
**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 9 JULY 2025
CONFIDENTIAL MATTERS REPORT**

Items from the Director Community and Economic Development: -

This report is presented to Council in Closed Meeting in accordance with Section 10A(2) (d)(i) of the Local Government Act as it considers confidential information that would, if disclosed, prejudice the commercial position of the person who supplied it. Specific details of a tendering process, including a recommendation of the tender evaluation panel must not be disclosed before the outcome of the tender has been determined.

1. TENDER - NARROMINE SHIRE AQUATIC CENTRES MANAGEMENT

Author	Director Community and Economic Development
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 2.3.1 – Support the growth and development of new and existing businesses and industries that are safe and sustainable CSP – 1.1.4 – Provide recreational activities and programs that are inclusive and meet the needs of the community

Executive Summary

A tender for the Management of the Aquatic Centres in Narromine and Trangie has recently been undertaken. This report provides information regarding the outcome of the tender process and recommends the appointment of a Contractor to the position for a period of a three (3) year contract with options to extend the contract for two (2) by one (1) year periods.

Report

The existing contract for the Management of the Narromine Shire Aquatic Centres is due to finish in September 2025. The existing contract has been in place since 2020 operating under an initial three (3) year contract and two (2) further single year extensions.

The existing contract has been held by Lifeguarding Services Australia.

The scope of services required by Narromine Shire Council to manage and operate the Aquatic Centres includes:

The Principal is seeking responses from suitably qualified and experienced organisations/individuals to manage the operations of the Narromine and Trangie Aquatic Centres to operate the Centres management for a 3 year period commencing in the 2025-26 season with the option of 2 x 1 year extensions (after a performance assessment by the Principal).

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1. TENDER - NARROMINE SHIRE AQUATIC CENTRES MANAGEMENT (Cont'd)

The lump sum proposed by the Tenderer should consider the following as the costs for delivery of these components will be the responsibility of the Tenderer:

- All wages, superannuation and other oncosts for staff to deliver management of the Centres
- Costs of training and professional development of staff
- Costs of the maintenance of accreditation and certification of staff to maintain skills that satisfy the requirements of the Royal Life Saving Society of Australia (or equivalent organisation acceptable to the Principal) for life guard and other safety duties relating to public swimming pools
- Insurances relating to the Services including public liability, professional indemnity, workers compensation, motor vehicle usage and other insurances as required by the Principal noting that the insurance of the building and pools will remain the Principal's responsibility
- Costs of all minor repairs and maintenance required to deliver the Services at the Centres for repairs to an individual value of <\$2,000 (inc GST) per maintenance job
- The management of all requirements to meet industry standards for public swimming pools (including but not limited to the guidance and requirements specified in the NSW Government Practice Note 15 Water Safety 2017, Local Government Act 1993 and its Regulation (2021), Coroner's recommendations, Industrial relations Act 1996 and associated services under the Food Act (NSW) 2003 relating the kiosk management.
- Telecommunication costs and any point of sale (EFTPOS) services and equipment
- Cleaning of all facilities including provision of cleaners and all cleaning products, toilet paper, hand towels, hand sanitizer and equipment required to provide clean facilities
- Site security services including after hours
- Materials used for all Services (including pool chemicals)
- Plant hire and the provision and maintenance of equipment to maintain all the facilities at the Centres
- Grounds maintenance including all equipment and materials needed
- Delivery of kiosk services- including staffing, stock and all operating costs
- Repair and maintenance of equipment the Principal leaves on site at the Centres (list provided)
- Replacement of like for like of any equipment provided by the Principal (as per list provided) if the equipment fails completely during the term of the Contract
- Installation (if necessary), repair, maintenance and inspection of equipment required for the provision of resuscitation and life saving needed for life guard duties including rescue aids, first aid kits, oxygen resuscitation equipment and defibrillators
- Advertising of the Centres – subject to the Principal's approval on content
- Event management and resources required to host events – subject to the Principal's approval of events and an assurance that the public access will not be diminished by holding events that limit other users accessing the Centres
- After hours call outs
- Services and associated costs if offered for facilities management outside of the pool season

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1. TENDER - NARROMINE SHIRE AQUATIC CENTRES MANAGEMENT (Cont'd)

The request for tenders was posted on Tenderlink on the 9th May 2025 with submissions closing at 5pm on the 12th June 2025.

The tenders were opened at 11am on the 13th June 2025. There were two (2) tenders and one (1) company letter of introduction received.

Legal and Regulatory Compliance

Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulation 2021

Narromine Shire Council Procurement of Goods and Services 2024
Tendering Guidelines for NSW Local Government 2009

Risk Management Issues

The contract sets minimum standards for issues such as pool testing, communication with the public, supervision requirements, and general reporting to Council staff.

Staff will meet with the incoming contractor to work through issues identified in the Aquatic Centre Services Review.

Internal/External Consultation

The Request for Tender was posted on Tenderlink.

Evaluation of the pool tender was undertaken by the evaluation panel.

Attachments

Nil

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2. SALE OF LOTS 201 AND 202 DP1283610, DAPPO ROAD

Author	Director Community and Economic Development
Responsible Officer	Director Community and Economic Development
Link to Strategic Plans	CSP – 1.3.1 Advocate for a range of formal and informal education, information, children's services and other services and opportunities to enhance lives. CSP – 2.3.1 Support the growth and development of new and existing businesses and industries that are safe and sustainable.

Executive Summary

Council has received an offer for the purchase of two (2) lots in the Wentworth Parklands subdivision. The offer received is for less than the price previously resolved by Council to sell the lots for and as such the offer is to be considered by Council.

Report

Council has recently received an offer from a developer to purchase two (2) lots within the Wentworth Park subdivision. The lots (201 and 202) are adjacent to each other with driveway access approved from Dappo Road.

Legal and Regulatory Compliance

Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulation 2021
Narromine Shire Council Procurement of Goods and Services 2024

Internal/External Consultation

Potential purchaser
Executive Leadership Team

Attachments

Nil

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3. CRAIGIE LEA LANE INDUSTRIAL DEVELOPMENT

Author	Director Community and Economic Development
Responsible Officer	Director Community and Economic Development
Link to Strategic Plans	CSP – 2.2 The ongoing development, diversification and sustainability of the local business and industry base. CSP – 2.2.1 Foster our agriculture sector through the identification and support of value adding opportunities. CSP- 2.3.1 Support the growth and development of new and existing businesses and industries that are safe and sustainable DP 2.3.1.4 – Development of freight intermodal hub focused on agricultural commodities associated with Inland Rail CSP- 2.3.2 Ensure suitable industrial land in Narromine and Trangie.

Executive Summary

This report is presented to Council to consider the development of the Narromine Industrial Precinct at Craigie Lea Lane including the strategy for funding the development and setting the pricing to allow for sales.

Report

Council has previously resolved to continue the development of approximately 100 HA of land on Craigie Lea Lane for the purpose of an industrial estate. A contribution of \$9,000,000 was confirmed by the State Government on the 1st November 2023 and a deed is in place that details the conditions for this expenditure.

The rezoning of the land at Craigie Lea Lane to facilitate the development of an industrial estate was confirmed on the 2nd of May 2025. The zoning was changed from RU1 Primary Production to E4 General Industrial.

The Development Application document is being developed at this time.

At the Council workshop held on the 20th of May 2025 updates were provided to Council regarding the estimated cost of the development as well as a staff recommendation for how the project could be funded.

3. CRAIGIE LEA LANE INDUSTRIAL DEVELOPMENT (Cont'd)

Legal and Regulatory Compliance

Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulation 2021
Narromine Shire Council Procurement of Goods and Services 2024

Risk Management Issues

The risk remains that assumptions for the various scenarios do not eventuate. This is mitigated by delaying a decision to construct the subdivision until the outcome of each of the steps within the scenarios is completed.

There is also a risk that the construction costs are higher than expected. This is mitigated by undertaking the procurement process and reporting back to Council on the outcome of the procurement process prior to giving the final go ahead to construct the subdivision.

Negotiations with the NSW State Government in regard to the completion date of the deed will need to be negotiated and extended.

Internal/External Consultation

Executive Leadership Team
Councillor Workshop 20th May 2025

Attachments

Nil

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4. PURCHASE OF LAND FOR FUTURE RESIDENTIAL DEVELOPMENT

Author	Director Community and Economic Development
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 2.2.4 Planning mechanisms that support infrastructure that allow for localised employment opportunities CSP – 3.3.1 Ensure people have appropriate accommodation to meet their needs

Executive Summary

This report is presented to Council to determine if Council should pursue an opportunity to purchase additional land for future subdivision and development of R1 general residential land.

Report

The recent update to the residential housing strategy highlights that additional residential land is required in Narromine. The additional supply required was discussed at the residential land workshop with Councillors and a target of 150 additional residential lots throughout the period to 2033 (over the next 8 years) was outlined.

The need for additional residential land was identified by the community during community consultation for the Community Strategic Plan and was highlighted by Councillors as a priority during Councillor workshop discussions.

Legal and Regulatory Compliance

Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulation 2021

Narromine Shire Council Procurement of Goods and Services 2024

Internal/ external Consultation

Local Estate Agents
Executive Leadership Team

Attachments

Nil

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RECOMMENDATION

That Council:-

1. Considers the full report on the Tender- Narromine Shire Aquatic Centres Management is Closed Meeting in accordance with 10A(2) (d)(i) of the Local Government Act as it considers confidential information that would, if disclosed, prejudice the commercial position of the person who supplied it. Specific details of a tendering process, including a recommendation of the tender evaluation panel must not be disclosed before the outcome of the tender has been determined.
2. Considers the full report on the sale of two lots at Wentworth Parklands in Closed Meeting in accordance with Section 10A(2)(d)(i) of the Local Government Act as it considers confidential information that would, if disclosed, prejudice the commercial position of the person who supplied it. On balance, disclosure of the commercial information would be contrary to the public interest and may put Council at a legal disadvantage.
3. Considers the full report on the development of the Craigie Lea Industrial Estate in Closed Meeting in accordance with Section 10A(2)(c) of the Local Government Act as it considers confidential information that would, if disclosed, confer a commercial advantage on a person with whom the Council proposes to conduct business. Disclosure of the confidential information would on balance be contrary to the public interest as it would prevent Council from achieving a 'best value for money' outcome for the community.
4. Considers the full report on the purchase of land for future residential development in Closed Meeting in accordance with Section 10A(2)(c) of the Local Government Act as it considers confidential information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business. Disclosure of the confidential information would on balance be contrary to the public interest as it would prevent Council from achieving a 'best value for money' outcome for the community.