

REQUEST FOR EXPRESSION OF INTEREST FOR:

**The management of the Cootamundra Aquatic Centre and
Cootamundra Sports Stadium**

**By @leisure Planners on behalf of the Cootamundra Gundagai
Regional Council**

Closing Time: 5.00pm 15 July 2020

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1. Summary

@leisure Planners on behalf of Cootamundra Gundagai Council are seeking expressions of interest for the following contract:

Contract	Management of the the Cootamundra Swimming Pool, Bourke St, Cootamundra and the Cootamundra Sports Stadium, Adams St, Cootamundra
Description	To provide staffing and management services to the above recreational venues
Closing Time	5.00pm 15 July 2020
Method of Lodgement	Responses must be submitted to @leisure Planners via michael@atleisure.com.au
Contact Person	Michael Graham. michael@atleisure.com.au 0427 546 070
Pre-tender meeting	Not required
Tender Evaluation Criteria (not necessarily in order of weighting)	Price – cost to Council Program development experience, Business and operational planning and procedures Experience in rural communities Occupational Health and Safety Systems
Documents to be submitted with EOI	Response Form – See Section 2 below Supporting documentation that assists organisation meets the Objectives in Section 6

2. Response Form

This part is to be completed by the Respondent and submitted to @leisure Planners.

Respondent Details

Please provide all of the following details in the table format below.

Respondent Information	
Name of legal entity:	[insert]
ACN:	[insert]
Trading name:	[insert]
ABN (if applicable):	[insert]
Contact person:	[insert]
Contact person position title:	[insert]
Registered address or address of principal place of business:	[insert]
E-mail address:	[insert]
Telephone number:	[insert]

3. Introduction

3.1 Background

The Cootamundra Gundagai Regional Council is located on the northwest slopes and the northern fringe of the Riverina on the Sydney to Melbourne railway corridor. The regional Council was formed following the amalgamation of the Cootamundra and Gundagai Shires in 2016.

The Council owns and manages a range of sporting grounds, facilities and pools at Cootamundra and Gundagai and a Sports Stadium at Cootamundra.

Council are asking for professional groups to express their interest in the management of the Cootamundra Swimming Pool, Bourke St, Cootamundra and the Cootamundra Sports Stadium, Adams St, Cootamundra.

It is anticipated that management of the above facilities would commence in October 2020.

4. The venues

The sites are approximately 200 metres apart separated by Bourke Street and Fisher Park. The Council manages both facilities.



Figure 1 Aerial view of Sports Stadium, Clarke Oval and Cootamundra Pool to south.

Google Image 2020

Cootamundra Swimming Pool

The Cootamundra Swimming Pool was originally opened in 1935. Recent upgrades and developments have included new change rooms (2012), an indoor pool (2014) and more recently a \$400,000 splash pad in 2019.

The facility is a well-presented indoor and outdoor facility with large grounds and ample shade. It is one of only four towns in the region with a public indoor pool.

Programs and usage include swimming lessons, aqua aerobics, swimming club, swim carnivals and is part of one of the largest beach volleyball tournaments in regional NSW.

Facilities at the Cootamundra Swimming Pool include:

25m x 4 lane indoor swimming pool (Open year round)

Pool deck showers

Ramp access into the heated pool

Separate male, female and accessible toilets and change areas

- 50m x 8 lane outdoor pool with diving blocks (Open from mid November to March)
- Outdoor splash pad
- Covered BBQ's and seating
- Shade areas
- Outdoor wading pool
- 1.5m diving platform
- Kiosk
- Outdoor beach volleyball courts



Cootamundra Sports Stadium

The stadium at Fisher Park officially opened in November 1982.

Facilities at the Cootamundra Stadium include:

Ground floor

- One sports court with a Gerfloor marked for basketball, volleyball, badminton, volleyball and futsal.
- Tiered seating
- Change rooms
- Office
- Reception/kiosk
- First Aid room
- Sauna

Change rooms are shared with the Cootamundra Football Club (AFL) who use the adjacent oval.

First floor

- Gymnasium (not operational)
- Meeting room
- Storage x 2
- Press box
- Grandstand

Council are in the final planning stages of the construction of a \$250,000 professional indoor Rock Climbing wall at the Cootamundra Sports Stadium.

It is expected that the climbing wall will be operational by the end of 2020.

(See Appendix 4 for further images of centres.)



Ground sprays at outdoor splash pool at Cootamundra Swimming Pool.

Photo Credit: @leisure Planners

5. About Cootamundra

Cootamundra is located 382 km south-west of Sydney via the Hume Highway and 220 km north-east of Albury via the Olympic Highway. It is 70 minutes' drive from Wagga Wagga that has 120 flights to and from Sydney and Melbourne each week.

Major industries include flour and rice mills, butter factories and abattoirs. Furniture, plaster, concrete, cordials, and small goods are also manufactured in the town.

The Population was estimated in 2019¹ at 6,173.

The town has a strong history competing in a wide range of sports. Active sports in Cootamundra include:

- AFL
- Bowls
- Cricket
- Cycling
- Croquet
- Golf
- Horse racing
- Mountain Bike riding
- Rifle shooting
- Rugby League
- Rugby Union
- Soccer
- Squash
- Swimming
- Tennis
- Netball
- Volleyball

Other things to know about Cootamundra:

- Cootamundra hosts the largest Beach Volleyball Tournament in regional NSW
- It is the birthplace of Sir Donald Bradman
- The Cootamundra Country Club is the oldest golf club in NSW opening in 1895



Cootamundra Beach Volley Ball 2018

Photo Credit: Cootamundra-Gundagai Regional Council

¹ Profile.id.com.au

6. Scope of Service

Cootamundra Gundagai Council is seeking to enter into a partnership with a professional management organisation to manage and operate the Cootamundra Swimming Pool, Bourke St, Cootamundra and the Cootamundra Sports Stadium, Adams St, Cootamundra for a 5-year period.

The primary purpose is to broaden the programs available to local residents, increase the annual visitations to both centres and improve the financial return to Council.

Council will retain the authority to approve fees and charges at both venues along with setting operating hours and outdoor pool season commencement and closure in consultation with the contractor.

Objectives

Success of the services will be measured against the following performance criteria:

1. Financial - reduced annual cost to Council
2. Increased number of ongoing programs
3. Increased annual visitations
4. High quality customer service
5. Improved user satisfaction
6. Maintenance of assets and equipment
7. Safety and well being of customers and staff
8. A strong working relationship with Council and relevant community groups

Reporting

Monthly and annual reporting requirements will include:

Annual

Service Plan including:

- Marketing plan
- Financial plan
- Programming plan
- Asset and maintenance schedule
- Risk management plan
- Staff and training plan

Monthly

- Attendance data
- Financial performance to targets
- Marketing initiatives
- Bookings
- Customer feedback
- OHS – accident reports
- Maintenance – scheduled and reactive
- Staff training

7. Appendices

Appendix 1. Existing programming

Swimming pool

Lap swimming

Aqua aerobics

Casual entry

Learn to swim

Beach Volleyball

Swim Club

Stadium

Netball

Basketball

Futsal

Birthday parties

Appendix 2. Pricing

The following table shows entry fees for pools at Cootamundra Swimming Pool.

Table 1. Pool fees at the Cootamundra Pool - 2019/20

	Cootamundra Swimming Pool
	Indoor and seasonal outdoor
Adult	\$3.50
Child / concession	\$2.50
Family	\$16.00
Child U3 & observer	Free
Spectator	Free
Annual pass - Adult	\$250
Annual pass - Child/ conc	\$200
Annual pass - Family	\$700
10 Visit pass - Adult	\$32
10 visit pass - Child/ conc	\$22

Includes GST

Table 2. Court hire fees for the Cootamundra Stadium 2019/20

Peak, per court per hour	Schools per hour	Walk in per hour
\$40 (Casual) \$73 (Non sport)	\$4.00 per child	\$40

Appendix 3. Operating hours

The following table provides operation hours and season length at Cootamundra Swimming Pool.

Table 3. Operating Hours of pools in Cootamundra Swimming Pool - 2019/20

Cootamundra Swimming Pool	
	Indoor and outdoor seasonal pool
Operating hours per week	71.5 summer 66 winter
Outdoor season length 2019/20	Outdoor - 18 Nov to March 8 (112 days)

Appendix 4. Financials 2019

Cootamundra Swimming Pool

	2019
Income	
User Charges and Fees / Admission Fees	-79680.05
User Charges and Fees / Facility Hire Fees	-1295.45
User Charges and Fees / Program Fees	-29299.55
Rental Income / Facility Hire Fees	-2272.64
Miscellaneous sales / Kiosk Sales	-19503.47
State Government Operating Grants / Infrastructure Renewal Scheme Interest Subsidy	-31560.03
	-163,611.19
Expenditure	
Salaries and Wages / Salaries & Wages	2037.81
Salaries and Wages / Public Holidays	5309.52
Salaries and Wages / Annual Leave	4031.57
Salaries and Wages / Sick Leave	2680.32
Employee Costs / Superannuation - Council Contribution	17798.35
Staff Training / Salaries & Wages	2253.82
Staff Training / Course Fees	1235.00
Staff Training / Travel and Accommodation	709.09
Staff Training / Materials Purchased	363.64
Meetings and Conferences / Salaries & Wages	1276.47
Meetings and Conferences / Plant Hire - Internal Usage	24.30
Uniforms, Tools and Equipment / Freight Delivery	48.05
Uniforms, Tools and Equipment / Materials Purchased	1027.38
Administration	1274.74
Interest Paid / Interest on bank loan	39267.85
Rates and Annual Charges (Internal) / Water Consumption Charge	64121.11
Rates and Annual Charges (Internal) / Water Access Charges	10924.00
Rates and Annual Charges (Internal) / Sewer Access Charges	30387.35
Rates and Annual Charges (Internal) / Waste collection charges	1755.00
Insurance / Property Insurance	23700.94
Utilities / Electricity	54971.71
Utilities / Gas Charges	28953.57
Utilities / Telephone Charges	1210.81
Operations and Maintenance / Salaries & Wages	210901.69
Operations and Maintenance / Overtime	24025.75
Operations and Maintenance / Contractors	84398.21
Operations and Maintenance / Freight Delivery	1746.79
Operations and Maintenance / Materials Purchased	53981.92
Operations and Maintenance / Inventory Issued From Store	353.86
Operations and Maintenance / Chemicals	31313.59
Operations and Maintenance / Licenses	464.47
Operations and Maintenance / Plant Hire - Internal Usage	2796.81
Depreciation / Buildings Depreciation	70902.28
Depreciation / Other Structures Depreciation	210294.82
	986,717.59
Net Operating Deficit	823,106.40

Cootamundra Stadium

	2019
Income	
User Charges and Fees / Admission Fees	-9030.64
User Charges and Fees / Facility Hire Fees	-1445.46
User Charges and Fees / Program Fees	-2180.91
Miscellaneous sales / Kiosk Sales	-857.35
	-13,514.36
Expenditure	
Salaries and Wages / Salaries & Wages	0.00
Rates and Annual Charges (Internal) / Water Consumption Charge	431.88
Rates and Annual Charges (Internal) / Water Access Charges	1304.00
Rates and Annual Charges (Internal) / Sewer Access Charges	1114.00
Rates and Annual Charges (Internal) / Waste collection charges	780.00
Insurance / Property Insurance	12498.69
Utilities / Electricity	4572.22
Utilities / Gas Charges	301.22
Utilities / Telephone Charges	225.00
Operations and Maintenance / Salaries & Wages	25477.84
Operations and Maintenance / Overtime	4897.19
Operations and Maintenance / Contractors	7448.23
Operations and Maintenance / Freight Delivery	58.18
Operations and Maintenance / Materials Purchased	3651.74
Operations and Maintenance / Plant Hire - Internal Usage	1047.70
Depreciation / Buildings Depreciation	58666.88
	122,474.77
Net Operating Deficit	108,960.41

Appendix 5. Photos of Cootamundra Swimming Pool and Sports Stadium





Diving blocks and step entry in 50m outdoor pool



Grass area looking towards Swim Club room



Outdoor splash pad opened November 2019



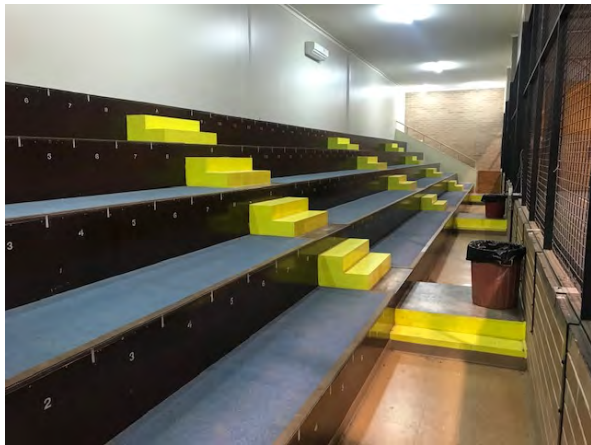
Diving board



Indoor court marked for multiple sports



Stadium change rooms shared with oval user groups



Tiered seating at Sports Stadium



Stadium lighting