

**ADDENDUM REPORT TO ORDINARY MEETING OF  
GREATER HUME COUNCIL TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY  
COMPLEX, LIBRARY COURT, HOLBROOK  
ON WEDNESDAY, 15 AUGUST 2018**

## **OFFICER'S REPORT – PART A – FOR DETERMINATION**

### **ENVIRONMENT AND PLANNING**

1. **REQUEST FOR TENDER (RFT) POOL LEASING TL01 2018-2019 OPERATION OF HOLBROOK, HENTY, CULCAIRN, JINDERA AND WALLA WALLA SWIMMING POOL FACILITIES**

**Report Prepared By Director Environment and Planning – Colin Kane**

#### **REASON FOR REPORT**

At Council's June Ordinary Meeting it was resolved to hold an open tendering process for the management and supervision of its swimming pool facilities at Holbrook, Henty, Culcairn, Jindera and Walla Walla. This report advises Council that one (1) tender was received in response to the open tendering process and the report will provide details on that tender and recommend that it not be accepted by Council.

Consequently, this report provides details as to how it is intended to operate the swimming pool facilities over the 2018/2019 swimming pools season.

#### **REFERENCE TO DELIVERY PLAN**

Outcome: 4.1 Infrastructure and facilities meet the needs of our community

#### **DISCUSSION**

Council resolved at its June Ordinary Meeting to approve an open tendering process for the management and supervision of the swimming pool complexes at Holbrook, Henty, Culcairn, Jindera and Walla Walla (the pools). Advertisements were placed advising of the request for tender which closed on Monday 6 August 2018.

On closure of the request for tender on Monday 6 August 2018 there was only one (1) tender received which, for the following reasons is deemed to be unacceptable to Council. This is a disappointing outcome which will have a number of ramifications as to how the pools will need to be managed for the upcoming 2018/2019 swimming season.

#### **TENDER SUMMARY**

A tender was received from Lifeguarding Services Australia Pty Ltd (LSA) who submitted a compliant submission for the five pools advertised and provided evidence of a good history running pool complexes. LSA currently manage pools for Upper Hunter Council and Forbes Council and based on their experience and current operations would be a very suitable applicant to manage Greater Hume Council's pools.

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FACILITIES [CONT'D]

The total contract sum offered by LSA for the management of five (5) pools for the 2018/2019 season was is \$356,244. From the current budget allocation for the operation of the Council's swimming facilities the submitted price by LSA would be in excess of those funds allocated and would put pressure on other services should that allocation be increased. (See **ANNEXURE 1** - Evaluation Matrix).

**2018/19 SWIMMING SEASON**

Due to the low level of enquiry and the above unsuitable tender, staff have given consideration as to how to best manage the operation of the swimming pool complexes for the 2018/2019 swimming pool season.

As it is now not possible to readvertise for tenderers, implications of the lack of a contractor will mean that there will be an increased demand on Council resources to operate the pools which will include the following:

- Considerable pre-season work such as draining and cleaning the pools, cleaning the concourses amenities and buildings;
- Employment, training and ongoing management of seasonal lifeguards;
- Plant maintenance and grounds maintenance for the season;
- Procuring considerable quantities of consumables that are utilised over the season;
- Obtaining persons who may be interested in running the kiosks at the pools for the swimming pool season;
- Issues associated with the management of cash payments received by Council at the pools;
- Managing pool rosters and ensuring lifeguards are available for all pool opening times and school activities.

Undertaking the abovementioned tasks will now be completed primarily by Council staff and to bolster Council's resources, it will be necessary to offer a position for a six month period to a person to undertake some of the maintenance and administrative functions associated with the pools.

It is proposed that Council will provide lifeguards by directly employing head lifeguards and returning lifeguards from previous swimming season. Additional lifeguards are likely to be sourced from a labour hire company that specialises in the provision of lifeguards. It is expected that payment to the labour hire company will be substantial however, Council does not have a requirement to tender for these services as Clause 178(3)(e) of the Local Government (General) Regulation 2005 permits Council to:

- (e) *enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender,*

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FACILITIES [CONT'D]

To comply with Council's procurement policy it is advised that advertisements in local papers will be placed requesting suitable labour hire companies to provide quotations for the provision of lifeguards.

**BUDGET IMPLICATIONS**

It is anticipated that the pools can be satisfactorily operated for the 2018/2019 swimming season within the existing recurrent budget, although the employment of an support person for a six month fixed term may require an additional expenditure allocation. This will monitored throughout the year.

**CONCLUSION**

As shown the tender that has been received is considered to be unsatisfactory and it is disappointing that Council has not been able to attract suitable contractors for the management and supervision of the swimming pools.

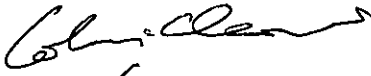
An effort will be made to attract a contractor/s to commence for the 2019/2020 swimming pool season. Some refinement of the offered contract will be required and the need to simplify the document and make it more attractive to a greater range of candidates.

**RECOMMENDATION**

1. In accordance with Clause 178(1)(b) of the Local Government Regulations 2005 Council decline the tender submitted by LSA for Tender 01 2018-2019.
2. In accordance with clause 178 (3) (f) of the Local Government (General) Regulation 2005 Council carryout the majority of the requirements of the proposed contract itself by operating the pools for the 2018/2019 swimming pool season primarily with its own resources and some provided by specialist labour supply company.
3. In accordance with clause 178 (3) (e) of the Local Government (General) Regulation 2005 enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter for part of the tender (provision of some lifeguards)
4. Provide an additional support position for maintenance and some administrative functions associated with the pools with a fixed term of six months.

ASSESSMENT CRITERIA	possible score	SUB-CRITERIA	possible score	SLA Australia	Applicant 2
PRICING /FINANCIAL STABILITY	50	Yearly subsidy from Council for the management of the Aquatic facilities	30.00	8.00	
		Evidence of Financial stability	20.00	17.00	
CAPABILITY & EXPERIENCE	25	Demonstrated experience within the Aquatic industry	10.00	10.00	
		Understanding of Council objectives with the aquatic facilities	5.00	5.00	
		Demonstrated capacity and experience in operating similar aquatic facilities	5.00	5.00	
		Demonstration of innovation in proposal for operating the aquatic facilities	5.00	5.00	
OPERATIONAL & MANAGEMENT	15	Approach to environment mgt practices including energy, water and waste	5.00	4.00	
		Proposed communication and reporting arrangements	5.00	5.00	
		Supervision of staff, user safety, emergency procedures	5.00	5.00	
Local content	10	Employing locally	10.00	10.00	
	100		100.00	74.00	

Scored by Colin Kane


  
 9/8/18

ASSESSMENT CRITERIA	possible score	SUB-CRITERIA	possible score	SLA Australia	Applicant 2
PRICING /FINANCIAL STABILITY	50	Yearly subsidy from Council for the management of the Aquatic facilities	30.00	10.00	
		Evidence of Financial stability	20.00	18.00	
CAPABILITY & EXPERIENCE	25	Demonstrated experience within the Aquatic industry	10.00	10.00	
		Understanding of Council objectives with the aquatic facilities	5.00	5.00	
		Demonstrated capacity and experience in operating similar aquatic facilities	5.00	5.00	
		Demonstration of innovation in proposal for operating the aquatic facilities	5.00	5.00	
OPERATIONAL & MANAGEMENT	15	Approach to environment mgt practices including energy, water and waste	5.00	4.00	
		Proposed communication and reporting arrangements	5.00	5.00	
		Supervision of staff, user safety, emergency procedures	5.00	5.00	
Local content	10	Employing locally	10.00	10.00	
	100		100.00	77.00	

Scored by Andrew Shaw

9/08/2018

