



EOI14/25

***THE GIL LIBRARY HUB > BUSINESS
INNOVATION SPACE***

**Expressions of Interest close at 11.00am
on Monday, 23 June 2025**

1. Introduction

With the GIL Library Hub now open, Gilgandra Shire Council's (GSC) new Business Innovation Space is available for lease. GSC welcomes entrepreneurs, innovators, local businesses, #LocalLegends and all other business-minded individuals to express their interest in utilising the GIL Library Hub > Business Innovation space (the space).

In support of GSC's existing business programs and Towards 5000 goal, the new Business Innovation Space provides the opportunity for innovators to trial their BIG Idea's in the main street of Gilgandra.

The Business Innovation Space is supported by actions from the Gilgandra Activation Blueprint and Council's Grow Gilgandra and Shop Local programs; which will see users supported through business training and networking opportunities, planning guidance, promotional opportunities and events.

Located in the front of the GIL Library Hub (with dedicated Miller Street access), the space is a future-focused and community-driven innovation hub. Created to encourage business growth in the Gilgandra Region, the space will promote and showcase businesses, new and existing. From startups to scaleups, all are welcome to express their interest in utilising the space for up to six (6) months.



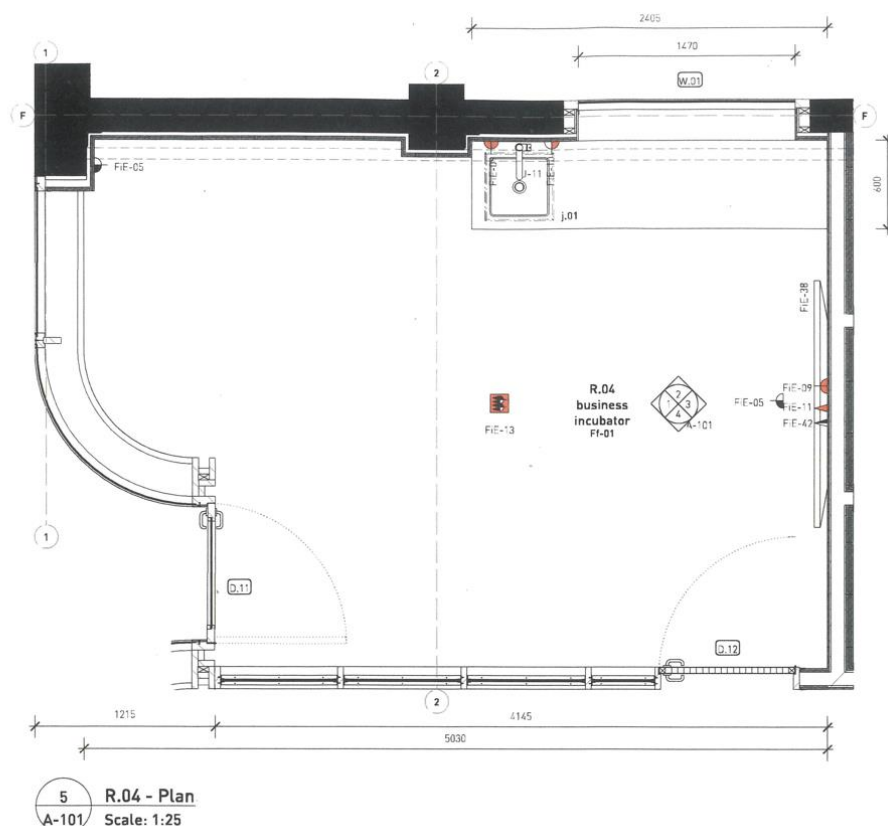
2. Scope of the opportunity

The purpose of the GIL > Business Innovation Space is to create a vibrant and active space where start-ups, pop-ups, scale-ups, social enterprises and entrepreneurs can thrive in the Gilgandra Region. It is Gilgandra Shire Council's vision to see this space utilised to trial business ideas.

About the space:

- Located in the north-western corner of the new Gil Library Hub in the centre of Gilgandra's main street, with frontage and access onto Miller Street
- 5m x 3.5m room dimensions (see plans below)
- 24/7 access via dedicated access point on Miller Street
- Installed cabinetry with sink and lockable drawers/cupboards
- Mobile desk and 2x office chairs
- High ceilings
- Large windows to both the Mill on Miller Plaza and Miller Street creating great exposure and lots of natural light

- Airconditioning and security systems



Trial periods are variable, up to 6 months subject to consideration of individual proposals. Each user can only utilise the innovation space for one period.

As per Council's fees and charges, the fees for lease of the space are set for 2024/25 at:

Business Incubator - 3 month lease - Bond	400.00
Business Incubator - 3 month lease - per week	100.00
Business Incubator - Casual Rate - commercial per day	60.00
Business Incubator - Casual Rate - not for profit per day	30.00

Respondents are asked to provide a proposed business vision and a business plan at the time of submission.

3. Contact

Refer all enquires in relation to this EOI to:

Gilgandra Shire Council
PO Box 23
Gilgandra NSW 2827
Phone: (02) 6817 8800

OR

Gillian Foran
E-mail: gforan@gilgandra.nsw.gov.au

Kathryn Larkin
klarkin@gilgandra.nsw.gov.au

4. Submission of EOIs

Expressions of Interest are to be submitted on the attached compulsory EOI form, together with:

- Proposed business vision; and
- Business plan

Submissions must be received prior to **11am on Monday, 23 June 2025**. Late submissions will not be accepted.

5. Evaluation Criteria

The EOI process gives an opportunity to review potential economic benefits to the broader Gilgandra Region.

To be eligible for consideration under this EOI, you must comply with the mandatory criteria set out in this EOI including:

- Have or be willing to establish a NSW-based organisation (e.g. an organisation with an ABN registered in NSW)
- Be located in the Gilgandra Region or considering establishing a business in the Gilgandra Region

Expressions of Interest will be assessed on weighted selection criteria including but not limited to:

- Timeframe
- Potential economic impact to Gilgandra Region
- Proposed business vision and plan
- Fit with the Gilgandra Region business ecosystem

GSC invite EOIs from business or individuals interested utilising the GIL > Business Innovation Space to outline their proposals and should indicate improvements to the Gilgandra Region's amenity, vibrancy and economy within a timely period. Applicants should demonstrate how it is planned to achieve these as identified by the selection criteria.

6. General Terms and Conditions

Respondents to Inform Themselves

Respondents shall be deemed to have:

- a) Read the EOI documentation and examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- b) acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and

Ownership of Submissions

All documents and information submitted by the Respondent as part of or in support of a Submission shall become upon submission the absolute property of the Principal and will not be returned to the Respondent.

Supporting material

Any or all respondents may be called upon at any time to provide additional information in writing or a presentation (at the respondent's cost) in support of their proposal. Any such information must be provided promptly to the Council if it is to be taken into consideration.

Costs Incurred in the Preparation of EOI's and Costs of Council

All costs and expenses incurred by a respondent or any person or organisation associated with the respondent by its involvement in this EOI and any further stage, will be borne solely by the respondent or that person or organisation.

Council will not be liable directly, indirectly or by way of reimbursement to any respondent or any such person or organisation for any such costs or expenses, or for any costs or losses howsoever arising, including any costs or losses flowing from any act or omission by Council, its consultants, contractors, employees or agents in any way associated with this EOI, or from the respondent not progressing further in any subsequent process.

GILGANDRA SHIRE COUNCIL

STATEMENT OF BUSINESS ETHICS

GENERAL PRINCIPLES

Gilgandra Shire Council expects all its representatives, staff and Councillors to behave ethically and to abide by a written Code of Conduct. Council also expects private industry and its representatives to maintain similar standards of ethical conduct in their dealings with Council.

There are two main principles that form the basis of Gilgandra Shire Council's business agreements. Firstly, there is the need to get the best possible value for public money. Secondly, Council needs to demonstrate impartiality and fairness at all stages of the process.

These principles enable suppliers to promote their interests productively and avoid potentially questionable activity. Those providing goods and services also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

VALUE FOR MONEY is determined by considering all the factors which are relevant to a particular process. For example quality, reliability, timeliness, service, initial and ongoing costs are all factors which can make a significant impact on benefits and costs. Value for money does not mean "lowest price".

However, the lowest price bid might offer best value if it meets other essentials such as quality and reliability.

IMPARTIALITY AND FAIRNESS are about being objective, even-handed and reasonable. An impartial person will try objectively to establish criteria for determining best value for money and will work hard to objectively assess each quotation against criteria. A fair person would not for example change or introduce new selection criteria midway through the quotation process without advising all persons submitting a quotation.

Being impartial includes taking into account the practicalities of a given situation. Impartiality does not require for example inviting bids from firms which have performed poorly in the past. In some circumstances, fairness takes into account the effects of actions of others. It would be unfair to call quotes when there is no serious intent to award a contract subject to a satisfactory offer.

Fairness does not necessarily mean pleasing everyone. Some people are occasionally adversely affected by fair decisions. Council operates from a view point where it wishes to be fair in all its dealings and minimise where possible, any adverse effects of its decisions.

Gilgandra Shire Council expects staff and Councillors to:

- Respect and follow Council's policies and procedures.
- Treat all quotes for the supply of goods and services equitably.
- Promote fair and open competition while seeking best value for money.
- Protect confidential information.
- Meet or exceed public interest and accountability standards.
- Respond promptly to reasonable requests for advice and information.
- Avoid situations where private interest could conflict with public duty.
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties.

Council expects tenderers, suppliers, consultants and contractors to:

- Respect the conditions set out in documents supplied by Council.
- Respect the obligation of Council staff to abide by Council's procurement and disposal policy.
- Abstain from collusive practices.
- Prevent unauthorised release of privileged information, including confidential Council information.
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage.

HOW IT WORKS

There is no absolute definition of "ethical behaviour". If there is any doubt about the ethics of a proposed action, a sensible test is whether or not you would be happy to see your behaviour published in the local newspaper.

Staff and Councillors of Gilgandra Shire Council or those in the employ of a tenderer, supplier, consultant or contractor who are concerned that a breach of the law or of ethical conduct may have taken place, should discuss the matter with Gilgandra Shire Council's Public Officer on (02) 6817 8800.

If an apparent breach of any agreed standard of ethical conduct is identified, then the matter should be immediately brought to the attention of the General Manager or the Public Officer on (02) 6817 8800.

CODE OF CONDUCT

Council contractors will also be required to observe the relevant provisions of Council's Code of Conduct based on the Department of Local government Model Code of Conduct for Local Councils in NSW.

The Code of Conduct is accessible on Council's website: www.gilgandra.nsw.gov.au.

THE GIL > BUSINESS INNOVATION SPACE

CLOSING TIME – 11AM, MONDAY, 23 JUNE 2025

I/we wish to submit an expression of interest in utilising the GIL Business Innovation Space

Name of contact person:	
Business Name:	
Business Address:	
ABN:	
Phone No:	
Email:	
Duration of agreement requested:	

- I/we confirm that I/we have noted requirements
- I/we confirm that I/we have read and are aware of Gilgandra Shire Council's Statement of Business Ethics

Please tick as appropriate:

☐ I/we have attached a proposed business vision

☐ I/we have attached a business plan

Signed:		Date:	
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Please submit this form via email to: council@gilgandra.nsw.gov.au together with the information requested or drop in the Tender Box at Gilgandra Shire Council's Administration building, 15 Warren Road, Gilgandra.