



Part B

**Specification – Commercial Office
accommodation via long term office lease in the
Adelaide CBD, city fringe or western suburbs
node**

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1 INTRODUCTION

1.1 Purpose

Unity requires office accommodation that is suitably located in the CBD, city fringe or inner western suburbs that meets the spatial and amenity needs of up to 88 staff responsible for the management our metropolitan housing portfolio.

1.2 Background

Unity was established in 2008 to provide safe, affordable and sustainable housing to people on low incomes. Unity is currently the largest and most innovative provider of affordable and social housing in South Australia. Our primary aim is to provide affordable and sustainable housing for vulnerable people and people on low incomes.

This is achieved through the provision of over 3,200 units of accommodation that house over 4,700 people on low to moderate incomes per annum. With an annual operating budget of over \$32 million, we manage an asset base valued at over \$850 million with staff of 107 operating out of seven offices across the Adelaide metropolitan area, mid-north and Limestone Coast regions.

Currently Unity delivers property and tenancy management for our metropolitan housing portfolio via five regional offices located in Elizabeth, Port Adelaide, Adelaide, Norwood and Brighton. Unity's objective is to secure a suitably located office space that meets the spatial and amenity needs of up to 88 staff and provides centralised property and tenancy management for our metropolitan housing portfolio.

2 SCOPE AND CONTEXT

2.1 Scope

Unity requires an office lease in the CBD, city fringe or inner western suburbs and will consider various options for long term lease such as:

- Existing office premises (base building);
- Existing office premises with existing fitout;
- Working with a developer for purpose built opportunities (base building and fitout) where Unity will be a long term tenant; and
- Working with a developer for purpose built opportunities (base building and fitout) where Unity will be long term equity partner.

Unity's objective is to secure a suitably located office space that meets the locality, spatial and amenity needs of up to 88 staff and provides centralised property and tenancy management services for our metropolitan housing portfolio.

A summary of the general building characteristics that Unity require are:

- Good views, outlook and natural light;
- Good quality lobby and lift;
- Good quality bathroom and kitchen facilities;
- Good access from attractive street setting;
- Accessible and high quality reception space;
- Good quality lift ride;
- High quality presentation and maintenance;
- High level of building comfort and climate control;
- Compliance with Disability (Access to premises) Standard 2010; and
- A minimum of 30 on site car parking spaces and required number of visitor parking for people with a disability

A summary of the general locality requirements for Unity are:

- Proximity to public transport options;
- Proximity / access to transport corridors north and south;
- Proximity to local amenities (such as shops and cafes);
- Ease of safe access and egress for vehicles to and from the site; and
- Proximity to off-site car parking for staff and visitors.

Unity require a lease tenure of between 5 and 10 years.

2.2 Context

Unity has regularly reviewed and altered our office infrastructure as the organisation's size and business requirements have changed. We now have five fully serviced offices in the Adelaide metropolitan region.

Over the past 12 months Unity has been scoping the benefits and the options for moving to a centralised office.

The decision has been taken to further investigate a range of specific options with the intent to secure a centralised office site suitable for Unity's needs over the next 12-18 months.

To efficiently service our properties in the CBD, western, northern and southern suburbs office accommodation is required close to the CBD, city fringe or inner western suburbs.

3 REQUIREMENTS

3.1 General Specification

With reference to Attachment 1, Unity has undertaken a workplace feasibility study to provide indicative spatial analysis based on the following high level staff profile summary:

Primary Function	Number of Staff	Provision
Executive	5	Individual Offices
Executive Support and Corporate	15	Mix of individual office and small work station groupings
Tenancy, Asset and Community Operative	58	General open plan work desks appropriately configured
Sub Total	78	
Future Provision	10	Growth, hot desks for visiting staff, students etc.
Total	88	

The assessment of Unity's functional elements included the following:

- Operative operational areas (functional and Work Health and Safety requirements);
- Access and egress to all areas for people with a disability;
- Tenant interface (including security control);
- Tenant meeting rooms (consultation – with back access/security);
- Business meeting rooms;
- Back of house functions;
- Central staff amenities; and
- Base building functions.

The workplace feasibility study (refer Attachment 1) is indicative for Unity's requirements and:

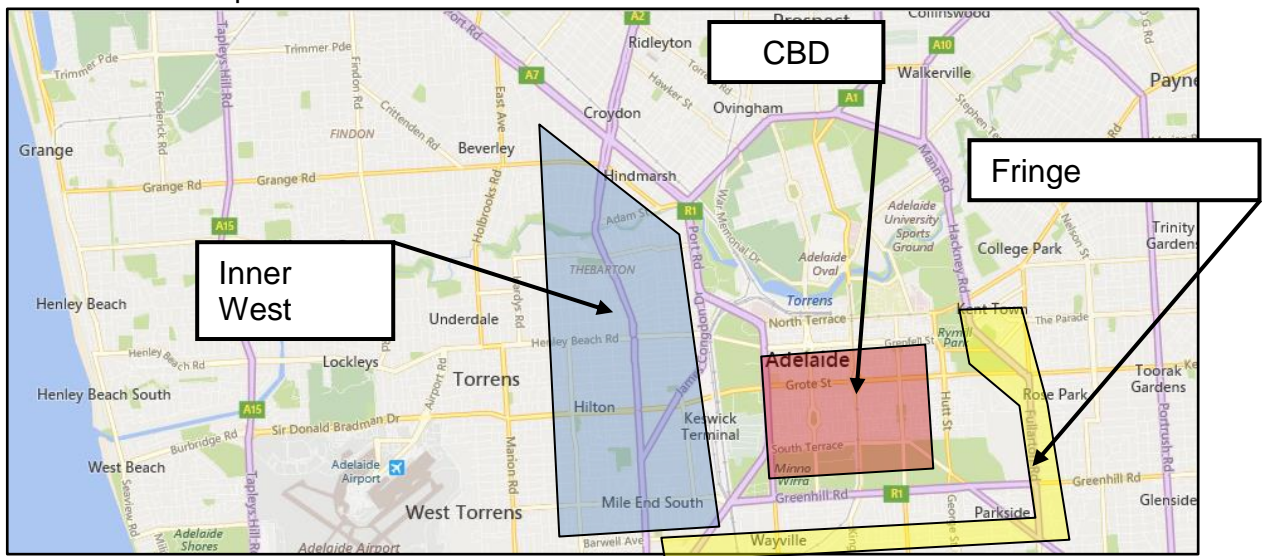
- Defines the total quantum of office space required by Unity (base (current) requirement and future growth);
- Establishes the functionality of the internal layout of Unity's desired operations;
- Explores different office utilisation models (open plan v traditional cellular offices) and including hot desking opportunities;
- Identifies car parking requirements; and
- Provides an indicative plan layout for consideration over single or two floors.

In summary the indicative workplace areas (in m²) are as follows:

- Net office area 1,118
- Building core 224
- Circulation 224
- Carparks 660

Whilst the spatial requirements and schematics are largely based on international best practice design standards it is important to note that the **tenant interview rooms** are specifically designed to consider ease of entry for tenants from the entry foyer as well as safe and secure egress to back of house for Unity staff if required. **Proposals must consider this requirement.**

Location Requirements



The location of Unity's office relative to its tenant population and staff is critical. Therefore the desired location of a new office aims to address the following:

- To maximise the efficiency of Unity's servicing of tenants, access to the north south transport corridor enabling metropolitan wide fluidity for service staff (car) access to the western region, inner southern suburbs, northern suburbs and CBD is preferable;
- Access to Unity for staff, tenants and other stakeholders – requiring high level of private and public transport (directly linked to bus, tram and train networks to CBD, north/south corridor and east/west connectors);
- Envisaged to be located on or adjacent to multi-modal transport options aligned to modern State transport investment and transport strategies – effectively on the western tram or train line and linked directly to the CBD via 15-minute frequency service and immediate vehicle access to the north south transport corridor (i.e. South Road connection to the Southern Expressway and Northern Expressway connectors);

Therefore an office location within the CBD, fringe or inner west.

3.2 Timeframes

Timeframes for the EOI process are specified in Section 2 of Part A of the EOI.

It is anticipated that the procurement of an office (move in) will take between 12 and 18 months from the release of the EOI depending on proposal selected and the need for office fitout and relocation of staff from existing office.

3.3 Contract Management

Once a successful office space has been selected Unity will use a Commercial Memorandum of Lease Document, negotiated and agreed by both parties, to secure tenure over the agreed term.

4 ATTACHMENTS

Attachment 1 – Unity Workplace Feasibility Study