

Expression of Interest

Property Management Services

1. Expression of Interest

Expressions of interest are invited from duly qualified and experienced property professionals within Narrabri Shire to provide Property Management Services to Council, for Council-owned residential property to ensure an arms-length, transparent, fair and equitable approach to Property Management.

The Property Management Services will be for the period of 12 months with the opportunity of two (2) x additional 12-month extensions.

Expressions of Interest close at 5.00pm on Wednesday **7 May 2025**.

Expressions of Interest must be submitted to Council's email: council@narrabri.nsw.gov.au Marked "EOI Property Management Services"

2. Context

Narrabri Shire Council owns a portfolio of property assets suitable for residential rental, that supports operations and delivery of services to the community. These assets range in age, quality and function.

Council's Property Services section has been traditionally responsible for the management and administration of all transactions and activities relating to this property portfolio including maintenance, capital works, acquisition, disposal, leasing, licencing, location-based services and geospatial information analysis. The team strives to keep current, and actively comply, with all legislation, standards, policies and guidelines relevant property management.

3. Scope of Works

The service includes one or a combination of the following activities, but is not limited to:

- Negotiating property leases, licences, purchases and sales.
- Managing leased properties – *Details in Appendix 1*

4. Assessment Criteria

Your expression of interest will be assessed against the following criteria:

- **Experience:** your experience in all real estate dealings
- **Qualifications:** your relevant qualifications and competencies directly relating to real estate management, property portfolio, valuation and/or land economics
- **Quality:** your approach to real estate services such as professional integrity, customer services, responsiveness, communication, accuracy, value-added advisory, etc.
- **Price:** your detailed schedule of fees for various types of services. This could be hourly rates, scaling transactional rates, lump sum fees or a combination of these fees and charges depending on the complexity of the transactions and the service required in due course. Fees will remain fixed for the twelve (12) months period.
- **Confidentiality:** demonstrated confidentiality.

Council encourages you to make your own decisions on how to best address the abovementioned assessment criteria. Your submission must fully address all criteria to enable assessment by Council.

5. Acceptance and Engagement

- Council will advise you whether you are successful or not through this process.
- Successful candidates will be included in Council's list of preferred service providers for future engagement if required.
- The best value service provider for the specific needs of the project will be engaged by Council. This may not necessarily be the service provider with the lowest rates.
- Service providers should be aware that the acceptance of their Expression of Interest by no means guarantees any engagement by Council under this Expression of Interest.
- Service providers should also be aware that more than one service provider may be engaged under this Expression of Interest.

6. Further Information

For further information or clarification regarding this Expression of Interest, please contact the Property Services Team on 02 6799 6826.



Appendix 1 - Council Properties included in the EOI

List of properties currently included in the Expression of Interest:

- 129 Laidlaw Street Boggabri
- 48 Regent Street Narrabri
- 237 Culgoora Road Narrabri
- 298 Airport Road Narrabri
- 622 Yarrie Lake Road Narrabri
- Unit 1/49 Balonne Street Narrabri
- Unit 2/49 Balonne Street Narrabri