

**Latrobe**City

# Moe Expressions of Interest

44 Albert Street, Moe





## INTRODUCTION

**Latrobe City Council is seeking expressions of interest from community groups and organisations for use of the former Council service centre, located at 44 Albert Street, Moe.**

Until mid 2021, the former service centre and adjoining former Council library was utilised by a lead tenant who also ran from the site the Moe Community Groups Hub. This use has since ceased and Council is currently negotiating a long term lease of the former Moe Library.

Council has not yet made a decision regarding the ongoing use of the former service centre however there is some known community interest in the future of the building. The process of seeking expressions of interest from community groups is expected to inform the future decisions for the immediate and long term use of the building, including opportunities for shared use.

**The expression of interest will be open for four weeks, from 9:00am 25 October 2021 to 5:00pm 21 November 2021.**

### THE FORMER MOE SERVICE CENTRE BUILDING

*The building is located at 44 Albert Street, Moe. The building is approximately 425m<sup>2</sup> and comprises:*

- A main entrance
- Reception and foyer area
- Toilets, lunch room and other amenities
- Several offices
- Meeting room spaces
- Storage areas

# WHAT TYPE OF COMMUNITY USE WILL BE CONSIDERED?

Council is interested in hearing from interested community groups and organisations. Use of the site could be shared in order to maximise benefit to the community. Potential uses could include:

- Community group activities.
- Clubs or community group meetings.
- Other community based activities.

Council will not accept any illegal uses or any uses which involve gambling, consumption of alcohol or loud music.

Proposed use of the site may be subject to planning approval and requirement to obtain a Planning Permit will be the responsibility of any successful lessee or licensee.

# HOW DO I SUBMIT AN EXPRESSION OF INTEREST?

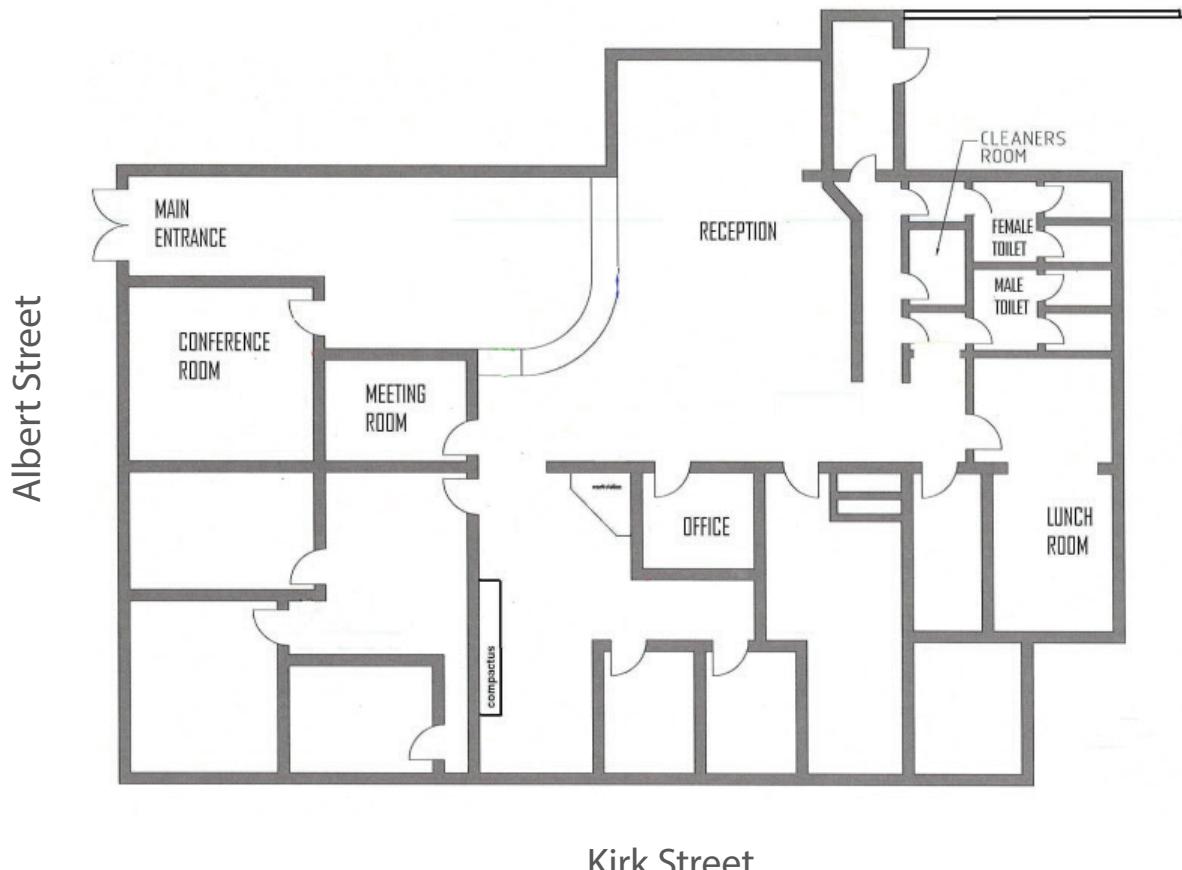
Expressions of interest should be submitted using the attached form by 5.00pm, 5:00pm 21 November 2021. The form can be signed electronically.

You can send the attached form via email to [latrobe@latrobe.voc.gov.au](mailto:latrobe@latrobe.voc.gov.au).

During the expression of interest process, applicants will be able to contact Rebecca Fenton, Community Engagement Officer to further discuss their application or submission requirements.

Please contact Rebecca Fenton on 1300 367 700.

An indicative floor plan of the building is below (not to scale):





## WHAT INFORMATION WILL I NEED TO PROVIDE?

The application should clearly indicate:

- Type of organisation.
- The intended purpose.
- Expected member numbers.
- The catchment area from where the clients/ customers are expected to come.
- Facts and figures establishing a need for the proposed service within the community including future trends.
- Why Council should allocate the requested facility to the group or entity over others.

## WHAT DOCUMENTS DO I NEED TO SUBMIT?

The application must include:

- A certificate of currency if your organisation has public liability insurance cover.
- A copy of the Associations Rules and Statement of Purposes if you are an Incorporated Association.
- A copy of your latest audited annual financial statement (this information is required to ascertain if the organisation has the financial capacity to meet lease commitments - rental, outgoings and maintenance expenses).
- Any necessary permits or licences.

## SELECTION PROCESS

Submissions will be evaluated against criteria including:

- How the proposal improves the health and wellbeing of the community.
- The way the proposal offers services that meet an identified community need that is not currently being provided within the area or expands an existing service to meet community demand.
- The intended use makes optimal use of the space and offers good opportunity for the community to access the services offered.
- The intended use is a good fit for the neighbourhood and neighbouring services/facilities.
- Locally based groups and services intended for local people have priority over external groups or services for people outside the municipality.
- The proposal promotes community participation, inclusiveness, connectedness and partnerships.
- Financial capacity to meet or contribute to lease commitments - rental, outgoings and maintenance expenses.

# FORMER MOE SERVICE CENTRE BUILDING EXPRESSION OF INTEREST

## WHAT IS YOUR EXPECTED TYPE OF TENANCY?

- Lease (for exclusive use)
- Licence (for shared use)
- Other

## APPLICANT DETAILS

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position held in organisation (e.g. public officer, president, etc.) \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

## ORGANISATION DETAILS

Name of organisation \_\_\_\_\_

Postal address \_\_\_\_\_

Type of organisation

- Not for profit
- For profit

What is the purpose of your organisation? \_\_\_\_\_

Registration number (where applicable) \_\_\_\_\_

ABN \_\_\_\_\_

Are you/your organisation registered for GST?

- Yes
- No

Do you/your organisation have public liability insurance cover?

- Yes
- No

Please attach a copy of your latest audited annual financial statement.

This information is required to ascertain if the organisation has the financial capacity to meet lease commitments including rental, outgoings and maintenance expenses.

## USE OF FACILITY

What services or activities are you intending to provide?

How will the proposed services and/or activities benefit the community?

# FORMER MOE SERVICE CENTRE BUILDING EXPRESSION OF INTEREST

How will the proposed services and/or activities complement other neighbouring services?

What are the expected hours of operation?

Have you/your organisation obtained the necessary permits or licences to provide the proposed services?

- Yes
- No
- Not applicable

Are you/your organisation currently using or have previously used a Latrobe City Council facility on a long-term basis?

- Yes
- No

Your declaration

- I declare that the information contained in this application is true and correct.

Applicant's signature

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Date

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Latrobe City Council is committed to the responsible handling of all personal information in accordance with privacy legislation.

The personal information requested on this form is being collected by Latrobe City Council (Council) for the purpose of registering and assessing your expression of interest for use of the Former Moe Service Centre building.

Failure to provide all of the information requested may impact Council's ability to properly assess and respond to your expression of interest.

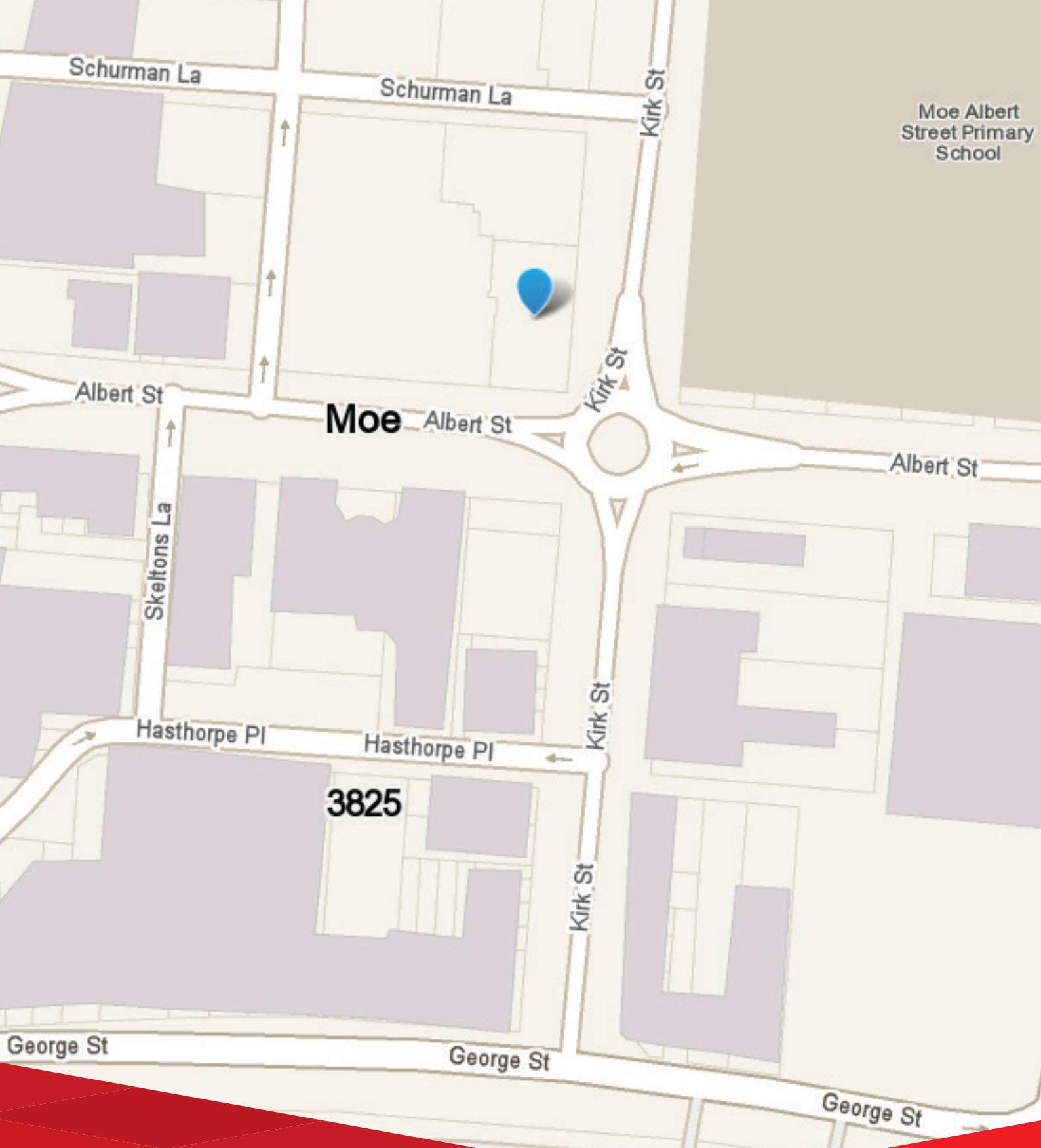
The personal information you provide will be used and disclosed solely by Council for that purpose and directly related purposes, and only in accordance with the Privacy and Data Protection Act 2014 (Vic).

Council will not disclose personal information to any other party, except as allowed or required by law, without the consent of the person providing the information.

If you require access to your personal information or if you have any questions please do not hesitate to contact Council.

Privacy and Freedom of Information Officer, Latrobe City Council PO Box 264 MORWELL 3840

Phone 1300 367 700 Fax 03 5128 5672 Email [Latrobe@latrobe.vic.gov.au](mailto:Latrobe@latrobe.vic.gov.au)



## CONTACT US

For more information, please contact  
Rebecca Fenton, Community Engagement  
Officer on 1300 367 700.

## SITE INSPECTION

A site inspection will be available in  
accordance with current COVID-19  
directions. Details of this will be  
published on Council's Website.