

# CITY OF BELMONT APPLICATION TO LEASE

## Part A

### Application to Lease

### Office Space Second Floor, Belmont Hub

### 213 Wright Street, Cloverdale

Chief Executive Officer  
City of Belmont  
Civic Centre  
215 Wright Street  
CLOVERDALE WA 6105

Enquiries must be in writing to:

Coordinator Property  
[properties@belmont.wa.gov.au](mailto:properties@belmont.wa.gov.au)

*City of Belmont Form – Contracts & Applications*

*Creating opportunities*



<b>Application to Lease Office Space Second Floor, Belmont Hub, 213 Wright Street, Cloverdale</b>
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**INFORMATION FOR APPLICANTS**

**1. General Information**

The City of Belmont (“City”) is pleased to offer office space to lease in its newest facility, the “Belmont Hub”, located at 213 Wright Street, Cloverdale. The offices are on the second floor of a recently completed Green Star Certified landmark building.

The City is seeking suitable not for profit organisations to lease the office space, as detailed in the attached specification.

The Lessee must be a not for profit organisation and Australian Charities and Not-for-profits Commission (ACNC) registered entity operating for benevolent or charitable purposes.

The lease term sought is for a minimum of 1 year and up to a maximum of 3 years at the sole discretion of the City.

The rental cost will be fixed, based on cost recovery of building depreciation.

Outgoings will be fixed and invoiced quarterly and be reviewed annually, at the end of each financial year and will be adjusted accordingly.

The Lessee will be directly responsible for all costs associated with fitting out the premises (Tenancy Fitout), Utilities and Internet charges.

**2. How to respond to the Application**

**Step 1:** Read, understand and ensure that you are agreeable to all of the following:

Part 1: Specifications and Special Conditions

**Step 2:** Read, sign and return the following:

Part 2: Submission Documents

**CITY OF BELMONT**

**Application to Lease Office Space Second Floor, Belmont Hub,  
213 Wright Street, Cloverdale**

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# 1. GENERAL CONDITIONS OF APPLICATION

## 1.1. Definitions

Below is a summary of some of the important defined terms used in this Request:

- Attachments:** The documents attached as part of your Application Submission.
- Lessee:** Means the person or persons, Corporation or Corporations whose Application is accepted by the City, including the executors or administrators, successors and assignments of such person or persons, Corporation or Corporations.
- Lessor:** Means the City of Belmont as Lessor.
- Deadline:** The deadline for lodgement of an Application as detailed on the front cover of this Request.
- Offer:** An offer to Lease the property.
- City:** Means the City of Belmont as a local government authority.
- Lease Application** This document.
- Selection Criteria:** The Criteria used by the City in evaluating your Application.
- Application:** Completed submission document form, Response to the Selection Criteria and Attachments.
- Applicant:** Someone who has or intends to submit an Offer to the City.

## 1.2. Documentation Issued

Documents issued by the City for the purpose of Invitation for Application shall consist of the following parts:

### Part A – Application to Lease

- Section 1: General Conditions of Application (*read and keep this part*).
- Section 2: Specification (*read and keep this part*).
- Appendices (*read and keep this part*).

### Part B – Application to Lease – Submission Documents

- Section 3: Form of Application (*complete and return this part*).
- Section 4: Selection Criteria (*complete and return this part attaching additional information as required*).

The Application submission shall be completed in ink or typed upon without alteration unless in ink and initialed by the Applicant.

Failure to provide the requested information may render the Application invalid.

## 1.3. Applicants to Inform Themselves

The Applicant shall be deemed to have:

- (a) Examined carefully and to have acquired actual knowledge of the contents of the Specifications, Schedules, and any other information made available in writing by the City to the Applicant for the purpose of Application; and
- (b) Examined all information relevant to the risks, contingencies and other circumstances having an effect on their Application and which is obtainable by making reasonable inquiries; and
- (c) Satisfied themselves as to the correctness and sufficiency of their Application for the works and that their rates and prices cover the cost of complying with all their obligations under the Lease and of all matters and things necessary for the due and proper performance and completion of the Lease.

Failure by the Applicant to do all or any of the things they are deemed to have done under this Clause will not relieve them of their liability to comply with the Lease in accordance with the terms and conditions thereof.

#### **1.4. Mandatory Site Visit and Briefing**

Prior to submitting an application, the Applicant must arrange a mandatory property inspection of Belmont Hub, 213 Wright Street, Cloverdale. Applicants will need to attend a property inspection to be eligible to submit an Application.

To arrange an inspection, contact Sara Bryan, Coordinator Property on 9477 7193 or via email [properties@belmont.wa.gov.au](mailto:properties@belmont.wa.gov.au)

#### **1.5. Content of Application**

The Applicant must complete and sign all documents compiled to form this Application.

#### **1.6. Lodgement of Application**

Applications are to be lodged with the City of Belmont via email to [properties@belmont.wa.gov.au](mailto:properties@belmont.wa.gov.au) including “*Application to Lease Office Second floor, Belmont Hub*” in the subject line or by post to Locked Bag 379, CLOVERDALE, WA 6985, attention “Properties”.

The City will not be responsible for any costs or expenses incurred by any Applicant in preparing and lodging an Application.

#### **1.7. Ownership of Applications**

All documents, materials, articles and information submitted by the Applicant as part of, or in support of, an Application will become, upon submission, the absolute property of the City and will not be returned to the Applicant at the conclusion of the Application process. The Applicant is entitled to retain copyright and other intellectual property rights therein.

#### **1.8. Rejection of Applications**

Any Application may be rejected which does not comply with the requirements of, or which contains any provisions not required by, the Application Documents.

### **1.9. Conforming Applications**

The Applicant shall submit a conforming Application including all the requirements of the Application documents.

If an Application has any qualification or alternative these are to be additional and shall be included in full written detail and attached with the Form of Application.

### **1.10. Alternative Applications**

Applications that are submitted as alternative Applications or subject to conditions are to be clearly marked "ALTERNATIVE APPLICATION"

The City may in its absolute discretion accept or reject any part or parts of any alternative Application.

If an Application is submitted on any conditions of Application that differ in any way from the conditions stated in this invitation the differences must be clearly stated on separate pages attached to the Form of Application.

### **1.11. Risk Assessment**

Applicants are required to undertake to provide to the City (or its nominated agent) upon request all such information as the City reasonably requires to satisfy itself that the Applicant is a suitable and eligible organisation. This information may include, but not limited to, current charitable status, financially viable, previous leasing history and the capability to meet their obligations under the proposed Lease.

### **1.12. The Lease**

A Lease and Tenant User Guide will be provided and negotiated in good faith on acceptance of any application.

Upon acceptance, the Application documents and any correspondence between the Applicant and the City in which the City gives written notice of its acceptance of any variation shall evidence the intent to Lease between the City and the Applicant.

After the acceptance of the Application, the Lease shall be finalised and executed within sixty (60) days of the Lessee receiving the Letter of Acceptance from the City. Failure to do so could render the Lease void.

### **1.13. Contact with the City prior to submission of Application**

The Applicant is required to be fully informed of all conditions relating to the Application and the performance of the services prior to submitting the Application.

Applicants who wish to seek clarification of the Application documents or to obtain additional information are to do so in writing only. All such questions are to be submitted by email to [properties@belmont.wa.gov.au](mailto:properties@belmont.wa.gov.au) including "Application to Lease Office Second floor, Belmont Hub" in the subject line.

**1.14. Contact with the City following the submission of Application**

The City will advise Applicants of any unreasonable delays in the Application assessment process.

Applicants must not contact Elected Members in relation to this Application until after receiving notification of the City's decision in relation to this Application.

Applicants must not contact City of Belmont Officers between the submission of Applications and receipt of notification of the City's decision in relation to this Application, other than as outlined in the following sub-clauses.

Applicants who must contact the City on urgent matters between the submission of Applications and receipt of notification of the City's decision in relation to this Application may do so in writing only. The written communication must be by email to [properties@belmont.wa.gov.au](mailto:properties@belmont.wa.gov.au) including "*Application to Lease Office Second floor, Belmont Hub*" in the subject line.

Nothing in this clause precludes an Applicant from responding to a request from the City for clarifying information about their Application after the submission of Applications.

Any attempt to contact the City, its Elected Members or Officers other than as set out in this clause may disqualify the Applicant from the Application process.

**1.15. Canvassing of Elected Members and City of Belmont Staff**

If the Applicant, whether personally or by any agent, canvasses any Elected Members or City of Belmont staff with a view to influencing the acceptance of any Application made by them or any other Applicant, regardless of such canvassing having any influence on the acceptance of such Application, the City will omit the Application from consideration.

**1.16. Conflict of Interest**

The Applicant must disclose to the City any information that is or might be relevant to determining whether an actual, potential or perceived conflict of interest exists or might exist in relation to this Lease if awarded to the Applicant.

The City may, in its discretion, accept or reject the Applicant's Offer if the City considers that the Applicant has, or could reasonably be considered to have, an actual, potential or perceived conflict of interest in relation to this Lease if awarded to the Applicant.

**1.17. Confidentiality**

It is hereby notified that the provisions of the *Freedom of Information Act 1992* may preclude the City from protecting any implied confidentiality associated with proposal documents.

**1.18. Application Selection Criteria**

Applications will be checked against Compliance Criteria first and then the Weighted Criteria as noted in Part B Section 4.

Assessment of the Applications by using Weighted Criteria is to assist in determining the suitability of the Applicant.

The weighting shown against each criterion is the weighting that will be used in the evaluation. Each Applicant shall provide the information that is nominated against each criterion and as required in the schedules.

The Applicant is required as part of this Application to submit all the information required in the schedules contained in this document under the appropriate headings to assist in the evaluation of the Applications.

Do not rely on the City pursuing additional information but the City does reserve the right to request it if required.

During the Application evaluation, the Applicant may be required to attend an interview, make a presentation and/or demonstrate the product/solution offered. Any Applicant who either fails or refuses to attend the interview may have their Application rejected.

# SPECIFICATION

## 1.19. Details

The City of Belmont (City) is a metropolitan local government in the inner eastern suburbs of the Western Australian capital city of Perth. It is located 5.5 kilometres from the Perth Central Business District and on the main connection to Perth International Airport via Great Eastern Highway. The local government area comprises the suburbs of Ascot, Belmont, Cloverdale, Kewdale, Perth Airport, Redcliffe and Rivervale. The recent ABS Census (2016) shows an increased population number in the City of Belmont from 37,358 in 2011 to 41,270 in 2016 indicating a steady growth of over 12%.

The City has a diverse community including a large culturally and linguistically diverse (CaLD) population and a higher percentage of Indigenous people than Greater Perth. The overall population continues to grow with a significant increase in the younger 20 to 39 year old age group. While this diversity creates a number of community benefits, it is also recognized that there may be a greater need for community support services to ensure all members feel welcome and are able to actively participate in the community.

Belmont Hub is a modern multi-purpose, cross-generational building with flexible and adaptable spaces. It is a landmark building with a unique architectural style, façade treatment and prominent location on Wright Street opposite Belmont Forum Shopping Centre at the intersection of Progress Way.

For location and photographs of the exterior and the interior of the Belmont Hub location refer to the Appendices within this document.

The Belmont Hub is located close to Major Highways and arterial roads and with multiple Bus Routes, including high frequency services like the “Circle Route”, available at the bus stop out the front of the building which also services both the Domestic and International airports and suburbs to the East of the City, which makes Belmont extremely accessible.

Services located within the Belmont Hub include a public library, demonstration kitchen, recording studio, museum, citizen’s centre, senior citizens centre, café, and office spaces.

The Second Floor of the Belmont Hub will be dedicated to the co-location of targeted not for profit organisations who are Australian Charities and Not-for-profits Commission (ACNC) registered entities operating for benevolent or charitable purposes addressing current gaps in local service delivery. It is envisaged this will bring together organisations in a collaborative environment where they can share expertise and knowledge and address service shortfalls to the local community and beyond. The concept was formed in response to the ongoing difficulties that community, human and social service organisations and not-for-profits (NfP) have reported in securing quality, affordable work and program space in the Belmont town centre.

NfP hubs/centres are an effective form of social investment with the ability to provide tenant organisations with shared services and meeting spaces, as well as opportunities for collaboration and cost-sharing. The City’s development of the Second Floor concept is important in further developing Belmont’s town centre with the colocation of facilities, services and programs playing a key role in advancing Belmont as a thriving regional hub. The Second Floor of the Belmont Hub is of primary importance in the overall portfolio of community facilities already established by the City of Belmont. The vision for the Hub focusses on the provision of accommodation for established, reputable, financially sustainable NfP organisations, as distinct from small, local, community groups (these can be catered for within the City’s existing facilities).

In order for prospective organisations to address Belmont specific needs, an understanding of Belmont's socio-economic profile may be beneficial. The SEIFA index ranks areas in Australia according to relative socio-economic advantage and disadvantage and is commonly used in:

- determining areas that require funding and services
- identifying new business opportunities
- research into the relationship between socio-economic disadvantage and various health and educational outcomes.

The SEIFA comprises four indices referencing a number of variables including income, education, employment levels and number of unskilled workers within an area. SEIFA report utilises a national average of 1,000, and scores lower than 1,000 identify areas of disadvantage. The City of Belmont has an overall score of 987 however areas such as Cloverdale have a lower score of 964.

The City of Belmont analysis illustrates not only the chronic disadvantage experienced by many groups of residents in Belmont, but also the growing inequities which can fracture a community. Based on these characteristics, the catchment can be expected to have an above average demand and requirement for community infrastructure and services.

More information on the Community Profile is available at the City's website <http://www.belmont.wa.gov.au/Business/Pages/KeyStatistics.aspx>.

Tenants of the Second Floor will be prioritised on their ability and capacity to focus on direct service delivery to local clients. This will take the form of: one to one activities i.e. counselling, case management; small group workshops; and/or the coordination of off-site, outreach delivery of support. The Second Floor will provide space for both large and small NfP organisations across a diverse range of activities. It is planned to bring together organisations in a collaborative environment where they can share resources, expertise and knowledge.

Within the above proposed Tenant Mix, the City of Belmont is looking to bring Services to our community within the following particular Target Demographics and delivering to the Service Areas as per below, noting there may be other demographic and service areas the City is not aware of and may be willing to consider.

#### Target Demographics

- Aboriginal and Torres Strait Islander communities
- Carers / Young Carers
- Children
- Culturally and Linguistically Diverse communities
- Early Years
- Families
- People with Disability
- Seniors
- Young People
- Other.

#### Service Area

- Aged Care provider
- Crime Prevention / Community Safety
- Drug & Alcohol
- Emergency Relief
- Employment
- Financial counselling/support
- Health support

- Homelessness
- Legal Advice/Support
- Mental Health
- National Disability Insurance Scheme (NDIS) provider
- Social Support
- Training/Educational Support
- Volunteer support
- Arts and Culture
- Other.

By improving access to services and providing greater opportunities for partnerships and referrals, the Second floor will target to reduce disadvantage through:

- Improving health and wellbeing
- Creating pathways to employment
- Fostering community cohesion and connectedness.

These organisations will deliver their services from the premises. The organisations may wish to actively contribute to assisting the City in achieving its own strategic objectives which are outlined in a range of strategic plans which may include, but not limited to, the following:

- City of Belmont Access and Inclusion Plan
- Age-Friendly Belmont Plan
- Multicultural Strategy
- Reconciliation Action Plan
- Youth Strategy
- Community Safety Strategy
- Community Placemaking Strategy.

#### **1.20. Description of the Property which this Application to Lease refers to**

Second Floor of the Belmont Hub, 213 Wright Street, Cloverdale is comprised of;

- 12 Office Space tenancies
- 1 Activity Room
- Meeting Rooms
- Communal Toilets
- 2 Breakout spaces
- Creche Facility
- Communal Store
- Common Lobby
- 6 Hot Desk/Co-working Spaces  
(Only available to Not for Profit Providers)

Prospective tenants need to be fully aware of the state and level of facilities available.

#### **1.21. Purpose**

The City is seeking suitable not for profit organisations who are Australian Charities and Not-for-profits Commission (ACNC) registered entity operating for benevolent or charitable purposes, to lease the office space located on the Second Floor of the Belmont Hub, 213 Wright Street, Cloverdale.

#### **1.22. Eligibility**

The Second Floor of this facility is a Lotterywest funded floor, as such it is not permitted to be used for commercial purposes. This floor of the facility will only be exclusively

available to Not for Profit organisations who are Australian Charities and Not-for-profits Commission (ACNC) registered entities operating for benevolent or charitable purposes offering their services to the disadvantaged in the City of Belmont and surrounding areas.

The City will require proof from the Applicant of its not-for-profit, ACNC and charitable status also the need for their service in the area.

The use of the premises will be for office use only. Shared meeting rooms are available for booking on this floor through our bookings system.

The Lessee cannot be a Government Department, State Trading Concern, State Instrumentality or State Public Utility.

The Lessee will be required to provide police clearance certificates for all their Corporation Directors.

### **1.23. Financial sustainability**

It is important to the City that the Applicant is financially viable. A number of questions are asked in Part B that potential tenants are asked to complete, to enable the City to assess financial viability.

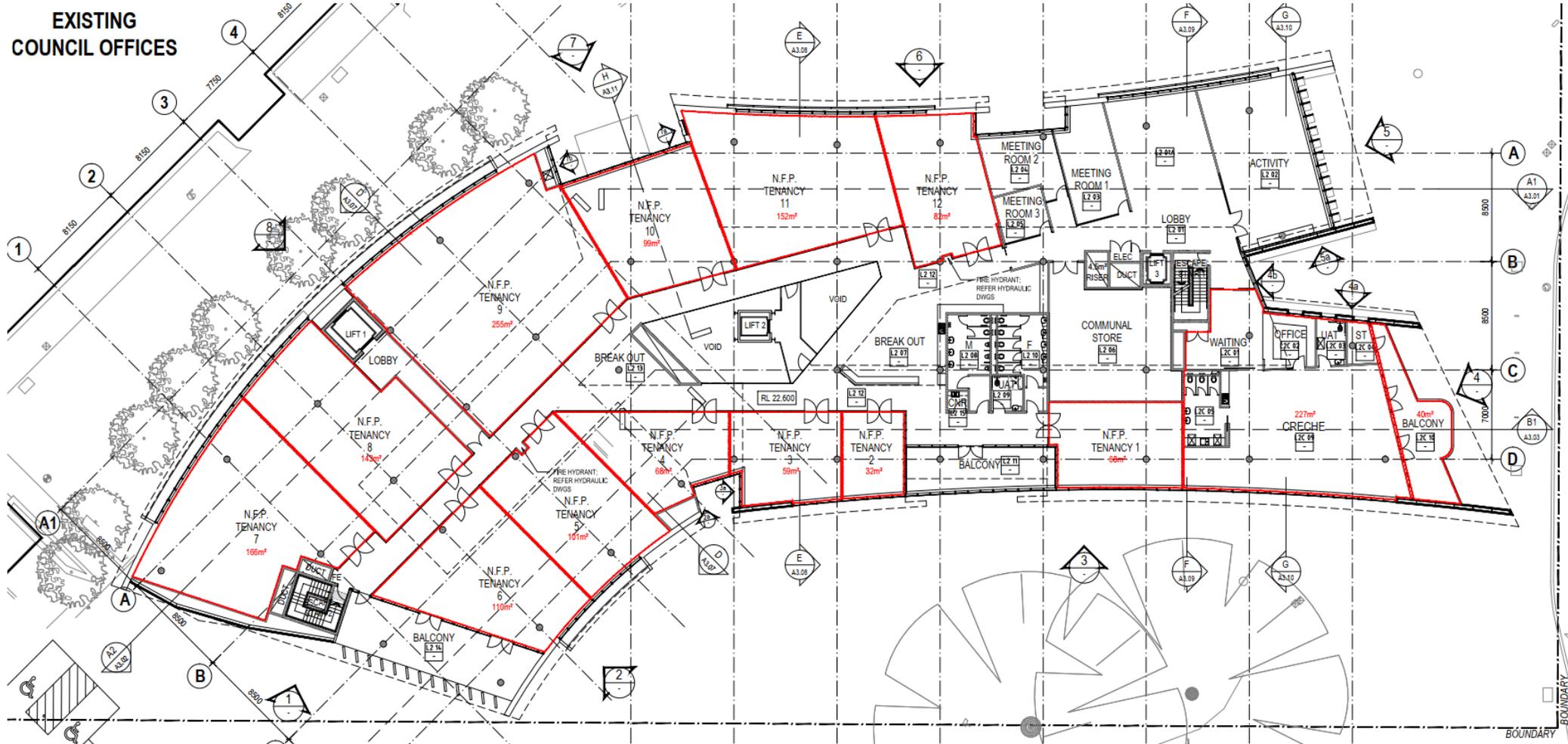
It is also important to the City that the proposal that provides the greatest benefit for the Belmont Community is selected. A number of questions have been devised that seeks to effectively determine this outcome.

### **1.24. Lease Term**

The lease term is for a minimum of 1 year and up to 3 years depending on the needs of the organisation and at the sole discretion of the City.

# APPENDICES

# APPENDIX 1



## Second Floor Tenancy Plan





**INTERIORS**