



CITY OF WHITEHORSE

EXPRESSION OF INTEREST

POTTERY ROOM

The Council Plan provides a framework for Council budgetary and planning decisions to support the community by facilitating the provision of services that meet community needs, provide value for money, promote community spirit and celebrate Whitehorse's heritage and diversity. Council is looking to ensure a vibrant Nunawading Community Hub with the activation of the Pottery room providing the community with a purpose built Pottery space.

Nunawading Community Hub (The Hub) is a Council owned community facility located at 96-106 Springvale Road, Nunawading.

The Hub was constructed in 2019/20 and opened to the public in January 2021. The Hub contains a variety of spaces including a new indoor sports stadium, three (3) dance and activity spaces with sprung floors, three (3) art rooms and a variety of meeting room spaces.

The Hub will be a place where people of all ages and backgrounds feel welcome and can come together to embrace new opportunities for learning, social interaction and getting active.

It is anticipated that the Hub will be home to many community groups holding a variety of activities including the following organisations;

- Nunawading University of the 3rd Age
- Whitehorse Arts Association
- The Nunawading & District Lapidary Club
- Eastern Access Community Health (EACH)
- Meals on Wheels – City of Whitehorse
- Blackburn Vikings Basketball Club
- Whitehorse Chevaliers Fencing Club
- Thornburn Ladies' Badminton Association

The Hub operates seven (7) days a week during the following operating hours and contains approximately 200 at-grade parking spaces.

Operating hours are;

Monday to Thursday	8.30am to 10:00pm
Fridays	8.30am to 11:00pm
Saturdays	9:00am to 11:00pm
Sundays	9:00am to 8:00pm

Council is seeking expression of interests from potential tenants to occupy the Pottery Room at The Hub on a lease with the terms as per below.

Any interested groups wishing to inspect the premises can contact Melinda Brown on 03 9878 5555 to arrange a suitable time. Any questions regarding the process or information contained within this document must be submitted in writing to melinda.brown@whitehorse.vic.gov.au

EXPRESSION OF INTEREST

Applicants must submit an expression of interest in the form attached at Schedule 1 including providing detailed responses in respect of the 3 criteria set out in Schedule 1. Applicants should also attach the documentation indicated below. Applicants will be responsible for all costs associated with preparing and submitting their expression of interest. The submission of an expression of interest does not give rise to any contract governing, or in any way concerning, the expression of interest process, or any aspect of the expression of interest process. Council expressly disclaims any intention to enter into such a contract.

SUPPORTING DOCUMENTATION

The following supporting documents must be provided in support of your application:

- Copy of your two (2) most recent annual reports which must include income and expenditure reports and balance sheet indicating level of recurrent funding and various forms of income
- Marketing brochures or information sheets about your organisation and its activities
- Proof of current public liability insurance (i.e. Certificate of Currency)
- Copy of your incorporation certificate (if any)

MANDATORY CRITERIA

Applicants must meet **ALL** the following mandatory criteria to be considered as a potential tenant for the Pottery Room at The Hub. The Applicant:

- MUST be a body or association whether incorporated or unincorporated
- MUST exist for the purposes of providing community, recreational or similar facilities, activities or objectives
- MUST apply its profits in promoting its objects and prohibit the payment of any dividend or other amount to its members i.e. be a not for profit organisation
- MUST have sufficient public liability insurance (minimum \$20 million)
- MUST NOT be a religious or spiritual organisation
- MUST NOT be a political organisation
- MUST provide programs and activities that will benefit the Whitehorse community
- MUST have a variety of programs and activities on offer for all ages and abilities

EVALUATION CRITERIA

In assessing each expression of interest received, Council will use the following evaluation criteria and weightings:

- Compliance with mandatory criteria (pass/fail)
- Relevant qualifications in pottery and arts (40%)
- Capacity and ability to deliver a range of art and pottery programs that meet community needs (40%)
- Demonstrated understanding of safe operations and cleaning requirements of pottery studio, kiln and kiln room (20%)

EVALUATION PROCEDURE

On completion of its assessment of expressions of interest, Council may decide to:

- Proceed to enter into a lease with an applicant;
- Negotiate with any or several of the applicants; or
- Terminate this invitation for expressions of interest.

FORM OF LEASE

Applicants must be prepared to enter into a lease of the Pottery Room (being the area shown marked 'Pottery Room' on the plan attached at Schedule 2) that is substantively in the form attached in Schedule 3 and includes the following proposed key terms:

- Term: Nine (9) years with no further options
- Rent: \$1,241 per annum plus GST
- Outgoings: the tenant's proportion of rates and taxes, being:
 - 100% of outgoings separately assessed for the premises; and
 - for all other outgoings, the proportion that the lettable area of the premises bears to the lettable area of the land or building on which the outgoings are assessed
- Utilities: electricity consumption plus \$100 per annum for gas, water and sewerage
- The tenant will not be permitted to assign or sublet or part with or share possession of the Premises or any part thereof;
- Either party may end the lease by giving three (3) month's written notice to the other party at any time.
- The tenant must ensure the Pottery Room is adequately cleaned (at own cost) to Council's reasonable specifications
- The tenant must supply (at its own cost) pottery wheels and other equipment required for the permitted use in addition to the following specification and fitout provided by Council:
 - Pottery room (total 41.5m² including joinery) + separate kiln room (9.5m²) & storage bench
 - Joinery unit with 2 troughs (total unit with troughs 5.8m long) with silt trap
 - Overhead cupboards along joinery unit
 - Nine (9) adjustable potters stools
 - Four (4) tables (900mm x 1800mm x 720mm)
 - Vinyl floor finish
 - Mechanical ventilation
 - Easy access from car park and loading bay
 - Stafford ST316B Kiln (manual to be provided)
 - Photos of the pottery, kiln room and furniture are attached in **Schedule 2**

PROCEDURE FOR SUBMISSION

Expressions of interest must be mailed to Council's postal address at Locked Bag 2, Nunawading Delivery Centre, 3110 or its street address at 379-397 Whitehorse Road, Nunawading, 3131 and marked to the attention of Melinda Brown, Facility Coordinator, Nunawading Community Hub, and must be received by Council no later than 5:00pm, Monday 9 August 2021.

Applicants may submit more than one expression of interest.

Council may, in its absolute discretion, consider proposals which:

- do not conform with this invitation; or
- are submitted late.

CONFIDENTIALITY

Until an applicant's expression of interest is accepted and a lease has been entered into, the applicant must not disclose the terms of its expression of interest without Council's prior written consent.

NO CANVASSING

The applicant must not communicate (or solicit any other person to communicate) with any person affiliated with Council in respect of its expression of interest other than Council's nominated representative.

CONFLICTS OF INTEREST

The applicant must declare to Council any direct or indirect conflict of interest that it has in respect of Council or this process.

PUBLIC STATEMENTS

The applicant must not make any public statement in respect of this expression of interest process.

DISCLAIMER

In making an expression of interest, the applicant acknowledges and agrees that Council:

- is not liable for any loss or damage to any applicant (or any third party) or responsible for any information supplied to an applicant in connection with its expression of interest;
- may not proceed with any expression of interest; and
- will not reimburse an applicant's costs.

SCHEDULE 1

YOUR ORGANISATION DETAILS - PLEASE PRINT CLEARLY

Name of organisation (in full)	
Mailing Address of organisation	
Street Address (if different from mailing address)	
Web Address	
Australian Business Number (ABN)	
Is your organisation GST registered?	
Do you operate under the auspice of another organisation? If yes, name organisation	
How many years has your organisation been operating?	
Is your organisation a regional service? If so, what regions do you cover, other than Whitehorse?	
What does your organisation do? (i.e. What is its purpose or core activity?)	
What demographic do you serve? (i.e. Older Persons, Youth?)	
Are your staff paid employees or volunteer staff or a combination of both?	
Name of contact person for enquiries and correspondence	
Position of contact person	
Phone of contact person	
Fax or email of contact person	
SIGNATURE OF APPLICANT	
DATE	

EOI SUBMISSION DETAILS

Criteria 1. Credibility. Relevant qualifications in pottery and arts. Knowledge of and experience in arts and pottery studio operations

- a. Outline your qualifications and experience in operating and maintaining arts/pottery studio equipment including the pottery kiln, experience working with glazes, clay materials and use of grinders/drills

- b. Please indicate total staff/tutor numbers with a breakdown into full-time, part-time and volunteer numbers and the qualifications and experience of each

Criteria 2. Capability Capacity and ability to deliver a range of art and pottery programs that meet community needs

- a. What range of art and pottery programs do you intend to hold at the space i.e. classes, artists in residence, space for hire etc..

b. List the programs and activities you intend to operate from the pottery studio including a class timetable, type of activity, duration and frequency – provide a separate attachment if required

c. Outline the strategies that will be implemented to effectively communicate and promote your programs to the Whitehorse community

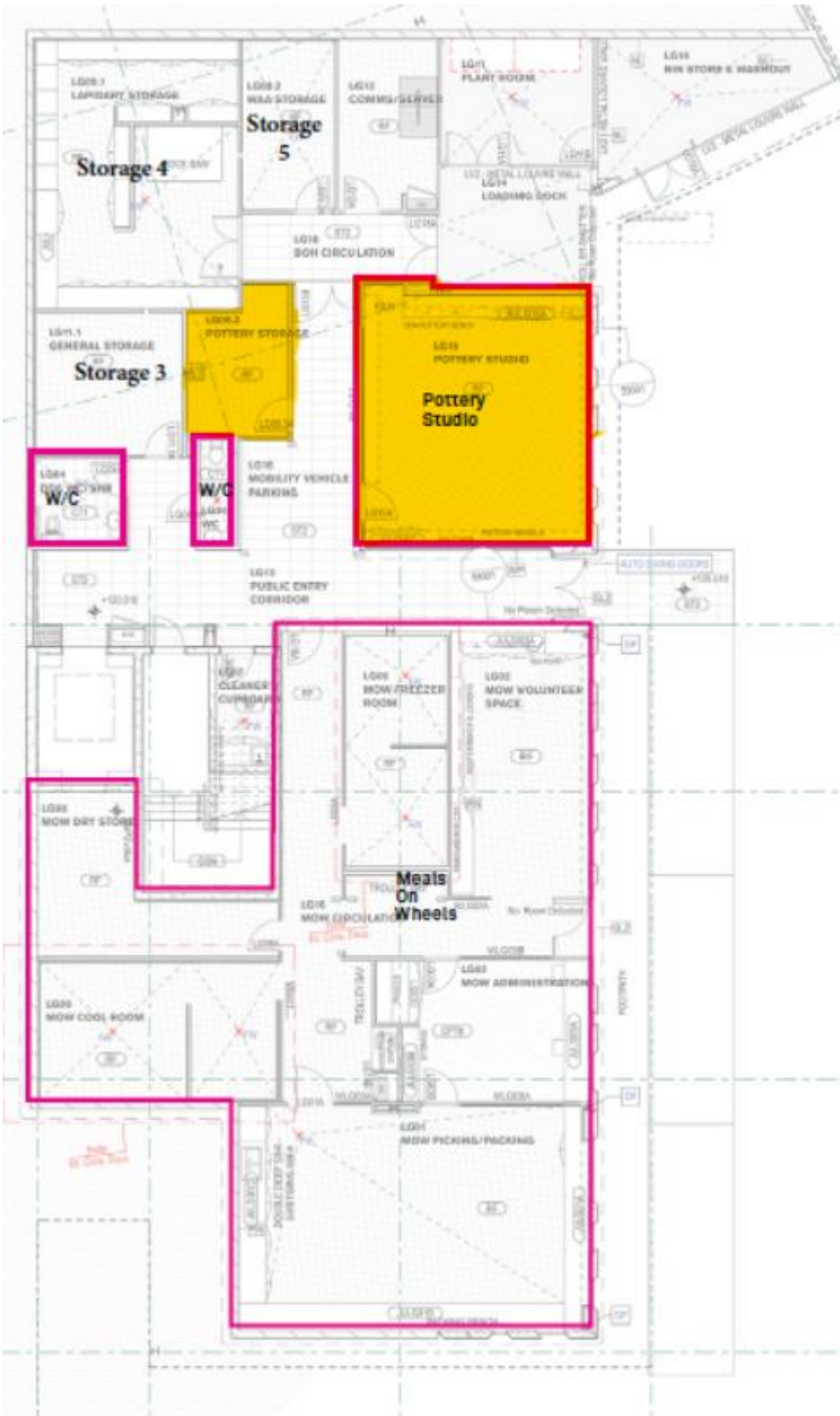
Criteria 3. Demonstrated understanding of safe operations and cleaning requirements of pottery studio, kiln and kiln room

- a. Outline your knowledge and experience regarding the safe operation of a pottery studio including
- operation of a kiln,
 - safe storage of chemicals and applications, and cleaning requirements
 - understanding of cleaning practices (including management of dust and silica in a clay studio which is paramount to safe practices in a studio).
 - (JSA) Job Safety Analysis and (MDS) Material Safety Data documents relevant to ceramic studio/ courses.

CHECKLIST FOR EXPRESSION OF INTEREST APPLICATION	TICK
Your organisation is not-for-profit	
You are NOT a religious or spiritual organisation	
You are NOT a political organisation	
If your organisation is incorporated you have attached a copy of the relevant Incorporation Certificate	
You have attached proof of current \$20 million public liability insurance (i.e. a Certificate of Currency)	
A copy of your two most recent Annual Report (with income/expenditure report and balance sheet)	
You have attached brochures, leaflets and other information which includes details of your organisation's activities and programs	

SCHEDULE 2

PLAN



Schedule 2 cont.

Photos



Pottery bench and cupboards



Pottery Studio Entrance



Pottery kiln controller



Pottery kiln

Schedule 2 cont.

Photos



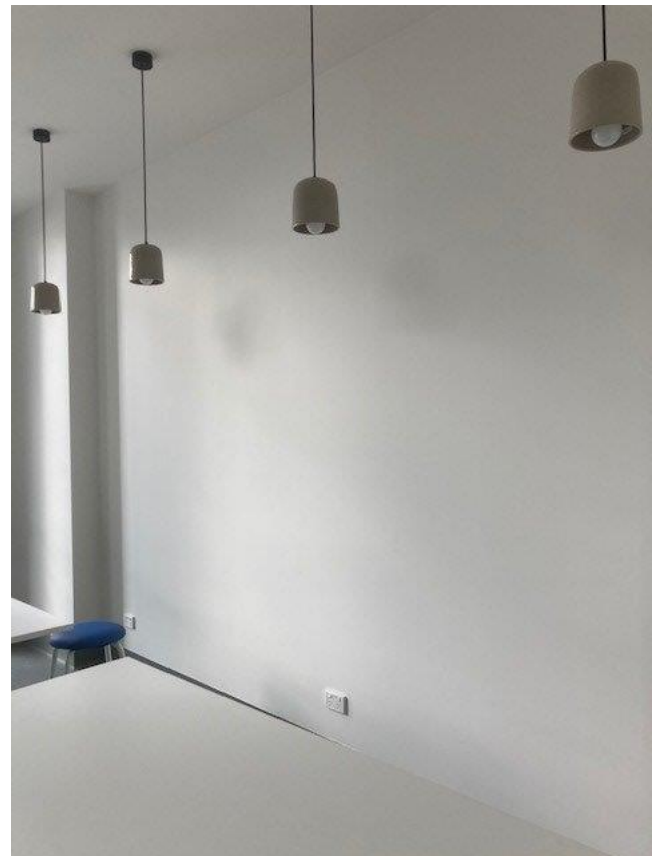
Pottery studio



Pottery tables



Pottery wash trough



Pottery studio lighting

SCHEDULE 3

FORM OF LEASE