

# Temporary Tenancy of Rebuilding Advisory Centre (RAC)

## Expression of Interest Brief

The Kinglake and Marysville Rebuilding Advisory Centres will provide practical advice to bushfire affected people through all stages of the rebuilding process.

Due to open in June 2010, the Centres will house rebuilding advisory services for a period of approximately 12 months.

During this time additional office space will be available for short-term tenancies (not exceeding 12 months) by interested individuals, community groups and organisations.

The Murrindindi Shire Council, in partnership with the Victorian Bushfire Reconstruction and Recovery Authority (VBRRA), is seeking written expressions of interest for short-term tenancies that address the eligibility criteria in this document.

The written expression of interest must be received by close of business **19 May 2010** and should be addressed to RAC EOI, Murrindindi Shire Council, PO Box 138 Alexandra, or by email [msc@murrindindi.vic.gov.au](mailto:msc@murrindindi.vic.gov.au).

A panel representing the Murrindindi Shire Council, VBRRA and the local Community Recovery Committee will initially assess the Expressions of Interest and enter into further discussions with eligible applicants.

### **Eligibility Criteria:**

#### Key Criteria

Priority will be given to groups or organisations that can demonstrate their activities meet the following key criteria:

- The group/organisation's activities contribute to bushfire recovery in the local community
- The group/organisation is 'Not for Profit'
- The group/organisation's operations are primarily located within the Murrindindi Shire
- The group/organisation will require or maintain an active presence in the RAC on a daily or regular basis (as opposed to needing an occasional room booking).

Consideration will be given to groups or organisations that have experienced a temporary loss of normal operating premises due to the fires.

Eligible community groups and organisations are required to provide evidence of the group's establishment and current status. For example, this could include:

- evidence of incorporation, association or formation
- most recent Annual General Meeting minutes
- constitution, delegation or statement of purpose
- current membership base
- evidence of the group's recognised role and achievements within the community

If the group was temporarily formed following the fires, the Expression of Interest should clearly demonstrate the role of the group in supporting community recovery.

Interested groups or organisations also need to indicate their current public liability insurance cover status in their expression of interest.

### Ineligible

Temporary tenancy within the RAC's is not available to the following groups and organisations:

- Commercial businesses (see section below on Sessional Bookings)
- Political party / lobby group
- Private emergency aid / relief organisation

### **Tenancy Offer:**

#### Short Term Tenancy

Prospective tenants will be required to enter into a peppercorn tenancy lease or licence agreement for a maximum period of twelve months. The agreement may require a financial contribution by the tenant towards the total operational costs of the tenancy. This will be subject to the nature and extent of the RAC's services and facilities used by the tenant and will be further discussed with interested tenants.

The offer includes, as a minimum, access to a dedicated workspace (desk, seating, limited document storage, phone); limited reception service (for example, messages and appointment bookings); access to a shared kitchen, meeting room and associated facilities (subject to availability); and internal amenities. Internet access for tenants is currently being examined, but is not guaranteed at this stage.

The building is suitable for disabled access.

Depending on the level of demand for tenancy, and the operational needs of the tenant, the office space as described above may be an area of the building that is used exclusively by the tenant, or in a shared / open-plan space.

There will be limited space for additional tenant-supplied furniture/equipment, which may need separate tenant-provided contents insurance.

#### Sessional Bookings

One or more meeting rooms will be available for sessional bookings on a first come, first serve basis, which may not be limited to use by tenants of the RAC and may be available for wider community use.

Limited opportunities may be available for commercial operators to book meeting space on a sessional basis only, at a commercial rate, provided such businesses deliver services applicable to rebuilding.

### **Further Enquiries:**

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