



# Minutes

Aquatic Centre Committee  
Thursday, 22 August 2013  
4.00pm

Name of Committee	
Item Number	Agenda
1	Welcome / Present / Apologies
2	Confirmation of Minutes
3	Business Arising From the Minutes
4	Expressions of Interest 07/13 – Provision of Kiosk and Administrative Services
5	Proposed Shade Sail
6	Advertising of Daily Water Temperatures
7	LIRS Funding
8	General Business
9	Next Meeting

**ITEM: 1          PRESENT AND APOLOGIES**

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**PRESENT:**                    Councillor Ray Thompson (Chairman), Councillor Ross Higglett, Mrs Jodie Stewart, Mrs Maree Curran, Mr Terry Cambourn, Mr Darren King and Mrs Karen Luka.

**APOLOGIES:**                Mr Roger Bailey and Mr Terry Nolan.

**OFFICERS:**                 Mr Iain Stewart and Miss Leanne Kearney.

**DECLARATION OF INTERESTS:**

Mrs Jodie Stewart declared an interest in Item 4, as she is an employee of UnitingCare.

Mrs Stewart provided information to clarify the Committee's questions, however, did not take part in the Committee's decision in relation to Item 4.

**ITEM: 2          CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING**

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The minutes were endorsed by two members of the Committee being:

Mr Terry Cambourn  
Mrs Jodie Stewart

The minutes were adopted by Council on 19 August 2013.

**ACTION**

**THAT** the Minutes of the meeting of 25 July 2013 be taken as read and confirmed.

**MOVED:**                    Darren King

**SECONDED:**                Karen Luka

## ITEM: 3 BUSINESS ARISING FROM THE MINUTES

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### SUMMARY

1. A letter was forwarded to Energy Australia requesting confirmation of their intentions to continue Delta Electricity's valuable financial support of the future development of the Lithgow Aquatic Centre. No response has been received to date.
2. The Lithgow Aquatic Centre Development Review & Business Plan Final Report June 2013 as been amended to include the approved development layout plan, and distributed to Councillor and Committee members on 20 August 2013.
3. The Pool Operations Manual is in final draft format, and will be distributed to the Committee for comment prior to the presentation to Council.
4. New stairs for the splash park have been installed, and the issue of the potential slip hazard has been monitored for the last month, with the installer advising that the installation of the new stairs has eliminated the potential hazard.
5. The thermal blanket for the Hidroplay Pool was ordered through Swimplex Aquatics, and is expected to be delivered by 27<sup>th</sup> September 2013.
6. The exit control button for the turnstiles at the Lithgow Aquatic Centre was ordered through KABA and is expected to be delivered and installed by 13<sup>th</sup> September 2013.
7. An assessment of Expressions of Interest received for the Kiosk and Administrative Services at the Lithgow Aquatic Centre has been undertaken, and is presented in Item 4 of this agenda for discussion and determination.
8. An issue has arisen with the proposed supply and installation of shade sails, and is reported in Item 5 of this agenda for discussions and determination.
9. A letter has been forwarded to Henry's Plant and Equipment advising that their generous donation has contributed toward the cost of the shade sail, and thanking them for their valuable support.
10. Council engaged Facility Design Group to undertake an assessment of the design life of the 50 metre Olympic Pool, an initial site inspection was undertaken today, and it is expected that this report will be available in November / December 2013.
11. The Pool Manager has been invited to attend all future Aquatic Centre Meetings.
12. Council accepted the grant from Lithgow Swimming Club of \$17,490 (received from the NSW Government to purchase a jumping pillow) and has arranged for installation of the jumping pillow (expected to be completed by on 13<sup>th</sup> September 2013).
13. An issue has arisen with the proposal to broadcast the daily water temperatures over the local radio stations, and is reported in Item 6 of this agenda for discussions and determination.
14. An arrangement has been made to publish the daily water temperatures on Council's facebook page and website, as well as advised the Pool Manager that the 50m pool needs to be maintained at a temperature of 26.9 °C and the hidroplay pool be maintained at a temperature of 28.9 °C.
15. The set temperature of 22 °C to 26 °C for the concourse showers is ongoing, as the current thermo mixing valves will only reduce the water temperature to 38 °C.

16. Council is in the process of negotiating the supply and installation of six (6) vandal resistant timers for the concourse showers (and the issue of showerhead replacement has been referred to Council's Consultant for discussion and resolution with the Contractor).
17. The Contractual issues at the Lithgow Aquatic Centre have been finalised in consultation with Hines Constructions and Facility Design Group, with roofing repairs being carried out to prevent leaking and overflowing during heavy rain periods.
18. Council is arranging the supply and installation of install locker facilities in the Lithgow Pool Foyer, as well as hanging unfixed soap racks within the showers at Lithgow Pool, and these items should be completed by 13<sup>th</sup> September 2013.

## **ACTION**

**THAT** the appropriate actions to be undertaken in relation to the items raised during business arising from the previous minutes.

**MOVED:** Darren King

**SECONDED:** Karen Luka

## **ITEM: 4      EXPRESSIONS OF INTEREST 07/13 – PROVISION OF KIOSK AND ADMINISTRATIVE SERVICES**

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### **SUMMARY**

Council sought Expressions of Interest from suitably qualified and experienced organisations to provide Kiosk and Administrative Services at the Lithgow Aquatic Centre for the 2013 / 2014 season.

Council received one (1) complying Expressions, from UnitingCare Lithgow.

An assessment has been undertaken of this submission, with the following items considered in the assessment process:

Item	Details	Assessment
Insurances	Public Liability, Products Liability and Group Personal Accident Provided (to be renewed on 31 March 2014)	Satisfactory
Organisational Chart	Full chart provided	Satisfactory
Referees	3 provided	Satisfactory
Conflicts of Interest	Declared and Control Measures Provided (Jodie Stewart)	Satisfactory
Financial Position	Audited Statements for 2011/2012 provided (2012/2013 not available until after AGM 25/9/2013)  Financial Referee Provided	Satisfactory
Quality Assurance	Undertaken various IMF reviewed resulting in no improvements required	Satisfactory
Relative Experience	Provider of Kiosk and Administration Services at the Lithgow Aquatic Centre in 2012 / 2013	Satisfactory
Key Personnel	Roles, Curriculum Vitae, Qualifications and Memberships provided	Satisfactory
Demonstrated Understanding	Statement of intended use and services offered by UnitingCare included	Satisfactory
Indicative Pricing	Estimated at 38%, and takes into consideration administrative costs, past patronage trends, and proposed hours of operation	Satisfactory

The proposal identified that the operation of the kiosk would not be a cost to Council, however, provision of administrative services would require a subsidy from Council of \$38,599.00.

## **ACTION**

### **THAT**

1. The proposal from UnitingCare for the operation of the kiosk / café until 30 June 2014 at no cost to Council be accepted; and
2. The General Manager negotiates with UnitingCare for the satisfactory provision of administrative services.

**MOVED:** Darren King

**SECONDED:** Terry Cambourn

## **ITEM: 5      PROPOSED SHADE SAILS**

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### **SUMMARY**

At the previous meeting, the Committee recommended that Council proceed with the purchase and installation of shade sails over the concrete concourse, at a cost of \$11,140.00 (including GST) to be funded from the donation received from Henry's Plant and Equipment.

Due to the size of the structure, a Development Application / Construction Certificate approval is required, and to comply with the Building Code of Australia, the structure needs to comply with a determined wind rating and snow loading.

The original quotation met the standard for wind loading, but not snow loading. A revised quotation has been received for a proposal that meets both the wind rating and snow loading requirements, but has increased the cost to \$24,574.00 (including GST).

To meet the required snow loading, the steel support poles have doubled in size, and now needs to be a separate structure (not linked utilising the existing end poles).

Mrs Karen Luka advised that it may be possible for the shade structure to be approved if a suitable alternative solution to the Building Code of Australia can be implemented.

### **ACTION**

**THAT** advice be sought from Council's Building and Development Manager as to satisfactory alternative solutions to allow the proposed shade sail structure to be installed for the original quoted price of \$11,140.00 (including GST), and presented to the next Committee meeting.

**MOVED:**      Karen Luka

**SECONDED:**      Jodie Stewart

## **ITEM: 6      ADVERTISING OF DAILY WATER TEMPERATURES**

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### **SUMMARY**

At the previous meeting, the Committee resolved for the daily water temperatures of the 50 metre Olympic Pool and the Hidroplay Splash Park be broadcast over local radio stations.

Enquiries in relation to this have resulted in a reply from Media Corporation offering to broadcast the daily temperatures on both 2LT and MOVE FM once per morning and afternoon on weekdays, at a cost of \$350.00 per week, totaling \$9,100.00 for the swimming season.

Alternative enquiries have been made through Danthonia Designs for the supply and installation of an LED display board to be installed on the external wall of the Lithgow Aquatic Centre (the same as the LED displays recently installed at Coerwull School), at a cost of \$7,865.00 (excluding GST).

This unit is powered by a solar panel, is easily installed and broken down into 320mm x 320mm squares for easy replacement (if required due to vandalism etc), with the text message being changed via text message when required.

Councillor Higlett advised that the Lithgow Visitor Information Centre are arranging for the installation of a similar sign, and advertising of the daily temperatures on this sign would reach a greater audience.

## **ACTION**

**THAT** the daily temperatures of the pools at the Lithgow Aquatic Centre be advertised on the electronic display board at the Visitors information Centre when possible.

**MOVED:** Ross Higlett

**SECONDED:** Terry Cambourn

## **ITEM 7: LIRS FUNDING**

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### **SUMMARY**

On 30<sup>th</sup> July 2013, State Member Paul Toole announced that Lithgow's Aquatic Centre will benefit from a \$3.6 million revamp as a result of a generous subsidy from the NSW Government in Round 2 of the Local Infrastructure Renewal Scheme.

The \$100 million Local Infrastructure Renewal Scheme (LIRS) will provide a subsidy to assist Council in meeting the cost of financing infrastructure backlogs.

This funding has been provided to Council to complete Stage 2 of the redevelopment of the Lithgow Aquatic Centre, enabling the construction of the 25m multi purpose indoor pool and associated water treatment plant, completion of the pool enclosure, concrete concourse, landscaping, and reconfiguration and sealing of the car park.

Once completed, it is anticipated that the Redevelopment of the Lithgow Aquatic Centre will provide year round benefits to the local community by encouraging and promoting recreation, tourism, equal opportunity employment and education.

The total cost of the project is \$3.6 million, with Council borrowing \$2.6 million under Round 2 of the LIRS.

Councillor Ray Thompson also advised that Council's application for funding for Stages 2 – 4 of the redevelopment of the Lithgow Aquatic Centre under the Resources for Regions program has been shortlisted, along with the application for Black Bridge.

Mr Iain Stewart advised that Council is currently in the process of preparing the additional information requested for these projects, and will provide an update to the Committee when advice is received.

The Committee noted that the Lithgow region had not received a satisfactory amount of funding from the Federal Government in comparison to other areas within the Calare electorate, and would like the Council to strongly lobby for any possible Federal Government funding that may be available to secure the completion of all stages of the redevelopment of the Lithgow Aquatic Centre.

## **ACTION**

### **THAT**

1. The Aquatic Centre Committee note the success of Council's application for funding for Stage 2 of the Redevelopment of the Lithgow Aquatic Centre, provided under Round 2 of the LIRS;
2. Council Officers provide an update on Council's application for funding under the Resources for Regions grant when received; and
3. Council continue to lobby for any possible Federal Government funding that may be available to secure the completion of all stages of the redevelopment of the Lithgow Aquatic Centre

**MOVED:** Darren King

**SECONDED:** Maree Curran

## **ITEM 8: GENERAL BUSINESS**

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### **SUMMARY**

1. Mrs Karen Luka enquired if a dehumidification system was included in the pricing for construction as part of Stage 3 works, as the facility Council is proposing to construct is exactly the same as the recently completed facility in Narrandera, and they were required to install a dehumidification system after the completion. Miss Leanne Kearney will confirm if the system is included and provide a report to the next Committee meeting.

## **ACTION**

**THAT** the appropriate actions and reporting to be undertaken in relation to the items raised during general business.

**MOVED:** Karen Luka

**SECONDED:** Jodie Stewart

## **ITEM 9: NEXT MEETING**

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**Next Meeting:** 4.00pm on Wednesday, 11 September 2013  
Committee Room, Administration Building, 180 Mort Street  
LITHGOW NSW 2790

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**There being no further business the meeting closed at 5.10pm.**

