

Postal Address
PO Box 159
Caboolture QLD 4510

Cultural Services
Ph: 07 3205 0555

Internet
www.moretonbay.qld.gov.au
MBRC@moretonbay.qld.gov.au

Applying for the Expression of Interest

Community Organisation Coffee Cart or Coffee Van - Arana Hills Library 63 Cobbity Crescent, ARANA HILLS QLD 4054

Please ensure you have read the Expression of Interest Information Pack prior to completing your application. Your Expression of Interest submission is made up of a completed application form and supporting documentation.

What to submit

- Please note that the lodgement of a completed application form is mandatory for participation in the selection process.
- Your submission must be in writing. Please attach additional information as required.
- Submissions will only be accepted by mail, hand delivery or email.
- Please ensure your submission includes all supporting documentation.

Lodgement:

Submissions, clearly marked **EOI - Private and Confidential – Community Organisation Coffee Cart or Coffee Van** must be received at Moreton Bay Regional Council by **4.00pm, Friday 11 February 2022**

By mail:

Chief Executive Officer
Attn: Cultural Services
Moreton Bay Regional Council
PO Box 159
CABOOLTURE QLD 4510

By hand delivery:

To Customer Service at any of Council's Administration Buildings, (Caboolture, Redcliffe or Strathpine) – clearly marked as above.

By e-mail:

CSA@moretonbay.qld.gov.au

All enquiries:

All enquiries regarding the facility, the EOI process and the EOI documentation should be referred to:

Cultural Services
(07) 3205 0555
CSA@moretonbay.qld.gov.au

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ABN: 92 967 232 136

Schedule 1 - Applicant details

Organisation name:

Registered trading name:

Australian business number (ABN):

Australian company number (CAN):

Incorporation number:

(Please attach a certified copy of Certificate of Incorporation)

Postal address:

Note: Contact numbers which you provide may be used to update council's records.

Organisation phone number:

Organisation Email:

Organisation website:

Authorised contact person details

Contact person name:

Contact person position:

Home number: Mobile: Work:

Note: Contact numbers which you provide may be used to update council's records.

Email:

Schedule 2 – Organisation Background & Services Provided

Please provide a brief background of the organisation, specifying (at a minimum) the following information:

- Year established
- Aims and objectives of the organisation (as specified in the Rules of the Association/Constitution)
- Organisational structure
- Number of paid staff
- Number of volunteers
- Service/s provided
- Target clientele (i.e. support provided to local community groups and business)
- Linkages and/or networks with other community or professional organisations

Please attach any relevant supporting documentation such as references or evidence of prior activities.

Schedule 3 –Community Benefit Part A

Why does your organisation wish to operate a coffee cart or coffee van at this location?

Schedule 4 –Community Benefit Part B

How will the operation of the coffee cart or coffee van facilitate your organisation to provide support to the community? *Applications should include details of the organisations current and proposed activities, actions and strategies that will support the community.*

Schedule 5 – Capacity to deliver the services (proposed coffee cart or coffee van operations) - Part A

Detail how the organisation proposes to operate the coffee cart or coffee van. Please provide details of:

- Anticipated operating days and times
- Anticipated staffing levels
- Capacity and strategies to maintain staffing levels
- Existing training and experience in the operate of a coffee cart or coffee van

Schedule 6 – Capacity to deliver the services (proposed coffee cart or coffee van operations) - Part B

Please detail the list of products the organisation proposes to provide for sale and the expected sale price.

Schedule 7 – Capacity to deliver the services (proposed coffee cart or coffee van operations) - Part C

Please detail the equipment that will be provided by the organisation to operate the café and the proposed on-site storage requirements.

Schedule 8 – Environmental Stewardship

Please outline the organisations' environmental or sustainability policies.

Please also provide a list of the proposed actions aimed at protecting or enhancing the environment
(For example: *the use of compostable single use coffee cups; use of local products*)

Schedule 9 – Food handling experience/coffee cart or coffee van management

Please provide details of the organisation's experience in organising, preparing and providing refreshments/food to the public.

Please attach copies of any food handling certificates issued to team members/volunteers, where available.

Schedule 10 – Supporting Information

Please provide any other information that may be useful in assessing your application

Checklist

The following items are to be returned to Council for consideration with your expression of interest. Please check all items are included with your submission.

Items to complete and return to Council	Included
Schedule 1 - Applicant Details	<input type="checkbox"/>
Schedule 2 - Organisation Background & Services Provided	<input type="checkbox"/>
Schedule 3 –Community Benefit Part A	<input type="checkbox"/>
Schedule 4 –Community Benefit Part B	<input type="checkbox"/>
Schedule 5 – Capacity to deliver the services (proposed operations) - Part A	<input type="checkbox"/>
Schedule 6 – Capacity to deliver the services (proposed operations) - Part B	<input type="checkbox"/>
Schedule 7 – Capacity to deliver the services (proposed operations) - Part C	<input type="checkbox"/>
Schedule 8 – Environmental Stewardship	<input type="checkbox"/>
Schedule 9 – Food handling experience/café management	<input type="checkbox"/>
Schedule 10 - Supporting Information	<input type="checkbox"/>

Please ensure two authorised members of the organisation (e.g. President and Secretary) complete the details below. I have read, completed, signed and attached the relevant documents for the items listed above.

Printed name of representative 1:

Position in organisation:

Signature: Date:

Printed name of representative 2

Position in organisation:

Signature: Date:

Please provide a list of supporting documents included with your application:

Required (Mandatory) Attachments	Tick
Copy of Public Liability Insurance	<input type="checkbox"/>
Copy of Health and Safety policy	<input type="checkbox"/>
	<input type="checkbox"/>
Other Attachments	Tick
References	<input type="checkbox"/>
Letters of support	<input type="checkbox"/>
Sustainability policy	<input type="checkbox"/>
Food handling certificates	<input type="checkbox"/>
Other documents – (please list)	<input type="checkbox"/>

Privacy Statement

Your personal information is being collected by Moreton Bay Regional Council for the purpose of registering your interest in operating a coffee cart or coffee van at Arana Hills Library. Your personal information will be handled in accordance with the Information Privacy Act 2009 (Qld) and Moreton Bay Regional Council's Information Privacy Plan which is available at: mbrc.qld.gov.au/privacy.