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## EXPRESSION OF INTEREST

**Title:** Lease of Kiosk – Albany Public Library  
**Reference:** CR.ENQ.25 / NCR25197929  
**Opening Date:** 20 June 2025  
**Closing Date:** 11 July 2025 at 17:00 WST

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### 1. REQUIREMENT

The City of Albany invites expressions of interest (EOI) from individuals, organisations or social enterprises interested in leasing a small kiosk space at the Albany Public Library, located within the Albany CBD precinct. The goal is to activate the space with a community-focused initiative that aligns with the City's values. A minimum lease term of five years is offered.

**The closing date and time for the EOI is 11 July 2025 at 17:00 WST.**

### 2. BACKGROUND INFORMATION

**Library Overview:** The library serves approximately 150,000 visitors annually with many events and public services being administered from within the library precinct.

**Library Operating Hours:**

- Monday, Tuesday, Wednesday, Friday: 9:00am – 5.30pm
- Thursday: 9:00am – 8:00pm
- Saturday: 9:00am – 1:00pm
- Closed Sundays

### 3. BUSINESS OPPORTUNITY

**3.1 Kiosk Features:**

- **Area:** Approx. 14.25 m<sup>2</sup> (kiosk 6.25m<sup>2</sup> lockable area and seating area 8m<sup>2</sup>)
- **Seating Area:** The operator will have access to a licensed non-exclusive common seating area within the library (approx. 8m<sup>2</sup>). While this area is managed by the City, the kiosk operator is responsible for keeping it clean and tidy during trading hours.
- **Location:** Directly adjacent to the library entrance with high foot traffic

**3.2 Trading Hours:**

- Minimum required hours:
  - **Monday to Friday:** 9:00am – 4:00pm
  - **Saturday:** 9:00am – 1:00pm
- Trading outside of these minimums is permitted, provided it aligns with library operating hours.
- No access is available outside of library hours.

### 3.3 Fit-Out Requirements:

- The kiosk space is currently unfitted.
- Basic plumbing infrastructure for a sink is in place but not connected.

The City agrees to install a servery window on the north wall of the kiosk, facing the courtyard adjoining Alison Hartman Gardens, along with an external awning above the window. This will enable service directly to the courtyard area. There will also be the installation of a split door internal to the building so service is possible should the weather make service through the servery window difficult.

- The kiosk space is currently unfitted.
- Basic plumbing infrastructure for a sink is in place but not connected.
- The successful applicant will be responsible for the full internal fit-out, including all equipment and fixtures.
- All fit-out plans must be approved by the City.

### 3.4 Food and Beverage Conditions:

- No kitchen facilities currently exist.
- On-site food preparation is not permitted at this time.
- Only pre-packaged food is allowed, subject to approval by the City's Environmental Health Team.
- Beverages such as coffee may only be prepared if appropriate sinks and a hand-washing basin are installed. Contact Environmental Health for more information on requirements.

## 4. SERVICES PROVIDED BY CITY OF ALBANY AS LANDLORD

As landlord, the City of Albany will provide:

- **Utilities:** Electricity and water will be supplied to the lease area.
- **Cleaning:** The licensed common seating area floor will be cleaned by the City.
- **Plumbing connections:** Access is available for connection by tenant at their own cost.

## 5. OPERATOR RESPONSIBILITIES

The successful operator will be expected to:

- Comply with health and safety regulations
- Maintain high standards of food safety and hygiene
- Oversee day-to-day financial and operational management
- Keep the lease area and all equipment clean, safe, and in good condition

## 6. KEY INFORMATION

### 6.1 Experience and Expertise:

Please note: ONLY SOCIAL ENTERPRISES WILL BE CONSIDERED FOR THIS LEASE.

A social enterprise is an organisation that operates with the primary purpose of achieving measurable social, cultural, or environmental outcomes, while also generating revenue through trade. These enterprises reinvest a significant portion of their profits back into their mission to create positive change, rather than distributing them to private owners or shareholders.

Applicants must demonstrate that they are a genuine social enterprise.

This includes:

- A clear social or community purpose embedded in the business model.
- Evidence that profits or resources are reinvested to support this purpose.
- A strong track record or clear plan for impact-driven operations.

Within a kiosk setting, social enterprise activity may include (but is not limited to):

- Employment and skills development opportunities for youth, people with disabilities, long-term unemployed individuals, or culturally and linguistically diverse groups.
- Training programs in hospitality, customer service, and small business operations.
- Hosting community engagement activities such as shared meals, volunteer involvement, or creative workshops.
- Providing a platform for local artists, micro-producers, or food entrepreneurs.
- Encouraging environmental sustainability, such as waste reduction initiatives or composting programs.
- Offering a welcoming, inclusive space that reflects and celebrates Albany's diverse community.

Applicants should outline how their organisation meets these criteria and how their operation will actively benefit individuals and the broader community through this lease.

## **6.2 Demonstrated Capacity:**

Operators should demonstrate and provide evidence of their financial stability and resource capability.

## **6.3 Operational Details:**

Describe the kiosk concept, operating hours, access, and menu, focusing on healthy options. please describe your proposed kiosk concept. Include:

- **Operating hours** - (Note: must fall within Albany Public Library opening hours)
- **Access arrangements**
- **Menu offerings**, with a focus on healthy options
- **Any other operational details** that reflect your vision for activating this space

## **6.4 Commercial Lease Terms (governed by the provisions of the Retail Shops Act):**

The City of Albany will offer a commercial lease governed by the provisions of the *Commercial Tenancy (Retail Shops) Agreements Act 1985 (WA)*. Key details include:

- **Lease Process:** The lease must be approved by Council and may be subject to a two-week public notice advertising process under Section 3.58 of the *Local Government Act*.
- **Lease Condition:** The kiosk will be leased on an '**as is**' basis. Any additional fit-out or interior modifications must be approved by the City.
- **Lease Condition:** The kiosk will be offered in its current condition ('**as is**').

As part of the lease arrangement, the City will install a servery window on the kiosk's north wall, facing the courtyard next to Alison Hartman Gardens, along with an external awning above the window to support outdoor service.

There will also be the installation of a split door internal to the building so service is possible should the weather make service through the servery window difficult.

The successful applicant will be responsible for completing the internal fit-out, including supplying and installing all equipment and fixtures.

Please note that any additional fit-out or interior modifications must be approved by the City.

- **Permitted Use:** Retail kiosk for the sale of beverages and light snacks for both on-site consumption and takeaway.
- **Rent and Outgoings:**
  - **Rent:** \$1.00 per annum + GST (payable on demand)
  - **Outgoings:** The tenant will be responsible all applicable outgoings including utilities, rates, taxes, and statutory charges (TBA).
  - **Tenant responsibilities:** Reactive maintenance, cleaning, consumables, and all required insurances.
- **Lease Term:** Please indicate your preferred lease term. A minimum term of 5 years is required under the Retail Shops Act.
- **Insurance Requirements:** The operator must obtain and maintain insurance policies that include:
  - Public liability
  - Tenant's fixtures and fittings
  - Noting the interest of the City of Albany

## 6.5 Commitment to Customer Service:

Demonstrate your commitment to delivering a high standard of customer service. This includes attentiveness, responsiveness, presentation, and how you plan to create a welcoming and positive experience for customers.

## 7. SUBMISSION REQUIREMENTS & EVALUATION

### 7.1 Submissions:

Submissions will be evaluated based on criteria including experience, capacity, operational details, lease terms, and commitment to customer service.

Criteria	Weighting
Experience and skills in successfully operating a similar business	10%
Demonstrated capacity (financial and resources)	20%
Operational details (concept, menu, hours, approach)	20%
Social Enterprise Structure	40%
Commitment to high customer service standards	10%
<b>Total</b>	<b>100%</b>

### 7.2 How to Submit:

Mark your submission 'Expressions of Interest (EOI) – Lease of Kiosk Albany Public Library and submit it to the City of Albany by hand or email.

Hand delivery: City of Albany Administration Office, 102 North Road Yakamia  
Email: [staff@albany.wa.gov.au](mailto:staff@albany.wa.gov.au)

## 8. CONTACT DETAILS AND SITE INSPECTION

For further information regarding the Expression of Interest or to arrange a site visit please contact Kristen Pyrz-Brown on 6820 3219 or by email [kristen.pyrzbrown@albany.wa.gov.au](mailto:kristen.pyrzbrown@albany.wa.gov.au).

## 9. CONCLUSION

Thank you for your interest in this unique opportunity at the Albany Public Library.

We invite you to submit an Expression of Interest that reflects the City's values of **Focused, United, Accountable, and Proud**. This is not only a chance to activate a prominent community space, but also to make a meaningful contribution to the experience of both local residents and visitors to Albany.

Your proposal has the potential to create positive social and economic outcomes—enhancing the library's atmosphere, supporting community wellbeing, and opening up opportunities for business growth and collaboration with other local enterprises.

We look forward to reviewing your submission.

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### Attachment A

#### Maps and Diagrams:

