



EXPRESSION OF INTEREST

WANGARATTA LIBRARY ~ CO-LOCATED SPACE FOR ORGANISATIONS

The opportunity

Recent changes to the way our Library services are delivered has created an underutilised space of nearly 150 square metres at the Wangaratta Library. The Rural City of Wangaratta (RCOW) would like to invite individuals, groups or organisations to complete an Expression of Interest (EOI) for consideration to co-locate their services within the same building as the library.

We are eager to share the space with groups who are complementary to the Library and who can help achieve the aim of providing contemporary Library services to the Wangaratta region in a welcoming building that is accessible to everyone. We place the community at the heart of the service and engages with people with the aim to create value, improve effectiveness and enhance community wellbeing. We want people to feel connected to their local community and believe this is an exciting opportunity to share part of the building.

What's on offer?

Currently the space can easily be divided into two distinct areas and would suit two tenants. Dependent on interest and requirements, the two spaces could be combined into one. (See attachment for Space 1 and Space 2).

Each space has specific accessible and non-accessible areas, especially to facilities such as public amenities and kitchen. Fire exit specifications may mean that certain areas cannot be fully locked, but areas can be made as secure as possible.

Space 1

Space 1 has direct access from the front veranda and is 94 square metres and has two separate rooms.

Access to toilet facilities would be through the main entrance of the Library during Library opening hours and after-hours access would be negotiated. No kitchen facilities are available.

Space 2

Space 2 has direct access from the side ramp of the building, is 70 square metres and is an open space with one storeroom.

Access to a shared unisex toilet and kitchen facilities are available, which effectively increases the floor space by nearly 30 square metres.

The details:

Item	Conditions
Term	<p>Initial term is three years.</p> <p>Additional terms may be awarded upon successful re-application during a further EOI process. Renewal of the lease is not guaranteed.</p>
Financial Contribution	<p>Rent - Tenants will contribute rent to occupy either or both spaces. The amount a tenant is willing to contribute is a component of the evaluation criteria to be addressed in the EOI. The highest rental offer will not necessarily be accepted.</p> <p>Share of outgoings – % of total outgoings, including utilities, cleaning, essential services, mechanical services and building insurance calculated as floor area occupied as a percentage of total floor space in Library.</p> <p>Public Liability – tenant to provide Public Liability to the value of \$10million and Professional Indemnity (if applicable).</p> <p>Insurance - tenant must insure for its own property and improvements. Council will insure the building and recoup from the tenant an amount for building insurance through the share of outgoings – refer above.</p> <p>Rates –tenant will be responsible for all rates and charges (other than municipal, land tax on a single holding basis and any other tax or charge) which is now, or may be at any time hereafter, assessed, charged or imposed upon or payable in respect of the premises by any government or statutory authority based upon land ownership or occupation (other than Council).</p>
Hours of operation	<p>As these areas are separate from the Library, they are not reliant on the Library opening hours and can be used at times appropriate for the tenant, including weekends.</p> <p>Tenant are responsible to ensure that the building is secured after use.</p>
Fitout	<p>Fitout, including furniture, is at the tenant’s own cost. A condition report and list of provided infrastructure will be created and presented before occupation of the space.</p>
Parking	<p>There is no reserved parking. Timed street parking of half hour, one hour, two hour and all day parking is available in surrounding streets.</p>
Access to Library facilities	<p>Access to meeting rooms or the Bainz Gallery is available consistent with Council fees and charges and subject to availability and booking processes. There is no preference or guarantee of availability for tenants.</p> <p>Tenants have access to the free Wi-Fi available within the building.</p>

Extra fees and responsibilities	Any additional fees and responsibilities will be incurred at the cost of the tenant.
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Evaluation criteria

An assessment panel will evaluate applications based on the following criteria. Prospective tenants must demonstrate in the EOI how they:

- Deliver services that directly benefit the local community socially, culturally and/or economically. For example: a special interest group; an organisation for arts and creative expression or digital inclusion or a group involved in informal learning.
- Can maximise equitable participation of Wangaratta Rural City Council residents through open membership to the general public or to residents.
- Do not provide services that are in direct competition with the Goulburn Ovens Institute of TAFE (i.e. education provider).
- Are an incorporated association or equivalent
- Meet the requirement for Public Liability insurance to \$10 million – certificate of currency or equivalent.
- Demonstrate an ability to meet financial obligations of a lease or other tenure arrangement, including submission of a monetary figure for rent.
- Can be complementary to the Library by being accessible, non-judgemental and inclusive.
- Manage risk through an appropriate risk management plan.

Delivery of activities encompassing reading, connecting, innovation and learning will be favourably considered.

The proposed tenant and use must be approved by GOTAFE as the landlord of the building.

How to apply

If you are eligible and interested in this opportunity, please complete an EOI addressing the evaluation criteria and send to:

Manager – Arts, Culture & Events,
Wangaratta Rural City Council
PO Box 238
WANGARATTA VIC 3676.

Applications close on Thursday 26 October 2017.

For further information please call Loueen Twyford – Library Coordinator on 03 5722 8161.