



Lifestyle and opportunity @ your doorstep

**Expression of Interest
Westward Cottage
at 8 Turner Street, Ryde, 2112**

COR-EOI-01/16

Closing Date

2PM Wednesday 17 August 2016

Site Visit

10:00am to 12:00 PM Tuesday, 19 July 2016

Foreword

Expression of Interest Documents

The Expression of Interest (EOI) documents have been structured into the following sections.

Section 1	Introduction	Page 1 - 10
Section 2	Conditions of Licensing	Page 11 - 12
Section 3	Cost, Fees and Charges	Page 13 - 15
Section 4	Selection Criteria	Page 16
Section 5	Returnable schedules	Word document attachment

Supporting information

The following documents are attached to give you more information to assist with submitting your EOI:

Attachment A	Floor plan and elevation of Westward Cottage
Attachment B	Internal photos of Westward Cottage
Attachment C	Westward Cottage 2007 Conservation Management Plan (CMP)*
Attachment D	City of Ryde Community Building Licensing Policy

* The maintenance plan recommendations in the 2007 CMP is included as a guide only. It will be reviewed in consultation with the new tenant and partner organisations in line with proposed use.

Conditions of Agreement

The conditions of agreement will be as per the Licensing Agreement which will be in accordance with Section 2 – Conditions of Licensing, Section 3 – Cost, Fees and Charges, and as per Attachment D - City of Ryde Community Building Licensing Policy.

SECTION 1 - INTRODUCTION

The City of Ryde has a rich history with traditional Aboriginal owners on the land being the Wallumedegal clan of the Dharug people. The City of Ryde is located in Sydney's north-western suburbs 12 kilometres from the Sydney CBD. Set in scenic surrounds between the Parramatta River and Lane Cove River, we are connected to other parts of metropolitan Sydney via major road systems, rail, bus and ferry services and bounded by neighbouring local government council's.

The Council of the City of Ryde (herein after referred to as "Council") anticipate that respondents, by assisting in this Expressions of Interest, will ensure that Council achieves the best value for money solutions for the acquisition of products and services.

1.1 Introduction to Expression of Interest (EOI)

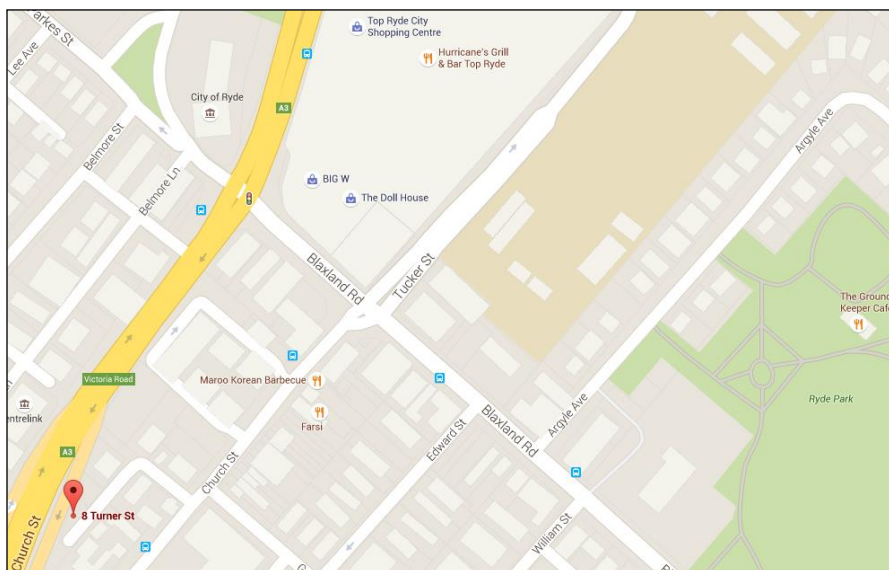
Council is seeking Expressions of Interest (EOI) from non-profit community and cultural organisations for the use of Westward Cottage at 8 Turner Street, Ryde.

EOIs are sought in accordance with the terms and conditions set out in this EOI. The intention, subject to the terms of this EOI, is to select building tenants from Respondents to this EOI. It is Council's intention to then call on the selected organisations to participate in the building licensing negotiations as and when these tasks are identified by Council.

1.2 The Building

Westward Cottage is a heritage listed single storey nineteenth century Victorian brick and sandstone cottage located on 8 Turner Street Ryde, Ryde. It is in close proximity to Top Ryde Shopping Centre, Ryde Park, and St. Anne's Ryde Anglican Church.

The building was originally located at 6 Turner Street and owned by the RTA. Due to its heritage significance as a rare surviving workman's cottage dating back to 1850's Council purchased this building during the construction of the Devlin Street underpass and relocated the building to its current location at 8 Turner Street.



In 1997, Council also purchased the Wesleyan Parsonage building on 12 Turner Street from RTA and the two properties were subsequently leased to Macquarie Community College (MCC) who invested \$ 450,000 on conservation and restoration works. These properties were subsequently leased to MCC for a 15 year period.



Front view of Westward Cottage



Front view of Westward Cottage



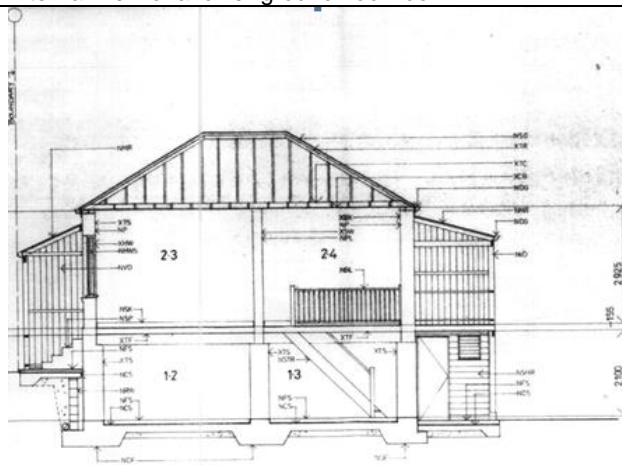
Internal view of a ground floor room



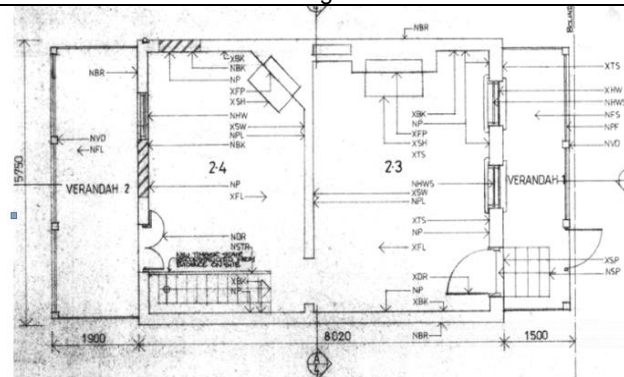
Internal view of a lower ground floor room



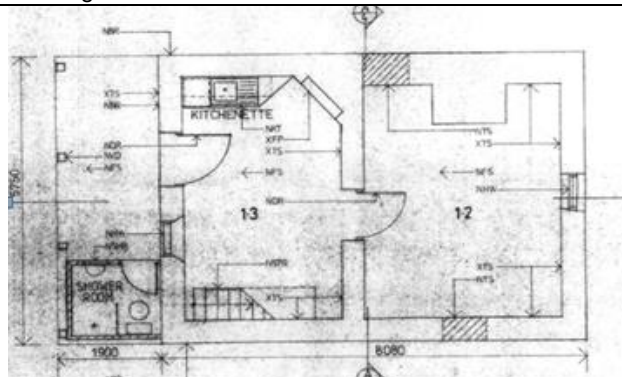
Back view of Westward Cottage



Building elevation



Ground Floor Plan



Lower ground floor Plan

The building has two (2) spaces on the ground floor, a basement storage room, small kitchenette and toilet. There is a disability access toilet which is shared with the neighbouring Parsonage building, which is used by Macquarie Community College (MCC). There is a small front veranda and a small rear veranda. See pictures on previous page.

A higher resolution version of the floor plan and elevation of the building is annexed as "Attachment A". Please note that the current internal layout of the facility may have minor variances from the existing floor plan.

1.3 Heritage issues

Westward Cottage is identified and listed as an item of local heritage significance within the Ryde Local Environmental Plan 2014.

More information on the history of the property can be obtained at the links below:

www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=2340105

www.ryde.nsw.gov.au/Library/Local-History/Historic-Ryde/Historic-Buildings/Westward-Cottage

A Conservation Management Plan (CMP) of the building was prepared in and is attached. This plan outlines the considerations for the interpretation, use and management of the building. The CMP is annexed as "Attachment C".

The plan was prepared when the building was leased to Macquarie Community College (MCC) and refers to their use of the building on a number of places. Please note that MCC have vacated the building in 2014.

As a general guideline Council will encourage adaptive reuse of the building and would give preference to uses that require minimal changes to the building.

Spaces should only be adapted in a manner which:

- Minimises fixings to existing fabric
- Is substantially reversible
- Retains the characteristics and continuity of the existing spaces
- Matches detail, material and finishes

The design of new services in any areas which are significant should take into consideration the style and character of the original work. New services should be concealed where possible or relocated to areas of lesser significance.

Council advises that heritage approvals / exemptions may be required for certain works.

Further information in relation to the heritage works and recommended adaptive approaches can be obtained by contacting Council's Heritage Advisor via Customer Service on 02 9952 8222.

1.4 Land zoning and use

The land where the facility is located on is operational land and zoned as B4 Mixed Use under Council's LEP 2014.

1.4.1 Objectives of zone

- To provide a mixture of compatible land uses.
- To integrate suitable business, office, residential, retail and other development in accessible locations so as to maximise public transport patronage and encourage walking and cycling.
- As per the LEP 2014 the following objectives for B4 zones are in place but are not as relevant for this site:
 - To ensure employment and educational activities within the Macquarie University campus are integrated with other businesses and activities.
 - To promote strong links between Macquarie University and research institutions and businesses within the Macquarie Park corridor.

1.4.2 Permitted without consent

Home Occupations

1.4.3 Permitted with consent

- Boarding Houses
- Building Identification Signs
- Business Identification Signs
- Child Care Centres
- Commercial Premises
- Community Facilities
- Educational Establishments
- Entertainment Facilities
- Function Centres
- Hotel Or Motel Accommodation
- Information And Education Facilities
- Medical Centres
- Passenger Transport Facilities
- Recreation Facilities (Indoor)
- Registered Clubs
- Respite Day Care Centres
- Restricted Premises
- Roads
- Seniors Housing
- Shop Top Housing
- Waste Or Resource Transfer Stations
- Any Other Development Not Specified In Item 1.4.2 Or 1.4.4

1.4.4 Prohibited

- Agriculture
- Air Transport Facilities
- Animal Boarding or Training Establishments
- Biosolids Treatment Facilities
- Camping Grounds
- Caravan Parks
- Depots
- Eco-Tourist Facilities
- Farm Buildings
- General Industries
- Heavy Industrial Storage Establishments
- Heavy Industries
- Home Occupations (Sex Services)
- Industrial Training Facilities
- Resource Recovery Facilities
- Sewage Treatment Plants
- Sex Services Premises
- Signage
- Vehicle Body Repair Workshops
- Vehicle Repair Stations
- Waste Disposal Facilities
- Water Recycling Facilities
- Water Supply Systems

1.5 Parking

Please note there is no onsite parking and no allocated parking will form part of the license agreement.

There is parking available on Church and Turner Streets (1P) and an additional Council Car Park located on Church Street.

1.6 Council's objectives for Westward Cottage

Westward Cottage is part of Council's Community Building's portfolio. Through this portfolio, Council supports a wide range of not-for-profit organisations in delivering essential and important community and cultural services to the residents of Ryde. These services are in the areas of childcare, early childhood health, family support, the arts and culture sector, heritage activities, youth, community and migrant, and disability support.

At Westward Cottage, Council is seeking EOI's from incorporated not for-profit community organisations intending to deliver programs and services for the residents of Ryde that meet a demonstrated need and support the outcomes, goals and strategies in Council's 2025 Community Strategic Plan (CSP).

A summary of 2025 CSP is provided below.

City of Liveable Neighbourhoods	A range of well-planned clean and safe neighbourhoods, and public spaces, designed with a strong sense of identity and place.
City of Wellbeing	A healthy community, with all supported throughout their life by services, facilities and people.
City of Prosperity	Creating urban centres which champion business, innovation and technology to stimulate economic growth and local jobs.
City of Environmental Sensitivity	Working together as a community to protect and enhance our natural and built environments for the future.
City of Connections	Access and connection to, from and within the City of Ryde. Providing safe, reliable and affordable public and private travel, transport and communication infrastructure.
City of Harmony and Culture	A welcoming and diverse community, celebrating our similarities and differences, in a vibrant city of culture and learning.
City of Progressive Leadership	A well led and managed city, supported by ethical organisations which deliver projects and services to the community by listening, advocating and responding to their needs.

For more information on Council's 2025 Community and Strategic Plan please visit www.ryde.nsw.gov.au/Council/Plans-and-Publications/Ryde-2025-Community-Strategic-Plan

Council may consider proposals for use of part or all of the building.

- Depending on the need for services and interest in the property, a “Community Hub Model” may be developed that may co-locate more than one organisation in the building. The license fee and other costs will be adjusted to reflect such an arrangement.

This model involves co-locating a number of services and organisations that are providing programs and services in aligned areas, to facilitate collaboration and collective impact.

- Depending on the programs and services offered, Council may agree to provide space to start-up volunteer run organisations through a “Community Incubator Model”. The license fee and other costs will be adjusted to reflect such an arrangement.

A “Community Incubator” is a time limited, supported space where an emerging community organisation is given support and assistance to accelerate its growth as an organisation and the services it delivers to its clients – to the point where it is eventually capable of sustaining itself independently.

1.7 License term

The maximum tenure that will be offered to tenants is five (5) years.

An additional five (5) year option can be considered where capital contributions are made.

1.8 Selection criteria

The selection of the successful organisation will be subject to a number of conditions, which include but are not limited to the selection criteria listed in this EOI, under Section 4 (page 16). Responses to the criteria need to be submitted in the attached returnable schedules - Section 5 of this EOI.

Council reserves the right to add to the criteria and consider applications from other organisations. Respondents may be called upon, at their expense, to make a presentation of their proposal to Council as part of the evaluation phase.

1.9 Site visit

Organisations interested in visiting the site can do so at the following time:

10:00am to 12:00 PM Tuesday, 19 July 2016

1.10 Management

Any correspondence and queries regarding this EOI document can be directed to Mantej Singh, Coordinator Community and Cultural Building Development, Community Services Unit, City of Ryde.

Contact details are provided below:

Mr Mantej Singh
Coordinator Community and Cultural Buildings Development
Phone: 02 9952 8166
Mobile: 0403 893 342
Email: msingh@ryde.nsw.gov.au

1.11 Key timeframes

The table below outlines EOI timeframes. These should be used for indication only, as they are subject to change due to internal and external factors.

1.	EOI Advertising date	Wednesday 6 July 2016
2.	EOI Closing Date	2PM Wednesday 17 August 2016
3.	EOI Assessment	August 2016
4.	Finalisation of License terms and conditions	September 2016
5.	EOI report to Council	October 2016
6.	Building licensing commences, subject to Council endorsement of proposed use	November 2016
7.	Tenant/s move into building	December 2016 to January 2017

1.12 Submission

The Submission is to be submitted in compliance with Section 2 – Conditions of Licensing and Section 5 – Returnable Schedules, to the following Council Officer and email address:

Council Officer:	Stephanie Gerardini
Position:	Tenders and Contracts Manager, City of Ryde Council
Phone Number:	(02) 9952 8438
Mobile Number:	0466 775 565
Email:	SGerardini@ryde.nsw.gov.au

Submissions are to be received no later than 2:00pm, Wednesday 17 August, 2016.

Alternatively, responses can be submitted in a sealed envelope and endorsed with the Expression of Interest title, number and closing date, and placed in the Tender Box located at the following address by the nominated time.

The Tender Box
Level 1, Building 0
3 Richardson Place
North Ryde NSW 2113

It shall be posted in sufficient time to be received before the closing date and time.

1.13 Number of Copies (Hard Copy Submissions)

If submitting a hard copy into the Tender box, Respondents must submit an original along with one copy of the Expression of Interest (total 2 copies to be submitted). They must be marked “original” and “copy” respectively. The Respondent must ensure that the copy is a true copy in all respects. In the event of any discrepancy, the original will prevail.

1.14 Tender Box Lodgement by Facsimile Machine

Lodgement of Expressions of Interest by facsimile is NOT acceptable and will be rejected in this case.

SECTION 2 – CONDITIONS OF LICENSING

The City of Ryde is not bound contractually or in any other way to any Respondent in relation to this EOI. The EOI does not necessarily indicate an intention by City of Ryde to enter into legal relations with any Respondent.

The EOI and any conduct or statement whether prior to or subsequent to the issue of this document is not and must not be deemed to be:

An offer to contract; or a binding undertaking of any kind by City of Ryde (including, without limitation, quasi-contractual rights, promissory estoppel, or rights with a similar legal basis).

The request is issued subject to the conditions set out in this EOI, and by responding to this EOI all Recipients and Respondents agree to be bound by these conditions.

In addition to the requirements outlined in the conditions above, the City Of Ryde may require respondents to complete additional disclosures or agreements when provided with access to information systems and/or records.

Canvassing Support

Respondents shall not directly, or indirectly, canvass support from an elected member, or employee, of Council at any time. Respondents involved in such activity will result in their Submission being rejected.

Confidentiality

Any information disclosed or obtained from either Council or the Respondent about this Submission/quote must be kept strictly confidential except in the situations where disclosure is:

- a) Necessary in the process of assessing Submissions, or
- b) Where Council discloses all or part to any of its advisers and consultants or where Council publishes in its business papers, quoted prices and other details of the quote as may be required and permitted by law.
- c) Under compulsion of law or it is already public knowledge, or
- d) With the written consent of Council

Respondent to Inform Itself

The Respondent shall bear all costs or expenses incurred by it in preparing and lodging a Submission. In addition, no extras allowances, or additional or supplementary payments will be paid to the Respondent as a result of neglect to have examined:

- a) All parts of this Submission document.
- b) All information made available and/or all information obtainable by the making of reasonable enquiries.
- c) The site and its surroundings including the location of all existing public utility services and the availability of services (where relevant to the property and this EOI).
- d) Satisfied itself as to the correctness and sufficiency of its Submission.

Acknowledgment by Respondent

The Respondent acknowledges and agrees that:

- a) No variations or extras will be permitted to its submitted Submission other than those provided for in the General Conditions;
- b) It does not rely upon any verbal agreement or other conduct whatsoever by or on behalf of Council amending these “Conditions of Tender”;
- c) Council will not be liable for any cost whatsoever incurred in preparing and submitting the Submission;
- d) None of these “Conditions of Tender” will be waived, discharged, varied, amended, modified or released except by written notification by Council;
- e) The Respondent shall be responsible for any interpretation, deduction and conclusion made from the information made available and accepts full responsibility for any such interpretation, deduction and conclusions.

EVALUATION OF SUBMISSIONS

Submissions will be evaluated on the basis of the selection criteria listed in this EOI, under Section 4 (page 16) of this document and the information provided by the respondent in the attached returnable schedules - Section 5 of this EOI.

A Respondent should not place any significance on the order in which the criteria are listed nor should it be assumed the criteria have equal weight or significance.

Council reserves the right to add to the criteria and consider applications from other organisations. Respondents may be called upon, at their expense, to make a presentation of their proposal to Council as part of the evaluation phase.

SECTION 3

COST, FEES AND CHARGES

Description	
3.1	License Fees
3.2	Maintenance costs
3.3	Operational costs
3.4	Income and revenue

3.1 License Fees

The Council costs of maintaining Westward Cottage is \$5,386 per annum Ex GST. This is based on a 2012 building condition audit and annual depreciation costs.

Community organisations are eligible for subsidies on this annual maintenance cost based on their score of the standardised assessment tool outlined in the community building licensing policy, and included as Schedule 9 under Section 5 – Returnable Schedules.

License Category	Organisation type	Subsidy %	Subsidy \$	License Fees %	License Fees \$
Category 1	Small volunteer groups with no recurrent and little project funding	90%	\$4,848	10%	\$539
Category 2	Small organisations with paid staff. Recurrent funding but little capacity to raise additional funding through fees.	70%	\$3,770	30%	\$1,616
Category 3	Medium sized organisations with recurrent funding and capacity to raise additional funding through fees, grants, fundraising etc.	50%	\$2,693	50%	\$2,693
Category 4	Medium sized organisations delivering services across two LGAs or more with recurrent funding and capacity to raise significant additional funding	30%	\$1,616	70%	\$3,770
Category 5	Large state wide organisations with recurrent funding and substantial capacity to raise significant additional funding.	0%	\$0	100%	\$5,386
Category 6	Organisations with greater capacity to pay through commercial avenues or fees at above market values	0%	\$0	Fee to be negotiated	Fee to be negotiated

Please note that a review of the building maintenance costs or depreciation costs could result in a change in the license fees.

3.2 Maintenance costs

The costs of maintaining the building are shared between the tenant and Council through standardised responsibilities as per Council's Community Buildings Licensing Policy. A summary of this is provided below. See the attached Council's Community Building Licensing Policy for more information.

Category 2 – 5 Tenants		
Small to large organisations with paid staff and recurrent funding		
	Tenant responsibility	Council responsibility
Operational	Electricity, Gas, Cleaning Pest Control, Insurance, Communications (phone, internet), Indoor and outdoor gardening, Light bulbs, Broken glass, Tree removal, Security, Water Usage, Waste	Water rates and sewerage, fire safety compliance, termite protection, access control (swipe cards and keys), building insurance, graffiti removal.
Maintenance	Fixtures and fittings are maintained in a good condition and working order including curtains, blinds, doors, locks, window frames, fittings, floors, plaster on walls and ceilings, paint on the walls and ceiling, pipes, cables, decking, light fittings and electrical installations, gates and fences	Structural maintenance such as roof covering, windows and drains (including gutters), external fabric (anything on the outside of the building, including weatherboard, cladding, paint etc.), major electrical or plumbing work (such as collapsed pipes or tree root issues).
Renewal	Internal painting, Air-conditioning (if installed by the tenant).	Capital upgrades (subject to council funding), floor covering after standard use.
Fit out	Any fit out requirements are the responsibility of the licensee	None
Legal costs	Tenant legal costs	Legal fees to document and prepare deed (standard license)

Category 1 Tenants		
Small volunteer groups with no recurrent and little project funding.		
	Tenant responsibility	Council responsibility
Operational	Same as under Category 2 - 5	Same as under Category 2 – 5. Additional operational expenses may be negotiated under Council responsibility on a case by case basis.
Maintenance	None	Council is responsible for all maintenance responsibilities
Renewal	None	Council is responsible for all renewal responsibilities
Fit out	Same as under Category 2 - 5	Same as under Category 2 - 5
Legal costs	Same as under Category 2 - 5	Same as under Category 2 - 5

3.3 Operational costs

The Tenant is responsible for all operational costs related to their service delivery. Operational costs for building maintenance will be as per section 3.2 above.

3.4 Income and staffing

All tenants are responsible for managing their expenditure, income and staffing.

SECTION 4

SELECTION CRITERIA

The selection of the successful organisation will be subject to a number of conditions, which include but are not limited to the following criteria. Responses to the criteria need to be submitted in the attached returnable schedules.

Criteria	Description
Organisational background	<ul style="list-style-type: none"> The organisation will ideally have a track record of community and/or cultural development and promotion of positive interaction between diverse groups in the City. Alternatively, the organisation will be staffed and managed by people with experience in this area.
Ability to support the needs of the Ryde community	<ul style="list-style-type: none"> Evidence of community need for the proposed programs, services and activities in the Ryde Local Government Area (LGA); and their ability to enhance the well-being, deliver practical outcomes and/or respond to social issues for the community. The charter of the organisation must be in keeping with Council's priorities and community needs as identified in the Council's 2025 Community Strategic Plan. For further information please visit www.ryde.nsw.gov.au/Council/Plans-and-Publications/Ryde-2025-Community-Strategic-Plan
Ability to incorporate co-location & collaboration	<ul style="list-style-type: none"> Ability to accommodate and collaborate with other services and programs. The organisation must be willing to work in partnership with the council and other community organisations on relevant community programs.
Commitment to Ryde LGA	<ul style="list-style-type: none"> Evidence of client base in Ryde LGA. Existing and potential funding towards delivering programs and services in the Ryde LGA.
Limited capacity to seek space	<ul style="list-style-type: none"> The organisation must demonstrate that it has limited capacity to receive support from government or the private sector to meet its accommodation needs and that it is unable to meet its accommodation needs independently.
Capability to manage the building	<ul style="list-style-type: none"> The organisation must demonstrate its capability to manage the building appropriately, including keeping the building in good repair, undertake scheduled maintenance and fulfil insurance requirements.
Eligibility criteria	<ul style="list-style-type: none"> Evidence that the applicant is a legally recognised incorporated not for- profit community organisation and registered with the necessary authority. Copy of last two (2) years audited financial statements to demonstrate an ability to meet the financial obligations of a license agreement. Emerging or startup organisations, who have been operating for less than 2 years, will need to provide their governance structure, references and other relevant information to demonstrate their ability to manage resources and finances. Appropriate insurances for the term of the tenure, including (where applicable) Workers Compensation, a minimum of \$20 million Public Liability Cover, and Voluntary Workers Personal Accident Insurance. Evidence that proposed use is permissible with the land use and zoning.

Council reserves the right to add criteria. Respondents may be called upon, at their expense, to make a presentation of their proposal to Council as part of the evaluation phase.