

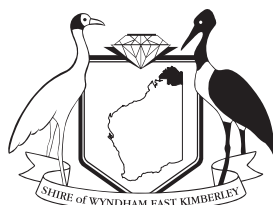
SHIRE OF WYNDHAM EAST KIMBERLEY

EXPRESSION OF INTEREST

LEASE OF AREA 3 TOURISM HOUSE, KUNUNURRA

EOI Reference
Closing Date
Contact Officer

EOI 01-26/27
Closing
29 / 10 / 2026
Katherine Gilpin



Introduction

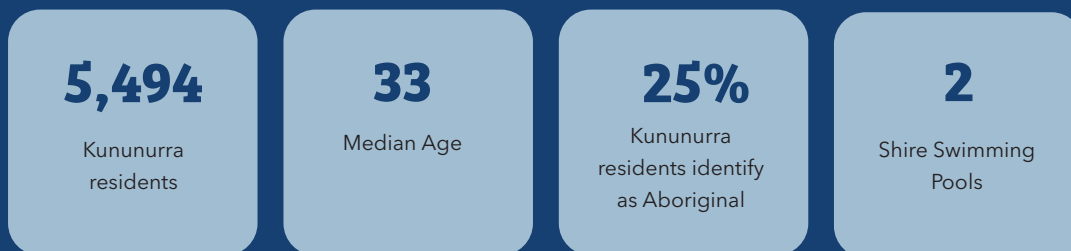
The Shire of Wyndham East Kimberley (the Shire) invites Expressions of Interest (EOI) for the lease and use of Area 3 at Tourism House, Kununurra.

The Shire is open to different operators and ideas. Preference will be given to proposals that make good use of this prominent location, provide a meaningful public-facing presence, complement and contribute positively to Tourism House and the wider Coolibah Drive civic and recreation precinct.

General Information

The Shire of Wyndham East Kimberley is the northernmost local government area in Western Australia, covering approximately 121,000 square kilometres. It includes the towns of Kununurra and Wyndham, Lake Argyle and numerous Aboriginal and remote communities.

Kununurra is the major service centre for the East Kimberley and an eastern gateway to the Kimberley region. It supports a diverse resident population and visitor economy and is known for its natural landscapes, Ord River and Lake Kununurra, cultural heritage and proximity to major tourism destinations.



Source: Shire of Wyndham East Kimberley Strategic Community Plan 2026–2036.

Strategic context

The Shire's Strategic Community Plan 2026–2036 sets the long-term direction for the district, including priorities for liveability, education and training, employment and business participation, accessible and vibrant places, culture and community connection.

The Council-endorsed Kununurra Town Centre Masterplan and Revitalisation Strategy identifies the Coolibah area as an important community, recreation, youth, visitor and cultural precinct, with increased activation and improved public realm outcomes planned over time.

The Opportunity

Area 3 is a vacant tenancy of approximately 104 m² within Tourism House. It adjoins the Kununurra Visitor Centre and shared/common areas. A floor plan is included at Appendix A.

Tourism House is located within the Coolibah Drive precinct alongside the Shire swimming pool, splash park and other community, recreation, civic and visitor uses. The Shire is interested in ideas that respond positively to this location and help create an active, welcoming and well-used precinct.

What the Shire is looking for

- a proposal that complements Tourism House and the surrounding visitor, recreation and community uses;
- a use that aligns with the Reserve purpose of Civic and Recreation;
- a meaningful public-facing presence, with opportunities for visitors and/or residents to access goods, services, information, activities or experiences from Area 3;
- positive activation of Tourism House and the wider Coolibah precinct, including creative or practical ideas that make good use of the relationship with the adjacent Visitors Centre, pool, splash park and recreation facilities where relevant;
- identifiable community and/or public benefit; and
- a proposal that is financially and operationally viable.

Public-facing activity is an important factor, but the Shire is not prescribing a particular business model or use. Respondents are encouraged to explain how their proposal would work in practice and how people would interact with the premises.

Lease Options

Respondents may nominate the lease pathway that best fits their proposal. If you are unsure, you may indicate that you are open to either option.

Option	Generally suited to	What to tell us
Commercial lease	A business or enterprise where the main purpose of the tenancy is commercial activity or commercial gain. Standard lease term is 5 years.	Your proposed use, operating model, experience, capacity, preferred term and proposed investment. Commercial rent is generally market-based.
Community lease	An eligible organisation and use that can demonstrate a clear community or public purpose under POL-3008. Standard lease term is 10 years.	The same core information, plus a short explanation of why the organisation and use qualify for a community lease and why subsidised occupation is justified.
Open to either	Respondents who are unsure which pathway best applies or are willing to negotiate either arrangement.	Provide the core proposal information and note any preference. The Shire will consider the appropriate pathway with the preferred respondent.
<i>Any lease will require Council and Ministerial approval. Furthermore, a community lease is not automatic. Retail, product sales, fees or other revenue-generating activities do not automatically prevent a proposal from being considered for a community lease, but the respondent must explain how those activities support the broader community or public purpose. Commercial activity may require specific Council consideration and may influence the rental.</i>		

What to include in your proposal

Please address the five areas below. You can use the Respondent Form in this document or provide the same information in your own format.

1. Tell us about you

Provide your organisation/business name, contact details and a short overview of your relevant experience.

2. Tell us your idea

Describe what you want to use Area 3 for, how it would operate, proposed opening hours and what visitors and/or residents would be able to access from the premises.

3. Tell us about the benefits

Explain how your proposal:

- is aligned to the Reserve purpose of Recreation and Civic;
- would complement the Visitor Centre and Tourism House, benefit visitors, residents and/or the broader community;
- support the delivery of the Shire's Strategic Community Plan and Town Centre Masterplan; and
- contribute to activation of the Coolibah precinct and Shire facilities.

4. Tell us how you would deliver it

Briefly outline proposed operating hours, staffing, financial and operational capacity, expected start-up timeframe and any proposed fit-out or investment.

5. Tell us what lease you need

Nominate whether you are seeking a commercial lease, community lease (if eligible), or are open to either. Tell us your preferred lease term and any important lease requirements.

If you are requesting a community lease

If you would like the Shire to consider a community lease under POL-3008, please also briefly explain:

- the community or public purpose of your organisation and proposed use;
- the community benefit that would result, demonstrating alignment to the Shire's Strategic Community Plan;
- what additional community benefit a subsidised lease would enable, including what may be reduced or not occur under commercial leasing arrangements;
- any retail, product sales, fees or other revenue-generating activities and how they support the broader community purpose and outcomes;
- how revenue and any operating surplus will be used, including whether profits or surpluses can be distributed to members, owners or shareholders; and
- whether similar commercial services are already available and why the community benefit of your proposal justifies subsidised occupation.

The Shire may request further information such as incorporation details, a constitution or governing document, financial information or other supporting material if required.

Site and lease considerations

Reserve and planning	The proposed use must be compatible with the reserve purpose of Civic and Recreation and support the existing activities within the Reserve (Tourism House and Recreation facilities).
Lease term	The Shire has not predetermined the lease term. It will be negotiated with the preferred respondent having regard to the proposal, investment requirements, applicable policy and Shire and proponent's future needs.
Rent	Commercial rent is generally market-based. A community lease may attract the community rental under POL-3008, subject to eligibility, the nature of the use and any required Council determination.
Fit-out and approvals	Any fit-out, signage, building works or change of use will require Shire approval and any other statutory approvals that apply.
Insurance and outgoings	The preferred respondent will be required to meet applicable insurance, utilities, maintenance and other lease obligations.
Approvals	Any lease will be subject to the Council, statutory and Minister for Lands approvals that apply.

Lodgement and Assessment

EOI reference: [INSERT REFERENCE]

Closing date and time: [INSERT]

Lodgement method: [INSERT]

Email subject: [INSERT]

Enquiries: [INSERT CONTACT OFFICER / DETAILS]

Late submissions may not be accepted. Respondents are responsible for ensuring their submission is received by the closing time.

How submissions will be considered

Following the close of the EOI, the Shire will assess submissions and may seek clarification, supporting information, conduct due diligence or referee checks, or meet with respondents before identifying a preferred proposal.

The Shire may negotiate with a preferred respondent, consider the appropriate commercial or community lease pathway, or decide not to proceed with any submission. Selection as a preferred respondent does not create a binding lease or guarantee that agreement will be reached.

Legislation and approvals

Any lease or disposal of Shire-managed property will be progressed in accordance with the Local Government Act 1995, the Shire's leasing policies and other statutory requirements. Further public notice, Council consideration and/or Minister for Lands approval may be required before a lease can be entered into.

EOI conditions and disclaimer

This EOI is an invitation to submit a proposal and is not an offer capable of acceptance. The Shire may amend the process, seek further information, negotiate with one or more respondents, or decide not to proceed. Respondents participate at their own cost.

Viewing and enquiries

Arrangements to inspect Area 3 or seek clarification can be made through the contact officer listed on the front of this document.

Respondent Form

You may complete this form or provide the same information in your own format. Keep responses concise and attach supporting information only where it is useful.

A. Applicant Details

Applicant / Organisation Name:

ABN / ACN / ICN (if applicable):

Contact Person:

Position:

Phone:

Email:

Postal Address:

Organisation / Business Type:

B. Lease Preference

Which lease pathway would you like the Shire to consider?

☐ Commercial Lease
 ☐ Community Lease (if applicable)
 ☐ Open to either
 ☐ Other: _____

Preferred lease term: _____

Minimum lease term required: _____

Preferred commencement date: _____

Estimated fit-out / investment: _____

C. Proposal Summary

In a few sentences, describe what you want to use Area 3 for, proposed opening hours, and what visitors and/or residents would be able to access or experience from the premises.

D. Your proposal

1. About you – Briefly describe your organisation/business and relevant experience.

2. Your idea – How will Area 3 be used and operated?

3. Benefits and precinct fit – How will your proposal align with the Reserve purpose of Civic and Recreation, benefit visitors/residents/community and contribute to the broader Coolibah precinct?

4. Capability and implementation – Briefly outline staffing, financial/operational capacity, start-up timeframe and fit-out/investment.

5. Lease requirements – Outline any important lease or tenure requirements not already covered above.

E. Community lease information

Complete this section only if requesting a community lease.

Why do you consider your organisation and proposed use eligible for a community lease under POL-3008?

What additional community benefit would a subsidised community lease enable that would not otherwise occur, or would occur at a reduced level?

Describe any retail, product sales, fees or other revenue-generating activity and explain how income and any operating surplus will support the broader community purpose.

Identify any comparable commercial services or businesses and explain why the community benefit of your proposal justifies subsidised occupation.

F. Supporting information and declaration

Supporting information is optional unless specifically requested. Please tick any documents included with your EOI:

- | | | |
|--|--|--|
| ☐ Business / project
plan document | ☐ Operating
budget / financial
informaion | ☐ Constitution
/ governing
document |
| ☐ Fit-out or concept
plan | ☐ Other: _____ | |

The Shire may request further information, financial evidence, referees or supporting documents during the assessment process.

Declaration

I confirm that the information provided in this EOI is true and correct to the best of my knowledge and that I am authorised to submit this proposal on behalf of the applicant.

Name: _____

Position: _____

Signature: _____

Date: _____

Appendix A – Tourism House floor plan

Area 3 is identified as Area 3 - Vacant (approximately 104 m²). The plan is indicative and respondents should satisfy themselves as to the suitability and dimensions of the premises.

