

Expression of interest

City of Darwin invites expressions of interest for a lead tenant at Lyons Community Centre at 25 Damabila Drive, Lyons NT 0810.

Submission deadline: **2:00pm 21st November 2025**

Submissions must be made through the City of Darwin Tender Portal www.tenderlink.com.au



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Background

Lyons is located in the northern suburbs of Darwin. It is immediately adjacent to the Royal Darwin Hospital and borders the existing suburbs of Tiwi, Wanguri and Leanyer.

Since the earliest stages of planning, it has been recognised that a centrally located and accessible Community Centre is critical to helping build a true sense of community at Lyons.

The Lyons Community Centre is situated in the Garamanak Park located on Damabila Street, which continues off Rocklands Drive, and directly opposite Minimitla Street, Lyons. Garamanak is Larrakia for grandmother and named after Larrakia elder Topsy Garamanak.

The Centre is a multipurpose building located on a major collector road accessible by walking, cycling, bus and car.

The building is classified under 9b.

General Conditions

Purpose of Expression of Interest

City of Darwin invites you to submit an expression of interest to be a lead tenant at the Lyons Community Centre.

Specific objectives for the Lyons Community Centre include:

- providing a focal point for community activity, learning, leisure, functions, and celebration,
- operating as a place where members of the community can meet in both formal and informal settings,
- providing opportunities for a broad range of community groups to utilise the Centre, and
- contributing to the safety of the Garamanak Park area by encouraging activity during various times of the day and evening.

How to prepare your submission

- Carefully read all parts of this document
- Complete the Submission (Page 7 - 8) and attach any supporting documents
- Lodge your Submission. The submission must be received by City of Darwin by **2:00pm 21st November 2025**.
- The submission is to be lodged via the City of Darwin Tender Portal www.tenderlink.com.au.

Register for the mandatory inspection of the property.

- Review Criteria for Subsidy (Annexure A) if applicable.

Contact person

Name: Procurement team

Telephone: 08 8930 0300

Email: darwin@darwin.nt.gov.au

Process for considering submissions

City of Darwin will contact the applicant to notify of the date of the mandatory property inspection.

Following the close of the submission period, City of Darwin may seek further information and supporting documentation from selected applicants.

Submissions are assessed in accordance with the City of Darwin Property Leasing and Licencing Policy.

Factors considered in the review of submission

In reviewing the submissions, City of Darwin will consider

- the Assessment criteria detailed below in the Applicants Submission section of the document

Legislative requirements

- Northern Territory Local Government Act 2019
- Northern Territory Regulations
- City of Darwin By-Laws
- Lodgement of submissions and delivery method
- Building Act 1993 Northern Territory
- Building Regulations 1993 Northern Territory
- Law of Property Act 2000
- Planning Act 1999
- Planning Regulations 2000

Submissions

- The submission must be received by City of Darwin by close of business, **2:00pm 21st November 2025**.

- The submission is to be lodged via the City of Darwin Tender Portal www.tenderlink.com.au.

Rejection of submissions

City of Darwin may not review a submission which is received after the deadline or is not received via one of the methods listed above.

Disclosure of information

Documents and other information relevant to any contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court Order.

Submission validity period

All submissions must remain valid for a minimum period of six months from the closing date.

Ownership of submissions

All documents, materials, articles and information submitted by the applicant will become the property of City of Darwin on submission, provided that the applicant shall be entitled to retain copyright and other intellectual property rights therein.

Canvassing of officials

Any applicant making a submission, or agent acting on their behalf, canvassing the Lord Mayor, Councillors or City of Darwin staff with respect to the preparation, lodgement or assessment of their submission shall have that expression of interest automatically disqualified and rejected.

Identity of the applicant

The identity of the applicant is fundamental to City of Darwin. The applicant shall be the person, persons, organisation, corporation or corporations named as the applicant in the Applicants Submission and who's execution appears in the Applicants Submission of this Expression of Interest.

Property details

The property is located at 25 Damabila Drive, Lyons NT 0810.

Lot #9800

Land area: 57,000m²

The building includes:

- a hall space of 150 square metres (including 15 square metres of lockable storage space and a 10 square metres storage space),
- a fully equipped kitchen with two serveries (including one to the covered veranda)
- a meeting room/office area of 72 and office space of 11.8 square metres,
- female and male toilets,
- disabled toilets and showers,
- a covered veranda area, and
- a secure playground area.
- Accessible off-street parking

The building is classified to class 9b. Class 9b buildings are assembly buildings in which people may gather for social, theatrical, political, religious or civil purposes. They include schools, universities, childcare centres, pre-schools, sporting facilities, night clubs or public transport buildings.

Site restrictions

The land is zoned Zone (PS) Public Open Space under the NT Planning Scheme. For a definition, see the [NT Planning Scheme](#).

Property inspection

Anyone intending to make a submission **is requested to register for a mandatory inspection** of the property with the City of Darwin Property team. Inspections will be held on set dates. Dates will be disclosed to Applicants following submission.



Applicants submission

RESPONSE FORM - REF: Lyons Community Centre at 25 Damabila Drive, Lyons NT 0810

Please complete, sign, and return to City of Darwin. Please attach any supporting information.

Submissions can be via the City of Darwin Tender Portal www.tenderlink.com.au.

I/We (Registered Entity Name): (BLOCK LETTERS)			
of: (REGISTERED STREET ADDRESS)			
ABN (if any):		ACN (if any):	
Telephone No:		Facsimile No:	
E-mail:			
Contact Person:			
I/We agree that I am/we are bound by and will comply with this submission and its associated attachments			
I/We agree that there will be no cost payable by City of Darwin towards the preparation or submission of this submission, irrespective of its outcome.			
I/We agree to attend mandatory inspection of the property required by City of Darwin .			
This submission is true and correct to the best of my/our knowledge.			
Dated this:		day of:	2025
Signature of authorised signatory			
Name of authorized signatory: (BLOCK LETTERS)			
Position:			
Telephone number:			
Authorised signatory postal address:			

Email address:	
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Please respond to the assessment criteria:

Criteria	Weighting	Further detail
Local benefit	30%	- Alignment with City of Darwin's Strategic Plan 2030. - Use of any local subcontractors/staff or First Nations organisations/staff. - Percentage or value provided to local businesses or community organisations.
Price	20%	Any costs or revenue proposed for City of Darwin.
Past performance	20%	- References - Annual reports - Governance and organisational capacity
Proposed use	30%	Detailed proposal outlining the proposed use, terms of use, management, and maintenance plan.

Please attach financial evidence or letter from accountant to demonstrate financial fitness.

Annexure A

Community properties may receive subsidies of up to 100% of the commercial value and will need to provide documentation to justify subsidised rent. This information will be requested from proponents at a later stage, if applicable.

- Good governance - 40% discount
 - Provision of Annual General Meeting reports and minutes including audited financial reports
 - Evidence of financial sustainability and capacity for the duration of the agreement, and
 - Quality Management is integrated into operations – capacity building, good governance and planning etc., evidenced through provision of a business plan, current constitution, policies and procedures etc.
- Maintenance obligation – 30% discount
 - Completing all repair and maintenance obligations per the maintenance annexure in the lease or license agreement
 - Provides service receipts as required
 - Complies with all emergency requirements (Warden training, First Aid etc.), and
 - Pays for all services on-site or pays a contribution where not separately metered.
- Facility utilisation - 15% discount
 - Provide evidence of membership/user/participant numbers and hours of use on an annual basis
 - Provide evidence of activities and initiatives undertaken to increase the utilisation of the facility
 - Initiatives planned to increase use or participant numbers, and
 - Evidence of shared use of the facility by the community and other community clubs and organisation to ensure optimum use of the facility, if applicable.
- Social inclusion - 15% discount
 - The activity or service they provide is non-discriminatory and is open to all residents who meet the stated criteria for participation
 - The use of the facility will increase social inclusion, increase community participation and/or will promote health and well-being in the community, and
 - Activities pro-actively support wider social inclusion targets which may include groups such as:
 - ♣ Low socio-economic background
 - ♣ Over 60 years of age
 - ♣ First Nations People
 - ♣ Culturally and Linguistically Diverse (CALD)
 - ♣ LGBTIQA+ people
 - ♣ Children under 17 years of age.
 - ♣ People with disabilities

Community tenants will also be asked to provide Annual General Meeting reports and minutes including audited financial reports annually in order to maintain the subsidy.

All tenants are required to pay a contribution to utilities.