



Expression of Interest

Café Opportunity

Hammond Park

Lot 3110

Memorial Drive, West Lamington

KALGOORLIE WA 6430

EOI – CD002-23/24

Table of Contents

1. Introduction	3
1.1. About Hammond Park.....	3
2. Site Information.....	3
2.1 Photos.....	4
3. Leasing Terms	5
4. Submissions	5
4.1 How to Submit.....	5
4.2 Deadline for Submissions.....	5
4.3 Supporting Documents.....	6
5. Legislation.....	6
6. Contact Information.....	6
Selection Questionnaire	7

1. Introduction

Situated in Hammond Park, Lot 3110, Memorial Drive, Kalgoorlie, is a City owned café which offers a shaded seated area for guests to enjoy the scenery whilst enjoying coffee and food.

The City of Kalgoorlie-Boulder (the City) is requesting Expression of Interest applications from local community groups and not-for-profit organisations interested in leasing the cafe space to provide coffee and food to residents and visitors.

1.1. About Hammond Park

Hammond Park is the jewel of the City's parks and reserves and is home to a range of native animals and features children's play equipment and BBQ facilities. With ponds and aviaries, it's a haven for a variety of birdlife including peacocks, and features a miniature Bavarian Castle built entirely of local gemstones.

2. Site Information

The café is located in Hammond Park on Lot 3110 and is complemented by the following amenities -

- BBQ Facilities
- Cafe
- Playground
- Public Tables
- Shelters/gazebos
- Water Fountains
- Toilets (Male/Female/Disabled)

The café is 16.04m² in size and would require a level of kitchen fit out by the applicant to facilitate the provision of food and other drinks.

Applicants are to note the following requirements:

- The Café lease is for a non-profit organisation;
- Fit out is the tenant's responsibility;
- There are no tables and chairs for the outdoor area;
- The facility is unlicensed;
- The café must be open and operating 4 days a week (weather or seasonal dependent); and
- A food registration permit is required.

The café has the following available as part of the lease –

- Outdoor covered seating area (17.4m²)
- Small storage area
- Shaded hexagon area (7.8m²)

2.1 Photos



Plum Café Hammond Park



Cafe - 16.04m²



Outdoor Canopy 17.4m²

Shaded Hexagon 7.8m²



3. Leasing Terms

This opportunity is based on a peppercorn lease agreement of \$110 per annum for a minimum two (2) year period with an option to renew.

Due to community feedback received on requested opening hours, the successful applicant will address in the EOI its ability to fulfill the following hours or similar on a seasonal or weather dependent basis -

Monday –	Closed
Tuesday -	Closed
Wednesday -	Optional opening hours
Thursday -	10am – 4pm
Friday -	10am – 4pm
Saturday -	9am – 5pm
Sunday -	9am – 5pm

4. Submissions

4.1 How to Submit

Respondents will be required to complete the attached Expression of Interest - Response Form and must include all supporting documents by the deadline.

Submissions can be lodged in any of the following manner, provided all documents are received prior to the closing time.

Electronically (preferred) to: mailbag@ckb.wa.go.au
Subject: CD002-23/24 Hammond Park Café –
Expression of Interest

Delivered by hand (in a sealed envelope) to: 577 Hannan Street, Kalgoorlie
Labelled: CD002-23/24 Hammond Park Cafe –
Expression of Interest
ATTN: Mia Hicks, Director

By Post to: PO Box 2042
BOULDER WA 6432
Labelled: CD002-23/24 Hammond Park Café –
Expression of Interest
ATTN: Mia Hicks, Director

4.2 Deadline for Submissions

The deadline for submissions is Monday 9 October 2023 by 5 pm.

Failure to submit a completed Expression of Interest – Response Form and any supporting documentation by the deadline will result in the application being rejected without consideration.

4.3 Supporting Documents

The required supporting documents are outlined in the Expression of Interest Response Form and listed below:

- Valid copy of Certificate of Public Liability;
- Valid copy of Certificate of Incorporation;
- Evidence of ABN and GST Registration;
- Most recent copy of reconciled or audited financial statements;
- Most recent copy of the AGM minutes of the organisation;
- Letters of Support (desired).

5. Legislation

The Local Government Act 1995 requires that the disposal of any local government property (including by way of lease) is advertised for a minimum period, without having utilised a tender or auction process.

As such, applicants are advised that a minimum advertising period of 14 days is required prior to negotiation with any party with respect to obtaining a lease. Any submissions for this property prior to this time will not be considered.

6. Contact Information

Further information can be obtained by emailing Nicole Ilsley, Property Coordinator, City of Kalgoorlie Boulder, Propertyteam@ckb.wa.gov.au. If you would a tour of the facility, please also contact Nicole Ilsley on 9021 9600 or via email above.

The canvassing of Elected Members of City Officers will result in disqualification.

7. Expression of Interest – Response Form

Chief Executive Officer
City of Kalgoorlie-boulder
577 Hannan Street
KALGOORLIE WA 6430

I/We (Registered Entity Name)			
Of (registered street address)			
ABN:		ACN:	
Phone:		Fax:	
Email:			

In response to the Expression of Interest to the Café at Hammond Park

I/We formally submit the included and attached information to the City of Kalgoorlie-Boulder

Date:	
Signature:	
Name of authorised signatory:	
Position:	
Email:	
Postal Address:	

Selection Questionnaire

1. Briefly describe your community group or organisation including how long you have been operating in the Goldfields region.

6. When can your organisation be ready to commence services?

Supporting documents to include:

- Valid copy of Certificate of Public Liability;
- Valid copy of Certificate of Incorporation;
- Evidence of ABN and GST Registration;
- Most recent copy of reconciled or audited financial statements;
- Most recent copy of the AGM minutes of the organisation;
- Letters of Support (desired).

Expression of Interest – Response Forms must be submitted with all required supporting documentation by the deadline. Any submissions with missing information and/or documentation at the deadline will not be considered a complete application and will be rejected.