



City of
Wanneroo

EXPRESSION OF INTEREST

**START-UP BUSINESS TO LEASE INCUBATOR
OFFICE SPACE AT THE GIRRAWHEEN HUB**

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PROFILE OF THE CITY OF WANNEROO

The City of Wanneroo (the City) is located between 12 and 62km north of the Perth CBD and stretches from Girrawheen/Koondoola in the south to Yanchep/Two Rocks in the north.

The City has an estimated resident population of 207,000, and is forecast to grow to 411,000 by 2041.

As the City's population grows, increasing opportunities for local employment is crucial. Local businesses play a critical role in the strength of the local economy. They provide employment opportunities, service our growing residential population, build our economy and help to create strong communities by sustaining vibrant city centres and thriving industrial areas.

Girrawheen is located in the southernmost section of the City of Wanneroo and is adjacent to other City of Wanneroo suburbs Koondoola, Alexander Heights and Marangaroo, and alongside City of Stirling suburbs Balga and Mirrabooka.

GIRRAWHEEN HUB

The Girrawheen Hub (the Hub) is situated on a portion of Lot 6 (11) Patrick Court, owned in freehold by the City. The Girrawheen Senior Citizens Hall and Girrawheen Library are situated on the same parcel of land but are not included for the purpose of this proposal.

The Hub building is approximately 600m² and includes office spaces, meeting/training rooms, toilets and a reception area. It has recently undergone a modest renovation to enhance its functionality and appeal.

External and to the rear of the building is a fenced area once used as a community garden (approximately 120m²) by the previous tenant. There is also a bitumised carpark adjacent which is shared by the users of the Hub, the Senior Citizens Centre, and Girrawheen Library.

General fit out of the Hub includes:

- Vinyl planking to the entrance of the building;
- Carpeted floor coverings to the majority of rooms;
- Tiled floors in kitchen and bathroom areas;
- A mixture of face brick and plasterboard walls;
- Partitioning to various internal walls;
- Vertical blinds to external windows;
- Alarm system;
- Ducted air-conditioning;
- Wi-Fi; and
- Furnishings including office desks, chairs, tables, shelving, computers, telephones and general office equipment, available for use upon negotiation with the City.

The City is currently leading activation of the Hub through programming a range of business development and job readiness activities and on site staffing, including occupation of two offices by its Place Activation team. The City is also providing limited planning-related services within the Hub one day per week.

As part of the State Government's Local Projects Local Jobs Initiative, two offices are allocated for use by a range of CaLD groups to assist strengthening organisational capability and community led endeavours and a further office is being used by the Spiers Centre to provide Financial Counselling Services.

PROPOSAL

The City is seeking Expressions of Interest (EOI) submissions from start-up or early stage businesses (0-1 years in operation) that are looking for a commercial tenancy opportunity at the Hub. The City will offer a reduced lease rate for the small business to establish themselves in the market and to develop their business, skills, relationships and networks.

Three offices within Girrawheen Hub have been identified and are available as part of this EOI to a start-up or early stage business, through exclusive use of a dedicated space:

- Office 3, 8m²
- Office 4, 8m²
- Office 6, 10m²

Please refer to Appendices 1 and 2 for floor plan, room description and location of the building.

The City proposes two options:

- a) 12 month term Lease Agreement with the option to extend a further two years, for a maximum of 3 years
- b) 3 year term Lease Agreement

Applicants are required to specify which office(s) in order of preference, they are interested in leasing (*Note: only one office will be allocated per business*). Any alterations required by successful applicants must be specified and will be considered on a case-by-case basis, at the applicant's cost.

The Lease Agreement used will stipulate the nominated areas, with all outgoing services associated with the use/tenancy included within the nominated charge, as described in more detail below.

Submissions will be considered as part of a formal assessment process to ensure greatest strategic alignment, organisational capability and best fit with the aims of the Hub. Please note that the City may accept or reject any, part, or all EOI submissions, at its absolute discretion.

TERMS AND CONDITIONS

Subject to the requirements of the *Local Government Act 1995*, the following Charges (*Note: All charges exclude GST*) and terms are proposed:

	12 month lease	Option to extend
Office 3 and 4 (8m ²)	\$2240 per annum	\$2680 per annum
Office 6 (10m ²)	\$2680 per annum	\$3230 per annum

	3 year Lease (1 st year)	3 year Lease (2 nd Year)	3 Year Lease (3 rd Year)
Office 3 and 4 (8m ²)	\$1800 per annum	\$2240 per annum	\$2680 per annum
Office 6 (10m ²)	\$2130 per annum	\$2680 per annum	\$3230 per annum

Charges include provision for all outgoings, utilities, Council rates, Wi-Fi and building maintenance costs, but exclude costs associated with any damage caused by users.

Successful applicants may also have reasonable access to common areas of the Hub being the kitchen, collaborative space and toilets.

Other areas within the Hub are available for individual hire which include:

- Activity Room 1 – IT/Training Room
- Activity Room 2
- Activity Room 3
- Meeting Room 1
- Kitchen (non-commercial)
- Collaborative Working Space / Function Area

Building Maintenance Costs

All general building maintenance costs are included within the proposed Lease charges. Notwithstanding this, the lessee will be responsible for costs associated with damage associated with its use of the premises.

Insurance

The Lessee may be required to show evidence of:

- Public Liability Insurance;
- Workers Compensation and any other insurances required by law for the type of service being conducted from the premises; and
- Contents insurance in relation to the business equipment or property brought onto the premises.

INDICATIVE TIMEFRAME - EXPRESSION OF INTEREST PROCESS

Estimated timeframes only - any changes will be communicated to relevant parties.

Stage One		Target Date
1	Expressions of Interest submission period opens	Monday 18 December 2017 @ 10am
2	Briefing/Site Inspections	Wednesday 20 December 2017 @ 10am and Wednesday 17 January 2018 @ 10am
3	Submission period closes	Wednesday 31 January 2018 @ 5pm
4	Evaluation of submissions	Thursday 1 February to Tuesday 6 February 2018
5	Notification to applicants of outcome	Wednesday 7 February 2018

HOW TO PREPARE YOUR SUBMISSION

- (a) Carefully read all parts of this document;
- (b) Ensure that you understand the requirements;
- (c) Complete and return the application;
- (d) Ensure that you have signed the application and addressed the selection criteria; and
- (e) Lodge your application before the deadline.

CONTACT PERSONS

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

Primary contact: Name: **Kerrin Leavesley**
Position: **Economic Development Officer**
Telephone: **08 9405 5889**
Email: **kerrin.leavesley@wanneroo.wa.gov.au**

Secondary contact: Name: **Ian Martinus**
Position: **Manager Advocacy and Economic Development**
Telephone: **08 9405 5540**
Email: **ian.martinus@wanneroo.wa.gov.au**

BRIEFING/SITE INSPECTION

Applicants are invited to attend a briefing/site inspection at **10am on Wednesday 20 December, or alternately 10am Wednesday 17 January 2018**. *Note that attendance at this meeting is **not** mandatory, but is recommended.*

The briefing/site inspection will be held at Girrawheen Hub, 11 Patrick Court, Girrawheen.

The briefing/site inspection will provide applicants the opportunity to clarify any queries regarding this EOI with the contact person prior to the closure of submissions.

Please confirm your attendance at this meeting no later than Tuesday 19 December 2017, or Tuesday 16 January 2018 by phoning Kerrin Leavesley 9405 5889 or emailing kerrin.leavesley@wanneroo.wa.gov.au.

LODGEMENT OF SUBMISSION & DELIVERY METHOD

Submissions must be lodged by **5pm, Wednesday 31 January 2018**.

Submissions can be emailed to:

Name: **Kerrin Leavesley**
Position: **Economic Development Officer**
Email: **kerrin.leavesley@wanneroo.wa.gov.au**

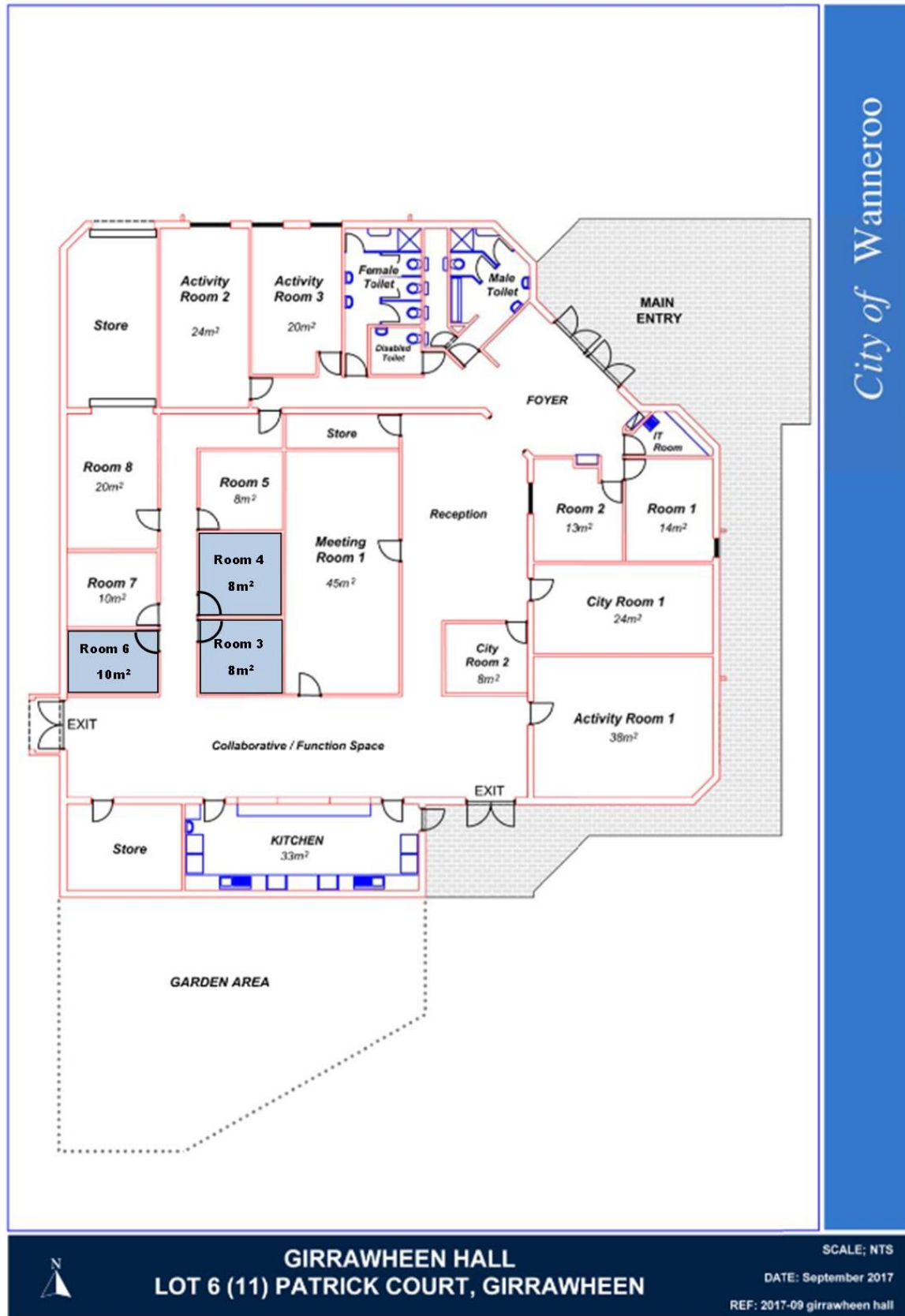
Alternately submissions can be:

- a) Placed in a sealed envelope clearly endorsed with the title as shown on the cover page of the EOI document; and
- b) Delivered by hand to the City of Wanneroo's administration office at 23 Dundobar Road, Wanneroo WA 6065 or sent via mail addressed to the Chief Executive Officer, City of Wanneroo, Locked Bag 1, Wanneroo WA 6946.

PRIVACY STATEMENT

The City of Wanneroo 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. All prospective businesses should take the appropriate steps to ensure that they validate the information contained in this document before acting upon it and are advised to seek independent advice from qualified professionals where necessary to understand the relevancy of this information to their own situation.

APPENDIX 1 – GIRRAWHEEN HUB BUILDING LAYOUT



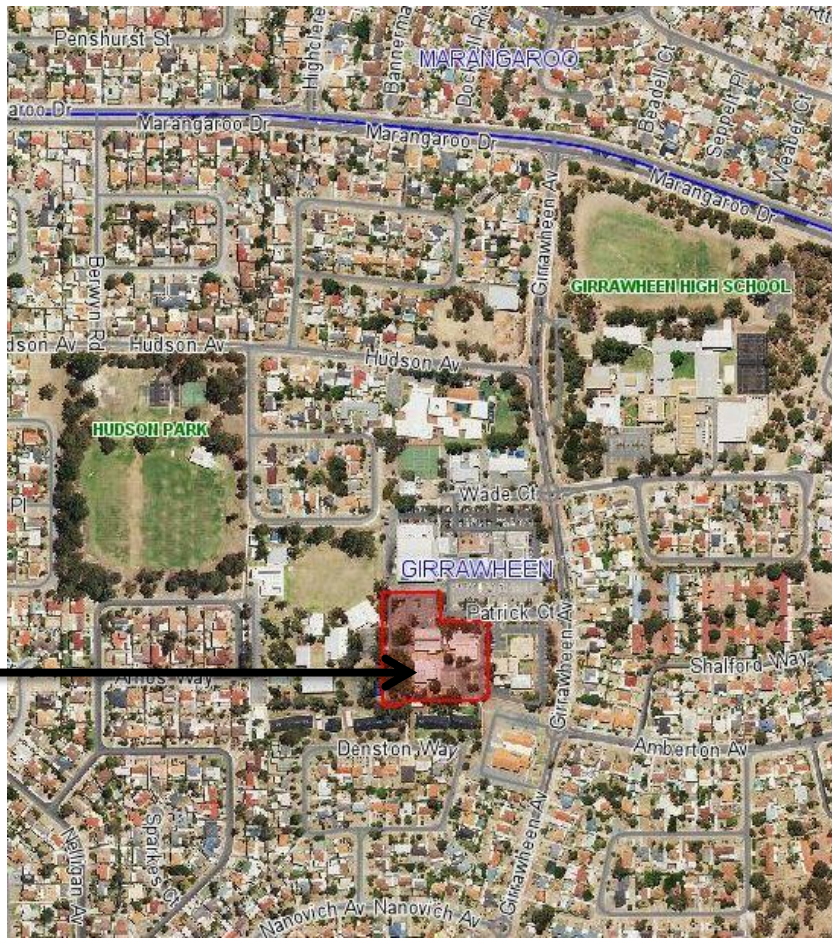
NOTE: While the City of Wanneroo has made every effort to ensure the accuracy and completeness of data it accepts no responsibility or liability for any errors or omissions with the information presented. Based on information provided by and with the permission of the Western Australian Land Authority trading as LANDGATE (2012).

ROOM DESCRIPTION

Room/Area	Size m2
<p data-bbox="204 338 316 371"><u>Room 3</u></p> 	8m ²
<p data-bbox="204 1010 316 1043"><u>Room 4</u></p> 	8m ²
<p data-bbox="204 1688 316 1722"><u>Room 6</u></p> <p data-bbox="204 1756 1018 1794"><i>Picture unavailable, will be available to view at Site Inspection</i></p>	10m2

APPENDIX 2 – LOCATION MAP

**Girrawheen Hub
Lot 6
11 Patrick Court
Girrawheen**



**Girrawheen
Library**

**Senior
Citizens
Centre**

PLEASE COMPLETE THIS SECTION AND RETURN

APPENDIX 3 - EXPRESSION OF INTEREST RESPONSE

Responses to the following questions will be used for assessment of the submission.

Please indicate which Part this submission addresses by ticking one of the boxes below.

Lease Agreement

1. Please describe your business and the services you will provide.

2. Which office(s) do you require and how do you propose to use them? (*Please see Appendix 1 for available spaces*)

3. Please tick which Lease Agreement you are interested in?
 12 month with option of extension 3 year

4. Are you able to cover the fees and charges proposed for room/office hire, as outlined in this EOI?

5. Do you require to make any alterations to the Office? Yes / No (*if Yes please specify details below*)

6. If successful, when would you expect to commence working from the Girrawheen Hub?

PLEASE COMPLETE THIS SECTION AND RETURN

Please fill in applicable sections below:

Name:

Position:

Phone:

Mobile:

Email:

Registered Entity Name:

CAN or ARBN and/or ABN:

Authorised Signatory Name:

Authorised Signatory:

Date: