**

All expressions of interests will be assessed on the following:

* How the proposed program or activity relates to and supports the Vision, Philosophy and Outcomes of the City of Yarra.
* Evidence of need and connection with local community.

**6. TERMS OF HIRE**

Access to the Hosie Street Community Centre facilities will be subject to the terms and conditions of use consistent with Yarra City Council policies and requirements.

***a) Limitations to Use of the Facilities***

Council will not accept any events which involve consumption of alcohol or loud music.

***b) Fees and Charges***

A range of fees and charges are applied to the use of meeting spaces at the Hosie Street Centre. Hirers will be advised of the total fees when the application has been assessed.

The fees and charges vary based on the type of user including:

**Concession Rates:**

In order to qualify for the Concession Rate, your organisation or group need to be registered as a not-for-profit or incorporated organisation or charity. This is verified via your organisation’s ABN or a certificate of incorporation.

No concessions currently apply for local residents, students or concession-card holders.

**Commercial Rates:**

Commercial hire rates will apply to all other organisations or activities.

***c) User Agreements***

The hirer is to sign the facility user agreement and abide by the Conditions of Hire (Appendix One)

**7. TIMELINES**

Expression of Interest opens on**: 31 May 2019**

Expression of Interest closes on**: Friday 28 June 2019**

**8. VIEWING THE FACILITY**

The Hosie Street Community facility will be available for viewing by interested persons / groups by arrangement to assist you in the preparation of your application.

**9. CONDITIONS OF HIRE OF COUNCIL VENUES**

Refer attachment 1

If you have any questions or want to visit the venue, please contact **Ivan Gilbert** by phone on **9205 5110** or **email** ivan.gilbert@yarracity.vic.gov.au

**10. LODGEMENT**

Please submit your completed Expression of Interest form by email to:

Ivan.gilbert@yarracity.vic.gov.au

Or by Mail to:

City of Yarra

PO Box 168

Richmond VIC 3121

Please mark attention **Ivan Gilbert** on your application.

**INVITATION TO SUBMIT AN EXPRESSION OF INTEREST**

The Yarra City Council welcomes expressions of interests from community groups and organisations to deliver activities at the available activity / meeting spaces within the Hosie Street Community facility.

Your group/organisation will need to consider whether your proposed programs and activities fit with the Council’s Vision, Philosophy and Outcomes as well as the Priority of Access Policy.

To submit an expression of interest, complete the table below and email to ivan.gilbert@yarracity.vic.gov.au

Or by Mail to:

City of Yarra

PO Box 168

Richmond VIC 3121

*Please mark attention* ***Ivan Gilbert*** *on your application*

If you require assistance with this form or need further information, please contact Ivan Gilbert (Chief Executive’s Office) on 9205 5110.

1. **Information about you/your organisation**

|  |  |
| --- | --- |
| Name of Group/Organisation |  |
| Postal Address |  |
| Organisation Email |  |
| Website address (if applicable) |  |
| Contact Name |  |
| Contact phone number |  |
| Contact email address |  |
| Position/role in the group |  |
| Do you have public liability insurance?If yes please attach your certificate of currency for your current policy. | **YES NO** |
| Is your group registered as a not-for-profit, incorporated organisation, Deductible Gift Recipient or registered charity? | **YES NO**  |
| If yes, please provide the ABN:  |  |

1. **Details of your proposed booking/s**

|  |
| --- |
| **How regularly will you require the room?**  **Weekly Fortnightly Monthly Bi-monthly** Other (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Starting and Ending date of Proposed Booking:** \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_  |
| **Day(s), please tick:**  **Monday Tuesday Wednesday Thursday Friday**  |
| **Time(s),** *must include set up and pack up:* **From** \_\_\_\_\_am/pm **To** \_\_\_\_\_am/pm |
| **Are these dates and/or times flexible?** **YES NO** |
| **How many people do you expect to attend each session?**  |
| **What is the program or activity that your group/organisation proposes to deliver from the Hosie Street Community Centre? What do you hope to achieve for your participants?**  |
| **Who will attend your proposed activity/program? Can you tell us how your group/organisation may meet any special community needs or interests?**  |
| **How do you know that your programs or activities are in demand in Richmond or Yarra?**  |
| **What is your group / organisation’s connection to the Richmond community and to Yarra?**  |
| **Is there any other information you want like to provide us in support of your expression of interest? Please attach any supporting documentation.** |

1. **Declaration**

Before signing this Expression of Interest Form, please ensure that you have clearly understood each question and that the information you have provided is accurate and current.

I have understood each question asked above. I acknowledge that all information provided in this Expression of Interest is accurate and up to date.

1. **Canvassing**

Respondents must not approach, or request any other person to approach:

1. any member of the Council’s staff; or;
2. Councillor of the Council individually;

to solicit support for the EOI’s or otherwise seek to influence the outcome of the EOI process.

The EOI of any respondent which engages in conduct prohibited under this section may not be considered by Council.

1. **Council’s Rights**

I understand and acknowledge that:

* This document is not an undertaking or contractual offer by Council.
* Council reserves the right in its absolute discretion to:
1. cease to proceed with, or suspend the EOI process;
2. alter the structure and/or the timing of the EOI process;
3. vary or extend any time or date specified in this document for all or any respondent or other persons;
4. terminate the participation of any respondent or any other persons in the EOI process;
5. require additional information or clarification from any respondent or any other person or provide additional information or clarification;
6. negotiate with any one or more respondents and allow any respondent to alter its EOI;
7. call for new EOI’s;
8. reject any EOI that does not comply with the Council’s requirements; and
9. select none, some or all EOI components from a particular respondent.

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|  |  |
| --- | --- |
| **Signature of applicant:**  | **Date:**  |
| **On behalf of (if applicable):**  |

**Conditions of Hire for Council Venues**

*Refer attachment 1.*