



Guidelines for Community Users seeking to lease space at the Former School of Artillery, North Head

These notes are intended to assist prospective community users in preparing an application to occupy space at the Former School of Artillery, North Head under the Trust's Request for Proposals ("RFP") process. They should be read in conjunction with the Trust's Leasing and Community User Policies, Request for Proposal Brochure and RFP Terms and Conditions.

Who is a "community user"?

Under the Trust's Policy for the Leasing of Land and Buildings to Community Users, the Trust defines community users as "not for profit, non-government groups or individuals with local or national operations who could not conduct activities at a Trust site without a subsidy."

The intention of the policy is to facilitate in a constructive way the ongoing involvement of the community in Trust sites and to further the objectives of the Trust in ways the Trust itself cannot accomplish.

Do I qualify for a rental subsidy from the Trust?

Under the same policy, "community users seeking financial support under this policy must demonstrate that their purpose and activities have a direct significance to the objectives of the Trust as defined in the Sydney Harbour Federation Trust Act 2001, the Trust's Comprehensive Plan and the Trust's management plans for each site or precinct". Even if an applicant does not qualify for a rental subsidy, the Trust welcomes applications from community users who are able to pay commercial rents.

How will the Trust decide which community users are accepted?

The Community User policy specifies six assessment criteria for those seeking rental subsidies. These are:

- a) The significance of the community user's proposed usage in relation to the Trust's missions and the contribution of proposed usage to the enrichment of the Sydney Harbour region
- b) The contribution of the community user's proposed usage to the environmental, cultural and heritage values of the Trust's lands
- c) The contribution of the community user's proposal to increasing public access to the Trust's lands and preserving, conserving and interpreting Trust lands in a manner that would otherwise not occur
- d) Unusual or extraordinary direct or indirect costs to the Trust that may arise from the community user's proposed usage (e.g. services, building works, security administration)
- e) The availability of more appropriate Trust lands, buildings or facilities for the community user's proposed usage
- f) The capacity of the community user to meet its financial obligations (whether subsidised or not) under any lease agreement with the Trust

Each community user application will be assessed against these criteria, and the Trust's Tenant Selection Committee will decide on the successful applicants. These criteria are in addition to the Trust's standard lessee criteria outlined in the Leasing of Land and Building Policy.

What type of community user is the Trust seeking at North Head?

Under the “Outcomes” section of the Trust’s Management Plan for the Former School of Artillery, the following opportunities are listed:

- undertaking of research into issues such as the way the North Head ecosystem works and the impact of humans on urban ecosystems, wildlife habitat, wildlife monitoring and protection and sustainable energy technologies
- provision of a sanctuary for people as well as for wildlife
- protection and interpretation of both Aboriginal and European heritage
- promotion of creativity in environmental science, well being, education and the arts using the natural heritage of North Head as inspiration
- provisions of a place of relaxation and enjoyment for city people
- exploration of new ways of sustainable living in urban environments, and
- promotion of integrated management of natural heritage across traditional geographical management boundaries

The Trust believes that community groups have a role to play in the achievement of these outcomes, and in respect of North Head, would welcome applications in the following broad categories:

- individuals or groups who are able to support the research and operations of North Head Sanctuary through the provision of volunteers to undertake specific, authorised sanctuary projects
- individuals or groups who are able to assist in the interpretation of the natural and cultural heritage at North Head and in particular Aboriginal heritage
- individuals or groups who promote visitor enjoyment and appreciation of North Head
- individuals or groups who provide information and/or educate the community about the special qualities of North Head

These community activities will require co-ordination with other Trust activities and must be guided where appropriate by either the Trust or the North Head Scientific Committee.

How much space will be allocated to community users at North Head?

A decision on the allocation of space within the former School of Artillery at North Head between community and commercial organisations will be made once the RFP process has closed. The Community User Policy also sets maximum limits on the extent of rental subsidy in a given financial year. In allocating space, the Trust will be seeking to achieve a balance between the need to accommodate and support community groups who help the Trust to achieve its objectives and the need to make the site and the sanctuary financially sustainable in the long term.

Community applicants are urged to be flexible in their space and location requirements in order to give the Trust maximum scope in allocating space.

How do I submit an application?

All RFP applications must be submitted in writing to the Trust by no later than **5pm on Friday 8th June**. Under the Trust’s Leasing Policy, late, faxed or email submissions will not be accepted. RFP documentation and application forms can be downloaded from the Trust’s website at:

www.harbourtrust.gov.au

For community groups requiring advice or assistance with their application, or for further information, please contact Andrew Woodmansey of the Trust on 8969 2115.