

Expression of Interest for Lease/Licence

Wanneroo Aquamation Café/Kiosk

Wanneroo Aquamation Leisure, Lot 501 (21) Civic Drive,
Wanneroo

Mandatory site inspection: Friday, 14 March 2025
Thursday, 27 March 2025
(Both days: 9am – 9:30am & 4pm – 4:30pm)



Expression of interest deadline: 5pm Friday 11 April 2025

Submission delivery:
PropertyServicesMailbox@wanneroo.wa.gov.au

1. PART 1 – BRIEF

1.1 Introduction

The City of Wanneroo (**City**) is inviting expressions of interest (**EOI**) to Lease or Licence the Aquamation Café/Kiosk within Wanneroo Aquamation at Lot 501 (21) Civic Drive, Wanneroo, WA.

This document has been prepared to provide prospective applicants with the following relevant information to be able to respond to this opportunity.

- Part 1 – Brief (read and keep)
- Part 2 – Conditions of Responding
- Part 3 – EOI submission (complete and return)

1.2 Location – Wanneroo Town Centre

Wanneroo Aquamation Café/Kiosk is located within Wanneroo Aquamation at Lot 501 at the eastern periphery of Wanneroo Town Centre (**WTC**).

The WTC is situated on the eastern side of Yellagonga National Park (Lake Joondalup) and is located approximately 23km, north-west of the Perth CBD with good access provided via Perth's regional road system, specifically Wanneroo Road.

Lot 501 is a landmark strategic site in the Wanneroo Town Centre, incorporating the Limelight Theatre, the Wanneroo Community Centre and Memorial Park.

The extension of the nearby shopping centre (Wanneroo Central) was completed in 2018 and includes Coles, Aldi, a food hall and several speciality stores. Significant commercial development along Wanneroo Road to the west includes various fast-food eateries, cafes and restaurants.

The City of Wanneroo is a growing local government in the northern suburbs of Perth, with a current population of 243,013 (2025) and a forecasted growth of 437,016 by 2046.

The East Wanneroo District Structure Plan provides the long-term vision for the development of more than 8,300 hectares of land which will cater for 150,000 residents, 50,000 dwellings and support up to 20,000 jobs. The edge of the Structure Plan area is approximately 2km from the Wanneroo Town Centre and Wanneroo Aquamation.

Please check out the City's website for additional demographic data www.wanneroo.wa.gov.au

1.3 Wanneroo Aquamation

Built in 1990, Wanneroo Aquamation is currently the City's only aquatic leisure facility and comprises a main pool hall (swimming pool, children's pool, spa and sauna) gymnasium, crèche and administration offices.

In addition, Aquamation incorporates an outdoor pool, recently renovated children's splash pad and grassed area which includes two (2) barbecues and children's play equipment.

Multiple cabana style shade structures enhance the outdoor pool area and allow shade for entertaining and outdoor party bookings.

Wanneroo Aquamation was redeveloped during 2008, 2018 and 2019. Further projects and developments continued from 2021 – 2024 resulting in one of Australia's largest industry turnarounds.

Boasting attendances growth records from 118,000 (annual attendances in 2018). Aquamation now sees close to 400,000 attendances annually, winning multiple state and national performance excellence awards.

The following projects are expected to be completed in the next 12 – 24 months with minimal impact anticipated for the tenancy:

- Creche extension
- Gymnasium equipment upgrades
- Small Group Training Zone

Wanneroo Aquamation's current opening hours are:

- Monday to Thursday – 5:30am to 8pm
- Friday – 5:30am to 7pm
- Saturday and Sunday - 7:30am to 5pm

For more detailed opening times please visit [Wanneroo Aquamation - City of Wanneroo](#). Centre hours (including public holidays) are subject to change.

1.4 The Opportunity – Café/Kiosk Tenancy

The City is seeking Expressions Of Interest from businesses, service providers, residents, community or not-for-profit associations to lease or licence the Wanneroo Aquamation Café/Kiosk at Lot 501 (21) Civic Drive Wanneroo.

Lease terms are subject to the *Commercial Tenancy (Retail Shops) Agreement Act 1985* and the City's [Leasing Policy](#).

The subject tenancy (**Attachment 1**) is located within Wanneroo Aquamation and behind the entry turnstiles to the main pool hall.

The applicant should note that in addition to a lease of the cafe/kiosk tenancy, they will have a licence (non-exclusive use) of:

- indoor dining area facing the main pool hall;

- outdoor alfresco area to the north which overlooks the children's splash pad and grassed area and is linked to the indoor dining area via bi-fold doors controlled by City personnel;
- additional licenced areas will be considered on submission, subject to suitability and operational compliance.

1.5 Lease/Licence

It is proposed that the successful applicant will be offered a Lease/Licence (**Lease/Licence**) for a negotiable term (subject to private treaty negotiations).

The Lease/Licence will be in accordance with the terms and conditions that form this EOI, subject to formal Council approval and the disposal of land process (*Local Government Act 1995*).

In addition to commercial terms, the Lease will address issues such as:

- Responsibility for fit-out, including the City's requirements and criteria for evaluation of fit-out plans;
- Treatment of common areas;
- Statutory and other requirements;
- End of Lease/Licence obligations, including removal of tenant's fixtures.

1.6 Lease/Licence Terms

Subject to the requirements of the *Local Government Act 1995* and Council approval or delegation, the following Commercial (Essential) terms are proposed:

Lessee	TBC
Premises	
Address	Lot 501 (21) Civic Drive, Wanneroo
Lease Area (m ²)	Approx. 65m ²
License Area	Non-exclusive use of: <ul style="list-style-type: none"> • indoor dining area - 50m² • outdoor alfresco area -105m² • entry foyer - 5m² Total - 160m ²
Services	<ul style="list-style-type: none"> • Gas, water and waste services • Grease trap (tenant responsible for grease trap servicing) • Dry food store area • walk in cool room • mechanical exhaust extraction system with exhaust hoods.

Terms	
Lease/Licence Commencement Date	Although the City is willing to be flexible on the timing to commence the new lease, it would be preferable that the service to the patrons continue without too much disruption.
Rent Commencement Date	Lease Commencement Date
Term	5 years - to be negotiated
Rent	
Commencement Base Rent	To be negotiated, subject to the City's Leasing Policy
Rent Reviews	To be negotiated
Other Costs	
Outgoings	The Café/Kiosk is sub-metered for gas, water and electricity. The tenant will be on-charged metered consumption.
Security	
Security Bond or Bank Guarantee	\$5,000, provided by a bank guarantee or by a cash bond to be held in a non-interest-bearing account for the duration of the Lease term

Other Commercial Conditions	
Insurances	The tenant must provide all insurances required under the Lease/Licence including: <ul style="list-style-type: none"> • Public Liability Insurance - \$20 million • Property insurance (including glass replacement) • Workers' compensation
Maintenance	The tenant will be required to maintain the premises (including the landlord/tenant fixtures) to agreed standard or condition, including servicing the grease trap, but will not be responsible for any repairs of a structural nature.
Cleaning	The tenant will be required to clean the premises including the landlord/tenant fixtures to agreed standard or condition to meet food safety standards including but not limited to café area; licensed areas tables, chairs.
Compliance	Fire Services – the City's contractor will service the fire apparatus on a six-monthly basis and the tenant will be on-charged this cost. The tenant must comply with any Act, by-law etc. relating to the use of the building and site.
Council Rates	Approx. \$1,500 per annum.

	Includes an Emergency Services Levy estimated at approximately \$250.00
Waste Bins	The tenant will be required to arrange for its waste to be collected by a commercial waste provider.
HVAC	The City will arrange for the two cassette style units located in the ceiling of the leased premises to be serviced and on charged to the tenant. Maintenance schedule in line with the City's required scheduling precedent. Each cassette will incur a \$200.00 (approximate) per annum cost.
Further Tenancy Considerations	<ul style="list-style-type: none"> • A formal Council resolution will be required to proceed with the proposed Lease following the completion of the negotiation process. • The City is required to give public notice of the proposed disposition to satisfy legislative requirements under the terms of the <i>Local Government Act 1995</i>. • Should the tenant require services beyond the standard services currently provided by the City, the tenant will be responsible to upgrade at its cost. • The tenant will need to arrange phone and internet connection directly with a relevant service provider. • While undertaking alterations and maintenance of the Premises it is preferred that the City's contractors are utilised, where reasonable, to ensure appropriate standards are adhered to. • All licence areas are non-exclusive allowing for use by patrons and staff acting reasonably. Indoor dining area bi-fold doors are controlled by City personnel to regulate the internal temperature of the main pool hall. • The tenant has no authority to deny patrons consumption of outside food and beverages at the facility.

2. PART 2 – CONDITIONS OF RESPONDING

2.1 Privacy Statement

The City is not liable to any person or entity for any damage or loss that occurs in relation to that person or entity taking or not taking action in respect of any presentation, statement, opinion or advice referred to in this document.

Applicants should take the appropriate steps to ensure that they conduct their own due diligence and validate the information contained in this document before acting upon it.

The City encourages applicants to seek independent advice from qualified professionals where necessary to understand the relevancy of this information to their own situation.

2.2 How to Prepare Submission

- Carefully read all parts of the EOI document
- Complete and return the EOI Form, in all respects including addressing the Essential Criteria, providing references and supporting documentation.
- Submit before the deadline

2.3 How To Lodge Submission

The deadline for this request is **Friday 11 April 2025 at 5.00pm.**

Submission is to be:

- made before the proposed date.
- sent via email only to: PropertyServicesMailbox@wanneroo.wa.gov.au
- All pages must be numbered consecutively, and the submission must contain an index.

2.4 Contact Information

Applicants should not rely on any information provided by any person(s) other than those listed below:

Anita Patterson - Property & Leasing Advisor

08 9405 5000

anita.patterson@wanneroo.wa.gov.au

2.5 Proposed Process Timeline

The EOI process and resulting private treaty Lease/Licence negotiations are subject to the *Local Government Act 1995 (WA)* (including section 3.58), and the *City of Wanneroo Leasing Policy*.

	Stage	Target Date
1	Advertise Phase two - Expressions of Interest	5 March 2025
2	Mandatory onsite briefing/ inspections Bookings not required	Friday 14 March & Thursday 27 March 9am – 9:30am 4pm – 4:30pm
3	Formal submissions close	Friday 11 April 2025 at 5.00pm.
4	Evaluate submissions, select preferred candidate (if any) and finalise negotiations.	2 - 3 weeks
5	Report to Council (if required)	3 - 4 weeks
6	Undertake Public Advertising of disposal by lease	Minimum 14 days
7	Signing of legal documentation.	1 – 2 weeks

The above proposed timeframes are indicative only and are subject to change at the City's discretion.

Where additional servicing requirements are identified through the EOI process, including by the preferred submission, this may impact delivery timeframes.

3. PART 3 - EOI SUBMISSION

ABN:		
Registered Name of Individual/company/Organisation:		
Business/Trading Name:		
Postal Address:		
Street Address (if different):		
Contact Name:		
Phone:		
Email:		
Referee 1. Name and Title		
	Phone and email	
Referee 2. Name and Title		
	Phone and email	

3.1 Essential Criteria

The following criteria has been developed to assist in the assessment of the submissions received. These criteria have been identified as either essential or preferred, with a weighting assigned accordingly.

Applicants must note the following:

- All information relevant to your answers to each criterion are to be contained within your application.
- Applicants are to assume that the City has no previous knowledge of your organisation, its activities or experience; and
- Applicants are to provide full details for any claims, statements or examples used to address the selection criteria.
- Please address each issue outlined below.

Essential Criteria	% Weighting
<p>A. Vision and Understanding Detail your vision for the proposed Lease or License including a detailed business case. The Business Case should address a minimum of the following:</p> <ul style="list-style-type: none"> • Intended trading name • Proposed menu, including pricing structure, products and any services. • Provide intended trading days and times with evidence of adequate resourcing to meet these hours. <p>Example of marketing materials, including those targeted at party bookings, and any social media platforms to be utilised.</p>	30
<p>B. Relevant Experience Describe your experience in conducting a similar operation:</p> <ul style="list-style-type: none"> • Demonstrate experience in managing, owning or operating a similar business. Include details of business and locations. • Stipulate number of years' experience with a similar operation. • Provide qualifications and relevant experience for any proposed key personnel. 	30
<p>C. Fit Out Concept Plans Provide basic concept plans for the proposed fit-out of the Premises outlining at a minimum:</p> <ul style="list-style-type: none"> • Proposed overall look and feel of the design • Signage design and locations • Requested Lessor contributions or incentives 	10
<p>D. Financial Capacity Demonstrate financial strength, capacity and capability to lease the Premises and successfully operate the tenancy including:</p> <ul style="list-style-type: none"> • Detail approximate anticipated costs of any new equipment, furniture and/or fit out, including extent of any required Landlord contribution • Basic profit and loss statement • Proposed rent • Details of two financial referees State available resources or partnerships • Other income streams, from this proposed business or other 	30

Attachment 1. Lease and Licence Plan

