

External User Group Request for Proposals – Business Case

***8 Caffery Place, Hamilton Hill
(Southwell Community
Centre)***



Contents

INTRODUCTION AND BACKGROUND	2
PROPERTY DETAILS.....	3
ELT APPROVAL	3
BUILDING COMPLIANCE	4
IDEA DEVELOPMENT	4
DISCLAIMER	4
ADDITIONAL DOCUMENTS	4
APPROVAL PROCESS	4
BUSINESS CASE SELECTION CRITERIA.....	5
PLAN	6



INTRODUCTION AND BACKGROUND

The City of Cockburn has a 50 year Head Lease with the Department of Housing for the use of 8 Caffery Place Hamilton Hill, which commenced 26 February 1982 and expires on 25 February 2032.

The City sub-leased the site to Second Harvest for the use of the facility constructed at 8 Caffery Place, which expires 21 August 2026.

Second Harvest advised the City via letter on 18 January 2024 that their Committee had made the decision to wind up the organisation. Second Harvest subsequently vacated the premises and terminated the sub-lease, effective 1 July 2024.

Property Services is advertising the property as available externally for lease, and would like to provide an opportunity for Community Organisations and/or Not-For-Profits to submit a proposal/business case for use of the building in line with the City's strategic outcomes and targets in the community leasing space.

There is approximately 7 years of tenure remaining with the Head Lessee (Department of Housing).

The Southwell Community Centre is located on 1540m² of freehold land with formal parking (approximately 15 cars including ACROD access bays). The building itself has a combined area of 267m² – the attached plan provides the building's layout. The facility is located in the Caffery Place cul-de-sac.

Black Swan Health have a licence to use a portion of the verge/road reserve adjacent the facility for their 'Freo Street Doctors Van' on Thursday mornings from 9am – 1pm. This service is a mobile medical health service van that provides easily accessible care to local homeless, people with drug and alcohol problems, those with mental health issues and low-income earners. As part of this community service, Black Swan Health use the electrical power supply at Southwell Community Centre (via extension cord) and have access to the ablutions in the event that they are required.

The building currently is a Class 6 (use of shop/retail) Main Class of building. Should a proponent seek to use this building for an alternative use such as a public building (Class 9b), they would need to engage a private building surveyor/certifier and submit an Occupancy Permit Application. The relevant maximum occupancy would be provided alongside issuing this occupancy permit.

All applications received will be assessed by a panel consisting of Manager Property Services, City Facilities Manager and Senior Property Services Officer.



PROPERTY DETAILS

Property Address	8 Caffery Place Hamilton Hill
Land Tenure	Freehold (owned by Department of Housing)
Land Area	1540m ²
Buildings	267m ²
Permitted Land Use	Zoned R40
Conditions	Developer Contribution Area (DCA13)
Encumbrances	nil

IDEA DEVELOPMENT

Where an applicant is successful, they will be responsible for:

1. Idea development
 - a. Building surveyor report (if applicable)
 - b. Detailed design and scope of works if fit out is required
 - c. Preliminary costing through Quantitative Surveyor
 - d. Community consultation (if applicable)
 - e. Further approvals if required

The above list is not comprehensive, and idea development may entail additional details as required.

DISCLAIMER

The City of Cockburn reserves the right to not select any submission that is made for the property on any grounds.

The City of Cockburn may request further details on any submission received.

ADDITIONAL DOCUMENTS

Business case submissions may include additional documentation that support the submission and add to the weighted criteria.

APPROVAL PROCESS

The following approximate timeline will be applied to the assessment of submissions;



RFP submissions open	four weeks
Assessment process – undertaken by Property & Assets	four to six weeks
RFP submissions close, advising successful applicant	two weeks

BUSINESS CASE SELECTION CRITERIA

Please complete the 'Business Case Selection Criteria – Request For Proposal' form provided, noting the below table for weighted assessment:

Needs analysis	30%
Alignment with Strategic Community Plan	30%
Proposal Specifics (including Budget)	20%
Risks	20%

Please direct submissions to propertyservices@cockburn.wa.gov.au prior to close of business **11 November 2024**.

PLAN



KEY to room numbers and floor areas

Office / meeting rooms	
1 – Office	19 m ²
2 – Meeting room 1	36 m ²
7 – Meeting room 2	38 m ²
Toilets	
4 – Toilet – Male	8 m ²
5 – Toilet – Female	8 m ²
Kitchen	
6 – Kitchen	4.5 m ²
External Store	
3 – Store	28 m ²

