



## **Expression of Interest E104-2026**

### **Tamworth Regional Youth Centre – Occupation of Office Spaces and Consulting Rooms**

6 May 2026

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**TITLE:** Tamworth Regional Youth Centre – Occupation of Office Spaces  
and Consulting Rooms  
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**Closing Date: 11:00am on Tuesday, 14 July 2026**

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## **A. REQUEST FOR EXPRESSION OF INTEREST**

Tamworth Regional Council is seeking Expressions of Interest from not-for-profit, community-based and private organisations that wish to occupy office or consultations rooms at the Tamworth Regional Youth Centre (TRYC). The TRYC is located at 1A Quinn Street, Tamworth.

The TRYC is offering the following office spaces and consultations rooms to be occupied under a licence agreement:

- 5 Regular Office Spaces – each approx. 11.2 m<sup>2</sup> (2.8m x 4m)
- 2 Consultation Rooms (which includes a hand basin in the room) – each approx. 11.2m<sup>2</sup> (2.8m x 4m)
- 1 Large Office Space – approx. 37.5m<sup>2</sup> (7.5m x 5m)

Refer to **APPENDIX B** for a plan of the TRYC indicating the available spaces.

Refer to **APPENDIX C** for photos of the available offices and consulting rooms.

The current hours of operation for the TRYC are 12:00pm to 7:00pm Tuesday through to Saturday and closed Sunday/Monday. Successful applicants will have access to the TRYC at any time via fob access. Individual office spaces can be locked and are also accessible via fob access by the occupying party.

Successful applicants will also have access to a shared kitchenette/lunchroom and amenities within the TRYC.

**Any personnel working from the TRYC must hold and maintain a current Working With Child Check and provide evidence of such to TRYC staff.**

The Expression of Interest Form is attached at **APPENDIX A**.

Any Expressions of Interest must address the following issues in detail:

1. An official offer to occupy the available spaces including:
  - a. full name of person(s) or entity (including ABN) intending to occupy the available spaces;
  - b. identify which spaces are being requested (and how many):
    - i. Regular Office Spaces;
    - ii. Consultation Room; or
    - iii. Large Office Space
  - c. proposed occupancy fee (ex GST); and
  - d. proposed length of occupancy agreement (minimum 2-year term).
2. Fully detail the proposed use of the office space/consultation room and how the proposed use supports or compliments the activities and goals of the TRYC.
3. Detail how the proposed use will be beneficial to the Tamworth regional community and provide better community outcomes being either direct, indirect or ancillary.
4. Provide details of the Interest Party's financial capacity to support the proposed occupancy fee. This could include:

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- a. ability to provide a bank guarantee;
  - b. bank statements;
  - c. evidence of youth program funding or other funding; or
  - d. any other evidence or financial visibility that demonstrates the Interested Party's ability to make payment of their proposed occupancy fee.
5. Provide details of the Interested Party's ability and expertise to carry out their proposed activities, including demonstrated ability to work effectively with young people who may be disadvantaged in the community.

Interested Parties are invited to discuss their concepts and proposals and to seek additional information from:

Deb Herdegen  
Team Leader, Youth Development  
0484 772 170  
deb.herdegen@tamworth.nsw.gov.au

**prior to the lodging of an Expression of Interest.**

(Submissions must **not** be sent to this email address. Please refer to part B, clause 10 regarding Submission Procedure).

## **B. CONDITIONS OF SUBMITTING AN EXPRESSION OF INTEREST**

### **1. INTERPRETATION**

In these “Conditions of Submitting an Expression of Interest” and elsewhere, except where the context requires otherwise:

“**Closing Date**” means the last date for the lodgement of an Expression of Interest being 11:00 am on Tuesday, 14 July 2026;

“**Council**” means Tamworth Regional Council and includes its authorised delegates;

“**Day**” means business day, that is not Saturday or Sunday or a public holiday for the Council’s employees;

“**Expression of Interest**” means lodgement of a detailed proposal with respect to the Tamworth Regional Youth Centre – Occupation of Office Spaces and Consulting Rooms, containing all requested information and documentation, with a view towards subsequently entering into negotiations with Council (refer to clause 4 of these Conditions);

“**Interested Party**” means the person or entity lodging an Expression of Interest;

“**Person**” includes an individual, a corporation or a body politic;

“**Expression of Interest document**” includes all of the following:

- (i) the Request for Expressions of Interest document in its entirety including:
  - a) Information for Interested Parties; and
  - b) Conditions of Submitting an Expression of Interest;
- (ii) Expression of Interest Form submitted by Interested Party;
- (iii) the Information supplied by Interested Parties; and
- (iv) any further written information supplied as an addendum to this Request for Expression of Interest Document.

In these conditions, unless the contrary intention appears, words importing a gender include any other gender and words in the singular include the plural and vice versa.

### **2. INTERESTED PARTY STATUS**

It is Council’s practice to negotiate and contract only with persons having appropriate financial resources, insurances and legal status.

If the Interested Party is a Trust or a Trustee of a Trust, then a full copy of the trust deed may be requested by Council for inspection.

It is also Council’s practice to deal with entities that have an Australian Business Number (ABN) and are registered for GST.

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### **3. INTERESTED PARTY TO INFORM ITSELF**

The Interested Party shall bear all costs or expenses incurred by it in preparing and lodging an Expression of Interest. Council recommends that you obtain independent financial and legal advice regarding the Expression of Interest document. In addition, no costs, expenses, losses, damages, allowances or payments will be paid to the Interested Party as a result of you neglecting to have examined or obtaining appropriate professional advice and/or carrying out your own due diligence. The Interested Party should make itself familiar with:

- a) all parts of this Expression of Interest document;
- b) all information made available and/or all information obtainable in relation to the premises by the making of reasonable enquiries;
- c) the site and its surroundings including the location of all existing public utility services and the availability of services (where relevant to the project);
- d) satisfied itself as to the correctness and sufficiency of its Expression of Interest.

### **4. EXPRESSION OF INTEREST**

The lodgement of an Expression of Interest by an Interested Party in accordance with these “Conditions of Submitting an Expression of Interest” will constitute an offer to enter into negotiations with Council with a view towards exploring and developing a proposal that may subsequently be submitted to Council for formal approval for a licence agreement of the relevant office spaces or consultations rooms.

The Expression of Interest lodged by an Interested Party will remain open for Council to consider and commence negotiations with an Interested Party for a period of 180 days from the Closing Date.

### **5. GENERAL CONDITIONS OF CONTRACT**

The general conditions of any licence agreement will be developed by negotiation between the parties and will include, but are not limited to, the following:

- a) The term of any licence agreement will be for a minimum of two (2) years;
- b) Council will not consent to any sublicense or assignment of any occupancy arrangements between the Interested Party and a third party;
- c) The Interested Party will be required to take out and maintain public liability insurance to the amount of \$20 million, or any other insurance as reasonably required by Council, for the length of the licence agreement;
- d) The Interested Party (and any associated staff or volunteers) must hold and maintain a current Working With Children Check. The Interested Party must have strict Working With Children Procedures in accordance with NSW legislation.
- e) The Interested Party must provide evidence of workplace health and safety management systems, including staff drug and alcohol policies and monitoring.
- f) The Interested Party will be responsible for their own wi-fi/internet service and associated costs.

## **6. ACKNOWLEDGEMENT BY INTERESTED PARTY**

The Interested Party acknowledges and agrees that:

- a) it does not rely upon any verbal agreement or other conduct whatsoever by or on behalf of Council amending these “Conditions of Submitting an Expression Of Interest”;
- b) Council will not be liable for any cost whatsoever incurred in preparing and submitting the Expression of Interest;
- c) None of those “Conditions of Submitting an Expression Of Interest” will be waived, discharged, varied, amended, modified or released except by written notification by Council;
- d) It shall be responsible for any interpretation, deduction and conclusion made from the information made available and accepts full responsibility for any such interpretation, deduction and conclusions;
- e) It does not rely in making its Expression of Interest upon any warranty or representation made by or on behalf of Council except as are expressly provided in the Expression of Interest Documents and has relied entirely upon its own enquiries, professional advice and inspections in respect of the premises and the documents inspected.

## **7. CONFIDENTIALITY**

Any information disclosed or obtained from either Council or the Interested Party about this Expression of Interest must be kept strictly confidential except in the situations where disclosure is:

- a) necessary in the process of assessing Expressions of Interest, or where Council discloses all or part to any of its advisers and consultants or where Council publishes in its business papers, details of the Expression of Interest as may be required and permitted by law;
- b) under compulsion of law or it is already public knowledge; or
- c) with the written consent of Council.

## **8. COLLUSIVE EXPRESSIONS OF INTEREST**

Any participation in or condoning of a collusive activity by an Interested Party shall lead to the immediate disqualification of the Interested Party or of all Interested Parties involved. Any Interested Party involved may be barred from lodging an Expression of Interest or tender for any further contracts with Council. A collusive activity includes but is not limited to:

- a) any agreement as to who should be the successful Interested Party;
- b) any agreement for the payment of money or a reward or benefit for unsuccessful Interested Parties by the successful Interested Party;
- c) any agreement or collaboration of Interested Parties to fix prices, rates of payment or conditions of contract;

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- d) the submission of a “cover Expression of Interest”, being an Expression of Interest submitted as genuine but which has been deliberately prepared in order not to win the right to negotiate.

### **9. LEVIES AND TAXES**

The Interested Party shall provide its ABN and documented evidence of its registration for GST.

### **10. SUBMISSION PROCEDURE**

#### **10.1. Requirements**

An Expression of Interest must be in writing. It must contain the documents, information and details required including the Expression of Interest Form, filled out and properly signed. It must be lodged using one of the methods described in this clause, on or prior to the Closing Date.

#### **10.2 Expression of Interest Lodgement**

The Expression of Interests are to be lodged to reach Council prior to 11:00am on Tuesday, 14 July 2026.

Expression of Interest may be lodged by the following methods:

**By Email:** trc@tamworth.nsw.gov.au

**In Person:** **Tender Box**  
The General Manager  
Tamworth Regional Council  
127 Marius Street  
TAMWORTH NSW 2340

**By Post:** The General Manager  
Tamworth Regional Council  
PO Box 555  
TAMWORTH NSW 2340

The Expression of Interest including all its parts must be placed and delivered in a sealed envelope (if submitted by post or in person) **clearly displaying the Expression of Interest Number and the project title.**

Council will only consider a late Expression of Interest (received after the Closing Date) where the Interested Party is able to verify that the Expression of Interest document was posted or lodged at a Post Office or other recognised delivery agency in sufficient time to enable the document to have been received by Council before the Closing Date in the ordinary course of business.

#### **10.3 Acceptance of Non-conforming Expressions of Interest**

Council reserves the right to waive compliance with a formality requirement for making a submission at the sole discretion of Council.

**11. OPENING OF EXPRESSIONS OF INTEREST**

Council will not open Expressions of Interest until immediately after the Closing Date.

**12. ASSESSMENT AND ACCEPTANCE**

a) Expressions of Interest will be assessed based on the following criteria:

<b>Assessment Criteria</b>	
Criteria	Evaluation
<b>Part A: Conforming Submission</b>	
Compliance with requirements of Expression of Interest Document	Yes
	No
<b>Part B: Weighted Criteria</b>	
Does the proposed use align with the activities and goals of the Tamworth Regional Youth Centre	60%
Occupation fee offer	20%
Quality of evidence demonstrating financial capacity	20%
<b>Total Weighted Score</b>	<b>100%</b>

- b) Once submitted, an Expression of Interest may be varied to provide further information by way of explanation or clarification or to correct a mistake or anomaly.
- c) Council reserves the right to contact an Interested Party to seek clarification and further information regarding any aspect of an Expression of Interest prior to making a decision.
- d) Council will advise the successful Interested Party and/or Interested Parties in writing by posting a notice seeking to enter into further discussions and negotiations with a view towards developing a proposal which may subsequently be submitted to Council for a decision.
- e) Council reserves the right to enter into discussions with more than one Interested Party and to discontinue negotiations with an Interested Party at any time.

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- f) Council may request an Interested Party to make a presentation which explains their proposal for the use of the premises.
  
- g) Council may not enter into any agreement as a result of the Expression of Interest process.

**13. ACCEPTANCE / REJECTION OF EXPRESSION OF INTEREST**

Council has the right at its sole discretion to explore and to reject any Expression of Interest or may discontinue negotiations with an Interested Party after it has been requested to enter into negotiations.

Council has the right, at its sole discretion, not to accept any submission for any reason including but not limited to an offer which does not achieve an acceptable rental return.

**14. LODGEMENT**

An Interested Party may lodge more than one proposal or concept in response to this request for lodgement of an Expression of Interest.

## **C. FURTHER INFORMATION AND INSPECTIONS**

### **1. COMMUNICATIONS RELATING TO THIS EXPRESSION OF INTEREST INVITATION**

The principal Council contact relating to this **Expression of Interest** process is:

Deb Herdegen – Team Leader, Youth Development

Telephone: 0484 772 170

Email: [deb.herdegen@tamworth.nsw.gov.au](mailto:deb.herdegen@tamworth.nsw.gov.au)

(Submissions must **not** be sent to this email address. Please refer to part B, clause 10 regarding Submission Procedure).

### **2. PRE – EXPRESSION OF INTEREST MEETING**

Site inspections can be arranged by contacting:

Deb Herdegen – Team Leader, Youth Development

Telephone: 0484 772 170

Email: [deb.herdegen@tamworth.nsw.gov.au](mailto:deb.herdegen@tamworth.nsw.gov.au)

(Submissions must **not** be sent to this email address. Please refer to part B, clause 10 regarding Submission Procedure).

## **APPENDIX A**

### **EXPRESSION OF INTEREST FORM**

**E104-2026**

**Tamworth Regional Youth Centre – Occupation of Office Spaces and Consulting Rooms**

**Name of Project:** Tamworth Regional Youth Centre – Occupation of Office Spaces and Consulting Rooms

**To:** The General Manager

Tamworth Regional Council  
PO Box 555 – (474 Peel Street)  
Tamworth NSW 2340

**ATTENTION:** Deb Herdegen  
Team Leader, Youth Development

1. Having examined the Expression of Interest Documents E104-2026 for the Tamworth Regional Youth Centre – Occupation of Office Spaces and Consulting Rooms, we the undersigned request that Council consider our proposal(s) as set out in the attached memorandum marked **“Submission for Tamworth Regional Youth Centre – Occupation of Office Spaces and Consulting Rooms.**
2. We undertake, if our proposal contained in this Expression of Interest Form is of interest to Council, to commence negotiations in good faith with a view towards developing a proposal or concept which might be subsequently submitted to Council for their consideration.
3. We understand that Council’s interest in developing an Interested Party’s proposal does not constitute a contract and Council is not bound to subsequently enter into a binding agreement with any Interested Party.

a) Signed for and on behalf of: ).....  
 ) Print name of authorised person

b) the following Company/Companies or entities ).....  
 ) Signature

Company Name ..... ).....  
 ) Position Held

Company Name ..... )  
 )

Company Name ..... ).....  
 Date

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**OR**

The Common Seal of ) .....  
..... ) **Print Name of authorised person**

was affixed by the Authority of the Board in the )  
presence of: ) .....

..... ) **Signature**  
)

) .....  
) **Position Held**

)  
) .....  
) **Date**

c) Executed by authority under Power of attorney ) .....  
by: ) **Print Name**  
..... )

for and on behalf of: ) .....  
..... ) **Signature**

) .....  
) **Title**

)  
) .....  
) **Date**





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- 4. Provide details of the Interest Party’s financial capacity to support the proposed occupancy fee. This could include:
  - a. ability to provide a bank guarantee;
  - b. bank statements;
  - c. evidence of youth program funding or other funding; or
  - d. any other evidence or financial visibility that demonstrates the Interested Party’s ability to make payment of their proposed occupancy fee

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- 5. Provide details of the Interested Party’s ability and expertise to carry out their proposed activities, including demonstrated ability to work effectively with young people who may be disadvantaged in the community.

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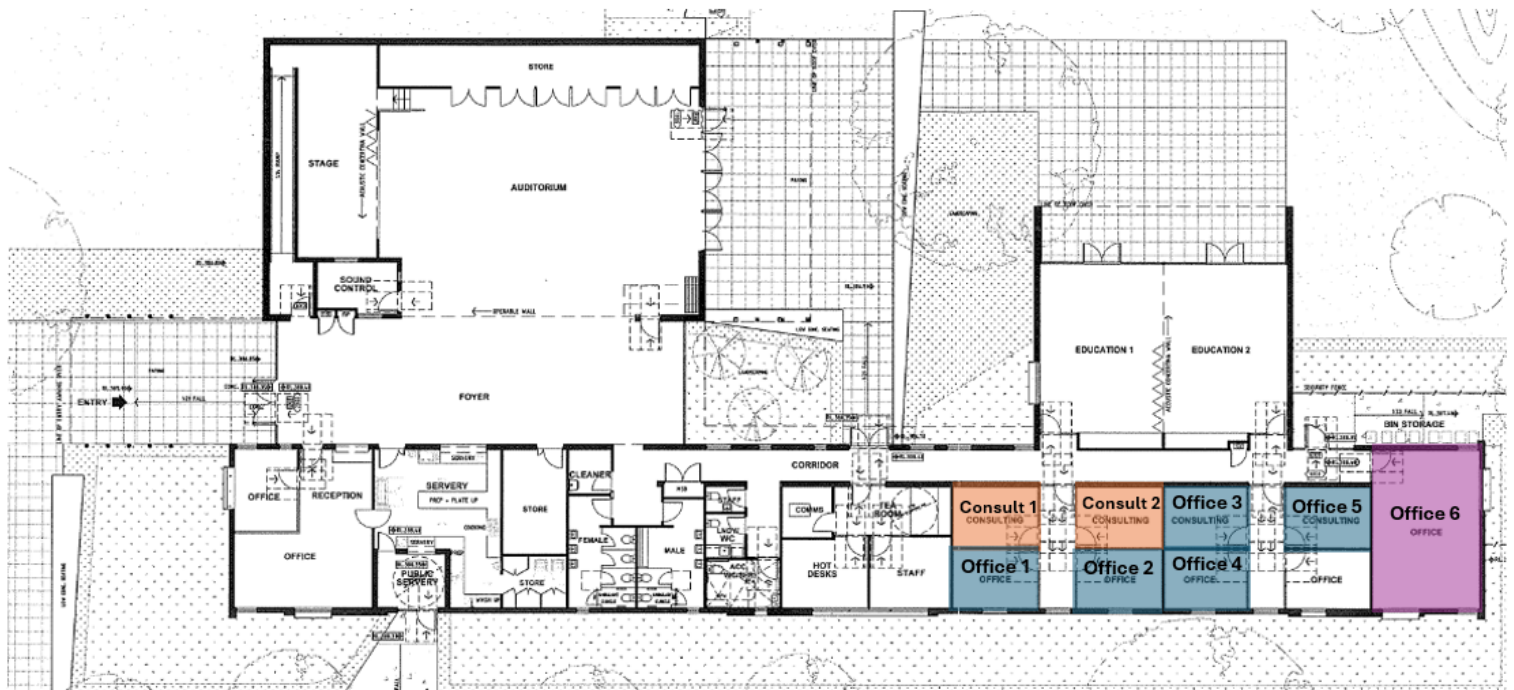
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## APPENDIX B

# PLAN OF TAMWORTH REGIONAL YOUTH CENTRE AVAILABLE OFFICE SPACES AND CONSULTATIONS ROOMS

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### Key:

- Consultation Rooms (2) = Orange
- Regular Office Spaces (5) = Blue
- Large Office Space (1) = Purple

## APPENDIX C

### PHOTOS OF OFFICE SPACES AND CONSULTATION ROOMS

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*Figure 1 – Consultation Room*



*Figure 2 – Regular Office Space*



*Figure 3 – Regular Office Space*