



INVITATION FOR EXPRESSIONS OF INTEREST

Former Sergeants' Mess, Building 16, Scenic Drive, North Head Sanctuary, Manly

Discover an unparalleled elegance – Manly's next premier function space

Contact:

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M: 0448 110 016

Closing Date: 25 March 2024

Reference: EOI2401NHS16

harbourtrust.gov.au/en/for-lease/EOI2401NHS16



ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Gayamagal people, the Traditional Owners and Custodians of this land and pay our respects to their Elders past, present, and emerging.



Cover image: Aerial view of North Head Sanctuary looking south
Current page: Aerial view of North Head Sanctuary looking towards Manly



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EXECUTIVE SUMMARY

'A snapshot'

Located in First Nations Countries at the entrance to Sydney Harbour, the Sydney Harbour Federation Trust's (Harbour Trust) visitor destinations are places of natural beauty. They also feature heritage structures and other significant remnants from the nation's colonial, maritime and military narratives.

Through its management of these places, the Harbour Trust provides residents of – and visitors to – Australia's largest city with access to precious bushland, parks and open spaces. The Harbour Trust aims to deliver enhanced appreciation and understanding of the natural and cultural values of Sydney Harbour and its contribution to the national story, and world's heritage for all visitors, through the remediation, conservation and adaptive reuse of, and access to, Harbour Trust lands on Sydney Harbour.

We are inviting Expressions of Interest (EOI) from professional operators to lease the Former Sergeants' Mess, known as Building 16 at North Head Sanctuary, a hidden gem in Manly. All applications should be submitted as best and final proposals, as the Harbour Trust will evaluate all submissions and will seek to enter into final negotiations with short listed applicants.

Building 16

This premier building is a highly regarded event space situated within a truly unique and unforgettable setting featuring separate dining rooms, bar and commercial kitchen with an area of approximately 582.4m².

Lease process

Building 16 is offered for lease by Expression of Interest with applications to be submitted electronically by 5pm (AEDT), 25 March 2024 via AusTender.

Contact

For information relating to the EOI or to arrange an inspection, please contact:

Natasha Morran

Leasing Executive

natasha.morran@harbourtrust.gov.au | m: 0448 110 016

The following information is to be read in conjunction with the Harbour Trust's Expression of Interest conditions of application and accompanying documentation available at harbourtrust.gov.au/en/for-lease/EOI2401NHS16.

Image: Couple on walking track at North Head Sanctuary looking out to Sydney CBD



OUR PLACES

The Harbour Trust protect and manage a network of unique places including;

- Cockatoo Island / Wareamah (Sydney Harbour)
- Former Marine Biological Station (Camp Cove)
- Headland Park (Mosman)
Chowder Bay / Gooree, Middle Head / Gubbah Gubbah, Georges Heights
- Macquarie Lightstation (Vaucluse)
- North Head Sanctuary (Manly)
- Sub Base Platypus (North Sydney)
- Woolwich Dock and Parklands (Woolwich)





Image: Gate House at Barracks Precinct, North Head Sanctuary

OUR PURPOSE

Objectives

Our objectives, as outlined in the *Sydney Harbour Federation Trust Act 2001*, are to:

- Ensure that management of Harbour Trust land contributes to enhancing the amenity of the Sydney Harbour region.
- Protect, conserve, and interpret the environmental and heritage values of Harbour Trust land.
- Maximise public access to Harbour Trust land.
- Establish and manage suitable Harbour Trust land as a park on behalf of the Commonwealth as the national government.
- Co-operate with other Commonwealth bodies that have a connection with any Harbour land in managing that land.
- Co-operate with NSW, affected councils and the community in furthering the above objectives.

Outcome

Our target outcome is enhanced appreciation and understanding of the natural and cultural values of Sydney Harbour and its contribution to the national story and world's heritage for all visitors, through the remediation, conservation and adaptive reuse of, and access to, Harbour Trust lands on Sydney Harbour.



Image: The No 2 Gun Emplacements located at North Fort, North Head Sanctuary

NORTH HEAD SANCTUARY

The history of North Head Sanctuary

Located in the heart of Manly, North Head stands as a beloved destination, cherished by both locals and tourists alike. Within this scenic landscape, North Head Sanctuary holds a special place as part of the 1930's North Head Fort and Barracks complex, containing a captivating array of original Art Deco buildings that encircle an expansive parade ground.

After the Second World War, the Former School of Artillery opened at North Head. Military personnel lived and trained there from 1946 until 1998, when the school relocated to Puckapunyal, Victoria.

North Head Sanctuary is an area of approximately 74 hectares resting on the natural ridge of North Head managed and protected by the Harbour Trust. It is bounded by Sydney Harbour National Park, which is managed by NSW National Parks and Wildlife Service (NPWS), and the North Head Wastewater Resource Recovery Facility, which is managed by Sydney Water.

North Head was once used by the Gayamagal people's Koradgee (medicine men and women healers) for spiritual ceremonies and rituals. Rock engravings, rock art, campsites, burials and middens are reminders of the Gayamagal people's connection to the area.

North Head boasts a diversity of native flora and fauna across a range of habitats, it is also home to endangered population of long-nosed bandicoots, once common throughout Sydney. Small populations of formerly locally extinct species including the eastern pygmy possum, brown antechinus and bush rat have been reintroduced to North Head Sanctuary in recent years.

North Head Sanctuary today

Since 2001, when the Harbour Trust assumed management of North Head Sanctuary, many adaptive reuse, rehabilitation and restoration projects have been undertaken. These works included extensive refurbishment of selected buildings, establishment of a network of walking tracks connecting spectacular lookouts amidst natural features, landscaping works to the public domain including the addition of designated car and coach parking and visitor information and upgrading of infrastructure.


Today, a bustling North Head Sanctuary is open to the public all year round where thousands of visitors are welcomed, for recreational and commercial purposes. The Visitor Centre at North Fort, just past the Bella Vista Café, offers maps and information and is the meeting point for the popular guided tours that run on Sundays.

Precinct map




 **2.5 kms**
from Manly CBD


 **8 mins**
direct bus from Manly

 **25 mins**
walk from Manly

 **30 mins**
drive from Sydney CBD

 **10 kms**
of walking tracks

 **Over 425,000**
visitors in 2022-2023

 Home to the endangered
long-nosed bandicoot

THE FUTURE WITH MASTER PLANNING

Currently under review following the recent public exhibition, the draft master plan outlines key objectives proposed within the general planning context that guides the design intent and vision for the site. The objectives set out a broad plan for North Head Sanctuary and seeks to ‘blur’ the boundary of land management between the Harbour Trust and NPWS, seeking to provide a singular entity and visitor experience.

The draft master plan has proposed to:



Experience

a unique and beautiful natural environment, on the edge of the city



Celebrate

First Nations culture on Country – supporting continuing cultural connections and practices



Discover

the 20th century military heritage, and the defence of Australia in the Second World War and its aftermath



Create

an accessible and warm welcome for all, and a destination for activities and exploration

The draft master plan seeks to protect, support and provide the unique and beautiful natural environment with conservation and protection given significant importance. The draft master plan also proposes to include, celebrate and regenerate a connection with First Nations culture on Country. A further consideration is given to twentieth century military heritage with the focus of restoring, adapting and activating key heritage aspects within the Barracks Precinct. Through the objectives, there is a sense of connection and naturally, a consolidated and connected walking place is established.

More information relating to the draft master plan can be located here: harbourtrust.gov.au/north-head-sanctuary-consultation.



WHO'S WHO IN THE NEIGHBOURHOOD

Abropend

A medico legal office, administration and creative managerial hub.

Australian Bronze Sculpture House

Sculpture gallery, a full-service Fine Art bronze casting foundry and sculpture school.

Barbara Sorensen & Associates

Experienced and registered psychologists who provide assessment and psychotherapy to adolescents, adults and couples.

Bella Vista Café

Located at North Fort and overlooking Sydney Harbour, Bella Vista Café offers homemade traditional and modern Italian cuisine.

Caravela Coffee

A Latin American specialty green coffee exporter and importer that responsibly sources coffee from small coffee producers.

Early Start Australia

A national organisation passionate and committed to providing early intervention and therapy services for children and families

Farmhouse Montessori School

An independent Montessori school in Sydney's Northern Beaches providing Montessori education programs for children aged between 6 and 12 years. The school aims to provide both creative and stimulating intellectual, artistic, and developmental experiences for the pre-school and kindergarten child.

Headland Montessori

The Montessori approach offers a broad vision of education as a preparation for life. It is designed to help children with their task of inner construction and it succeeds because it draws its principles from the natural development of the child under the guidance of specially trained teachers.

Life Fitness Solutions

A boutique personal health and wellness studio offering one on one private training and small classes for body conditioning.

NAAV Holdings

Delivers virtual training for the cloud industry.

Narelle Brigden

Post-graduate qualified grief and palliative care counsellor and psychotherapist.

North Head Fitness

Fully equipped CrossFit gym offering CrossFit classes, Olympic weight lifting classes, endurance bootcamp and mobility each week. One-on-one personal training, sport specific training, corporate and family style training also available.

North Head Nursery

Propagating North Head flora species being used for bush regeneration in the sanctuary and nearby areas.

North Head Sanctuary Foundation

North Head Sanctuary Foundation works with the Harbour Trust to maintain and preserve the vision of a sanctuary at North Head.

Nurture and Bloom Psychology

A perinatal psychologist providing a grounded and compassionate counselling approach specialising in child and family care.

Rebecka Johansson

A clinical psychologist passionate about mental health and relationships with extensive training in couples therapy.

Ridge and Associates

An administrative lawyer specialising in environmental law, cultural heritage and Aboriginal land law.

Roving Larder

A delicious hands-on cooking school providing fun and creative classes and a chance to interact with a range of chefs, butchers and local producers.

The Back Physio

A boutique physiotherapy practice specialising in backs and are equally happy to treat the whole body.

The Royal Australian Artillery Historical Company

A volunteer-run, not-for-profit organisation listed as a public company with the company's core purpose to promote the significance of Australia's Artillery, its history and heritage. At North Head Sanctuary the RAAHC provides the Cutler Research Centre and Australia's Memorial walk.

Twyford Hawk

A corporate advisory firm with private clients offering investment services.

WOTSO

Australia's largest co-working space operator, with a reputation for sympathetically repurposing historical buildings as vibrant co-working spaces.

THE OPPORTUNITY

Former Sergeants' Mess, Building 16

The captivating Former Sergeants' Mess is an iconic sanctuary that encapsulates the rich heritage of North Head. Once serving as a cherished social hub for Warrant Officers and Senior Non-Commissioned Officers, this esteemed establishment stands as a bastion of customs and traditions, where time-honoured rituals and relationships are nurtured. Nowadays, this premises is where modern day relationships can now be nurtured and formed.

Step into this exquisite 1935 Art Deco gem, a testament to architectural elegance and history, where a harmonious blend of modern comfort and historical significance meet. Commanding a central position overlooking the Parade Ground, its formal interiors echo with whispers of a bygone era. Original wooden floors guide your steps, leading you to a double-function room space – a versatile canvas for the creation of unforgettable moments. The commercial kitchen is functional with the current fit out and is both practical and ready for improvement.

Amidst this refined setting lies a newly carpeted area, designed for you to greet guests prior to your exclusive events, separated from the main space leading directly to the original bar. And there, a relic of history stands tall – an original wooden bar that bears witness to the laughter and stories of soldiers long past, its timeless charm resonating through the ages.

Enhancing the allure of the Sergeants' Mess is the captivating outdoor expanse – a haven of natural beauty and endless possibilities. A non-exclusive use, this breathtaking outdoor area adds an extra layer of charm to an already enchanting space. At the forefront of the premises lies a pristine outdoor setting, a canvas for intimate ceremonies that invite cherished moments to unfold against the backdrop of North Head's timeless vistas. This space sets the stage for small gatherings and cherished celebrations. Behind the premises, a serene oasis beckons – a haven for pre-event drinks, candid laughter, and breathtaking photos. The picturesque setting captures the essence of the landscape, providing an idyllic backdrop for cherished memories – a sanctuary where nature and celebrations coexist in perfect harmony.

Image: Main entrance, Former Sergeants' Mess, Building 16



Amongst the well-tended foliage, a touch of whimsy dances as echidnas occasionally grace the scene, embodying the wonder of Australia's wildlife. Convenience meets tranquillity with ample parking just a stone's throw away, ensuring ease of access for all who step into this realm of elegance. The option to tread upon Sanctuary Lawn adds a touch of magic, offering the possibility for wedding parties to exchange vows amidst the embrace of nature before continuing their journey of celebration at the venue. The Instagram opportunities and photos at this unique and yet unknown venue will make your event stand out amongst all other posts on social media. Be the first to post this perfect backdrop on your social media accounts.

The premises is effortlessly usable in its current condition and configuration. Applicants are encouraged to explore potential modifications to enhance the premises functionality as a functions or restaurant venue. Proposals should include preliminary scope of works, fit out designs and ideas.

In considering improvement opportunities it is anticipated that applicants will take design cues from neighbouring venues and consider the natural and heritage sensitivities of the building when proposing improvement works. Consideration of the North Head Management Plan should be taken when submitting a fit out proposal.

Features

Dining Capabilities



**UP TO 180
GUESTS SEATED**



**275 GUESTS STANDING
(PLUS 25 STAFF)
(COCKTAIL)**

Building Information



**LARGE DINING
ROOM WITH ORIGINAL
ART DECO JOINERY**



ART DECO BAR



ANTE ROOM

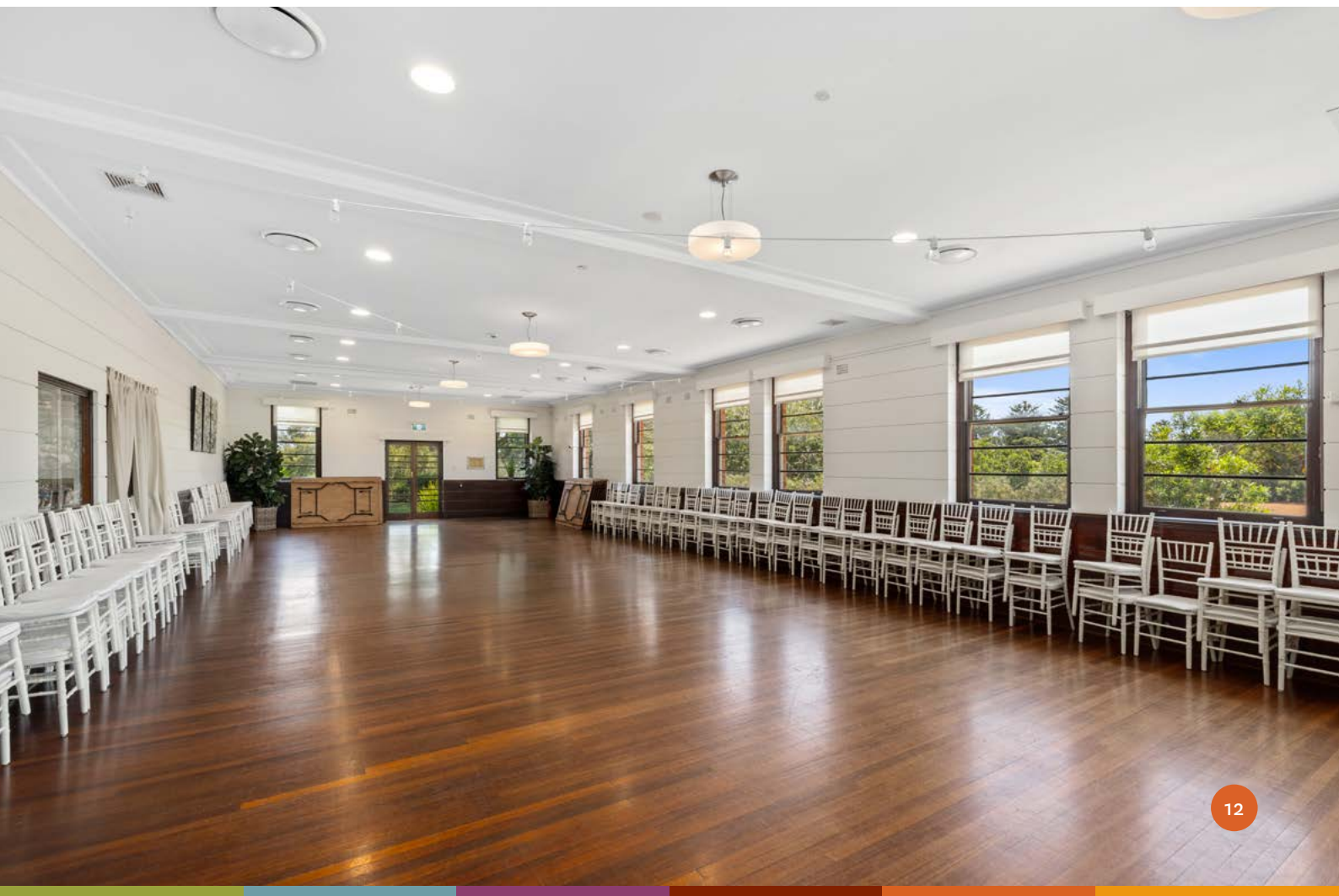


KITCHEN FACILITIES



**AREA -
582.4m²**

Image: Dining room, Former Sergeants' Mess, Building 16



Former Sergeants' Mess, Building 16

Key points:

- Toilet facilities comprises 2 male and 3 female cubicles
- Additional service provisions may be installed depending on the required use and will be subject to Lessor approval.
- Garbage and waste removal areas will be nominated by the Lessor. The Lessee will pay for their own removal.

Further opportunity on Sanctuary Lawn

Consider expanding your services to include ceremonies on Sanctuary Lawn. Following the ceremony guests can meander back to a more formal dining experience at Building 16. This romantic backdrop can add another level of elegance to exchange vows on the headland.

As part of an additional licence agreement, this designated location will be available for a maximum of 5 hours, inclusive of set up and pack down time. The current agreement is set to 150 guests with the inclusion of alcohol (subject to separate liquor permit application).

Any proponent wishing to incorporate this space as part of an extra offering should make note within their application.

Site services



ELECTRICAL

Power (Amps): 100 amps, Three phase
Power meter: Separately metered
NBN comms: Yes



HYDRAULIC

Gas: Yes
Grease trap: Yes holds 1,500L
Sewer & water: Yes



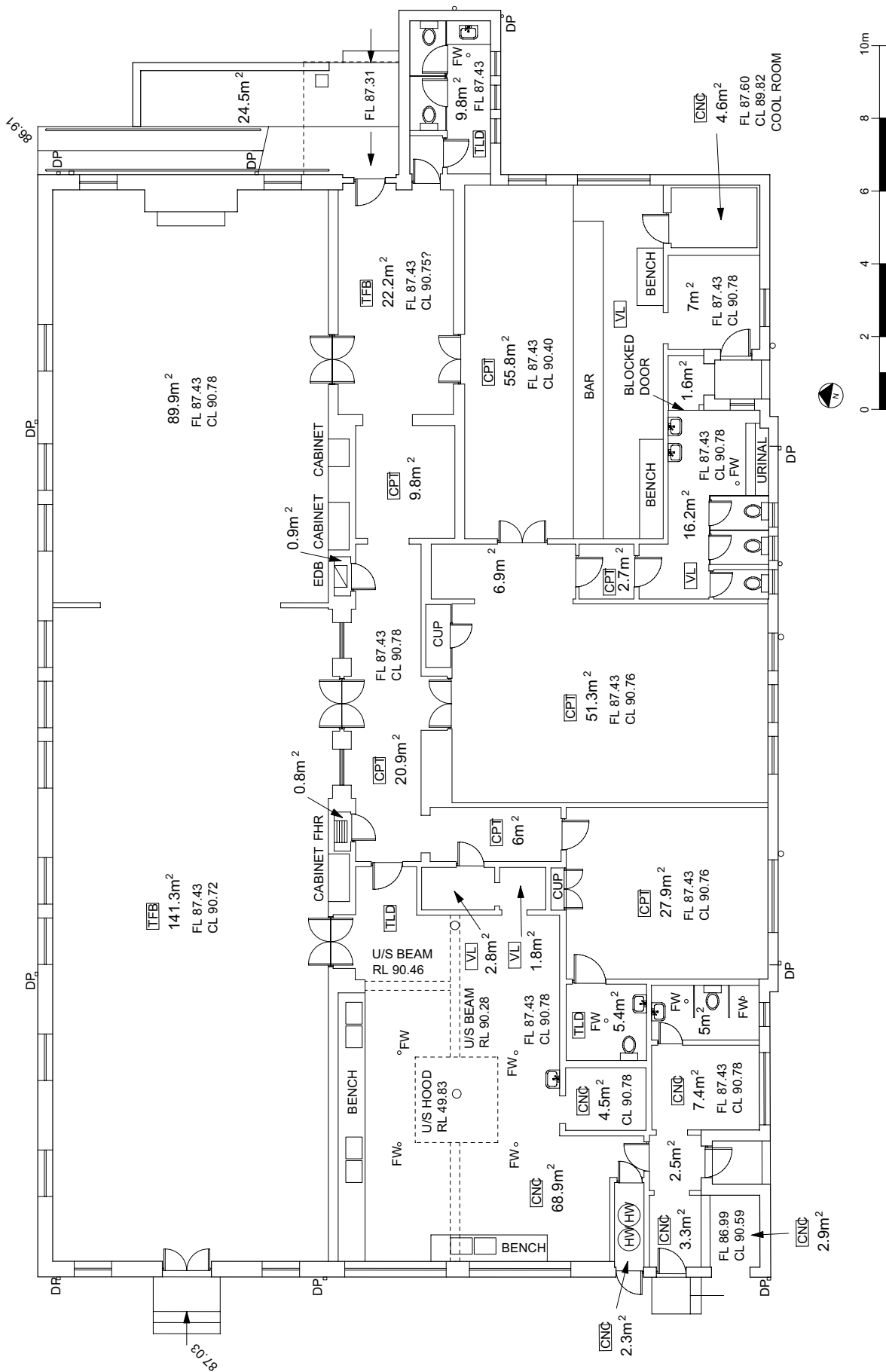
MECHANICAL

Air conditioning: Yes
Exhaust system: Yes

Image: Commercial kitchen, Former Sergeants' Mess, Building 16



Floorplan of Former Sergeants' Mess, Building 16



BUILDING '16'
 WHOLE BLD NLA = 582.4m²
 WHOLE BLD GLA = 623.1m²



Image: Exterior, Former Sergeants' Mess, Building 16

THE CONSIDERATIONS

Transport and parking

To assist the Harbour Trust in reducing overall parking demand and to protect the natural environment, the tenant will be required to use its best endeavours to promote suitable alternative means of transport to its occupants, including public transport, bicycle, motor bike, foot and shared vehicle use.

The Harbour Trust intends to carry out public domain works to improve traffic management and pedestrian safety at North Head Sanctuary in the future. Currently, there is limited car parking in front of Building 17, with larger car parks nearby.

Given the property's natural setting, parking and traffic management will be a consideration for the Harbour Trust in selecting a tenant for the building. Applicants will be required to submit an outline of how they will manage transport and the parking requirements specific to their proposed use.

Bushfire

North Head Sanctuary is an area of high bushfire risk and consideration needs to be given to additional measures to mitigate any risks. Such risks may include Extreme and/or Catastrophic Fire Danger Rating where NSW Fire Authorities may limit vehicle and/or pedestrian access to North Head, where any occupiers must use its best endeavours to ensure that all employees and invitees must comply with these requirements.

The Harbour Trust Bushfire Management Plan (BMP) identifies the need for asset protection zones in the immediate locality and additional measures such as extending zones and/or building treatment may be required depending on the potential use of the building.



Image: Art Deco bar, Former Sergeants' Mess, Building 16

Events

Periodically, the Harbour Trust may use the Parade Ground and other areas for public events. An example of a past event is 'Night at the Barracks.'

For 2024, the Harbour Trust recently invited recently sought proposals from operators to host two large events (with a maximum of 3,000 people per day) spanning more than three days, and two medium events (with 500 to 2,000 people per day) lasting up to three days. The schedule of these events is not yet determined, however can be requested once available.

Given the proximity to the Parade Ground, it is important to note that during specific events, there may be additional operational constraints which may impede on day to day operations and blackout dates may be considered. There is an opportunity for tenants to participate and offer services that organisers would otherwise seek from external sources. It is the Harbour Trust's intention that actively involving tenants provides a supportive and inclusive environment whilst proactive exploration of collaborative services will enable valuable business opportunities.

Planning framework

The land and buildings at North Head Sanctuary are owned by the Australian Government and managed by the Sydney Harbour Federation Trust as a public park. The *Sydney Harbour Federation Trust Act 2001* exempts the Harbour Trust from certain state laws including those related to town planning.

Northern Beaches Council and New South Wales planning legislation does not apply at North Head and the Harbour Trust is empowered to act as the local planning authority in the assessment of actions on its lands. The Harbour Trust may, however, elect to consult with other statutory bodies in the consideration of action applications, and actions of a significant scale may also require consent from the Federal Minister for the Environment.

Actions requiring the written consent of the Harbour Trust include all tenant works, such as building fit out, signage and change of use. The planning framework under which the Harbour Trust assesses and approves applications for tenant works is established by:

- *Sydney Harbour Federation Trust Act 2001* which sets out the objectives of the Harbour Trust.
- The Harbour Trust Comprehensive Plan (2003 as amended in 2009) which establishes the overarching policies and outcomes for the lands.
- North Head Sanctuary Management Plan which sets out in more detail the characteristics, values and outcomes proposed for North Head.

Full details of the Harbour Trust's planning instruments and development application process are available to download from the 'Planning and permits' section of the Harbour Trust website at harbourtrust.gov.au.

Key design and heritage objectives

The principal objectives for the Harbour Trust in considering modifications proposed by the applicant, as set out in the North Head Sanctuary Management Plan are to enhance the visitor facilities and amenities to create opportunity for public leisure and recreation. Also, to conserve and improve the natural and cultural heritage of the lands and buildings.

In considering applications to make building modifications, the Harbour Trust will take into account the following key design matters:

i) Public domain

Modification of the premises should continue to encourage unrestricted public access and appreciation of its setting by:

Ensuring that the design works do not discourage public access or create the perception of private space; and

ii) Improving functionality and adaptability of the premises to suit future uses

External and internal modifications will be considered to improve the functionality and flexibility of the premises for future uses subject to retention and consideration of the 1930's heritage fabric and layout. Also, to achieve compliance with relevant building standards; NCC and DDA.

Modifications may include the removal of contemporary works/fabric including internal false walls, kitchen fit out and relocation of services.

iii) Environmental and cultural sensitivity in design

The principles of an environmentally and culturally sensitive design should be incorporated into all modification works.

Contributory and delivery partners

Not-for-profit organisations whose activities further the objectives of the Harbour Trust may be eligible for a fixed period rental subsidy under the Harbour Trust Rental Subsidy Policy for Contributory and Delivery Partners.

INDICATIVE LEASE TERMS

Lease commencement

01 July 2024 or otherwise as proposed.

Term

Lease terms should be based on an expiration date of 31 December 2031. Any options will be subject to NSW approval.

Applicants are encouraged to submit supporting documents should the proposed initial lease term be extended.

Noting, a maximum 25-year lease including options (subject to the required approvals) could be granted.

Area

Building 16 has a net lettable area of approximately 582.4m².

Rent

GST-exclusive offers are invited as either a minimum guaranteed rent, turnover or a combination. The Harbour Trust is seeking to achieve gross market rents for its properties as the revenue generated from leasing is invested in managing and improving the Harbour Trust's lands as public parks.

Rent reviews

Rent and outgoings are subject to annual 3% or CPI reviews (whichever is greater) and periodic market reviews during the term.

Utilities

Metered and payable by the Lessee

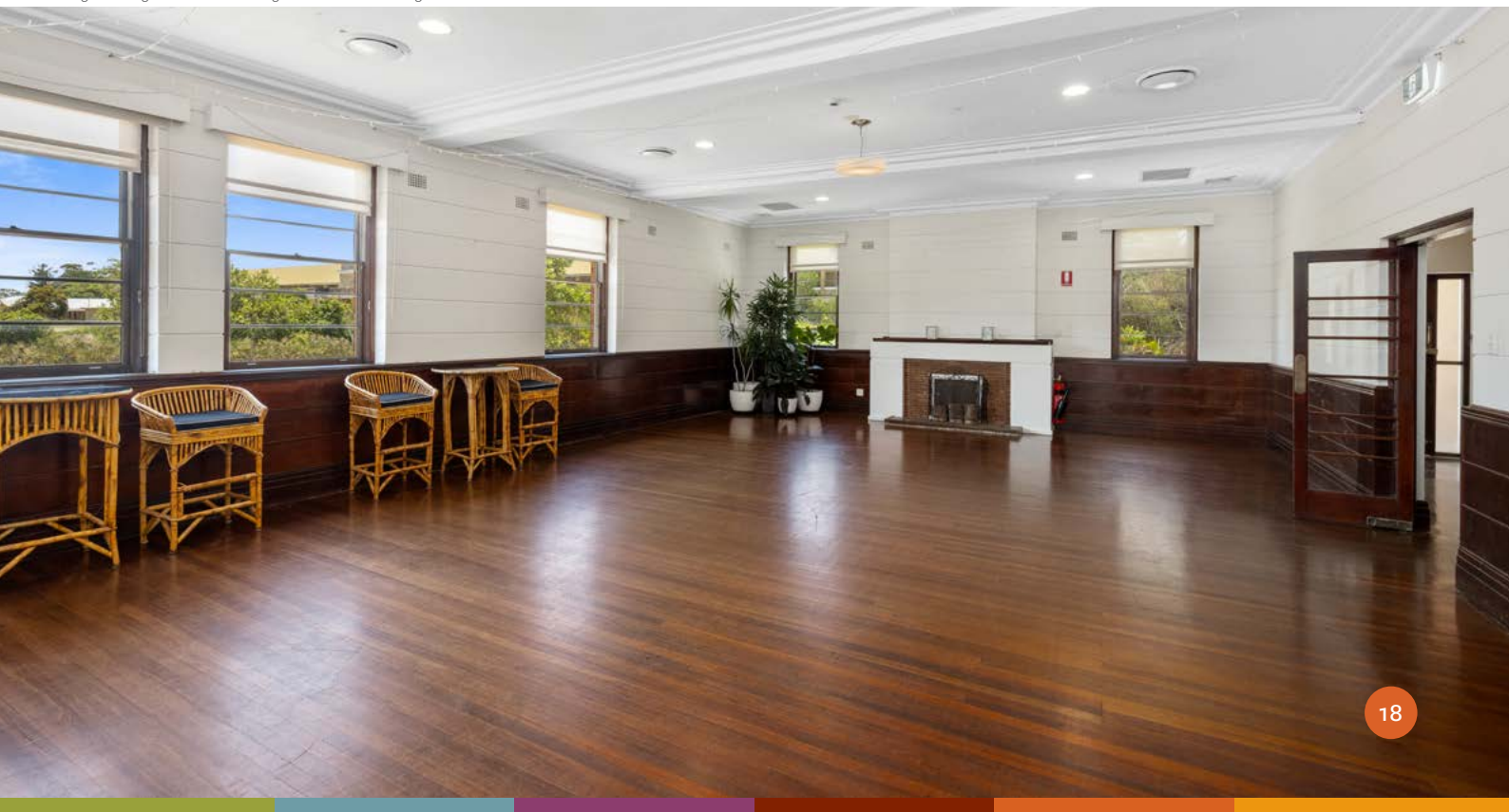
Guaranteed sum

An amount equivalent to six (6) months' rent plus outgoings and GST (payable as either a bank guarantee or cash security deposit)

Lease instrument

The Lessee will be required to enter into the Harbour Trust's standard Lease contract.

Image: Dining room, Former Sergeants' Mess, Building 16





THE EOI SUBMISSION

Closing date

5pm (AEDT), 25 March 2024

How to lodge

Proposals must be submitted electronically via AusTender. Please refer to harbourtrust.gov.au/en/for-lease/EOI2401NHS16 for access to the portal. Noting you will need to register to access supporting documents and upload your submission.

While there is no prescribed format for the presentation of submissions, the Harbour Trust will need to clearly understand an applicant's proposal, how it addresses the tenant selection criteria, how it will be delivered and operated, and the applicant's experience and financial standing to properly consider the Expression of Interest. Applicants should consider the below minimum information required in submissions.

Late lodgements will be excluded from consideration unless the Harbour Trust otherwise determines, in its sole discretion, that it is appropriate for such a proposal to be considered.

Minimum information required in submissions:

1. A completed EOI cover sheet accepting the conditions of application (refer to Appendix 1 of this document or available to download at harbourtrust.gov.au/en/for-lease/EOI2401NHS16).
2. A commercial rental offer detailing the applicant's proposed commercial terms including:
 - A proposed lease term including options;
 - Proposed lease and rent commencement dates;
 - Quote all rental offers as 'per annum gross, plus GST'.
 - A detailed outline and approximate cost estimate of any capital or fit out works proposed by the applicant. Where applicants propose significant modifications, preliminary plans should accompany their proposal.
3. Company profile and business plan which includes at least:
 - An explanation of the proposed business including trading name, nature of business, applicant's background, services to be offered from the premises and how they will be undertaken;
 - An outline of the target market and any key existing or proposed clients;
 - A financial plan including proposed fees, operating budget and proposed profit and loss for the proposed initial Lease term;
 - An outline of linkages with external facilities or partners where applicable;
 - An outline of any linkages with other activities or businesses currently taking place or, to the applicant's knowledge, likely to take place within North Head Sanctuary or across other Harbour Trust sites;
 - Details of the applicant's commercial experience, track record in the business proposed and the credentials of key staff. This should include details of other facilities currently or previously owned or operated by the applicant; and
 - Evidence that the applicant has the financial capacity to lease, develop and operate the proposed business in accordance with the operational requirements and applicable compliance guidelines for the full term of the lease.
4. An operational plan which includes at least:
 - Proposed operational hours for each component of the business;
 - An outline of environmental considerations including noise, waste generation, light pollution, chemical use and any proposed mitigation and/or protection measures to be adopted; and
 - An outline of how transport will be managed and anticipated parking requirements specific to the proposed use.
5. A statement of any key assumptions or conditions made in preparing its submission (e.g. regarding the condition of the facilities and/or services).
6. Any regulatory authorities and/or regulatory standards that must be adhered to for the proposed use.

EVALUATION PROCESS





TENANT SELECTION CRITERIA

1. Planned use

The consistency of the proposal with the objectives and outcomes in the Harbour Trust's adopted plans, and the compatibility of the use with the nature and location of the building and other existing or planned uses for the Lands. The North Head Sanctuary Management Plan is available at harbourtrust.gov.au.

2. a. Economic benefit – rental return

The competitiveness and economic value of the rental return offered by the prospective tenant. Economic benefit will take into account any direct or indirect cost or revenue implications for the Harbour Trust arising from the proposal.

b. Economic benefit – capital investment

The competitiveness and economic value of the rental return and any capital improvements to the building (beyond the life of the lease) offered by the prospective tenant. Economic benefit will take into account any direct or indirect cost or revenue implications for the Harbour Trust arising from the proposal.

3. Creative response to leasing constraints

How the prospective tenant proposes to address any leasing constraints (such as public access, services infrastructure, transport, noise, lighting etc) in a way that is of long-term benefit to the Harbour Trust lands.

4. Sensitivity to heritage and environmental issues

How the prospective tenant proposes to respect or enhance the heritage and environmental values of the building and/or lands, especially where modifications to the building are proposed.

5. Financial soundness

The prospective tenant's financial standing and a demonstrated capacity to meet its capital and lease obligations for the duration of the proposed lease term, taking into account its other financial commitments.

6. Experience and viability

The strength of the prospective tenant's credentials and track record, together with a sustainable and viable business plan in the proposed use.

7. Design considerations

The strength of the prospective tenant's credentials and track record, together with a sustainable and viable business plan in the proposed use.

The Harbour Trust will not enter into any correspondence with applicants regarding tenant selection decisions or the extent to which an application may or may not meet the tenant selection criteria.



Image: Sanctuary Lawn, North Head Sanctuary

FURTHER INFORMATION & SITE INSPECTIONS

Interested parties are encouraged to review leasing and planning documents relating to the Building 16 leasing opportunity at North Head Sanctuary at harbourtrust.gov.au/for-lease/EOI2401NHS16 where you will access the link to AusTender and the following documents:

- EOI cover sheet and conditions of application
- Building and site plans
- Harbour Trust Comprehensive Plan
- North Head Sanctuary Management Plan
- Planning application information
- The Harbour Trust's Standard Lease Memorandum
- Harbour Trust Leasing Policy
- Harbour Trust Rental Subsidy Policy for contributory and delivery partners
- Guidelines for agents

Site inspections are between 30 January 2024 to 25 March 2024 by prior appointment only. To arrange a site inspection or for further information please contact:

Natasha Morran, Leasing Executive

natasha.morran@harbourtrust.gov.au | M: 0448 110 016



DISCLAIMER

This document has been prepared by the Sydney Harbour Federation Trust (“Lessor”) concerning the marketing and leasing of Building 16, North Head Sanctuary (“Property”).

The purpose of this document is to pass on certain information concerning the Property as of January 2024. This document is given for information purposes only and does not make warranties or representations in relation to the Property. Whilst every care has been taken in preparing this document, the Lessor does not give any warranty of reliability, accuracy, currency or completeness of any of the information supplies, nor does it accept any responsibility arising in any way (including by any reason of negligence) for any errors or omissions in the information provided. The document may include certain statements or representations concerning the Property including descriptions and dimensions. Any such statements or representations must not be relied upon as statements or representations of fact and any interested party must make its own prudent enquiries and satisfy itself by its own inspection, investigation or otherwise.

The document may include certain statements, estimates and projections with respect to anticipated future performance. Any such statements, estimates and projections are given as opinions only and reflect various assumptions by the Lessor, which may or may not be correct. No representations or warranties are made as to the validity of those assumptions or the accuracy of those statements, estimates or projections. Any interested party should form its own views as to what information is relevant to any decisions it makes and make its own independent investigations and obtain its own independent advice. This document must not in any form be used for any other purpose or be provided to any other person without the prior written approval of the Lessor.

Any updated information is available at: harbourtrust.gov.au



AUSTENDER CONDITIONS

1. AusTender, the Australian Government Tender System

1.1 AusTender is the Australian Government's procurement information system. Access to and use of AusTender is subject to **terms and conditions**. In participating in this RFT, respondents must comply with those terms and conditions and any applicable instructions, processes, procedures, and recommendations as advised on AusTender at tenders.gov.au/infolinks/termsofuse.

1.2 All queries and requests for technical or operational support must be directed to the AusTender Help Desk:

Phone (Australia): 1300 651 698

Phone (International): +61 2 6215 1558

Email: tenders@finance.gov.au

Hours: ACT local time, 9am to 5pm Monday to Friday
(excluding ACT and national public holidays)

2. Electronic Lodgement

Electronic Lodgement

2.1 Tenders must be lodged and completed electronically via AusTender before the Closing Time on the Closing Date and in accordance with the tender response lodgement procedures set out in this ATM documentation and on AusTender.

2.2 Tenders must be lodged using the Tender Response Schedules provided at Part C.

2.3 Responses must be in English with all prices in Australian dollars.

2.4 Respondents should allow sufficient time for lodging their Tender, allowing for any problem analysis and resolution that may be required.

Tender Closing Time and Date

2.5 Tenders must be lodged before the Closing Time that is set out in the RFT Details.

2.6 The Closing Time will also be displayed in the relevant AusTender webpage together with a countdown clock that displays in real time the amount of time left until Closing Time (for more information please see **AusTender Terms of Use**). For the purposes of determining whether a response has been lodged before the Closing Time, the countdown clock will be conclusive.

Tender File Formats, Naming Conventions and Sizes

2.7 Respondents must complete and lodge all of the Response Schedules. Response Schedules provided in Microsoft Word may be lodged in Microsoft Word or PDF format. Response Schedules provided in Microsoft Excel must be lodged in Microsoft Excel.

2.8 The response file name/s:

2.8.1 should incorporate the respondent's company name; and

2.8.2 should reflect the various parts of the bid they represent, where the Tender response comprises multiple files.

2.9 Response files must not exceed a combined file size of 5 megabytes per upload.

2.10 Responses must be completely self-contained. No hyperlinked or other material may be incorporated by reference.

3. Late Tenders

3.1 Late Tenders will not be considered unless the delay is due solely to mishandling by the Harbour Trust.

Harbour Trust



Australian Government
Sydney Harbour Federation Trust



Creating extraordinary places on the world's best harbour.

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