



Expression of Interest

Community Organisation

Coffee Cart or Coffee Van

Arana Hills Library
63 Cobbity Crescent
Arana Hills 4054

Information Pack

Closing date: 4.00pm Friday 11 February 2022

Contents

1. Request for Expressions of Interest	1
1.1 Introduction	1
Site Inspection.....	1
Enquiries	2
1.2 Preparation of your application	2
1.3 Submitting your application.....	2
2. Eligibility	3
2.1 Eligible organisations	3
2.2 Ineligible organisations	3
3. Selection Process.....	3
3.1 Process overview.....	3
3.2 Late submissions and incomplete submissions	4
3.3 Selection policy.....	4
3.4 Selection criteria	4
3.5 Final selection and notification.....	4
4. The facility	5
4.1 Equipment	5
5. Requirements.....	5
5.1 Community and social benefit outcomes	5
5.2 Capacity to deliver the services	6
5.5 Relationship with Council.....	6
5.6 Mandatory requirements	7
Appendix 1: Site Plan	8
Appendix 2: Conditions	9

1. Request for Expressions of Interest

1.1 Introduction

The Arana Hills Library is in Narellan Park, which is a well utilised community facility.

A library garden is also in development which will provide opportunities once completed.

The successful applicant will be provided with space to locate a coffee cart or coffee van at the library. If a coffee van, it would be located in an allocated parking bay in the lower car park. If a smaller coffee cart, it can be located on the library deck or entry area. The coffee cart or coffee van would be provided with free access to water and electricity to enable the sale of refreshments (tea, coffee, cold drinks, cakes, biscuits and similar products) to visitors to the library for a period of one year, with an option to extend for up to three years, commencing in 2022 following consultation between Council and the successful applicant.

Revenue raised from sales will be used by the community organisation to deliver social and/or environmental benefit outcomes (with some funds retained by the organisation to support the running of the café). Preference will be given to the Community Organisation which can provide the most community and social benefit outcomes.

The successful submission will be one which demonstrates the capacity to manage the coffee cart or coffee van in an environmentally responsible manner and provide positive social benefits to the community.

The coffee cart can be set up and removed from the deck each day or be a permanent lockable unit. The coffee van must be removed each day.

Applications must be received by **4.00pm Friday 11 February 2022**.

The information in this pack is to assist organisations prepare their EOI submission. It contains information about:

- eligibility;
- the selection process;
- the location;
- required documents; and
- and terms and conditions.

Before completing your application, please ensure you are familiar with this information.

Site Inspection

An inspection of the library site can be arranged. The site inspection will provide prospective applicants with the opportunity to view the location and ask questions regarding the library and the EOI process.

Please register your interest in attending a site inspection by emailing csa@moretonbay.qld.gov.au and advising your organisation's name and contact person details.

Enquiries

All enquiries regarding the library, coffee cart or coffee van, the EOI process and the EOI documentation should be referred to:

Cultural Services Department
CSA@moretonbay.qld.gov.au

1.2 Preparation of your application

How to prepare your submission:

1. Carefully read this information pack;
2. Complete the EOI application form and compile the required attachments and other supporting documentation;
3. Ensure that two authorised representatives from your organisation sign the EOI application form where indicated; and
4. Submit the application as per section 1.3 below.

1.3 Submitting your application

Conditions:

- The lodgement of a completed application form is mandatory for participation in the selection process;
- Your submission must be in writing;
- Submissions will only be received by mail, hand delivery or email;
- Please ensure your submission includes all supporting documentation.

Lodgement:

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

By mail:

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

By hand delivery:

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

By email:

csa@moretonbay.qld.gov.au

2. Eligibility

2.1 Eligible organisations

To be considered in this EOI process, your organisation must:

- be a community organisation;
- be based in the [Moreton Bay Region](#);
- have the relevant insurances;
- have the declaration in the Application Form signed by authorised representative/s.

2.2 Ineligible organisations

Organisations that operate for profit and political organisations will not be eligible.

3. Selection Process

3.1 Process overview

Council will conduct the selection process as follows:

- **Call for Expressions of Interest**
- **Preliminary assessment** - a selection panel will assess the EOI against the statements given in the Application Form
- **Shortlist** - the selection panel will prepare a ranked shortlist
- **Interview** - an interview may be required to clarify aspects of the application
- **Selection of recommended applicant** - by selection panel
- **Notification** - all organisations will be advised of the outcomes of their submissions
- **Introductory Meetings with Council Officers** - the successful applicant will be invited to two meetings with Council Officers
- **Agreement** - Council will provide a non-exclusive use Agreement to the successful community organisation for signing.

Call for expressions of interest	Friday 17 December 2021
Site Inspection	2.00pm Thursday 20 January 2022
Submissions closing date	Friday 11 February 2022
Assessment of submissions	Tuesday 1 March 2022
Notification of successful organisation*	Friday 25 March 2022
Meetings (2) with Council Officers	By arrangement with successful applicant

**Dates provided are indicative only and subject to change.*

3.2 Late submissions and incomplete submissions

Submissions lodged after the closing time and date will be opened and registered separately as being late.

These submissions will not be considered unless under exceptional circumstances and may be admitted at the absolute discretion of the Council, considering whether the late respondent has gained an unfair advantage from late submission, the reasons given for lateness, and whether the submission was mishandled, for example by a postal or delivery service.

3.3 Selection policy

The original and all copies of the submissions will become the property of Council and will be used only for the EOI selection process. All submission material will be treated in confidence. Council will only discuss the content of a submission with other organisations with permission.

Council will use the EOI criteria below for assessing applications.

Council is under no obligation to select any organisation through the EOI process.

3.4 Selection criteria

The successful applicant will be able to demonstrate that the organisation and its key personnel have the required experience and to be able to manage a coffee cart or coffee van business from the library.

Below are the selection criteria and their applicable weighting which will be used to assess each application.

Criteria	Weighting
Community and social benefit outcomes	30%
Capacity to deliver the services	30%
Environmental stewardship	10%
Food handling experience/coffee cart or coffee van management	30%

3.5 Final selection and notification

The final selection will be made from the shortlisted organisations and approved by Council. All organisations will be notified of the outcome of the selection process.

4. The facility

The library is located at 63 Cobbity Crescent, Arana Hills. The deck is located at the back of the library overlooking parkland.

The library currently attracts approximately 2,540 visits over 6 days per week (2018/19). Access to water and power will not be charged to the coffee cart or coffee van operator.

Pre COVID, the library annual visitation was approximately 132,000, or around 2,500 visits per week.

In 2021, visitation is reduced due to COVID. Year to date visitation (January - September 2021) is 69,066 or approximately 1,817 per week.

It is anticipated that the coffee cart or coffee van would operate Mondays to Saturdays from 9.00am - 12.00pm.

Refer Appendix 1 - Site plan

4.1 Equipment

The successful applicant will be required to own, purchase or hire a range of equipment and products to facilitate the running of the service. Suggested equipment includes:

- a commercial coffee cart or coffee van,
- associated bulk coffee, tea and cold beverage supplies,
- pre-made/wrapped snacks, biscuits, cake etc,
- disposable cups etc.

All equipment and the organisation must comply with safety requirements; and must ensure the activity does not jeopardise the safety or unduly interfere with the usual use of the library. Refer to conditions as outlined in Appendix 2.

5. Requirements

5.1 Community and social benefit outcomes

The purpose of this agreement is to support a community organisation which provides an opportunity to establish and manage a coffee cart or coffee van, which trades to address social issues, improve communities, provide access to employment and training, or help the environment.

Applications should include details of the community organisation's current and proposed social benefit activities, actions and strategies. For example, community organisations may include details regarding their links with local businesses and support provided to local community groups.

Revenue raised from sales will be used by the community organisation to deliver a variety of social benefit outcomes with some funds retained by the community organisation to support the running of the coffee cart or coffee van.

5.2 Capacity to deliver the services

It is envisioned that the coffee cart or coffee van will open at least 6 times per week, Mondays to Saturdays between 9.00am - 12.00pm providing a variety of beverages and potential snack options to the library patrons.

Applications should include details regarding:

- proposed opening days and times;
- the number of team members dedicated to running and managing the coffee cart or coffee van on each shift; and
- the proposed strategy to ensure advertised opening times are supported by team members.

5.3 Environmental stewardship

Council also supports a range of other environmental and waste minimisation initiatives such as promoting recycling and the use of re-usable water bottles. The successful applicant must not use or provide plastic straws.

Applications should include:

- The organisation's environmental or sustainability policies
- Proposed actions to protect or enhance the environment (e.g. use of compostable single use coffee cups; use of local products)

5.4 Food handling experience, coffee cart or coffee van management

Prior to the commencement of the coffee cart or coffee van, all team members preparing or serving refreshments will be required to complete food safety training. For further information see <https://www.moretonbay.qld.gov.au/Services/Licences-Regulations/Food-Business>

Applications should include the organisation's experience in organising, preparing and providing refreshments/food to the public and where possible, and copies of any food handling certificates issued to team members.

5.5 Relationship with Council

The organisation will have a good working relationship with Council, providing all reports and documentation and attending any meetings and information sessions as requested by Council.

Council's Cultural Services department will provide an initial library induction to the successful applicant and a contact person for ongoing support.

5.6 Mandatory requirements

Health and Safety

Council places a high importance on health and safety. Subsequently, the successful applicant will be required to ensure that all risks associated with operation of the coffee cart or coffee van have been identified and management actions are implemented to eliminate or reduce risks to acceptable levels.

A copy of the community organisation's Health and Safety policy should be included in the application.

Public Liability Insurance

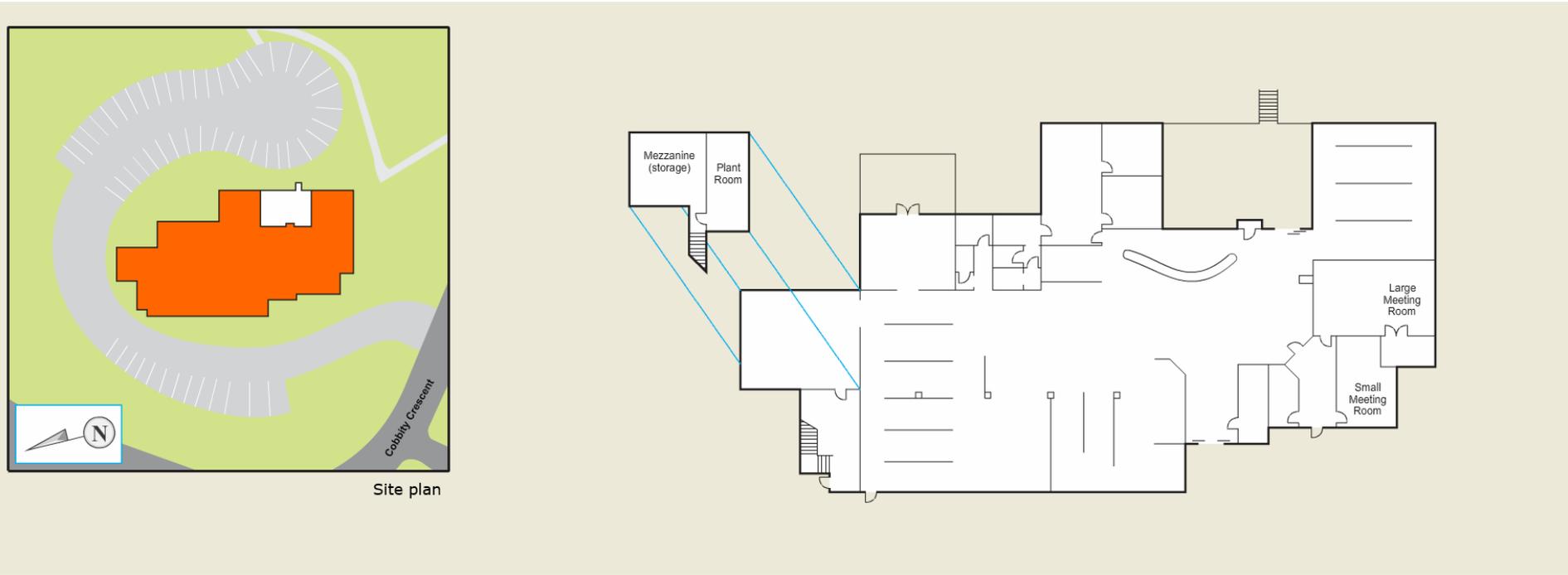
During the term of operation of the coffee cart, applicants will be required to maintain public liability insurance of at least \$20 million for any one claim with a reputable insurer and will be required to list Moreton Bay Regional Council as an additional name on the insurance policy. A copy of the organisation's public liability insurance of \$20 million dollars should be included in the application or a statement confirming the organisation's ability to obtain the required insurance, prior to commencement.

Covid Safe Practices

The applicant will be required to follow the Chief Health Officer [public health directions](#) and keep up-to-date with requirements to make the business and customers are COVID Safe as per the Queensland Government Covid Safe Business [page](#).

Appendix 1: Site Plan

Moreton Bay Regional Council (MBRC), Arana Hills Library



Appendix 2: Conditions

Note: These conditions are provided as guidance only. Conditions will be finalised with the successful community organisation in the agreement documentation.

The successful applicant may be required to agree to:

- indemnify Council and keep it indemnified against any claim, demand, action, suit or proceeding that may be made or brought against Council, its employees, contractors and elected members for personal injury to or death of any person or loss of or damage to any property caused by, arising out of or as a consequence of the Activity;
- acknowledge that Council has not made any claim, statement or inference with regard to the suitability of the facility or land for the Activity.

The agreement will be subject to the approval of a Local Law Permit which Cultural Services Department will assist in arranging with Council's Public Space Permits Team.

Standard Conditions

- (a) The successful applicant must comply with specified safety requirements; and
- (b) The successful applicant must ensure that the activity does not jeopardise the safety of or unduly interfere with the usual use of the road/area by both vehicular and pedestrian traffic; and
- (c) If the successful applicant or the successful applicant's employee or agent damaged the road, or any public infrastructure within the road, carpark or the library, it must -
 - i. Take immediate steps to make the area safe and maintain the area in a safe condition until all necessary repairs are affected; and
 - ii. Promptly report the damage to the Moreton Bay Regional Council; and
 - iii. Pay to Moreton Bay Regional Council the amount it would cost for Moreton Bay Regional Council to have all damage rectified or with Moreton Bay Regional Council approval carry out repairs at its own expense to the satisfaction of Moreton Bay Regional Council; and
- (d) The successful applicant must comply with the hours of operation and dates specified in the approval; and
- (e) The activity must be conducted at the location specified in the approval; and
- (f) The vehicle intended to be used as an itinerant vending vehicle -
 - i. Does not have a gross vehicle weight in excess of 4.5 tonne or a length in excess of 7.5metres; and
 - ii. Is not to be used on a footpath; and
 - iii. Is currently registered under the *Transport Operations (Road Use Management - Vehicle Registration Regulation 1999*; and

- iv. Will be used in a manner that conforms to the *Transport Operation (Road Use Management) Act 1995*; and
 - v. Will not adversely affect the amenity of the surrounding area; and
 - vi. Will not cause a nuisance to the neighbouring properties or users of the road or local government controlled area; and
- (g) The successful applicant must obtain and maintain a licence under the *Food Act 2006*, the licence must be kept current while the agreement for coffee cart or coffee van is in place and;
 - (h) The successful applicant must comply with all laws regarding working with children; and
 - (i) The successful applicant must not interfere with the existing public infrastructure located in, on or over a road or within a local government controlled area; and
 - (j) Flammable liquids, poison or other dangerous goods must not be carried in the vehicle, other than fuel used for the vehicles normal operation; and
 - (k) The successful applicant's employee or agent or to be familiar with the emergency response procedures and evacuation diagrams which can be found at the Library; and
 - (l) The successful applicant shall comply with all laws relating to public buildings and overcrowding, and obstruction of passages, corridors and emergency entry and exit points. This also applies to seating arrangements; and
 - (m) The successful applicant shall apply with all laws regarding fire safety; and
 - (n) The successful applicant shall not do anything which could, in the reasonable opinion of Council cause a smoke hazard, fire hazard or result in the alarm systems at the Library being triggered; and
 - (o) The successful applicant may be responsible for paying any applicable call out feeds due to alarms being triggered, except in the case of a genuine emergency; and
 - (p) All portable electrical appliances and leads brought into the Library by the successful applicant must have current service test tags; and
 - (q) The successful applicant must accept full responsibly for activities undertaken and for ensuring acceptable risk management techniques are practices to avoid injury or damage to any persons; and
 - (r) Council may accept, refuse or cancel the approval at any time at its sole discretion; and
 - (s) All equipment and furniture must be removed at the end of each shift. The coffee cart can be set up and removed from the deck each day or be a permanent lockable unit. The coffee van must be removed each day

Schedule B

Additional Conditions

- (a) Local government waste receptacles are not to be used in association with the business for disposing of food waste and the like; and
- (b) No liquid wastes are to be discharged onto the road, footpath or street drainage system; and
- (c) Ensure that any signs displayed in relation to the event/activity are installed in accordance with *Moreton Bay Regional Council Subordinate Local Law No. 1 (Administration) 2011 - Schedule 9 Installation of advertising devices*; and

Schedule C

Specific Conditions

- (a) The successful applicant must not undertake the approved activity in a way that contravenes a Public Health Direction given by the Chief Health Officer, under section 362B of the Public Health Act 2005, to assist in containing, or to respond to, the spread of COVID-19 in the community; and
- (b) The successful applicant must provide evidence of a current Public Liability Insurance Policy to the value of \$20,000,000. The Insurance Policy must be in the same name as the applicant; and
- (c) To ensure safety of the general public and to avoid potential damage to the park surfaces, no vehicles may drive or park on grassed areas. All vehicles onsite must be parked lawfully; and
- (d) The insertion of stakes or pegs into the surface is not permitted. All temporary structures must be self-supporting and weighted down; and
- (e) The area must be left in a clean and tidy condition and any waste taken off site at the conclusion of the activity; and
- (f) The successful applicant must maintain a pedestrian way width of 2.0 metres of the footpath; and
- (g) If activity is established on a footpath, the activity must not be sited in a manner that requires pedestrians using the footpath to move out over the footway; and
- (h) The activity must not obstruct access to property; and
- (i) The activity must not interfere with the movement or line of sight of vehicular and pedestrian traffic; and
- (j) You may not assign your right to use the facility to anyone else.