

Expressions of Interest

Future Use of Commercial Space within the Gawler Civic Centre
Level 1, Gawler Civic Centre



Part A - The Opportunity

1. Introduction

The Town of Gawler (Council) is inviting Expressions of Interest (EOI) from businesses, organisations, community services providers and other interested parties for the future use, occupation, management and/or operation of an existing space within the Gawler Civic Centre, referred to throughout this EOI as 'the Premises'.

The Premises is currently utilised as a Business Innovation Hub, which is situated on level 1 of the Gawler Civic Centre. Further details are provided in Part B.

Council is undertaking this EOI to explore opportunities for the future use, management and operation of this space and to inform its longer-term planning and decision-making.

Council is open to considering a range of proposals and ideas, including continuation or enhancement of the existing Business Innovation Hub model, alternative management arrangements, partnerships, commercial uses, economic development or business-focused uses, community-benefit models, mixed uses, or other innovative proposals that are appropriate for the site and compatible with the existing uses that operate from the Gawler Civic Centre.

This prospectus provides high-level information about the Premises and is intended to help interested parties consider whether the site may be suitable for their proposed use. Proponents are encouraged to develop a compelling vision for the future of the Premises that demonstrates how the space could generate the greatest overall value for Council, Gawler businesses and the wider community.

The EOI process is exploratory and non-binding. No decision has been made by Council regarding the long-term future use of the Premises. Notwithstanding, the EOI will assist Council in forming an opinion on the optimal use/business scenarios that should be further considered. Any future arrangement will be subject to Council approval, any required statutory processes, agreement of appropriate commercial and contractual terms, and execution of the necessary formal documentation.

2. About the Gawler Civic Centre

The Gawler Civic Centre is a significant community, cultural and economic development hub located in the heart of the Gawler Town Centre. Following a \$15.4 million redevelopment completed in April 2019, the Civic Centre provides a contemporary setting for a diverse range of community, cultural, educational and commercial activities., including:

- Gawler Library
- Cultural Heritage Centre
- Function Venues and Meeting Rooms
- Council Chambers
- Youth Space
- Gawler Tertiary Hub
- Business Innovation Hub (the subject of this EOI)

In addition, the Civic Centre also accommodates Council staff, Council storage areas, an on-site café and amenities across the building. Through this mix of uses, the Civic Centre provides a focal point for community connection, learning, culture, events and business activity.



3. About the Business Innovation Hub

The Business Innovation Hub, established in 2019, provides flexible co-working space for casual and full-time members. All members have access to the following:

- A seat in the co-working space (21 desk capacity)
- Gig-City high speed internet connection
- Use of internal meeting rooms
- Printer/scanner
- Kitchenette
- Tables and chairs
- Access to Council's video and podcasting equipment.

While the Hub provides a business-focused service, Council recognises an opportunity to consider whether an alternative operating model, additional resourcing or a different use of the Premises could generate greater value for Council on behalf of its community.

4. Purpose of this Expression of Interest

The purpose of this EOI is to test market interest and identify potential opportunities for the future use, management and operation of the premises.

Through this process, Council is seeking to:

1. gauge the level and nature of market interest in the Premises;
2. identify potential operators, tenants, partners and uses;
3. test alternative operating, management, tenancy and partnership models;
4. understand the capability and investment appetite of prospective proponents;
5. identify opportunities to generate a direct financial return to Council;
6. identify opportunities to deliver economic, business and/or community benefits; and
7. provide evidence to inform Council's future direction and decision-making for the Premises.

5. What is Council Seeking

Council is seeking proposals that optimise the value generated from the premises, having regard to both the direct financial return to Council and the economic, business and/or community benefits generated by the proposed use.

Council's preference is for proposals that provide a positive direct financial return through rent, fees, revenue sharing, reduced operating costs or another demonstrable financial benefit. However, Council may consider a lower financial return, cost-neutral outcome or ongoing Council investment where a proposal demonstrates significant and compelling broader benefits.

These benefits may include:

Financial Value

- rental, licence or other income;
- reduced Council operating or management costs;
- external investment; and
- financially sustainable operation.



Economic and Business Value

- business establishment and growth;
- employment, investment and entrepreneurship;
- innovation and skills development;
- business collaboration; and
- broader contribution to Gawler's local economy.

Community value

- increased access to services, programs or facilities;
- response to an identified community need;
- participation or activation;
- collaboration; and
- broader community or social value.

Council recognises that proposals may provide different combinations of financial and broader benefits and does not expect every proposal to deliver equally against every outcome.

6. Potential Uses

Council is interested in receiving proposals that make effective use of the Premises and contribute positively to Gawler. Respondents are encouraged to consider how the Premises could be used, managed or operated to deliver value to Council and the community.

Council is open to considering a range of uses and operating models and does not wish to limit responses to the current use of the Premises.

Potential proposals could include:

- continuation or enhancement of the existing Business Innovation Hub;
- operation of the Business Innovation Hub by an external provider;
- a partnership between Council and one or more external organisations;
- co-working, business incubation, accelerator or other business-support activities;
- commercial tenancy or commercial operations;
- professional, business or innovation-related uses;
- education, training or skills development activities;
- social enterprise or not-for-profit uses;
- community-focussed uses that provide demonstrable economic and/or social value;
- government offices;
- another innovative use or operating model not identified above.

This list is illustrative and is not intended to limit the nature or scope of proposals Council will consider. Council is particularly interested in understanding opportunities arising from emerging industries, changing ways of working, regional business needs and opportunities for employment, investment, skills development and enterprise growth.



Part B - The Premises

1. Premises Summary

Item	Details
Property	Level 1 Tenancy
Address	Gawler Civic Centre 89-91 Murray Street, Gawler
Ownership	Town of Gawler
Site Area / Proposed Lease Area	283 m2 (approx.)
Approximate Office Area	Approximately 480m ² NLA
Parking	The Gawler Civic Centre does not have dedicated on-site parking. Respondents should consider any parking and access requirements relevant to their proposed use and identify any specific needs or alternative arrangements for Council's consideration.
Current Use	Council-operated Business Innovation Hub
Financial Proposition	Respondent to propose
Lease / commercial consideration	Council may consider alternative rent, lease incentives, rent discounts or other commercial arrangements where a respondent proposes use of capital improvements that provide long-term benefit to the property, Council and/or the community.
Indicative term if used	Proposed: 5-year initial term (Negotiable)
Indicative commencement	From 1 July 2027, subject to Council's decision and subsequent processes
Inspections	By appointment only
Supporting Information	Attachment 1: Expression of Interest Application Attachment 2: Premises Information (incl. floor plans, photographs, etc.)

2. Use of Premises

Council is primarily seeking proposals for the entire Premises. However, proposals for part of the Premises will also be considered. Respondents proposing partial use should identify the approximate area and facilities required and outline any shared access, infrastructure or operational requirements associated with their proposal.

Council may consider whether complementary uses or proposals could operate concurrently within the Premises.

3. Planning, Approvals and Statutory Considerations

Any future lease or occupation arrangement will be subject to applicable statutory requirements, Council approvals and policies, and agreement on appropriate terms and conditions.

Respondents should be aware that their proposed use of the Premises may also be subject to planning, building, licensing, regulatory or other approvals, depending on the nature of the proposal. The Planning, Development and Infrastructure Act 2016 regulates matters concerning the use, development and management of land and buildings, including change of use.

Respondents are responsible for making their own enquiries regarding the suitability of the premises and any planning, building, accessibility, licensing or other statutory approvals that may be required for their proposed use.

Council's consideration of an EOI does not constitute planning, building, landlord or other statutory approval for the proposed use or any associated works.

4. Indicative Commercial and Property Arrangements

The nature of any future commercial, leasing, licensing, management or partnership arrangement will depend on the preferred proposal and any subsequent process undertaken by Council.

Respondents are encouraged to identify their preferred arrangement through the Submission Schedule, including indicative tenure, financial arrangements, fit-out responsibilities and any ongoing Council involvement or support sought.

Any future arrangement will be subject to further consideration, negotiation, relevant approvals and formal documentation.



Part C - Responding to the Expression of Interest

1. What to Include in an EOI

Council is seeking enough information to understand the proposed use, the respondent’s capacity to deliver it, and whether the proposed is likely to be suitable for the Premises.

Respondents are encouraged to provided information under the following categories:

- Respondent details
- Proposed concept
- Operating and management model
- Financial proposition
- Economic and business benefits
- Community benefits
- Capability and experience
- Premises requirements
- Implementation

Further information for each category is provided in the Expression of Interest Application Form at Attachment 1 to assist respondents in preparing and structuring their EOI. The information requested is intended as a guide and does not require respondents to prepare a fully developed tender response or detailed contractual offer at this stage. Respondents should address each area relevant to their proposal.

2. Assessment of Expressions of Interest

Council intends to undertake a comparative assessment of submissions to understand the relative strengths, risks, benefits and opportunities associated with the proposals received.

Given the exploratory nature of the EOI and the potential for a range of different uses and operating models to be proposed, Council will consider each proposal on its overall merits, having regard to the assessment considerations outlined in the table below:

1. Community, economic and strategic benefit
The extent to which the proposal: • generates demonstrable economic, business and/or community benefits; • supports business activity, innovation, collaboration, skills development, employment or investment, where relevant; • responds to identified opportunities or needs within Gawler; and • contributes to the productive utilisation of the premises.
2. Financial proposition and value to Council
The extent to which the proposal: • generates a direct financial return to Council; • minimises the need for ongoing Council funding or resources; • attracts private or external investment; • presents credible financial and operating assumptions; • demonstrates capacity to meet proposed financial obligations; and • represents overall value to Council, having regard to both financial and broader benefits.



3. Viability and sustainability

The extent to which the proposal demonstrates:

- a viable and sustainable operating model;
- sufficient demand for the proposed use;
- reasonable operating and funding assumptions;
- appropriate identification and management of key dependencies and risks; and
- prospects for long-term success.

4. Capability and capacity

The extent to which the respondent demonstrates:

- relevant experience and capability to establish, operate and sustain the proposed use;
- key personnel;
- organisational and financial capacity; and
- relevant partnerships, relationships or networks.

5. Property suitability and deliverability

The extent to which:

- the proposed use is suitable for the premises;
- implementation requirements and commencement timeframes are achievable;
- relevant approvals and dependencies have been identified;
- proposed fit-out and investment requirements;
- the interface with other Civic Centre uses has been considered;
- the level of Council involvement or support required is clearly detailed; and
- implementation risks are understood and manageable.

Council reserves the right to consider additional matters relevant to its assessment and future decision-making. The assessment process will be undertaken in collaboration with the Gawler Business and Economic Development Committee to inform Council's consideration of the space's future.

3. Expression of Interest Process

Milestone	Date
EOI opens	Monday, 26 October 2026
Inspections	Tuesday, 3 November 2026 at 10:00am Thursday, 5 November 2026 at 5:30pm Registration required via business@gawler.sa.gov.au
Closing date for questions	5pm Tuesday, 17 November 2026
EOI closes	3pm, Friday 20 November 2026
Respondents notified by	Anticipated January 2027
Subsequent process, if required	To be confirmed
Indicative commencement	From 1 July 2027 (Negotiable)

Dates are indicative only and may be amended by Council. Council will confirm the applicable next steps following assessment of the EOIs received and determination of the preferred future direction.



17. Inspection and Further Information

Interested parties should first request a copy of the prospectus and review the available property information to consider whether the site may be suitable for their proposed use.

Following review of the prospectus, Council will offer prospective respondents the opportunity to inspect the Premises at the times identified in the EOI Process timetable.

Registration is required via business@gawler.sa.gov.au.

Any questions or clarification regarding this EOI should be directed to:

Suman Setty, Economic Development Officer

Town of Gawler

Email: business@gawler.sa.gov.au

Phone: 8522 0144

Questions must be received by no later than 3 business days prior to the EOI closure.

18. Lodgement Requirements

Expressions of Interest must be submitted by:

Closing date: Friday, 20 November 2026

Closing time: 3pm

Lodgement method: Expressions of Interest may be submitted either by email to business@gawler.sa.gov.au or electronically via the **SA Tenders and Contracts portal** by searching “Future Use of Commercial Space within the Gawler Civic Centre”

Late submissions may not be accepted. Respondents should ensure their submission clearly addresses the information requested in this prospectus.



Part D – Process Conditions

1. Commercial and Property Considerations

The terms of any future arrangement will depend on the nature of the preferred proposal and will be subject to negotiation, relevant approvals and formal documentation.

Where a lease or licence arrangement is proposed, matters to be addressed may include:

- rent and GST
- outgoings, taxes and utilities
- permitted use
- lease term and any renewal rights
- maintenance responsibilities
- insurance requirements
- statutory approvals and permit responsibilities
- compliance with laws
- responsibility for fit-out, upgrades or alterations
- access and parking arrangements
- interface with other users and internal areas
- assignment and subletting
- default and termination provisions
- make-good obligations

The successful respondent will be required to hold appropriate insurances for the duration of the arrangement, including public liability to a level required by Council, workers compensation insurance where applicable, contents/equipment/fit-out insurance where applicable, and any other insurance reasonably required having regard to the proposed use.

2. Confidentiality and Privacy

Information submitted by respondents will be used for the purposes of assessing the EOIs and informing Council's subsequent decision-making. Council will manage information in accordance with its statutory, governance and records management obligations. Respondents should clearly identify any information they consider confidential or commercially sensitive and provide reasons supporting that classification.

3. Costs of Participation

Respondents are responsible for all costs associated with preparing and submitting an EOI and participating in the EOI process.

Council will not be liable for any costs, expenses, losses or liabilities incurred by a respondent in connection with the preparation or submission of an EOI, site inspections, presentations, negotiations or participation in any subsequent process.



4. Conflicts of Interest

Respondents must disclose any actual, potential or perceived conflict of interest that may arise in connection with:

- their participation in the EOI;
- their relationship with Council;
- the proposed use or operation of the premises; or
- any person involved in Council's assessment or decision-making process.

Respondents must promptly notify Council if a conflict arises after submission of their EOI.

5. Canvassing

Respondents must not seek to improperly influence Council's assessment or decision-making process through approaches to Elected Members, Council employees or other persons involved in the EOI process.

All enquiries regarding the EOI should be directed through the nominated Council contact.

6. Disclaimer

This prospectus and EOI process are indicative only and do not constitute an offer, tender, contract or commitment by the Town of Gawler.

The Town of Gawler is not bound to accept any Expression of Interest, proceed with any respondent, enter into a lease, or continue with the process.

Any future lease or occupation of the Premises is subject to:

- Council approval
- agreement with appropriate consideration and lease terms
- completion of any required statutory processes
- any required planning, building or other approvals
- execution of formal lease documentation
- any other matter Council considers relevant.

Information provided in this prospectus is provided in good faith and for general information only. Respondents must make their own enquiries and rely on their own assessment of the property, site condition, approvals, access, services, risks and suitability for their proposed use.

Council makes no representation or warranty as to the accuracy, completeness or suitability of the information provide for any particular purpose.



Attachment 1: Submission Schedule

Respondents may use the following schedule to structure their EOI submission. Additional information may be attached where required. Respondents should address each section relevant to their proposal and clearly identify any section that is not applicable.

Additional supporting information may be attached where relevant and should be clearly referenced within the EOI submission

A. Respondent Details	
Legal Name	
Australian Business Number (ABN)	
Contact Details	

B. Proposed concept	
Describe:	
• the proposed use of the premises; • the overall concept and operating model; • the activities or services proposed; • whether the proposal requires all or part of the premises; • intended users, customers or beneficiaries; • expected hours or days of operation; and • why the proposed model is suited to Gawler and the premises.	
Respondent response:	



C. Operating and management model

Explain:

- who would operate and manage the premises or proposed activity;
- proposed staffing and resourcing arrangements;
- any partnerships or third parties required;
- how the operation would be sustained over time; and
- the respondent's preferred contractual or property arrangement with Council.

Respondent response:

D. Financial proposition

Provide, where relevant:

- indicative rent, licence fee or other payment to Council;
- proposed revenue sharing or other commercial arrangement;
- proposed term;
- indicative operating costs and responsibility of those costs;
- proposed investment by the respondent, including any fit-out or capital investment;
- any proposed financial costs, concessions or incentives as it relates to Council;
- the basis or assumptions used to develop the indicative financial proposal; and
- any other direct financial benefits or liabilities to Council.

Respondent response:



E. Economic and business benefits

Where relevant, identify:

- businesses or sectors that would benefit;
- any anticipated employment outcomes;
- business establishment or growth opportunities;
- entrepreneurship, innovation or skills outcomes;
- investment anticipated;
- contribution to economic activity; and
- how proposed outcomes could be demonstrated or measured.

Respondent response:

F. Community benefits

Where relevant, identify:

- the communities or user groups that would benefit;
- the nature and scale of the anticipated benefit;
- access and participation opportunities;
- services or activities that would be provided;
- identified community needs addressed by the proposal; and
- how outcomes could be demonstrated or measured.

Respondent response:



G. Capability and experience

Provide information demonstrating the respondent's ability to deliver the proposal, including:

- relevant organisational experience;
- relevant projects, operations or facilities;
- qualifications or experience of key personnel;
- financial and organisational capacity; and
- relevant partnerships or networks.

Respondent response:

H. Premises requirements

Identify:

- whether all or part of the Premises is required;
 - any spatial, layout, fit-out, infrastructure, access or shared-facility requirements;
 - any works considered necessary to support the proposed use;
 - indicative responsibility for funding those works;
 - any related lease incentive or commercial arrangement sought from Council; and
 - any known approval or implementation requirements.
- concept plans or supporting information may be provided where available but are not required at this EOI stage.

Respondent response:



I. Implementation

Provide an indicative implementation approach including:

- preferred commencement date;
- establishment requirements;
- indicative delivery timeframe;
- approvals or licences that may be required; and
- significant risks to delivery.

Respondent response:

J. Other information

Provide any additional information that would assist Council to understand the merits, viability or potential benefits of the proposal.

Respondent response:



K. Conflicts of interest

Disclose any actual, potential or perceived conflict of interest relevant to the EOI, Council, the proposed use or Council's assessment and decision-making process.

Respondent response or state "Nil":

L. Confidential information

Identify any information claimed to be confidential or commercially sensitive and provide reasons supporting that classification.

Respondent response or state "Nil":



Declaration

I/We declare that:

- the information contained in this EOI is true and correct to the best of my/our knowledge;
- I/we understand that submission of this EOI creates no contractual entitlement or commitment by Council;
- I/we understand that Council has not determined the future use or operating model for the existing Business Innovation Hub;
- I/we understand that a subsequent procurement, tender, lease, licence or other process may be required; and
- I/we are authorised to submit this EOI on behalf of the respondent.

Name: _____

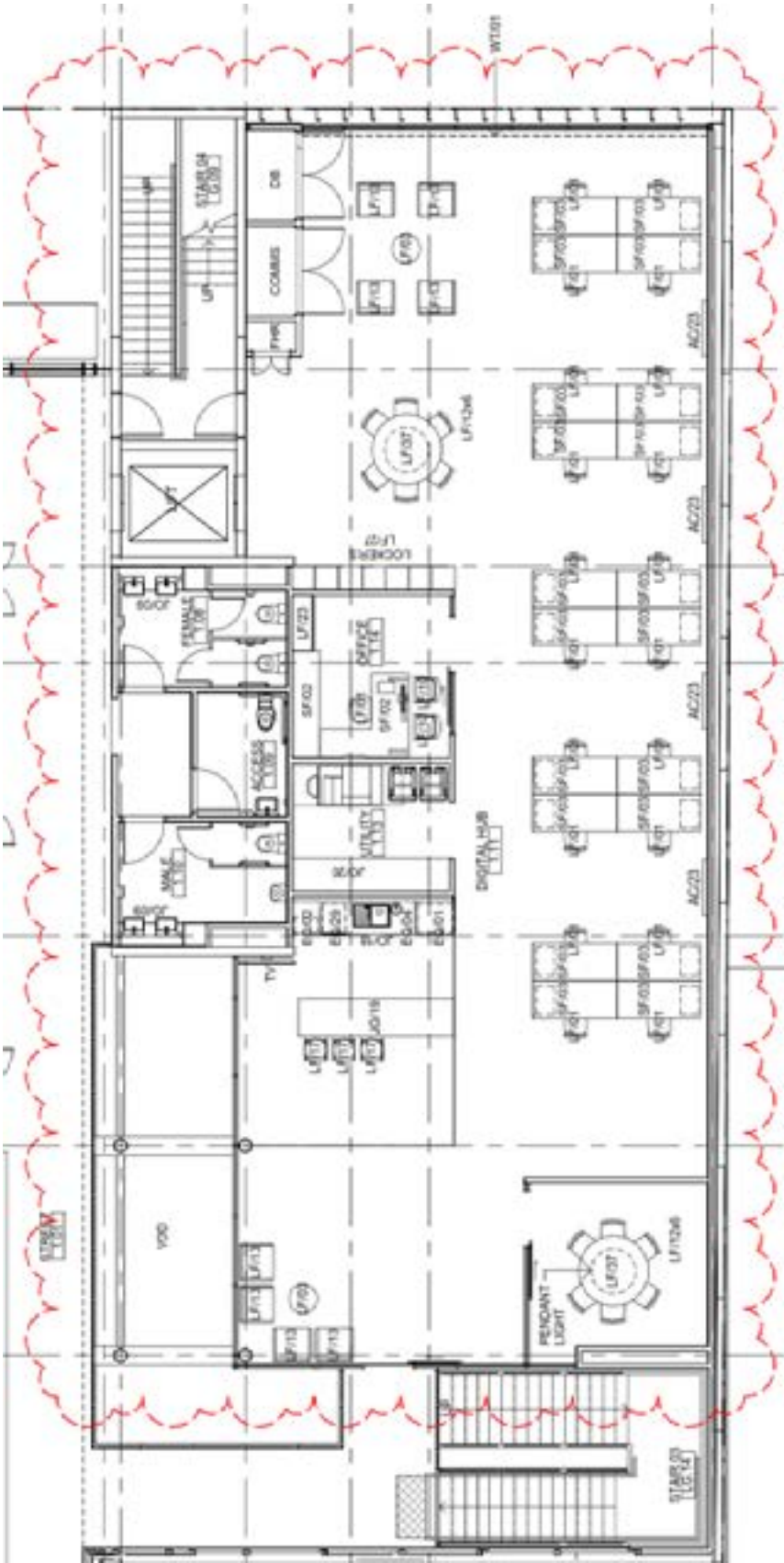
Position: _____

Organisation: _____

Signature: _____



Floor Plan / Lease Area Plan



Total area ~283 m², excluding stairway, toilets, void and lift.



