

# THE ARNCLIFFE YOUTH CENTRE EXPRESSION OF INTEREST GUIDELINES



## EXPRESSION OF INTEREST GUIDELINES

### 1. BACKGROUND

The Arncliffe Youth Centre is a sports, recreation and community focused Youth Centre incorporated into the "Bloom" mixed-use residential and commercial complex, located at 213 Princes Highway, Arncliffe.

The facility is the first of its kind in Bayside and brought about by a community and Councillor driven initiative many years in the making. The Centre is a product of extensive community consultation undertaken in July 2019.

### 2. EXPRESSIONS OF INTEREST

Bayside Council is seeking Expressions of Interest from community and sporting organisations for the following:

#### SHORT TERM OPPORTUNITIES - SOFT LAUNCH PROGRAM

- One-off programs, activities, services, events and offerings for Youth Week 2021: Together More Than Ever, taking place 16<sup>th</sup> to 24 April 2021 to be added to the Arncliffe Youth Centre Soft Launch Program
- April 2021 school holiday activities
- Short term programs, activities, services for the Arncliffe Youth Centre Soft Launch Program April 2021 - June 2021 (more detail in section three (3) )
  - Impacted by funding constraints and grant approvals
  - Trial programs, pilots or testing ideas and initiatives
  - Pop-up and flash programs or events

*Note: facility hire for successful applicants is not applicable for short term opportunities as described above*

**and/or**

#### MEDIUM AND LONG TERM OPPORTUNITIES - BEYOND SOFT LAUNCH PROGRAM

*Use of spaces at the Arncliffe Youth Centre to deliver programs, activities, and services that respond to young people's needs, aspirations, and interests across Bayside.*

Programs, activities and services may be:

- For a set period of time only be that medium or long term
- A schedule of activities (term based, 3, 6 or 12 months)
- The launch or expansion of already established programs, activities and services with the intention to deliver these ongoing

*Note: All expressions of interest submitted are an opportunity to put forward interest and ideas and are not committed on the applicant's part until engaged by Council and entered into by the applicant.*

### 3. SOFT LAUNCH PROGRAM

The Centre will undergo a staggered approach to its opening commencing with a soft launch program that will operate April 2021 - June 2021. The program will serve as a marketing and awareness drive for the Centre, coinciding with Youth Week and signifying the official opening of the Centre

A schedule of community and sporting programs, activities and services will be established using this Expression of Interest Process. This schedule will form the soft launch foundation shaping the Centre's initial activities, themes, and outputs.

To assist successful applicants in establishing their programs, activities and services, non-commercial local applicants selected as part of this Expression of Interest Process will not be charged for hiring the facility as part of the soft launch program.

Successful applicants will have the opportunity to continue their programs, activities and services on a fee-paying basis or licence agreement beyond the soft-launch program (June 2021 onwards) upon negotiation with Council.

Note:

- Only local incorporated, not-for-profit organisations or company limited by guarantee, not for profit organisations can apply for the hire of spaces on a non-fee paying basis for the duration of the Arncliffe Youth Centre Soft Launch Program operating from April 2021 to June 2021
- Commercial organisations will be subject to fees and charges

### 4. VISION

That the Arncliffe Youth Centre be an inclusive, non-sectarian, accessible, well managed and supervised space that is 'owned' by young people and includes spaces for contemplation, meditation and other quiet activities.

That the Centre supports the development, capacity building, aspirations and furtherment of Bayside's young people aged 12 - 24.

### 5. PRIORITIES

The Bayside Council Strategic Plan 2018 - 2030 sets out the community's vision for the future. Applicants of this Expression of Interest should in their submissions work with Council to fulfil this vision. This vision's priorities include a number of themes relating to Council's provision of sporting, recreation, and community facilities.

These include:

<b>Theme One: In 2030 Bayside will be a vibrant place</b>	<i>Our places are people focused</i>	My community and Council work in partnership to deliver better local outcomes
		The public spaces I use are innovative and put people first

	<i>Our places connect people</i>	We are one community with shared objectives and desires
	<i>Our places are accessible to all</i>	Assets meet community expectations Bayside provides safe and engaging spaces, places and interactions

<b>Theme Two: In 2030 our people will be connected in a smart city</b>	<i>The community is valued</i>	We are a healthy community with access to active recreation and health education All segments of our community are catered for - children, families, young people and seniors
	<i>We treat each other with dignity and respect</i>	Our public buildings are important community hubs and are well maintained and accessible

Furthermore, Council envisions that the partnerships born from this Expression of Interest Process would facilitate Bayside Council's Delivery Program 2018-2021 and Operational Plan 2020-2021. These plans set out a suite of actions around the development, capacity building, aspirations and furthestmost of Bayside's young people.

These include:

- Deliver a range of community services and activities for youth
- Partner with community organisations to deliver a wide range of community events, including Seniors and Youth Week activities
- Support local youth through the provision of youth drop-in and school holiday activities
- Partner with local services to deliver programs, activities and services which address gaps in service delivery for children & young people.

In aligning with the vision for the Arncliffe Youth Centre and relevant Council plans and strategies, Council's requires that the programs, activities and services of the successful applicants address the following priorities:

- Activate the Arncliffe Youth Centre by providing opportunities for community participation in youth-based development, sport and recreation activities
- Support and enable both programmed and community-led participation
- Feature strategies and actions for building community engagement, community partnerships, collaboration and relationship development
- Deliver programs, activities and services of benefit and need to the Bayside community and ensure that these programs, activities and services be accessible to residents from across the Bayside Local Government Area
- Complement the Arncliffe Youth Centre's identity as a destination for local young people, as a vibrant and welcoming place that reflects their identity, strengths, aspirations, and potential.

## 6. PRINCIPLES AND OBJECTIVES

The following principles and objectives have been interpreted and extracted from the Arncliffe Youth Centre Engagement Report July 2019, which resulted from an extensive consultation piece around the Centre's development.

These principles and objectives include:

- Facilitate an inclusive, non-sectarian, accessible, well managed and supervised space 'owned' by young people
- Offer spaces that support contemplation, meditation and other quiet activities
- Respond to the unique and complex challenges faced by young people by delivering a schedule of programs and services that address:
  - Peer relationships
  - Jobs, employment and education
  - Social expectations
  - Mental health, depression, anxiety, bullying, self-esteem
  - Drugs and alcohol, including tobacco
  - Puberty
  - Health and fitness
- Focus on education and training where young people learn job skills, leadership skills, resilience and build self-esteem
- Operate a flexible space that offers social, cultural and recreational and educational support programs, in addition to sporting activities
- Offer a 'drop-in/chill out' space as an essential service, providing a safe space for young people to recreate after hours and on weekends
- Young people wanted to see the Arncliffe Youth Centre Offer:
  - Sports
  - Recreational activities
  - Computers and Wi-Fi
  - Food
  - Educational resources and support
  - Electronic gaming (requested by boys only)
  - Demarcated social space (requested by girls only)
- Become a popular study space away from home, especially for girls given that 50% of parents surveyed supported this activity
- Offering some girls-only sessions under the supervision of female staff may encourage more girls participation in Arncliffe Youth Centre activities
- Offer targeted programming for young mothers and school leavers during daytime working hours

## 7. CENTRE OVERVIEW

The Arncliffe Youth Centre is Council's first purpose-built youth centre, comprising of recreational, community and creative spaces.

At this point, The Arncliffe Youth Centre will be available for use during business hours only, during which times the Centre will be staffed.

The expected business hours for the Centre include:

- Monday to Friday, 6:00 am - 10:00 pm

- Saturday, 8:00 am - 5:00 pm
- Sunday upon negotiation

Select programs, activities and services may lend to earlier starting times and later finishing times than those described above upon negotiation which will be at the discretion of Council.

The Centre is located on 213 Princess Highway, Arncliffe and is approximately a 10-minute walk from the Arncliffe Train Station located on the T4 Eastern Suburbs & Illawarra Line. The Centre is approximately a 5-minute walk from the Wickham Street Bus Stop, serviced by the 420, 420N and N20 bus lines.

The Centre is serviced by onsite parking including 64 time-limited parking spots and surrounding street parking. Reserved or dedicated parking will be made available for licence holders and staff, which will be negotiated and at the discretion of Council.

## 7.1 FACILITIES AVAILABLE

A staffed reception area and kiosk service the Centre, accessible toilets, showers, change rooms and accessed by both a 'kiss and ride' drop off and pick up zone or accessible lift from the underground onsite car park. The Centre is fully air-conditioned and will provide public Wi-Fi access and boasts DDA compliant access for people with disability. A shared commercial kitchen also complements the Centre and onsite storage options for successful EOI applicants for the purpose of program and service delivery upon negotiation.

The Centre's multipurpose courts are fully equipped with line markings for basketball, futsal and netball and can be marked for volleyball and badminton. Line markings are compliant with relevant regional sporting competition standards. The courts boast scoreboards systems, audio/announcement system and a grandstand (ground floor only) for spectator viewing.

## 7.2 SPACES BOOKABLE SPACES BY PERMIT

The following spaces are available for hire; usage rights will be issued under an annual Permit in line with Council's standard booking and hire processes.

Two Multipurpose Courts	Upper Level	615 m2	The Multipurpose Courts are designated for sporting and recreational activities only, due to their specialised surface. These courts are ideal for but not limited to programs like grassroots participation, skill development and elite training programs through to competition sport, gala days or youth participation programs, like breakfast clubs and 'midnight' basketball.
	Ground Floor	675 m2	
	Grandstand	282 m2	
Multipurpose & Function Space	220	226 m2	The Multipurpose and Function space has broad applications due to its configuration and flexibility. The space can be used in its entirety or broken down using room dividers to create 1 or 2 additional breakaway rooms. The space is ideal for but not limited to programs like fitness classes, group activities, presentations, training and educational programs through to youth drop-in and youth-based afterschool activities.



Music Studio & Meeting Room	30	37 m2	The space is designed for music-based activities; however, its acoustic design also lends the space to quiet activities, contemplation and meetings. The space is ideal for but not limited to music programs, homework help and quiet study. The space is not a working recording studio but could facilitate music workshops by utilising portable equipment and skilled facilitators.
Arts Studio & Activity Room	40	45 m2	The space is designed for artistic and creative based activities; however, its self-contained amenity lends itself to "makerspace" activities. The space is ideal for but not limited to art programs, creative workshops, education programs and small group activities. The space is not a working art studio but could facilitate workshops utilising portable equipment and skilled facilitators.
Commercial Kitchen	30	30 m2	The space is designed to provide catering services for programs, activities and services delivered from the facility; however, its self-contained amenity lends itself to cooking and food-based activities. The space is ideal for but not limited to cooking classes and workshops, education programs, social enterprises and small group activities utilising portable equipment and skilled facilitators.

### 7.3 SPACES BOOKABLE BY LICENCE AGREEMENT

The following serviced office spaces are available for occupancy by license arrangement for one (1) year period with an option of renewal for a further period, following a review of the initial term and at the discretion of Council.

These spaces are ideal for funded, community not-for-profit service providers working with young people. The spaces would suit service providers who wish to locate themselves from the Centre and benefit from direct access to their target audience, amenity and offerings of the Centre. Furthermore, applicants may want to benefit from the 'cross-pollination' of patrons attending other program and services and potential partnership opportunities present across the Centre.

There are four office spaces (4) on offer under licence agreement with rent being determined via Councils Rental Assessment and Subsidy Policy attached to this Expression of Interest document. Council will undertake a commercial valuation and apply a subsidy determined by an assessment of the applicant against the set matrix in the policy; this assessment will produce a subsidy specific to the applicant.

Licensees will be selected based on the eligibility and selection criteria outlined below in section eight (8).

Office Space 1 (B123)	15.5 m2	Standard office, power points, desk, chairs and mini kitchenette
Office Space 2 (B117)	13.9 m2	Standard office, power points, desk and chairs
Office Space 3 (B118)	12.6 m2	Standard office, power points, desk and chairs
Office Space 4 (B119)	12.5 m2	Standard office, power points, desk and chairs

### **7.3.1 METHODOLOGY FOR THE LICENCING OF OFFICE SPACES AT THE ARNCLIFFE YOUTH CENTRE**

Council aims for a high degree of utilisation of office spaces by youth-focused organisations, ideally five days a week, either by one licensee per office, or more than one licensee per office.

Office spaces are offered as core licences (full-time exclusive use of one room). Alternatively, shared use licence arrangements will be considered to accommodate shared use of an office by more than one organisation. Joint proposals to share an office space will also be considered, mainly where these offer maximum utilisation of the space.

This expression of interest also invites less frequent, casual and/or periodic use office space which can be tailored into a rolling roster of shared use on a casual basis. For example, monthly or fortnightly use for specific periods that reflect short term programs, client-driven needs or specialised funding agreements.

Bayside Council will provide a serviced office space for selected licensees, including electricity, air conditioning, and maintenance. Licensees will also have access to a shared kitchenette, lunchroom public toilet facilities, change rooms and showers.

Office spaces will include some basic furniture; however, for the most part, licensees will be responsible for the specific fit-out of their office space, including any additional required furniture, printing and office equipment. Internet access, hardware and connectivity will be provided by Council and charged as an oncost to be included in the licence fee. Access to office spaces will be restricted to staffed business hours only.

Other spaces within the Centre may be provided for licensees at a subsidised rate or negotiated as part of licence agreements over additional spaces to support specific key programs, activities and services of the licensee. Such arrangements will be negotiated with shortlisted applicants upon request and at the discretion of Council. Over and above this arrangement, other spaces within the facility are available for hire through Council's standard bookings and hire processes for regular and/or casual bookings.

To be eligible to apply for office space at the Centre, applicants must be an incorporated, not-for-profit organisation or be a company limited by guarantee, not-for-profit organisation. Office spaces are not intended for commercial tenancy.



## 7.4 PHOTOS

### Multipurpose Courts (2)



## Multipurpose and Function Room



### Music Studio & Meeting Room



### Arts Studio & Activity Room



## Commercial Kitchen

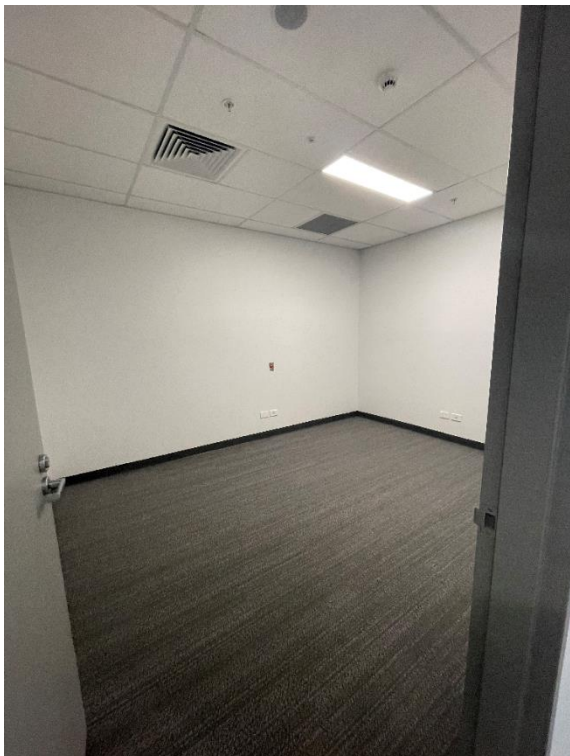




**Office Space 1**

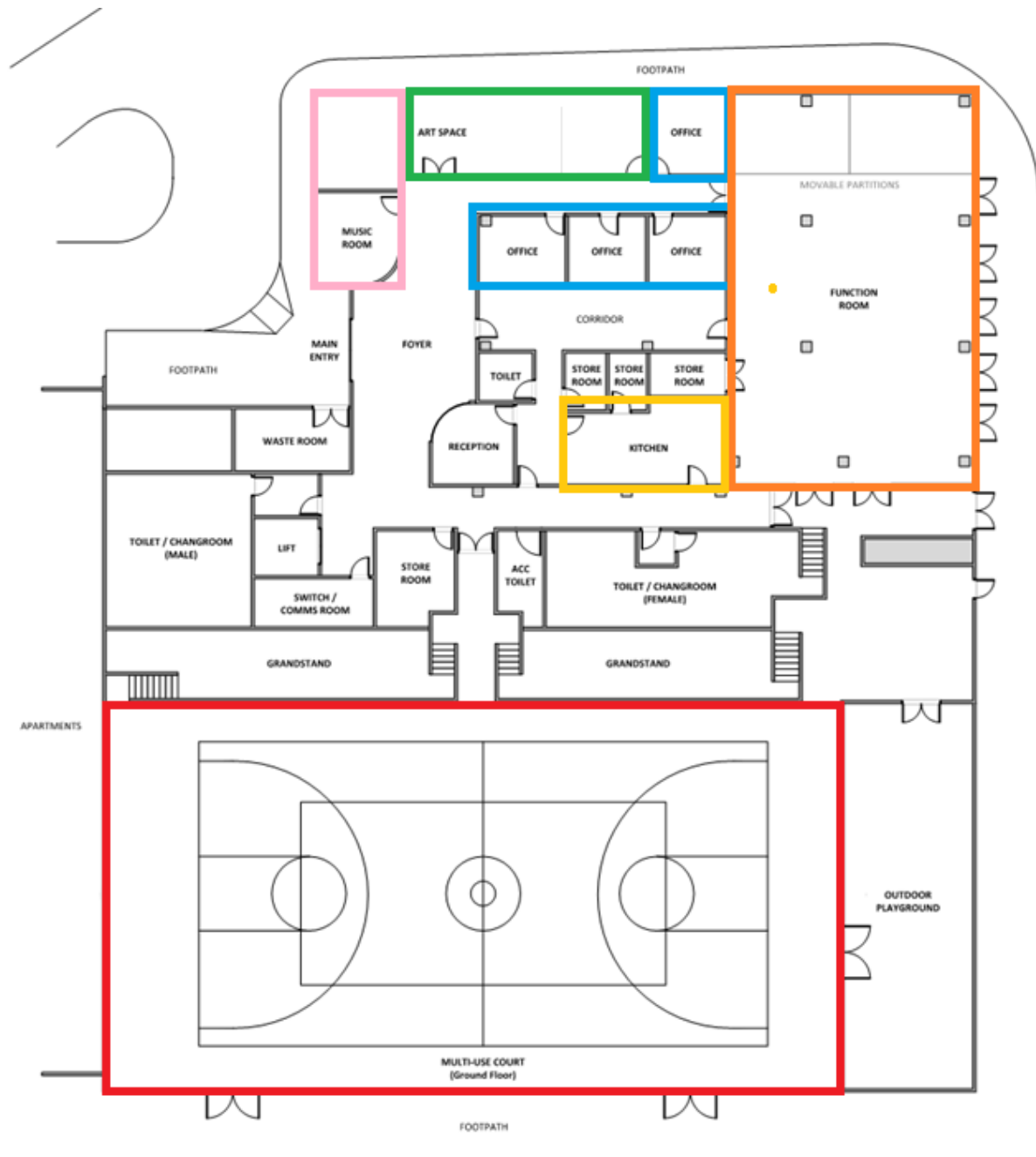


**Office Space 2 - 4**



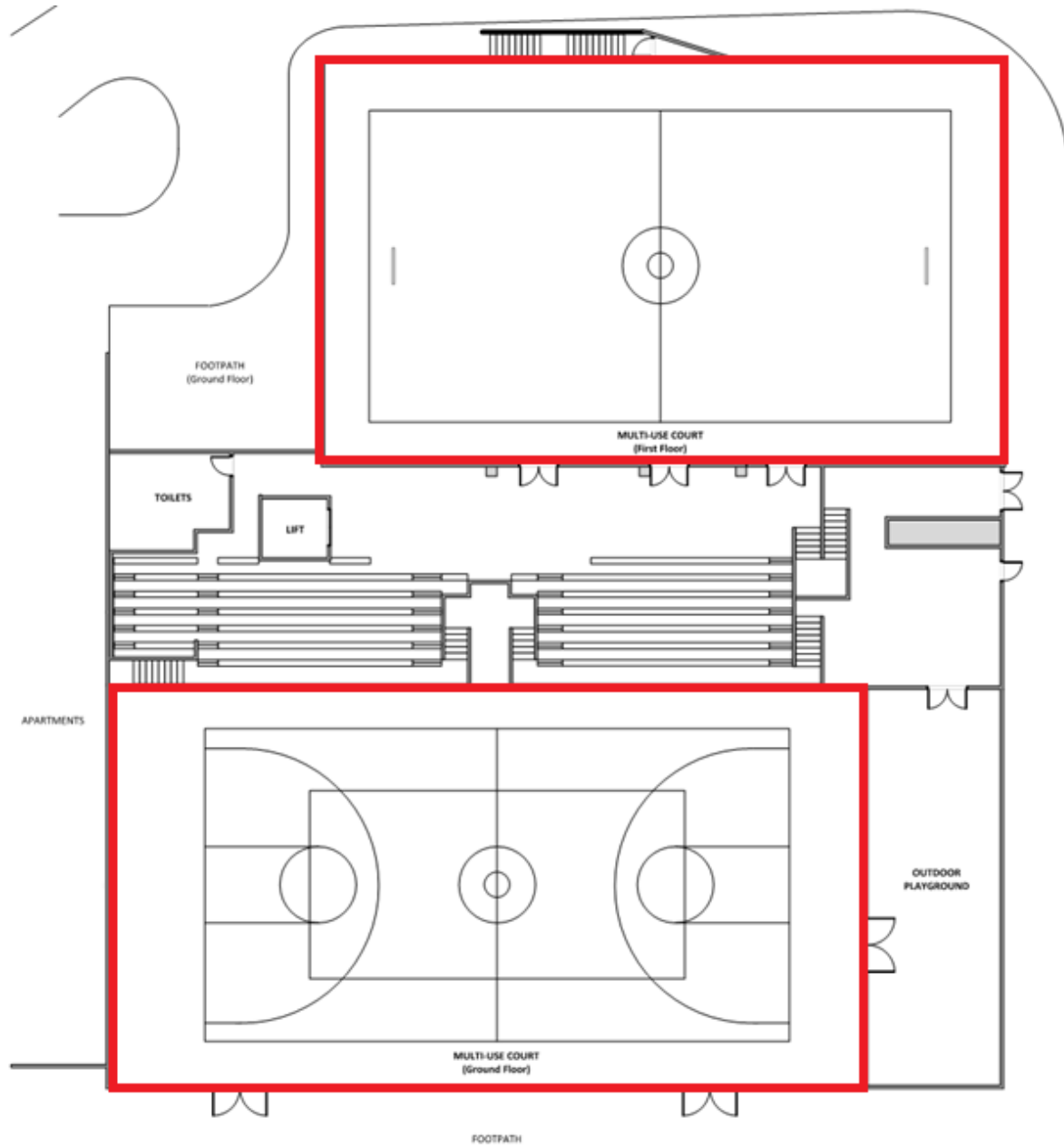
## 7.5 FLOOR PLANS

### 7.5.1 GROUND FLOOR





### 7.5.2 UPPER LEVEL



## 8. ELIGIBILITY AND SELECTION CRITERIA

### 8.1 ELIGIBILITY

For applicants to be eligible for this Expression of Interest Process, applicants must meet all eligibility criteria listed below in full.

- Be an incorporated, not-for-profit organisation or be a company limited by guarantee, not-for-profit organisation. Certificate of Incorporation and registration required

Or

- Be a registered Australian business, ABN required
- Be covered by Public Liability Insurance up to \$20 million, naming Bayside Council on the Certificate of Currency (insurances must be in the applicant's name). Certificate of Currency Required
- Be already operating within the Bayside Council Local Government Area or demonstrate connections with the Bayside Council Local Government Area and/or its communities, or substantially demonstrate capacity and strategies for local engagement, evidence required.

*Note: A preference for applicants who are local to and operating in Bayside Council will remain a determining factor in the assessment and ranking of Expression of Interest received.*

- Be able to demonstrate ongoing financial viability and capacity to pay rental/licence fees, financial statements and supporting documents may be required
- Be able to demonstrate a link to Bayside Council's Community Strategic Plan, Operational Plan and Delivery program
- No outstanding debt to Bayside Council (excluding Payment Plans) and/or outstanding funding acquittals
- Have sound policies and procedures relating to the protection and welfare of children and young people by which applicants conduct their operations

### 8.2 SELECTION CRITERIA

Eligible organisations will be assessed by the extent to which their programs, activities and services align with the priorities as outlined in section five (5) and principles and objectives as outlined in section six (6), and against their experience and capacity to meet the following criteria:

1. Demonstrated experience in delivering programs, activities and services targeting young people aged 12-24
2. Demonstrated experience in delivering community and/or sporting and recreational programs, activities and services
3. Previous partnerships and outcomes delivered from previous work or projects with Bayside Council (or other Councils and government agencies)
4. Demonstrated experience in developing community engagement and local community connections in the delivery of programs, activities and services focusing on youth and/or community, sporting and recreational outcomes
5. Demonstrated experience in developing and fostering partnerships with organisations, groups and stakeholders from community, youth, sporting and recreation disciplines  
e.g. sporting groups, associations, peak bodies, departments of government, other industry-specific organisations and funding bodies

6. Developed systems of good governance through operations, including strategic/business plans, SWOT analysis, policy and procedures, articles of association and constitution
7. Demonstrated financial management experience and ongoing financial viability verified by financially audited statements, annual reports, rental/hire agreements and corresponding transactions and a track record of securing funding and or sponsorship alongside the timely completion of their corresponding acquittals
8. Evidence of program and activity planning for a 12 - 24 month period, including detail of secured funding, staffing, resourcing, deliverables and evaluation processes

## 9. CONDITIONS

In order to assist you in preparing your response, the following conditions from Bayside Council should be taken into account:

- Successful applicants will not be charged for hiring the facility as part of the soft launch program April 2021 - June 2021, with fees and charges payable thereafter
- Successful applicants of bookable spaces will be granted an annual Permit to be renewed in line with Council's standard booking and hire processes, which are annual in nature
- Successful applicants of bookable spaces at the completion of the 12-month Permit will need to re-apply. Applications will then considered in context for and against the merit of competing applications received at that time.
- That successful applicant's use of bookable spaces by way of this EOI process do not exclude the applicant from future and ongoing annual renewals of booking a space within the facility and should not create a right of easement to ownership over the facility or space in perpetuity
- Applicants of spaces on a licence agreement will generally enter into a licence agreement of (1) year with Bayside Council, with Council's option of renewal for a further period following a review of the initial term
- Successful applicants are required to maintain their own insurances and registrations for the duration of the licence or Permit
- Licensees of office space must maximise the community's potential benefit by maintaining their physical presence and service provision as outlined in their application. Deviation from this utilisation will result in the agreement requiring an amendment in order to accommodate a shared-use agreement over the space or voiding the agreement in its entirety
- Successful applicants must independently coordinate their own office operations, attend to enquiries from the general public as required and regularly update Council on planned activities. This extends to providing alternative contact methods should they not be onsite during advertised times. It is important that applicants understand Council reception staff will not provide reception services for licence holders
- Successful applicants will meet regularly with the Centre Coordinator to maintain a channel of proactive communication
- Common areas for use by all the centre occupants include the entry, foyer, kitchenette, toilets, showers, change rooms, and internal corridors and thoroughfares
- Successful applicants will be required to agree to standard protocols for operation which guide the day to day use of the Centre including compliance with WHS standards and best practice guidelines
- Successful applicants agree to uphold Bayside Council's Terms and Conditions of Hire
- Successful applicants will be required to submit regular reports on activity and usage of the space provided, quarterly P&L statements and the applicant's program delivery at the Centre.
- Successful applicants will be required to ensure that suitable and relevant evaluation is conducted in relation to their programs, activities and services delivered at the Centre.
- Bayside Council will be responsible for identifying and responding to maintenance issues brought to Council's attention and the undertaking basic cleaning. All licensees will be responsible for the cleaning and presentation of the areas under licence
- Bayside Council will be responsible for the structural integrity of the building.

- Bayside Council will be responsible for all the exterior grounds maintenance.
- Bayside Council will be responsible for building insurance costs
- The permanent or semi-permanent display of a successful applicant's logo or signage on or within the Centre will not be permitted. However, shared community notice boards and display options for the exhibition of an applicant's marketing material for programs, activities and services provided from the Centre will be made available by Council and promoted by centre staff.

## 9.1 CONDITIONS - WORKING WITH CHILDREN AND YOUNG PEOPLE

- Applicants that provide activities which involve children less than 18 years of age must comply with the Child Protection (Working with Children) Act 2012 No 51
- Applicants will be required to obtain working with children's check clearances by all applicants, their workers, agents and contractors
- Applicants will be required to submit, all WWCC numbers, names and dates of birth for relevant stakeholders under the act to Council for screening
- Applicants will be required to update Council immediately concerning the WWCC status of the applicants, their workers, agents and contractors
- Applicants must produce relevant policies and procedures relating to the protection and welfare of children and young people by which applicants conduct their operations
- Applicants must disclose to relevant stakeholders that they 'the applicant' are an independent entity from Council in any enquiry relating to their own practices, processes and conduct surrounding 'working with children'
- Council accepts no responsibility or accountability in an applicant's practices, processes and conduct surrounding 'working with children' other than that described in these conditions
- The supervision of children and young people must remain the responsibility of the applicant at all times and not extend to include Council staff
- More information about child safe practices can be found at the Office of the Children's Guardian

## 10. FEES, CHARGES AND SUBSIDY

Fees and charges are currently being drafted for consideration. They will reflect existing fees and charges across Bayside's community and recreational facilities or comparable facilities operated by Council's in other Local Government Areas.

Council's Fees and Charges will include a subsidy that provides subsidised fees for local residents, concession for at risk and disadvantaged groups and local not-for-profit community organisations as outlined in Bayside Council's Grants and Donations Policy.

Council may further explore engaging in licence agreements and service provider arrangements with selected organisations to co-deliver targeted and specific youth programs, activities, and services, as part of the Arncliffe Youth Centre's ongoing operation. Rent included in these licence agreements is determined via Council's Rental Assessment and Subsidy Policy attached to this Expression of Interest Document.

## 11. EXPRESSION OF INTEREST DATES

EOI applications open 8 February 2021

EOI applications close 8 March 2021

## 12. SELECTION PROCESS AND TIMELINE

All Expressions of Interest received will be reviewed for eligibility and suitability. A shortlist of prospective applicants will then be presented to The Arncliffe Youth Centre Working Group for deliberation. Depending on the outcome, shortlisted applicants may be invited to discuss their application merits further.

The indicative timing of the Expression of Interest Process is summarised as follows. It is subject to Council maintaining its right to vary both the timing and the process at any point.

Stage	Proposed Dates
Shortlist of eligible applicants compiled	Early March 2021
Successful and unsuccessful applicants notified	Mid-March 2021
Permits issued for bookable spaces with a timeframe for commencement confirmed with successful applicants  License agreements signed with successful applicants and a timeframe for occupation confirmed	Late March 2021

## 13. CONFIDENTIALITY

All Expressions of Interest will be treated as confidential between Bayside Council and the applicant.

## 14. APPLICATION SUBMISSION

Applicants must complete an accompanying Expression of Interest Application Form and submit to Bayside Council via email:

Email to: [arncliffeyouthcentre@bayside.nsw.gov.au](mailto:arncliffeyouthcentre@bayside.nsw.gov.au)

All applications must be received by the closing date of 8 March 2021, late applications beyond this date will not be considered.

## 15. ENQUIRIES

For further information and enquiries, please contact:

Gavin Ross, Sport and Recreation Coordinator

Ph: 9366 3501

E: [arncliffeyouthcentre@bayside.nsw.gov.au](mailto:arncliffeyouthcentre@bayside.nsw.gov.au)

Applicants are encouraged to make contact to clarify any enquiries and to discuss your application before submitting.