



EXPRESSION OF INTEREST: CAFE AT EAST KIMBERLEY REGIONAL AIRPORT (EOI 01 21/22)

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Introduction

The Shire of Wyndham East Kimberley (the Shire) invites expressions of interest (EOI) from suitable experienced/qualified parties for the operation of a café at the East Kimberley Regional Airport.

The term of the lease is negotiable, but will be a minimum of five years and a maximum lease term of 10 years, inclusive of options.

The café is primarily to cater for the eating and drinking requirements of passengers, so as a minimum the café is requested to open one hour prior to departure of scheduled passenger flights. However, the Shire does encourage operators to provide a service outside of schedule flight times to cater for businesses and staff that work within the terminal and surrounding airport precinct.

General Information

Kununurra is a major town in the Kimberley, located in the far north western corner of Australia. It is approximately 820kms southwest of Darwin and 1000kms east of Broome and has a population of approximately 6500 people. The area is incredibly scenic and well known for its natural attractions - gorges, waterfalls, rivers, lakes, ranges and escarpments.

Tourism within the region and Kununurra is growing rapidly, and the town is serviced by regular daily Regional Passenger Transit flights to Darwin, Broome or Perth. Nearby attractions include Purnululu [Bungle Bungle range], El Questro and Home Valley Stations, Lake Argyle, Ord River, Gibb River Road and the Keep River National Park. Kununurra is the Eastern gateway to the Kimberley region.

The two Regional Passenger Transport (RPT) operators utilising the East Kimberley Regional Airport are Virgin and Airnorth. These Airlines provide flights to the destination ports of Perth, Darwin and Broome.

At the time of preparing this document, the East Kimberley Regional Airport was receiving approximately 22 RPT services per week, and handled in excess of 79,000 passengers in 2019, 44,000 in 2020 and 32,000 from January to June 2021.

Airport traffic and passenger volumes are seasonal, with higher periods of activity taking place between May and October.

Flights operate depending on day of week and time of year in usually two or more periods of the day. On weekdays, late morning flights are scheduled to arrive at 10.55am and depart at 11:25am and afternoon flights are scheduled to arrive at 3:10pm and 3:40pm to depart at 3:40pm to 4:20pm respectively.

On weekends, morning flights are scheduled to arrive at 7:45am and 10:35am and depart at 8:15am and 11:05am respectively. Lunchtime flights are scheduled to arrive 12:10pm to 1:35pm and leave at 12:50pm and 2:05pm, with afternoon flights arriving at 3.30pm and 5:30pm departing at 4pm and 6pm respectively.

Please note that the scheduled times may change throughout the year, and flights may be cancelled or rescheduled at short notice.

Customers most often arrive at the airport an hour before the arrival of the flight to check in and usually remain in the terminal no longer than half an hour after the aircraft departs.

The terminal hours of operation vary according to the day of the week and the RPT schedule, but is generally open daily between 8:00am and 4:30pm. A number of hire car companies operate from booths within the Airport Terminal.

Respondents should be aware that flight schedules are subject to change or cancellation at short notice, and will be required to cater for this accordingly.

Any lease subsequent to this Expression of Interest process will be required to be entered into between the successful party and the Shire in accordance with the *Local Government Act 1995*. A draft Lease document can be provided upon request.

Site Information

The East Kimberley Regional Airport is located at Lot 200 Peter Reid Drive Kununurra, 5km west of the Kununurra town site on the northern side of Victoria Hwy opposite the Lake Kununurra Golf Club.

The premises has an area of 177sqm, consisting of a 27sqm servery, a 82sqm indoor dining area and an 68sqm alfresco area.

A secure storage area is also provided in a separate Airport administration building for storage of items required for the conduct of the permitted purpose.

A location map of the site is attached to this document as **Appendix A**, and plans showing the airport buildings and floor plans of leased area and storage area are attached in **Appendix B**.

Chattels

The following is a summary of chattels, fixtures and fittings which are provided by the Shire:

1. Shop front lined with mini-orb sheeting, counter top and service area
2. Chiller and freezer unit
3. Glass washer and dishwasher
4. 3 door refrigerator
5. Convection oven
6. Cold and hot display units
7. Stainless steel wash sink and bench, preparation sink and benches, and service benches
8. Dining tables and chairs
9. Bar Tables and bar stools
10. Sofas and modular chairs
11. Television
12. Stainless steel eco bins
13. Door mats, potted plants and chalk board

A detailed list of the chattels, fixtures and fittings provided by the Shire is provided in **Appendix C**.

Equipment

Proponents are advised that their own equipment will be required to operate and develop the business as fit for purpose for the successful leaseholder, including a coffee machine, a microwave, a cash register/point of sale system, crockery, cutlery, glasses and utensils for food preparation.

The Lessee will also be required to obtain approvals for signage/branding of the café.

Lease Amount

The Shire has obtained a market valuation which has determined the commencing rent to be \$17,500 plus GST per annum.

In line with the Shire's Commercial Leasing policy, rent will be charged quarterly and will be the greater of either:

- a. The base quarterly rent as determined by market valuation (\$4,375) plus GST; or
- b. 6% of turnover plus GST for the preceding 3 months.

The base rent will also be subject to an annual CPI review.

Services

The rent is inclusive of all outgoings excluding electricity and water. Electricity and water for the café is separately metered. Based on previous usage total monthly electricity and water usage charges are estimated to be \$550 per month.

Licences

The successful Lessee will be required to be registered as a Food Business with the Shire of Wyndham East Kimberley, and the café is only suitable for a Medium Risk Food Business. Due to potential air quality issues within the terminal, the Lessee will not be able to roast, fry or deep fry any food on the premises.

The Lessee will be required to obtain a liquor licence under the *Liquor Control Act 1988* to permit the sale and consumption of alcohol on the premises, and comply with any requirements of the licence.

Airport Requirements

As the café is based at an Airport the Lessee will be required to observe and comply at all times with the Shire of Wyndham East Kimberley Emergency Plan.

Redevelopment of Airport

The Shire is considering re-developing the Airport Terminal, where the cafe is located, as part of the masterplan for the Airport (Airport Redevelopment). The café may be required to be relocated as part of the Airport Redevelopment during the Term of the Lease. If the café is required to be relocated, the Shire will provide at least 3 months written notice and will liaise with the Lessee in respect of the location and size of the new premises, and the timing and duration of the Airport Redevelopment, and rent will abate for any period of time the cafe is unable to operate.

Insurance

Any successful proponents, must as leaseholder, indemnify the Shire from any claims arising from the operation of the facility. The leaseholder will also be required to maintain current public liability insurance, workers compensation or personal accident insurance cover as required by law (whichever may apply).

Form of the Expression of Interest

Respondents submitting an expression of interest will be required to address the following criteria in writing and must include all information requested within this document to be considered, including:

- (a) The full details (name, address and contact details) of all parties involved in the submission.
- (b) Detail any previous experience within the hospitality industry with particular emphasis in operating a café or similar food business.
- (c) Provide the contact details of at least two (2) suitable referees that are able to provide independent feedback to the Shire.
- (d) Demonstrate financial capacity to operate a business of this type.
- (e) Detail the proposed business operation, including opening days, hours and staffing structures.
- (f) Demonstrate any benefit to the community of Wyndham East Kimberley in particular the passengers of the East Kimberley Regional Airport and the retention and employment of local East Kimberley residents.

The respondent should demonstrate that they have appropriate arrangements in place that will assure exceptional quality service that improves the experience of customers of the East Kimberley Regional Airport and ongoing commitment to continual improvement.

All criteria are considered desirable and to ensure a balanced assessment all submissions should provide the above information.

Lodgement of Submissions and Delivery

The submission must be lodged by the deadline. The submission is to be:

- Placed in sealed envelope clearly marked with the Expression of Interest number and title “**EOI 01 21/22 – Café at East Kimberley Airport**” as shown on the front cover of this Expression of Interest; and
 - delivered by hand to the Kununurra Shire Administration Office located at 20 Coolibah drive Kununurra; or
 - mailed and addressed to the Chief Executive Officer to PO Box 614, Kununurra, WA 6743

Or:

- Electronic mail submissions will be accepted. Respondents must use email mail@swek.wa.gov.au and ensure the Expression of Interest number and title “**EOI 01 21/22 – Café at East Kimberley Airport**” is in the subject line.

Deadline for Expressions of Interest

Submissions must be received no later than 2pm, **Friday 10 September 2021**. Submissions will be rejected without consideration in the event that:

- It is not submitted before the deadline; or
- It is not submitted at a place specified in the Expression of Interest; or
- It fails to comply with any other requirements of the Expression of Interest

Legislation

The *Local Government Act 1995* requires that the disposal of any local government property (including by way of lease) is required to be advertised in the event that local government has agreed the method and terms of disposal without having utilised a tender or auction process.

As such, respondents are advised that following successful negotiation with any party with respect to obtaining a lease, the Shire will undertake a statutory period of advertising (minimum period of 14 days, however submission period is open for a period of 30 days) and must consider a submission made with respect to this matter before it is able to enter into any legal agreement with the preferred party. The annual lease rental has been determined by a market valuation.

Contact Information

General enquiries should be directed to Jennifer Ninyette, Manager Planning and Regulatory Services, on 9168 4100 or via email to Jennifer.Ninyette@swek.wa.gov.au

Clarification of EOI details must be in writing and sought prior to **Friday 3 September 2021**.

Canvassing of Councillors during or following the completion of the advertising period will disqualify.

Viewing

Appointments to view the site can be made by contacting Jennifer Ninyette or on 9168 4100 or email Jennifer.Ninyette@swek.wa.gov.au

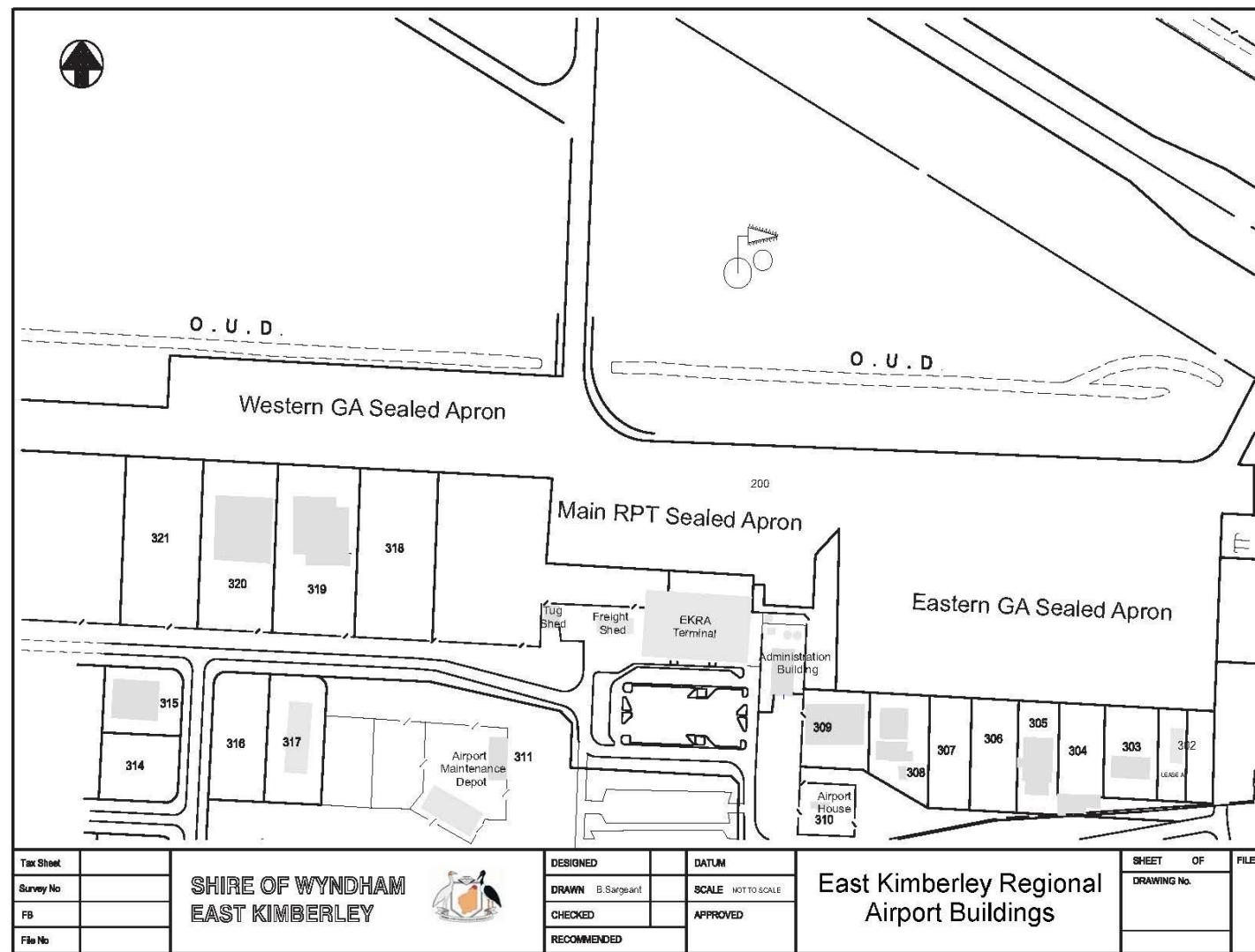
Appendix A

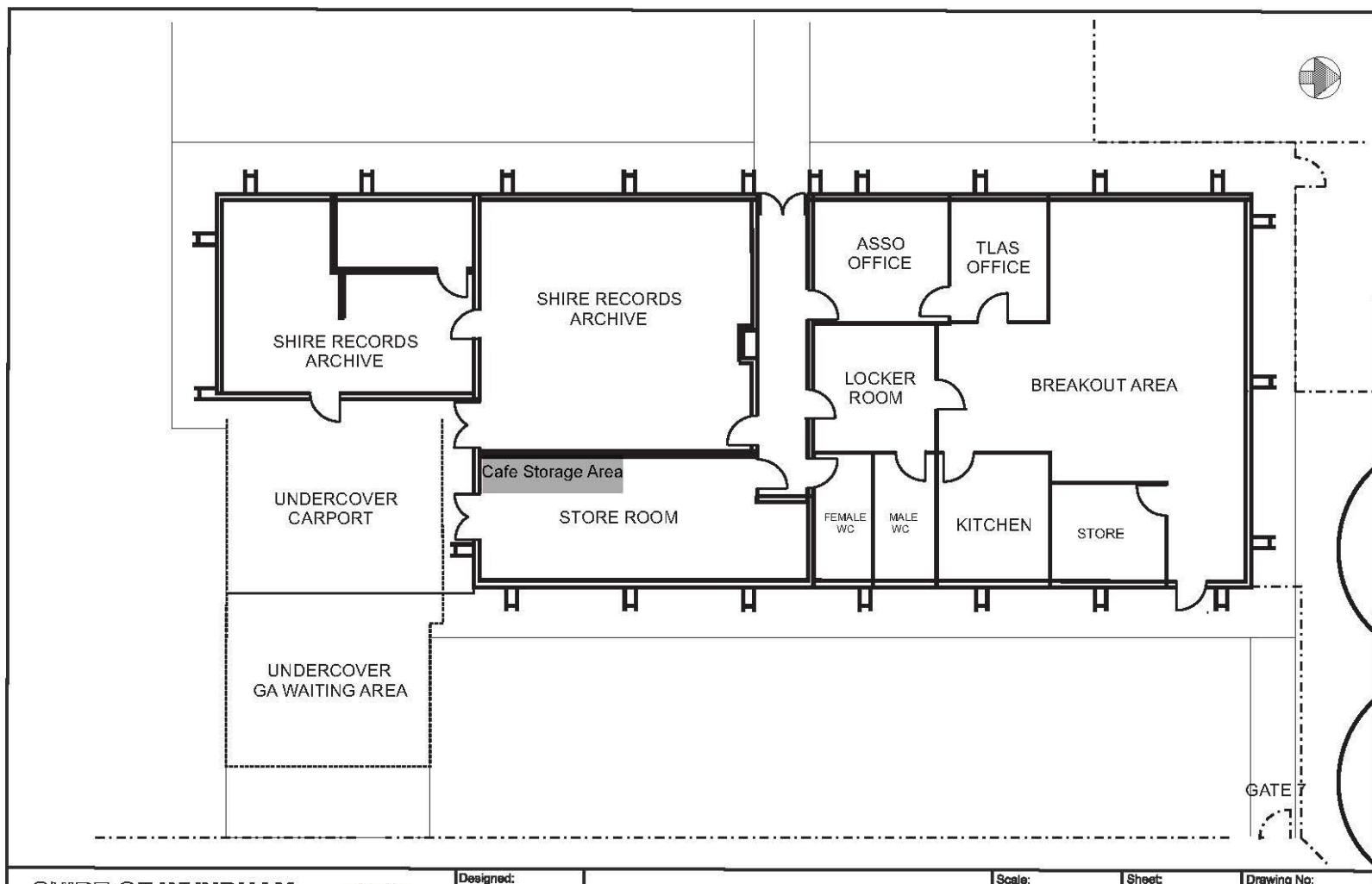
Location plan.



Appendix B

EKRA Plan and floor plans





**SHIRE OF WYNDHAM
EAST KIMBERLEY**



Designed:

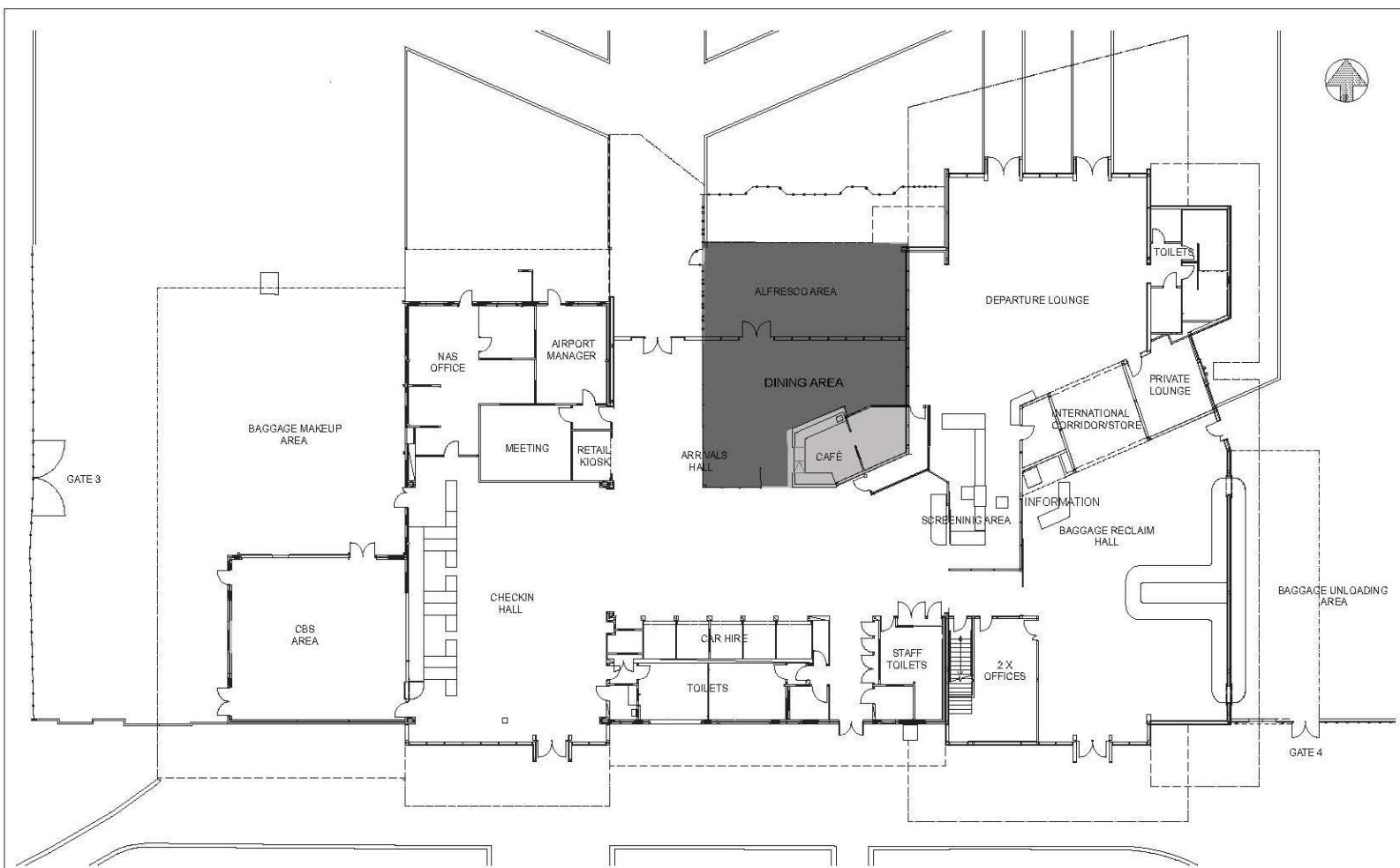
Drawn:
B.SARGEANT

EAST KIMBERLEY REGIONAL AIRPORT
ADMINISTRATION BUILDING

Scale:
NOT TO SCALE

Sheet:
Date: 04/11/2016

Drawing No:
Approved:



SHIRE OF WYNDHAM
EAST KIMBERLEY



Designed:
Drawn:

GARY WRIGHT

EAST KIMBERLEY REGIONAL AIRPORT
TERMINAL

Scale:	Sheet:	Drawing No:
	Date:	Approved:

Appendix C

Lessor's Chattels, Fixtures and Fittings

Cafe

Fagor AF-1602MIX Chiller and Freezer Unit
Washtech XG Glass Washer
Washtech UD Under counter Washer
Skope TME1500 3 Door Fridge
Turbofan E31D4 Convection Oven
Cossiga Cold Display 900m
Cossiga Hot Display 600mm
Hot Water Unit
Hand Basin
Stainless Steel Wash Sink and Bench with tap fittings
Stainless Steel Range Hood
Stainless Steel Preparation Sink and Benches with tap fittings
Stainless Steel Preparation Sink & benches with tap fittings
Stainless Steel Service Benches
Lighting
Painted Walls
Shop Front lined with mini-orb sheeting
Counter top and service area
Water Supply and sub meter
Fire Blanket and Fire Extinguisher

Dining Area

LG Television
UFL Stainless Steel Eco Bin
6 x White Isotop Dining Tables
24 x Black Replica Tolix Chairs
5 x White Isotop Bar Tables
15 x Black Tango 2.5 Seater Sofas
3 x Black Tango Modular Chairs
3 x Stainless Steel Drum Tables
Door Mats
Stand Alone Neo-Chalk Board
Potted Plants

Alfresco Area

UFL Stainless Steel Eco Bin
3 x Stainless Steel Dining Tables
12 x Metal Replica Tolix Chairs
4 x Stainless Steel Bar Tables
16 x metal Replica Tolix Bar Stools
Door Mat
Potted Plants

Extras

2 x Stainless Steel Jugs
1 x Insect-O-Matic
2 x Bar Trays



FOLLOW US ONLINE
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