

## Expression of Interest: Residency Opportunity at the State Library of Western Australia

The State Library of Western Australia is a valued cultural institution, recognised for the outstanding services it provides to the people of Western Australia. Through our work we treasure stories, inspire possibilities and strengthen communities, and one of the ways we do this is through delivering services that are responsive to the needs of the community, offering opportunities for growth, connection and empowerment.

The State Library is offering residency in the State Library building to organisations and individuals who contribute to Western Australian storytelling and align with our business and values.

### What we can offer:

- Up to 100sqm of workspace – equivalent to a maximum of 10 individual workspaces
- Secure key/swipe card entry
- Free wifi
- Standard office furniture (desks, chairs and whiteboard) if required
- Accessible during State Library [opening hours](#) (67.5 hours per week)
- All outgoings included
- Capped free usage of State Library [venues](#) dependent on availability
- Discounted rate for venue hire when cap has been exceeded
- Convenient location in the Perth Cultural Centre, adjacent to the Northbridge precinct and Yagan Square, with easy access from Perth train and bus stations

## State Library Residency options:

### Part-time hot-desk residency (3 days/week)

\$1,000 per annum/\$90 per month

#### Includes:

- 1 hot-desk workspace for 3 days per week
- Access to a day locker
- 1x free venue hire per month
- Discounted rate on additional venue hire

### Full-time residency

\$1,650 per annum

#### Includes:

- 1 allocated workspace
- Personal locker
- 2x free venue hire per month
- Discounted rate on additional venue hire
- Option to display brand logo on glass wall

The State Library will consider non-monetary benefits to a partnership which contributes to strategic outcomes, e.g. programming support, service delivery, creative use and promotion of State Library collections and collecting opportunities. These will be negotiated during the selection process.

Please submit your expression of interest via the [online form](#) by 5.00pm AWST on Thursday 12 December 2024.

Please contact [susan.mcewan@slwa.wa.gov.au](mailto:susan.mcewan@slwa.wa.gov.au) for any queries.

## Term and conditions

1. Expressions of interest for residency will be assessed in line with the Management of Requests for Accommodation in the State Library Building Policy and a signed Agreement must be in place before use.
2. Applicants may apply for between 1 and 10 individual workspaces.
3. Modifications to the existing space, moving costs, onsite parking, technical, system, HR and financial support are not included in the residency
4. Successful residents will be required to sign a sub-tenancy agreement (Agreement) which outlines the terms of the residency. Residencies including a partnership element with the State Library will also require a signed Memorandum of Understanding.
5. The State Library is under no obligation to accept a proposal unless, and until, an Agreement has been issued by the State Library and signed by the successful applicant.
6. State Library residents must adhere to the [Library Use Policy](#), [Client Code of Conduct](#), sections 4 and 5 of the [Terms and Conditions of Membership](#) and the [Venue Hire Policy](#).
7. Resident organisations occupying more than one full-time workspace will have 2x free venue hire options in total per month. Additional venue bookings will be discounted.
8. Residents operating a registered business who interact with the public must provide a certificate of currency for public liability insurance prior to commencement of their residency.
9. Residents are obliged to comply with all reasonable work health and safety practices.
10. Workspaces are only to be used for the purposes outlined in the Agreement. Unauthorised use of workspaces may result in termination of the Agreement.
11. Keys and swipe cards are not transferable; access to the workspace by unauthorised persons not accompanied by a resident may result in termination of the Agreement and exclusion from the State Library.
12. Only beverages in closed containers are permitted to be stored and consumed in the designated workspace. Storage and consumption of food is prohibited.
13. Access is not permitted to the State Library building outside of opening hours, unless authorised by State Library staff or included in the Agreement. There is no access to the State Library building on public holidays.
14. Any agreed access to restricted staff areas and facilities must be in accordance with the terms of the Agreement.

## **Selection process**

The selection process for residency in the State Library of Western Australia is undertaken in three stages.

### **Stage 1: Expression of Interest**

Submitting an Expression of Interest (EOI) is the first stage of the process. At this stage we are seeking a preliminary concept proposal. See the [online form](#) for submission requirements.

### **Stage 2: EOI assessment**

Proposals will be considered and respondents may be invited to discuss their concept proposal in more detail. This will provide an opportunity to seek clarification of details provided.

### **Stage 3: Selection**

The State Library will select proposals in line with the Management of Requests for Accommodation in the State Library Building Policy.

The successful proposals will be required to sign a sub-tenancy agreement (Agreement) and a Memorandum of Understanding (MOU) which will outline standard State Library terms and any partnership agreements. The State Library will not be under any legal obligation to accept a proposal unless, and until, an Agreement has been issued by the State Library and signed by the successful applicant.