

Expression of Interest: Facility Office Space Hire
Information and Application Form
Community Space and/or Provision of Services or Activities

Central Coast Council currently has several offices available due to a vacancy within the **Peninsula Community Centre** and invites expressions of interest from community organisations and commercial operators to occupy the space to run programs or services. Below are the options available at this site:

LOCATION	ADDRESS	FEATURES
Peninsula Community Centre Office 1, 2 and 4	93 McMasters Road, Woy Woy	- Office 1 – Total floor space 17.1m² - Office 2 - Total floor space 16.7m² - Office 4 - Total floor space 14.7m² Combined total area: 48.5m² Office 4 has small handwash tap and basin. Access to shared modern kitchen, toilet facilities and outdoor space. Off street parking and alarmed facility. Large multi-purpose Community Centre with hall and separate meeting room to hire, pending availability. Electricity, water, waste charges, maintenance costs are covered by Central Coast Council as part of the fee per annum.

Please provide a completed Expression of Interest Application Form **by 5pm Wednesday 12 November 2025**

Peninsula Community Centre is a large multipurpose site comprising of the following:

1. Main Hall with mix of regular hirers and casual hire,
2. Meeting Room with mix of regular hirers and casual hire,
3. Modern shared kitchen recently upgraded,
4. Fenced rear outdoor area with sandpit.

A facility site inspection of the individual office areas can be arranged prior to a submission of an EOI. Please contact, Team Leader Community Facilities, Julie-Anne Connor, on 0429 400 737 to make arrangements.

Assessment Process

1. Requests for Expression of Interest (EOI) are advertised on Council's website on the [EOI webpage](#).
2. An EOI must be submitted on the relevant application form.
3. The EOI will be assessed to ensure that it is consistent with Council's policies, core objectives, land classification, and any Plans of Management associated with the facility.
4. Each EOI must be assessed with the benefit of the community in mind.
5. All EOIs must be assessed by a panel including the Section Manager Community Services and Facilities, Team Leader Community Facilities, and in consultation with other managing stakeholders as appropriate.
6. If the EOI does not provide adequate information, further information will be requested from the applicant and must be provided within seven (7) days. If this information is not received, the application will be invalid.
7. If the EOI is found to be inconsistent with Council's policies, core objectives, land classification, and any Plans of Management associated with the facility, Council will inform the applicant that the EOI has not been successful, and for what reason.
8. If the EOI has been assessed as fulfilling all requirements, the applicant will be required to provide all documentation per the general provisions and terms and conditions for the provision of the Facility Office Space Hire.

Eligibility Criteria

Organisations will need to demonstrate that they meet the following criteria to be eligible for consideration for a Facility Office Space Hire:

1. The organisation can demonstrate that their service will meet the existing or unmet needs of the facility and be of benefit to the local community.
2. The location of the community facility would assist the organisation in providing, expanding or improving services to their clients.
3. The organisation provides a direct service to the community.
4. The organisation needs to be accessible to their clients i.e., clients will need to come to the community facility to access the service and/or activities associated with the service.
5. The service run by the organisation would provide an increased benefit to the community by having access to the office space to run their service or activities.
6. The organisation will not duplicate a service which is already available in the local area.

Fees and Charges

Fees and charges associated with Facility Office Space Hire are listed in [Council's fees and charges](#) under "Other Community Halls and Centres".

Further Information

Further enquiries and completed forms should be directed to:

Julie-Anne Connor

Team Leader, Community Facilities

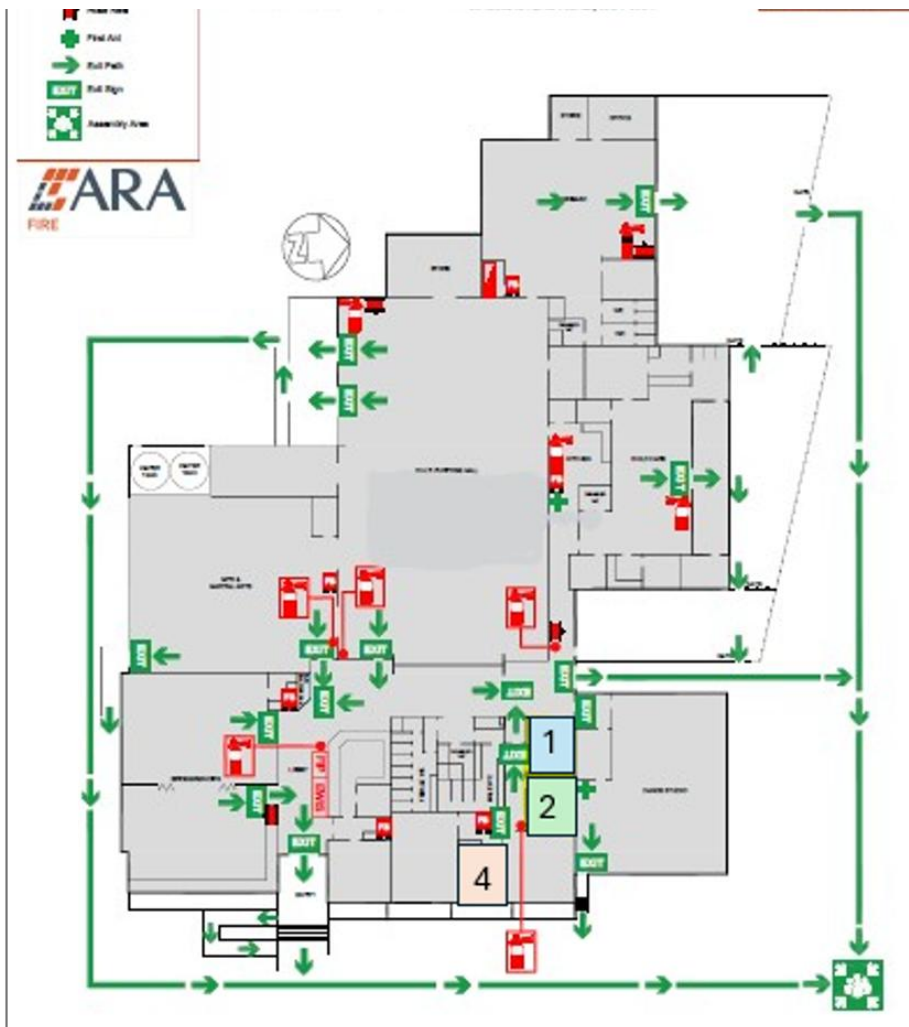
Central Coast Council

PO Box 20, Wyong, NSW 2259

P: 0429 400 737

E: Julie-Anne.Connor@centralcoast.nsw.gov.au

Peninsula Community Centre- Office 1, Office 2, Office 4 – Site Overview



EXPRESSION OF INTEREST APPLICATION FORM: Facility Office Space Hire

Expression of Interest (EOI) is by:

- | | |
|---|---|
| ☐ Not for profit organisation | ☐ Community group |
| ☐ Individual practitioner/private user | ☐ Commercial (for profit) organisation |

Tenure

This EOI is for an Facility Office Space Hire. Organisations seeking ongoing annual hire will have use of the designated space and will be subject to the Facility Office Space Hire – Conditions of Hire. Bookings will be issued for one (1) year duration, subject to ongoing negotiations. A review will be carried out after the first year by Council to ensure the organisation is meeting the needs of the community.

Space/s applying for:	Please X those applicable
Peninsula Community Centre- Office 1	
Peninsula Community Centre- Office 2	
Peninsula Community Centre- Office 4	

Please provide the following information and attach any supporting documentation requested. If you wish to provide any further documentation/information not requested within, please do so.

Full name of Organisation	
Address	
Phone Number	
Email	
ABN/ACN	

Please supply the name and addresses of two contact persons in your organisation:

Name/Position	Address	Telephone	Email

Insurance

Organisations are expected to cover the insurance of their own equipment and are required to provide Council with details of their Public Liability Insurance which must be a minimum of \$20 million.

Proposed Hours of Operation

Proposed usage details:	Start time	End time	Number of staff	Comments
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Any additional comments with operating days/times				

Organisation/Service Overview

1) Is your organisation a "Not -for-Profit" Group or "For-profit group". If not for profit, please provide evidence.

2) What are your organisation's aims and objectives?
3) How long has your organisation/company been operating?
4) What training, employment and other community outcomes will be achieved?
5) Outline your relevant experience in managing and operating food services (if applicable to the service you're providing).
6) Outline the range of product and services to be offered.
7) What current relevant regulations, permits and registrations do you hold? (e.g., Food Safety Supervisor accreditation).

8) In meeting all relevant regulations demonstrate your understanding of the following regulations and provide details of permits/certifications currently held:

Health Department Regulations:

-

Food Act Regulations:

-

Insurances: Business, Public Liability Insurance, Workers Compensations and Professional Indemnity if deemed relevant:

-

Protection of Children Certification:

-

9) Is your organisation aware of any similar service operating in this area or of any service outreaching this area? YES ☐ NO ☐

If YES, please explain what your service will offer that is different?

10) What experience in engaging and working with the community have you had?

11) How will these outcomes be achieved and measured?

- 12) Please provide any other comments or information you consider important to your operational requirements.

Office 1



Office 2



Office 4

