



## Onslow Airport – Lease & Operation of Kiosk **DETAILS**

The following information must be read in full and considered prior to submitting an Airport Kiosk Offer Form.

The Shire of Ashburton seeks proposals from appropriately qualified and experienced companies or individuals to provide food and beverage services at the Onslow Airport kiosk.

The kiosk is located in a prime location at the Onslow Airport terminal and has the potential to offer opportunities to the Lessee whilst benefiting patrons of the facility, and the broader area.

It is a prerequisite that applicants have experience in the operation of commercial kiosk, kitchen and or café type operations and can demonstrate compliance with all relevant food safety regulations and accreditations.

The key object for applicants is to deliver a kiosk capable of servicing a high volume of travellers within critical timeframes whilst being responsive to customer needs; food variety; high levels of hygiene; and quality.

The successful applicant will be required to enter into a lease agreement with the Shire of Ashburton for a period of two (2) years with opportunity for an extension of the resultant contract for a further one (1) year period, exercisable at Councils sole discretion.

### **Background**

The Onslow Airport is a security controlled, certified facility owned and operated by the Shire of Ashburton. The Airport is located on a portion of Lot 16, Onslow Road, and Onslow approximately 3km from the town site.

The Shire of Ashburton has recently undertaken a multi-million dollar upgrade to the Onslow Airports facility and is currently nearing completion. The upgrade included the construction of a new terminal building.

The Onslow airport is an integral part of the community of Onslow, and as increased development occurs in the region the airport will be a critical component for the resource sector, tourism and the Onslow community.

The Onslow Airport terminal is currently servicing 23 x Fokker 100 closed charters, and 3 x Embraer 120 Brasilia Regular Passenger Transport services per week. Passenger Volumes are expected to reach approx. 200,000 per year. Whilst these figures are generally associated with staffing the construction of the Wheatstone gas plant, the Shire is working with airline operators and the broader community to develop a sustainable facility that will meet both public and business needs into the future.



## LEASE PREMISES

The proposed lease area is shown on the Floor Plan and comprises a total lease area of approximately 16 square metres.

The kiosk is located inside the Onslow Airport terminal outside of the departures lounge which is in a publically accessible area of the terminal.

PREMISES	
DESCRIPTION	Food & Beverage Kiosk
CONSTRUCTION	Floor Finish Tiled Wall Finish Tiled & painted Ceiling Finish Painted Communications 1 phone / 1 data Electrical 6 x double GPO Plumbing Hand basin / sink Built-in Service Counter Door External access to front of terminal Relationship to Other space Located in centre of terminal building security Kiosk will be fitted with security screen to fully enclose and be lockable.
AREA	See attached 'kiosk dimensions'
CONDITION	New constructed
LOCATION / COMMENT	See attached plans

## Kiosk Fit out & Equipment

The Lessee will be responsible for the supply and install of any equipment and materials needed to successfully operate the business. All appliances and materials need to be compliant, in good working order and meet the relevant statutory requirements.

Alfresco dining furniture is supplied by the Lessor. The Lessee will be responsible for cleaning of the alfresco dining furniture.

The applicant is to supply details of proposed fit-out arrangements i.e. fridges etc.

## APPROVALS & PERMITS

The successful applicant is responsible for compliance with all statutes, obligations and notices, including obtaining and maintaining all approvals required for the use of the premises for the permitted purpose.

The successful applicant will be required to operate the kiosk in accordance with the Food Act 2008 and associated Food Safety Standards.



The successful applicant will be required to apply for 'Registration of a Food Business' through the Shire of Ashburton. Further information on this can be obtained by contacting the local Environmental Health Officer from the Shire of Ashburton.

### **OPERATIONAL PERIODS**

Operational Hours (access) for the terminal building are as follows:

Monday to Friday: 0630 – 1900

Saturday to Sundays 1530 – 1900

Saturday and Sunday trading is negotiable with the Airport Manager. Should flight numbers increase on these days, a food and beverage service is required.

Hours of operation must be consistent with airline arrival and departure times and trading hours are to be outlined in the proposal. The food and beverage outlet as a minimum, must be open 1 hour prior to and 15 mins after each departing flight. If flight delays are notified to the Lessee in a reasonable time then the Lessee will be required to trade until the last flight for the day or as negotiated with the Airport Manager at the time.

A current weekly flight schedule has been included however please note this is subject to change. Flight numbers may start to decrease when the Wheatstone project moves from construction phase to operations.

### **PRODUCT RANGE, MENU AND PRICE SCHEDULE**

The successful applicant will be required to operate to the highest OHS standards with a quality, hygiene and safety focus.

Applicants are expected to undertake their own research into the types of products including food and beverages that are able to be sold from this outlet. The Shire will not be held liable for any expense by the applicant for not undertaking and evaluating this information.

Services and local laws related to food, sewerage, pests etc. must be sourced from the Shire of Ashburton Environmental Health Department.

The minimum level of service covered under this agreement that Council would like to see provided are below:

- Ready to serve, pre –packed food
- Coffee service / Barista station
- Beverages
- Confectionary and other similar pre-packaged products

### **Pricing**

The food and beverage on offer in the Terminal kiosk will be sold to the public at reasonable prices, similar to the pricing in the township of Onslow.

### **Menu**



Applicants should provide a detailed menu with price points and product descriptions to include premium hot and cold beverages.

### **Sale of Liquor**

In the initial stages of this contract the sale of liquor will not be approved.

### **Vending Machines**

Three vending machines within the terminal premises must remain for operational purposes – two in the departure lounge and one in the arrivals lounge. The vending machines will be incorporated in the lease agreement for an additional \$100 per week.

The Lessee will be expected to maintain, re-plenish and generally operate the vending machines with compensation being via the income generated.

The Lessee will be responsible for maintenance, and the Lessor will be responsible for annual servicing.

### **MAINTENANCE & REPAIRS**

The Lessee must not carry out any structural work or improvements to the area under lease without prior approval from the Lessor.

The Lessee shall be responsible for all minor maintenance, maintaining the property in its condition at commencement of the lease and be responsible for repair of fair wear and tear.

The Lessee is responsible for the maintenance, replacement, repair and cleaning of the premises, including all fixtures, fittings, equipment (proportionally), so that the Premises are clean, tidy and in good repair.

### **Fixtures, Fittings and Furniture**

Not without prior written consent from the Lessor, the Lessee shall not erect, install or place any fixtures, fittings or furniture upon the premises.

### **STORAGE**

Storage at the Onslow airport is in limited supply. If available at the time, the Lessor will make storage space available to the successful applicant on a limited availability basis.

### **CLEANING**

At the lessee's own expense the lessee is required to keep and maintain the premises, being clean, properly disinfected, free from rubbish, refuse disused material of any kind and in good sanitary conditions to a standard acceptable to the Lessor.

The cleanliness and sanitation of all tables and chairs in the outdoor alfresco and indoor area of the kiosk are the responsibility of the Lessee.



### **Pests**

The Lessee must take reasonable precautions to keep the premises free of rodents, vermin, animals, insects (including white ants) and if required by the Lessor, at the cost of the Lessee, employ from time to time pest exterminators approved by the Lessor.

### **SIGNAGE & ADVERTISING**

No advertisement or advertising matter shall be erected or placed or permitted to remain on the area leased without prior written consent from the Airport Manager.

### **INSURANCES**

These insurances must be current during the full term of the lease.

Insurance Type	Insured Amount
Public Liability	\$10,000,000 any one occurrence.
Product Liability	\$10,000,000 any one occurrence and in the aggregate.
Workers' Compensation	The Lessee shall insure against liability for death of or injury to persons employed, including liability by statute and at common law to a limit of not less than \$50,000,000.

### **SPECIAL CONDITIONS OF LEASE**

Onslow Airport is a security controlled environment and therefore there are strict safety and security requirements in place.

The Lessee must comply with all instructions relating to security on the airport and with any instructions, order or regulations given by a competent person relating to emergency procedures or security arrangements.

### **Inductions**

The Lessee and all personnel must complete the Airport's approved induction training, which includes but is not restricted to the Onslow Site induction, and Terminal Access induction.

It is a requirement that all applicants are familiar with all information provided to them regarding safety and security. These requirements are detailed in the Onslow Airport Induction Manual.

### **Conduct at Onslow Airport**

Offensive language (e.g. swearing), offensive behaviour, harassment, discrimination and bullying to passengers, contractors or other airport employees is not accepted under any circumstances. Any grievances or issues must be immediately reported to the Airport Manager.



### Dress Code

Contractors and employees are required to maintain a neat and tidy appearance and make sure uniforms/clothing are well presented.

### Acknowledgement

I/We acknowledge I/we have read and understood the contents of this document, Onslow Airport – Lease and Operation of Kiosk - DETAILS, and agree to act in accord with the contents. If I/We have any questions, I/We will contact the Airport Manager, Megan Walsh at [soa@ashbuton.wa.gov.au](mailto:soa@ashbuton.wa.gov.au) or 9153 2002.

Name	Signature

Name	Signature

### Kiosk Dimensions

