# Expression of Interest — 2021-2024 Licence Application

## Introduction

Liverpool City Council is committed to attracting a diverse range of community programs, services and activities through the provision and allocation of suitable community facility. Council seeks to ensure a fair and equitable process of the allocation of facilities and that it works collaboratively with successful organisations.

Organisations will need to ensure the delivery of their programs align with the: following:

* [Our Home Liverpool 2027 – Community Strategic Plan](https://www.liverpool.nsw.gov.au/__data/assets/pdf_file/0014/120380/Our-Home-Liverpool-2027-approved-by-Council-26-April-2017.pdf)
* [Community Facilities Strategy – A Blueprint for a Modern Network of Community Facilities](https://www.liverpool.nsw.gov.au/trim/documents?RecordNumber=001617.2019)
* [Disability Inclusion Action Plan](https://www.liverpool.nsw.gov.au/__data/assets/pdf_file/0020/112268/Disability-Inclusion-Action-Plan-DIAP-2017-2021.pdf)
* [Social Justice Policy](https://www.liverpool.nsw.gov.au/__data/assets/pdf_file/0017/128510/Social-Justice-Policy-2018.pdf)
* [Social Impact Assessment Policy](https://www.liverpool.nsw.gov.au/trim/documents?RecordNumber=096668.2020)

## Expression of Interest (2021-2024)

Council encourages organisations that provide community programs and services in Liverpool to express their interest in licensing for Michael Wenden Cottage. Through the expression of interest, community organisations are required to demonstrate how they serve the interests of residents in the Liverpool Local Government Area (LGA).

Expressions of Interest will be reviewed by a selection panel and will be assessed against several criteria aligned with Council priority areas, strategies, and legislative and regulatory frameworks. Council is not obliged to accept, nor can it guarantee an allocation to all organisations that apply. Council will, however, explore all available options to assist each applicant to meet its objectives.

It should be noted that successful applicants will be required to enter a Licence Agreement. The aim of the Licence Agreement is to ensure that community organisations have security of tenure to enable them to focus on service delivery to the community.

## Eligibility Criteria

All applications are assessed against the following criteria.

* Proven ability to manage community projects and programs.
* Proven financial management skills.
* Outcomes of programs, activities and services that meet the needs identified in Council’s Community Strategy, and related planning processes for the Liverpool LGA.
* Ability to utilise the licensed facility to its maximum capacity; and
* Affiliations with local networks, service providers and peak bodies.

Please see the Expression of Interest Program Information Package for more details.

# 2021-2024 Licence Application

\*indicates a required field

## Program Eligibility

To determine if your organisation meets the Expression of Interest - Licence Program eligibility, you must answer

***yes*** to all the following questions and provide the necessary supporting documentation.

|  |  |  |
| --- | --- | --- |
| **My organisation is a not-for-profit and/or community-based group \*** | Yes | No |
| **My organisation is not a commercial, sole trader or and/or profit-making organisation: \*** |  Yes |  No |
| **My organisation targets at least 70% of the Liverpool LGA \*** |  Yes |  No |
| **My organisation has proven financial capacity and copies of audited financial statements \*** |  Yes |  No |

Please attach a copy of your current audited financial statement to your application **\***

**My organisation has appropriate insurance and Public Liability cover (minimum $20m) \***

Please attach a copy of your current Public Liability certificate **\***

**My organisation has an appropriate risk management assessment process for its operational sites \***

 Yes  No

 Yes  No

Please upload an example of one of your organisation risk management site assessments **\***

## Organisation Information

**Name of Organisation \***

**ABN \***

**Primary Address \*** Address

Suburb State Post Code

**Postal Address \*** Address

Suburb State Post Code

**Website \***

## Contact Details

**Primary Contact \***

Title

First Name

Last Name

**Primary Contact Position \***

**Primary Contact Phone \***

**Primary Contact Mobile \* Primary Contact Email \***

**Secondary Contact \***

Title

First Name

Last Name

**Secondary Contact Position\***

**Secondary Contact Phone \***

**Secondary Contact Mobile \* Secondary Contact Email \***

## Referees

Please provide details of two contactable referees to support your application.

**Referee 1**

**Name of Organisation \***

**Referee 1 Contact Name \***

**Referee 1 Phone Number \***

**Referee 1**

**What is your association with this organisation? \***

**Referee 2**

**Name of Organisation \***

**Referee 2 Contact Name \***

**Referee 2 Phone Number \***

**Referee 2**

**What is your association with this organisation? \***

## Community Facility Sought

**Please select the licence space that you are**

**applying for \***

**Are you the current tenant of another licence space? \* ** Yes  No

**If yes, how long has your organisation occupied the licence space? \***

**Would your organisation consider an alternative site, including expanding into new release areas? \***

 Yes  No

## About Your Organisation (Weighting 15%)

**Which sector does your organisation primarily operate \***

 Aged

 Aboriginal and Torres Strait Islander  Culturally and Linguistically Diverse  Disability

 Employment Other:

 Family Support Out of Home Care Women Services

 Youth

**Please provide**

**information about your organisation (e.g. history of operation, previous experience working within the Liverpool LGA) \***

**What is your organisation management structure? \***

## About Your Organisation (Weighting 15%) — Continued

**Is your organisation represented at forums including those facilitated by Council? \***

**If yes, please list these forums**

 Yes  No

## Council's Community Strategic Plan (Weighting 25%)

Council's Community Strategic Plan has identified the following four directions and corresponding community priorities. These directions can be found in Council’s [Our Home Liverpool 2027 – Community Strategic Plan.](https://www.liverpool.nsw.gov.au/__data/assets/pdf_file/0014/120380/Our-Home-Liverpool-2027-approved-by-Council-26-April-2017.pdf) If you believe that your organisation meets the below achievements please select all that apply:

**Creating Connection \*** Participating in events, programs, and activities

Building connections with the community Being active and using Council facilities Participating in community forums and groups Participating Council’s social media platforms

**Strengthening and Protecting Our Environment \***

**Generating Opportunity \***

Participating in events aimed at improving natural environments Planting and preserving trees on your own property

Learning more about environmental issues and how to improve your environmental sustainability

Following guidelines on rubbish recycling

Participating in the creation and use of community gardens

Participating in business initiatives and providing feedback

Getting involved in local activities, such as sponsoring grass-roots initiatives or having a stall at a Council event

Support Council’s advocacy Support local businesses

**Leading Through Collaboration \***

Contributing ideas during community consultation events Participating in community groups, events, and activities

Keeping updated through our website, social media sites and mail-outs

**Based on your above**

**selections, how will your program deliver the expected outcomes in each section? \***

## Target Demographics (Weighting 15%)

**What community needs analysis has your organisation completed to determine target audience and outcomes? \***

**What percentage of the people who benefit from your programs are from Liverpool? \***

**How has this percentage been measured? \***

**Will your projects/programs address gender inequality? \***

**How will you address the needs of people of**

**different genders in the design and management of your projects/ programs? \***

 Yes  No  Don’t Know

**How will you measure the gender reach of your**

**projects/programs? \***

Please show us how you have considered gender differences in designing your projects/ programs so that you are reaching people equitably. If you are running a gender-specific

initiative, please tell us why only one gender is being targeted. For more information on applying a gender lens to your work, visit [http://www.fundingcentre.com.au/help/gender-lens.](http://www.fundingcentre.com.au/help/gender-lens)

**Please describe how**

**effort is made to include people who may be disadvantaged in the community. \***

Disadvantaged people may include and are not limited to the following: Aboriginal and Torres Strait Islander people, people with disabilities, young parents, people who are geographically

isolated, people from culturally and linguistically diverse backgrounds, people disadvantaged by their socioeconomic circumstances, gay, lesbian, bisexual and transgender people, people who have left school early or are at risk of leaving school early, young women and young offenders.

## Ability to Manage Community Projects and Programs (Weighting 25%)

**What programs have you run in the past three years? Please list them and a summary of each. \***

|  |
| --- |
|  |
|  |
|  |
|  |

**How have the above programs met your organisation's key targets/ outcomes? Please list the benefits to the**

**participants and the broader community. \***

**Who has benefited from your programs in the past three years? Please provide demographics and approximate number. \***

**How do you measure the success of your projects/ programs? \***

**What programs do you have planned for the next three years? \***

**How will you be funding these projects/programs?**

**\***

## Ability to Manage Community Projects and Programs (Weighting 25%) — Continued

**How will the residents of the Liverpool LGA access these projects/programs? (e.g. walk-in/no barriers, via referral, etc). \***

**Have you identified any other organisation providing a similar service within the Liverpool LGA? \***

**If yes please list the organisations. \***

 Yes  No

 Unaware of any other service available

**What type of financial support does your organisation receive to run programs? \***

**Please detail your organisation's history of government funding for community projects and programs. \***

## Affiliations with Local Networks, Service Providers and Peak Bodies (Weighting 5%)

**Have you partnered with other organisations to deliver services and/or programs? \***

**Please list current and previous successful project partnerships. \***

 Yes  No

## Facility Utilisation (Weighting 15%)

**Please detail how your organisation plans to use the licensed space. \***

**Is the licensed space appropriate for reaching your target audience? List any potential access**

**issues and how you will overcome this. \***

**What are the days and hours of operation that the licensed space will be in use? \***

**How many weeks in the calendar year will your program be available? \***

**What is the approximate number of staff who will be working at the licensed space per week? \***

**What is the approximate/anticipated number of clients/visitors to the licensed space per week? \***

## Declaration Statement

On behalf of the applying organisation, I certify the following:

**Please tick each one \***

I certify that, to the best of my knowledge, the statements in this application are true.

I acknowledge that information that is provided on this form will be used by Council or its agents to process this application. It can also be made available, as required by law, to other government agencies. In accordance with the Privacy and Personal Information Protection Act 1998, and Council's Privacy Management Plan. Council will try to avoid releasing personal information that you provide on this form to third parties. for more information regarding your privacy rights, please contact Council's Privacy contact officer (the Governance Co-ordinator) on 1300 36 2170.

**The following must be completed by an authorised representative: Full Name \***

**Position \***

**Phone Number \* Email \***

**Date \***