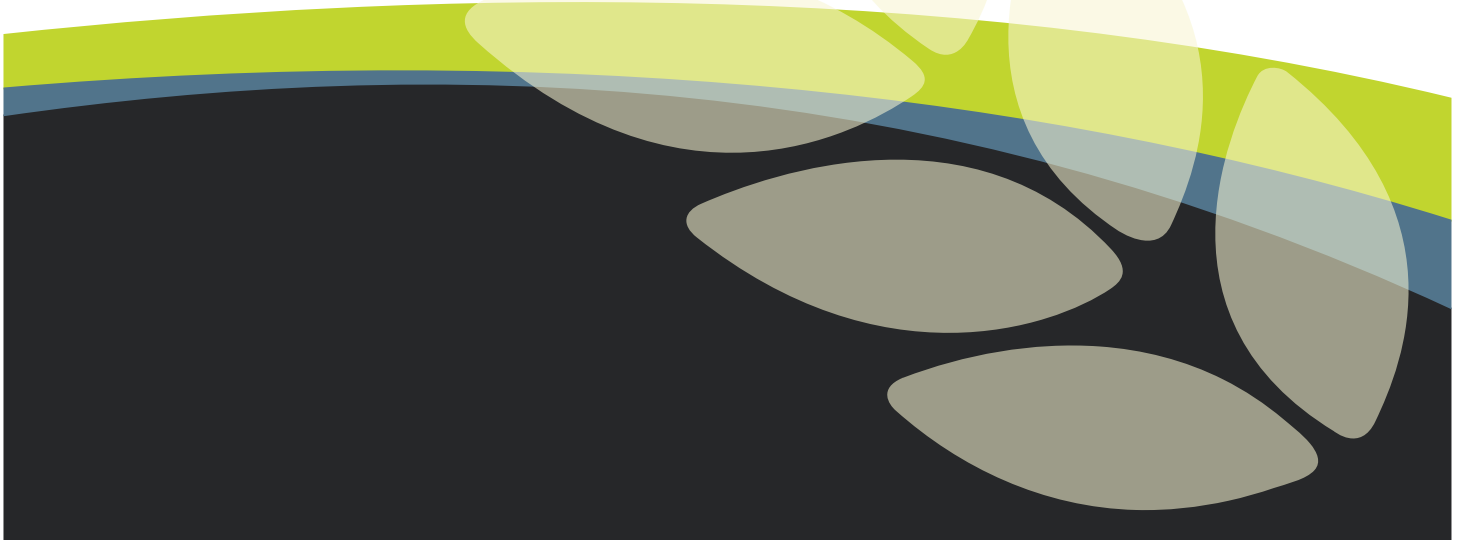




**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

GUNDAGAI OLYMPIC SWIMMING POOL COMPLEX

**Expression of Interest
DOCUMENT
2024/2025**



Contents

1. Summary.....	3
2. General	3
3. Background.....	3
a. Location.....	3
b. Existing Facilities	4
4. Remuneration.....	4
a. Pool Admission Prices	4
b. Pool attendance	5
c. Kiosk arrangement.....	5
5. Expenses covered by Cootamundra-Gundagai Regional Council.....	6
a. Chemicals	6
b. Electricity.....	6
c. Water	6
d. Rates.....	6
e. Insurance.....	6
f. Building Maintenance	6
g. Equipment maintenance.....	6
h. Telephone	6
i. First Aid & Safety Equipment.....	6
6. Expenses related to the Lessee	7
a. Wages.....	7
b. Consumables.....	7
c. Grounds maintenance.....	7
d. Insurance.....	7
e. Advertising	7
f. Telephone	7
g. General building maintenance.....	7
7. Skills, knowledge, and experience (key selection criteria)	8
a. Authority and Accountability	8
b. Judgement and Problem Solving	8
c. Specialist Knowledge and Skills.....	8
d. Essential Qualifications and Experience	8
e. Desirable	8
8. Scope of Engagement	8
a. Patron supervision	8
b. First Aid	9
c. Swimming Club.....	9
d. Pool Operation	9
e. Preseason.....	9
f. Daily duties.....	9
g. End of Season duties.....	10
9. Contact Officer.....	10
10. Lodgement of Proposal.....	10
11. Assessment of the Application	11
12. APPENDICES	11
Appendix A Site Map.....	11
Appendix B – Tender Submission form.....	12

1. Summary

This Brief seeks to engage a Party (referred to hereinafter as the Lessee) to operate and manage the GUNDAGAI Swimming Pool facility for the 2024/2025 pool season.

The Lease will be a single contact for the operation and management of the GUNDAGAI Swimming Pool. The work will include pre-season start up, grounds maintenance, amenity cleaning, pool supervision, water testing, reporting.

The Lease will be for a period of one season with the option of two additional seasons provided satisfactory management and operation of the swimming pool is accomplished to Councils standards.

Pool season starts 1st November 2024 to 14th March 2025.

Minimum Opening hours are as follows:

Month	Day	Opening Hours
1 st November -February 28th	Weekdays	6:30am – 8:00am 11.00am – Sunset
	Weekends	11.00am – Sunset
	Public Holidays	11.00am – Sunset
March 1st – March 16th	Weekdays	12.00 noon – Sunset
	Weekdays	12.00 noon - Sunset

Council will provide remuneration in the form of 4, monthly instalments of equal value paid mid-month December 2024, January 2025, February 2025 and 1, final payment for the march 2025 period.

Council will provide operational costs such as pool chemical and electricity.

Pool admission charges are set by Council and retained by the Lessee.

The Lessee will be permitted to generate an income from the Kiosk.

All Advertisements for pool opening hours and associated activities are the responsibility of the Lessee.

2. General

The contract shall be between the Lessee and Cootamundra-Gundagai Regional Council (the Principal).

The canvassing of Councillors at any time in respect of this Lease will not be permitted. Any firm or representative canvassing or approaching Councillors shall be disqualified from the process of being considered.

3. Background

a. Location

GUNDAGAI, a town of around 2,057 people (2021 census), is located along the Murrumbidgee River, approximately 390km South-west of Sydney.

The swimming pool facility is located at the Corner of Nangus Rd & Sheridan Ln, Gundagai NSW 2722.

b. Existing Facilities

The swimming pool complex comprises of followings:

- i. A 50m swimming pool.
- ii. A toddler’s pool.
- iii. A 1m diving platform.
- iv. A Wading pool.
- v. A fenced playground within the pool grounds.
- vi. Permanent shade cover x 5.
- vii. Permanent electric BBQ.

The amenities building was constructed in 1965 and comprising of an entry area, kiosk, first aid room/office, men, and Ladies toilets. Accessible toilets and swimming club rooms. The amenities building is undergoing a refurbishment in April 2024 to October 2024.

4. Remuneration

- Lease payments - Council will provide remuneration in the form of 4, monthly instalments of equal value paid mid-month December 2024, January 2025, February 2025 and 1, final payment for the march 2025 period.
- Pool admission charges are set by Council and retained by the Lessee.
- The Lessee will be permitted to generate an income from the kiosk.

a. Pool Admission Prices

Pool admission prices are set by Council, the previous 2024/2025 season prices are as follows: Income from admission charges is retained by the Lessee.

Entry Fees 2024/2025 Season

Swimming Facility-Entry Fees	2024/2025 Per person including GST
Single Entry Visits	
Adult	\$6.00
Children/Concession/Seniors	\$3.50
Family (2 Adults and 2 Children or 1 Adult and 3 Children)	\$16.00
Additional Children	\$3.00 per child
School Groups	\$3.00 per child
Season Pass	
Family-2 adults and dependents living at same address	\$258.00
Adult	\$126.00
Children/Concession/Seniors	\$109.00

Multi-Visit Passes	
Adult 10 Visit Pass	\$55.00
Children/Concession/Seniors	\$37.00
Non swimming/observer	No Charge
Children age 3 and under with Paying Adult	No Charge

b. Pool attendance

The Gundagai Swimming Pool generates an average patronage of approximately 10,000 p.a for a 4.5 month season with 9019 for the 23/24 season.

c. Kiosk arrangement

- i. The kiosk operator is required to notify the NSW Food Authority of their presence as required by the NSW Foods Act 2003
- ii. The lessees may from time to time allow other organizations to provide/sell food items as part of the organisation's activities (i.e., Swimming Club BBQ's etc.). This must be done with prior approval from the lessees.
- iii. Other than above instances, the lessees will have exclusive access to the pool for the purpose of selling food.

5. Expenses covered by Cootamundra-Gundagai Regional Council

a. Chemicals

All chemicals associated with the operations of the pool (Sodium hypochlorite, hydrochloric acid, sodium bicarbonate). All water testing equipment and tablets.

b. Electricity

All electricity charges associated with running the pool, including the kiosk.

c. Water

All water charges associated with running the pool, including water access charge and user charges for swimming pool and grounds maintenance.

d. Rates

Cootamundra-Gundagai Regional Council rates and charges associated with the pool.

e. Insurance

Building insurance.

f. Building Maintenance

Major building maintenance will be responsibility of Council, such as painting of building, roof or structure repairs, shade sail repairs.

g. Equipment maintenance

All equipment maintenance will be responsibility of Council including pump repairs, dosing equipment repairs and service, vacuum cleaners and facility ride on mower.

h. Telephone

Line rental will be responsibility of Council, but all other phone charges will be the responsibility of the Lessee.

i. First Aid & Safety Equipment

Council will provide first aid & safety equipment. The lessee will be responsible for upkeep and consumables used throughout the season.

6. Expenses related to the Lessee

a. Wages

All cost associated with effective operation of the pool for the whole season.

b. Consumables

All consumables related to the amenities, cleaning of the amenities. All activities of the kiosk.

c. Grounds maintenance

The lessee is required to keep grounds maintained at all times during the duration of the contract and will be required to provide small plant to complete the work required. All fuels and oils to operate the equipment to perform the maintenance required under this contract.

d. Insurance

Within 4 weeks of Appointment and prior to the pool opening the Lessee will need to provide:

Proof of Workers' Compensation or if exempt, proof of personal accident insurance

Proof of Public Liability Insurance minimum of \$20,000,000 and Cootamundra Gundagai Regional Council needs to be listed as an interested party.

e. Advertising

All Advertisements for pool opening hours and associated activities are the responsibility of the Lessee. The lessee will have to notify Council in writing 7 (seven) days prior of any advertisements.

f. Telephone

All call charges will be responsibility of the Lessee, Council will issue monthly account to the Lessee for all telephone charges except line rental. The lessee must not, under any circumstances, change the service provider or change the telephone contract arrangement.

g. General building maintenance

The lessee will be responsible for minor maintenance of the building including general wear and tear.

7. Skills, knowledge, and experience (key selection criteria)

a. Authority and Accountability

Demonstrated communication and public relations and interpersonal skills and the ability to supervise pool patrons.

b. Judgement and Problem Solving

Ability to work within a team and unsupervised.

Awareness of emergency procedures and sound knowledge of first aid and rescue techniques as applicable to an aquatic centre.

c. Specialist Knowledge and Skills

Thorough knowledge of the NSW Health Department's health and safety standards for swimming pools.

Thorough knowledge of Royal Life Saving Society (RLSS) Guidelines for safe pool Operations (GSPO).

d. Essential Qualifications and Experience

- Qualifications as outlined by RLSS GSPO
- Hold a Working with Children Check and supply their number and expiry. Alternatively, the lessee must provide Council with authorisation to undertake a Working with Children Check for all staff engaged by the lessee who will be working under this contract.
- Hold food handling certification.

e. Desirable

- Certificate IV in recreation
- Experience in Pool management

8. Scope of Engagement

a. Patron supervision

The RLSSA has released the Guidelines for Safe Pool Operations which details operator's responsibilities in operating a public pool including levels of supervision.

Minimum Supervision Levels

One qualified lifeguard to be on duty at all times. Lifeguard to patron's ratio is 1:100. When diving platforms are open, they will be supervised by a dedicated lifeguard at all times. The supervising lifeguard, under no circumstances, is to have the additional responsibility of supervising any other pool users during this time.

Minimum Supervision Levels Exemptions

Low Patronage Pool. This guideline was established by the RLSSA for the supervision of swimming pools that consistently have low patronage. Low patronage is a venue that has fewer than 25 patrons in the water at any one time. During times of Low Patronage, it only requires one qualified Lifeguard in attendance at the pool. Direct supervisions of patrons in the pool are not required. If levels exceed 25 patrons in the water, the guideline does not apply.

For the operator to comply with this guideline, they would need to know the number of patrons in the facility at all times.

DIVING PLATFORMS

Safety is the paramount consideration when deciding to operate a diving platform. When the diving boards are open, the lessee will section off the diving area with a lane rope and not allow swimmers into diving area and directly supervise the boards.

When diving platforms are open, it will require a minimum of two staff to be on shift. Supervision levels will need to be increased in accordance to increases in patronage levels (see Supervision Levels).

The lessee will be required, at a minimum, to open the diving boards for the following times:-

Weekdays (Non School Holidays) 3:30pm till Close
Weekends and School Holidays 1pm till Close

A diving platform will be closed by the placement of a sign and/or barrier between the end of the board and the route which a person using a diving board correctly would normally enter.

b. First Aid

Administer first aid as required.

c. Swimming Club

The Swimming club will be accommodated on Thursday evenings from 6:00pm or as agreed between the lessee and the Swimming Club.

d. Pool Operation

The Lessee shall undertake the following major tasks and roles as a minimum, resulting in successful management and operation of the GUNDAGAI swimming pool:

e. Preseason

Preseason – start up (filling (in conjunction with Council), cleaning of pool prior to filling, vacuuming the pool and cleaning of facilities. Pump operation and chemical dosing adjustment to ensure the pool is in a suitable condition for opening).

Preseason grounds maintenance including watering, mowing, and edging.

f. Duties

- All associated daily duties to operate the pool effectively and safely.

- Supply to Council in the first week of each month of operation a report, with attendance figures and maintenance schedules for the previous month clearly defined.
- Supply to Council in the first week of each month of operation a report indicating stock used in the previous month and an inventory of all chemicals, testing equipment and other consumables held onsite.
- Give timely notification to Council of any issues with pool plant, filtration or other equipment that may affect operation the facility during the term.

g. Season duties

The Lessee shall at their expense at the end of the Swimming season, close the Swimming Centre. Without limiting the generality of the foregoing, the Lessee shall:

- Ensure that all equipment and stock supplied is clean and tidy.
- Ensure that the pool surrounds, and kiosk are clean and tidy.
- Ensure the pool record books are returned to Council.
- Ensure the standard of maintenance is satisfactory.
- Ensure that any repair or maintenance works required to the pool complex are reported to Council for action in the off season.

9. Contact Officer

Requests for information or advice regarding this Lease, shall be made to:

Greg Ewings – Manager Regional Services Gundagai

Cootamundra-Gundagai Regional Council

Ph 1300 459 689

Email: mail@cgrc.nsw.gov.au

10. Lodgement of Proposal

The applicant needs to submit a covering letter addressing the selection criteria for the agreement, along with relevant qualifications and experience and the EOI submission sheet – Appendix B of this document.

Applications should be addressed to:

Attention: Greg Ewings

Regional Services Manager Gundagai

Cootamundra-Gundagai Regional Council

“GUNDAGAI Swimming Pool Lease Expression of Interest.”

PO Box 34 Gundagai NSW 2722

Email: mail@cgrc.nsw.gov.au

The Closing date for submissions is 5pm on Friday 30th August, 2024

11. Assessment of the Application

Applications will be assessed on skills, qualification in the selection criteria and price submitted for the Lease. The lowest tender will not necessarily be accepted.

Applicants under consideration will be interviewed by council and will be required to under a functional assessment and working with children check for the position before appointment. (At Council’s expense)

The functional assessment includes medical examination; swimming and rescue assessment to ensure the applicant can physically carry out the job.

12. APPENDICES

Appendix A Site Map



Appendix B – Tender Submission form

“GUNDAGAI Swimming Pool Lease – Expression of Interest”

EOI

Cootamundra-Gundagai Regional Council

PO Box 34

GUNDAGAI NSW 2722

Name of Applicant (Block Letters)	
ABN: (If Applicable)	
Address:	
Telephone Number:	
Fax Number:	
Email address:	

Hereby tender to perform the management and operation of the GUNDAGAI Swimming Pool Contract No: CGRC 1/2024 in accordance with the brief and contract document.

For the lump sum of

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.....

(\$.....) including GST

Signature: _____

Print Name: _____

Date: __/__/__