



## **Yass Pool Redevelopment Project Committee**

**Thursday 17 July 2025**

**6:00 PM**

**Yass Community Centre**

**1428 Yass Valley Way, Yass NSW**

# **YASS POOL REDEVELOPMENT PROJECT COMMITTEE**

## **NOTICE OF MEETING**

A meeting of the Yass Pool Redevelopment Project Committee will be held in Yass Community Centre 1428 Yass Valley Way, Yass NSW, on Thursday 17 July 2025, commencing at **6:00 PM**.

## **AGENDA**

**Page No.**

### **Acknowledgement of Country**

Yass Valley Council recognises the Ngunnawal people, the Traditional Custodians of the land, water, and sky. We pay our respect to their Elders past, present and future emerging leaders. We extend our respect to other Aboriginal and Torres Strait Islander people who live in the Yass Valley Local Government Area.

#### **1. Apologies**

#### **2. Confirmation of Minutes**

Minutes of Yass Pool Redevelopment Project Committee held on 11 June 2025

#### **3. Staff Reports**

- |     |   |    |
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#### **4. Next Meeting**



## **Minutes of the Yass Pool Redevelopment Project Committee**

**Wednesday 11 June 2025**

**6:00 PM**

**Yass Community Centre  
1428 Yass Valley Way, Yass**

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# Minutes of the Yass Pool Redevelopment Project Committee held on 11 June 2025

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## **Present**

Cr Alvaro Charry, Cr David Carter - online, Hugh Ranger, Donna Wullaert (Yass Swim Club), Laurie Columb (community member), Sarah Watson - online (community member), Nathan Cooke, Julie Costa, Melinda Cooke (Yass Valley Council).

## **1. Apologies**

Cr Flanery, Jamie Te Huia (community member), Jared Howard (YVC)

## **2. Confirmation of Minutes**

### **RECOMMENDATION**

*That the minutes of the Yass Pool Redevelopment Project Committee held on 03 February 2025 be taken as read and confirmed.*

## **3. Staff Reports**

### **3.1 YASS POOL CONDITION INVESTIGATION REPORT**

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#### **SUMMARY**

To present to the committee the reports obtained for the investigative works on the current condition of the Yass 50m pool and its associated infrastructure.

#### **COMMITTEE DECISION**

*That:*

- 1. The assessment reports be taken as read and noted.*
- 2. It be noted that Council is completing some of the remediation works identified in its operational budget prior to the pool re-opening for the 2025/26 season*
- 3. The structural report be distributed to committee members out of session for review*

### **3.2 YASS SWIM CLUB PRESENTATION**

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#### **SUMMARY**

A presentation will be given to Committee Members on the Myrtha Technology.

#### **COMMITTEE DECISION**

- 1. That the Committee note the presentation.*

### **3.3 REQUEST TO AMEND THE TERMS OF REFERENCE**

### SUMMARY

To amend the Yass Pool Redevelopment Project Committee Terms of Reference to include the Yass Valley Triathlon Club as a member.

### COMMITTEE DECISION

*That the Yass Pool Redevelopment Project Committee support an amendment to the memberships of their Terms of Reference to include six community members being:*

- *Two representatives of the Yass Swim Club,*
- *One representative of the Yass Valley Triathlon Club,*
- *Three community members (not current members of the Yass Swim Club and/or Yass Valley Triathlon Club).*

### **4. General Business**

- It was suggested that a pool design/renovation expert could be arranged to attend a future committee meeting to present the various options that are currently available in the market for pool design, construction and renovation.
- It was raised that if an option for a 25m pool was to be considered in a future design that it should contain at a minimum 6 lanes.
- It was agreed that the first priority for the pool was to prolong the lifespan of the current 50m pool.
- It was suggested that an initial concept plan would need to include:
  - A shovel ready plan
  - Address concerns over inadequacy of report
  - Include 6 lane pool to accommodate all community groups
  - Include all options for the entire facility (in addition to the 6 lane pool).

### COMMITTEE DECISION

- Investigate replacement pumps costings and options in case of failure.
- Share original Complete Urban report with committee.
- Postpone approval to engage Complete Urban. Investigate all options including cost analysis of heating current 50m pool vs a new heated pool and report to the committee.
- Contact Temora Council for information regarding their pool upgrade works which included:
  - Addition of 2 lanes
  - Accessible ramp
  - Splash pad
  - New wet deck
  - 2 GVO heat pumps
  - 3 lane indoor pool
- Contact Myrtha Technologies to send a representative to provide a presentation at the next meeting
- Confirm if Electricity Circuit Board can be upgraded as part of the grant funding for the power upgrade.

### **5. Confidential Matters**

Nil

## **Minutes of the Yass Pool Redevelopment Project Committee held on 11 June 2025**

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### **6. Next Meeting**

6pm Thursday 17 July 2025.

The meeting closed at 7:50pm

### 3.1 MYRTHA POOLS PRESENTATION

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#### SUMMARY

Myrtha Pools to provide a presentation on their technology/design principles for refurbishing concrete swimming pools.

#### RECOMMENDATION

*That the Committee note the presentation.*

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#### FINANCIAL IMPLICATIONS

Nil.

#### POLICY & LEGISLATION

Nil.

#### REPORT

##### 1. Background

A meeting was held at Yass Memorial Pool on Thursday 29<sup>th</sup> May with Yass Swim Club, Council and a representative from Myrtha Pools. Following this meeting it was requested a representative from Myrtha Pools attend the next meeting to provide a presentation on their technology/design principles for refurbishing concrete pools.

**ATTACHMENTS:** Nil

## 3.2 ACTION ITEMS

### SUMMARY

To provide the committee with a trackable actions list from items tasked at each meeting.

### RECOMMENDATION

*That:*

1. *Action items discussed be considered and noted.*

### FINANCIAL IMPLICATIONS

Actions identified in the report will require the approval by Council before any commitment or adjustment to the Operational Plan is made.

### POLICY & LEGISLATION

- *Local Government Act 1993.*

### REPORT

#### 1. Action items to be addressed

Item No.	Item	Comment	Action
1	Investigate replacement pumps costings and options in case of failure.	<ul style="list-style-type: none"> <li>• The old pump removed in 2020 has been refurbished and is in storage at Council available to be used in the case of emergency replacement</li> <li>• The cost of a new pump is approximately \$25,000 with delivery approx. 2 weeks</li> </ul>	<b>No further action</b>
2	Share original Complete Urban report with committee.	The original Complete Urban report is attached for noting. <b>(Attachment A)</b>	<b>No further action</b>
	Share original Scope of Works for engagement of concept design.	The original RFQ (Request for Quotation) is attached for noting. <b>(Attachment B)</b>	<b>No further action</b>
3	Postpone approval to engage Complete Urban. Investigate all options including cost analysis of heating current 50m pool vs a new heated pool and report to the committee	See information detailed under separate staff report.	

<b>4</b>	<p>Contact Temora Council for information regarding their pool upgrade works which included:</p> <ul style="list-style-type: none"> <li>• Addition of 2 lanes</li> <li>• Accessible ramp</li> <li>• Splash pad</li> <li>• New wet deck</li> <li>• 2 GVO heat pumps</li> <li>• 3 lane indoor pool</li> </ul>	See information detailed under separate staff report.	
<b>5</b>	Confirm if electricity circuit board can be upgraded as part of the grant funding for the power upgrade.	These works will be included in the scope of works for the current power upgrade project.	<b>No further action</b>
<b>6</b>	Structural report from Coot Consulting Engineers Pty Ltd to be distributed to committee members.	Coot Consulting Engineers undertook a visual assessment on Monday 16 June 2025. Council is waiting on the interim report with the engineer's intention to return to site in August 2025 for further investigations when the pool is empty.	<b>Further report to be presented to committee</b>

**ATTACHMENTS:**

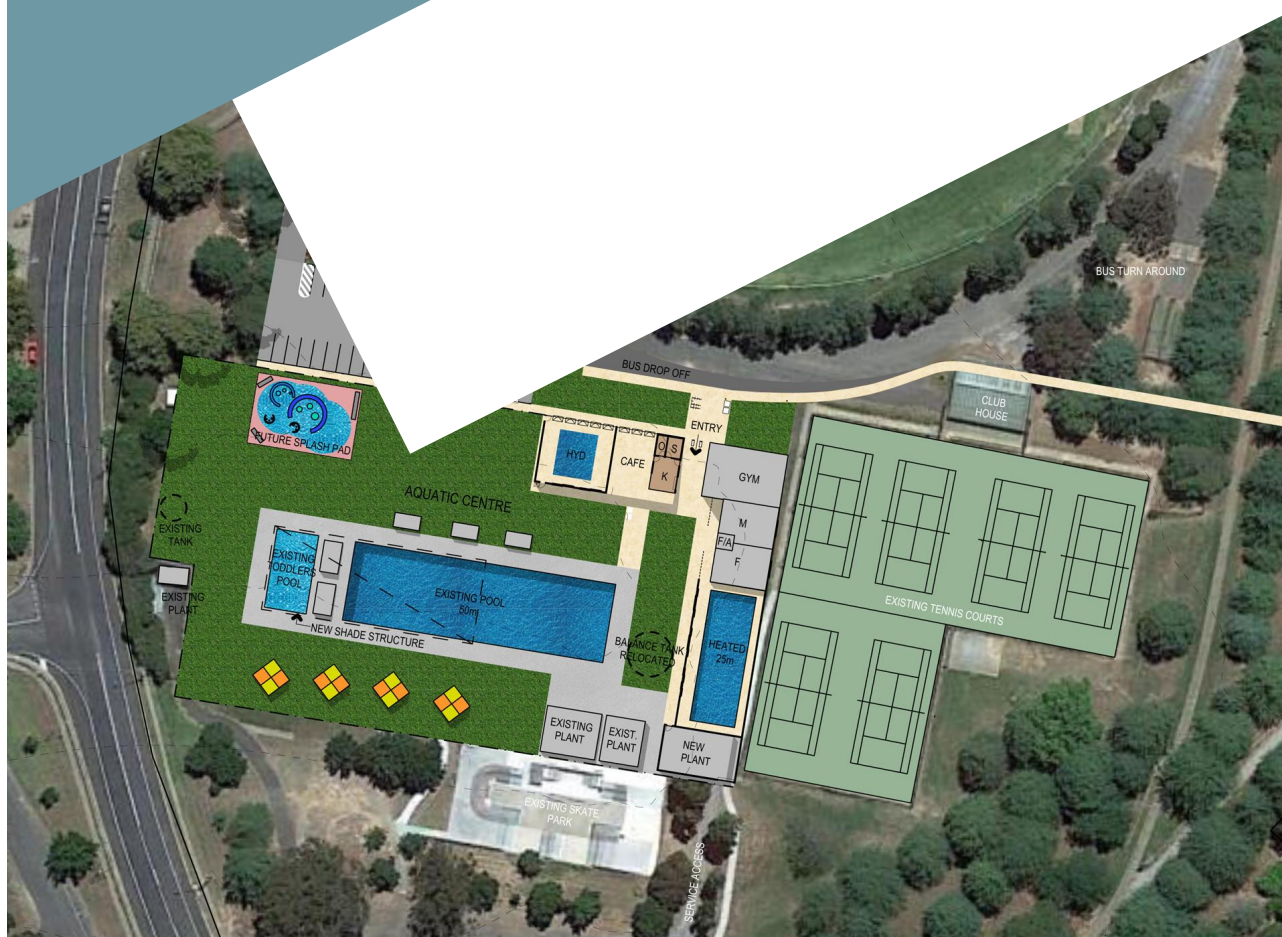
- A. Complete Urban - Yass Aquatic Design Report Rev C [↓](#)
- B. Request for Quotation - Concept Design and Costings for an Indoor Heated Swimming Pool - YVC-BS-04-2018 [↓](#)


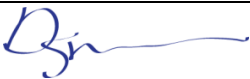
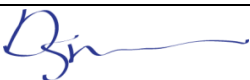
**COMPLETE**

yass valley council  
the country the people

# CONCEPT DESIGN AND COSTINGS FOR AN INDOOR HEATED SWIMMING POOL AND SPORTS FACILITY

CLIENT | YASS VALLEY COUNCIL  
REVISION | C  
DATE | 15/04/2019  
PREPARED BY | COMPLETE URBAN



REVISION	DATE	APPROVED BY
A	29/03/2019	
B	11/04/2019	
C	15/04/2019	



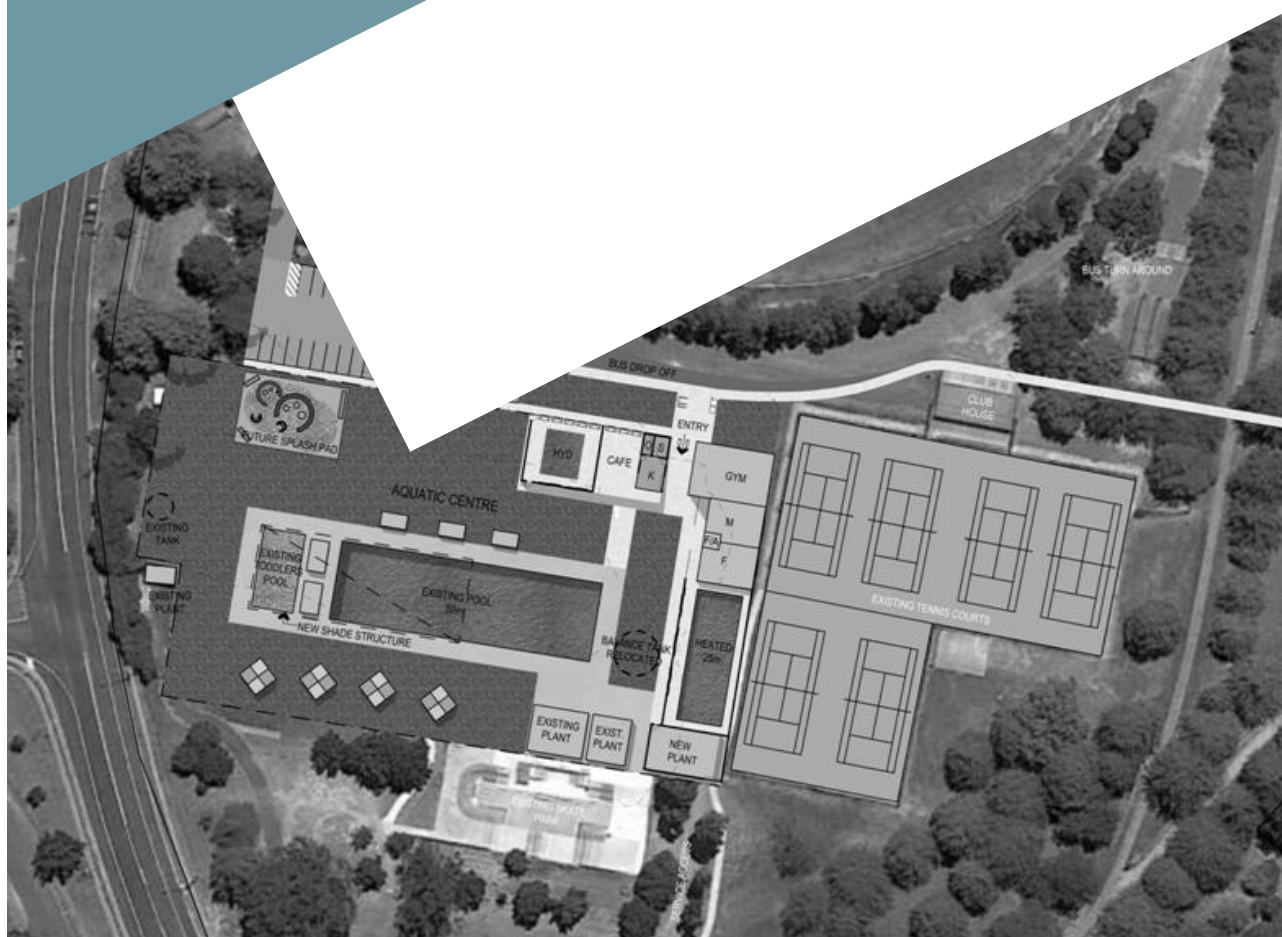
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## 1. PROJECT OVERVIEW



1. Project Overview

Background

1.1 [Background](#)

Complete Urban have been engaged by Yass Valley Council to undertake a Concept Design and Costings for an indoor heated swimming pool and sports facility at the Victoria Park pool precinct in Yass. The project is to include the following:

- 25m – 4 lane heated pool
- New amenities/change rooms, kiosk and office space
- Indoor hydrotherapy pool
- Outdoor splash pad
- Gym
- Indoor sports hall of size to cater for 2 basketball courts
- Car parking

1.2 [Documents supplied by Council](#)

- Request for quotation document TVC/B5/04.2018

## 2. EXISTING SITE



2. Existing Site

General

### 2.1 General

It is proposed to extend the existing Yass Memorial Swimming Pool by the addition of the following:

- 25m – 4 lane heated pool
- Hydrotherapy pool
- New amenities and kiosk
- Outdoor splash pad – (future provision)
- Gymnasium

It is anticipated that a new facility will be built on the north or northeast side of the current pool and that new carparking associated with a new entry will be required.

The proposed 2 courtyard basketball facility including associated change rooms is proposed to be located on Council owned land further east between the existing school and the pool in a joint venture with the school so it can become a shared facility. The pool is part of a larger multipurpose sports facility including an oval immediately to the north. There is a current ring road around the oval providing informal parking.

### 2.2 Existing Yass Memorial Swimming Pool

The existing Yass Memorial Swimming Pool comprises a 50m outdoor pool, toddler pool, kiosk, change rooms and plant.



Figure 1: Existing Aerial Image



2. Existing Site

Existing Yass Memorial Swimming Pool

The Yass Memorial Swimming Pool was built in 1964. Whilst a PWD facility has been added recently it appears to have but undergone limited upgrading since completion. It is served by a carpark south of the site. This is approximately 3m lower than the pool complex and is accessed by a ramp and stairs. There are also general parking areas at grade to the north of the pool serving the adjacent playing field. The pools is fenced to the north so there is no direct connection to these.



Figure 2: View to pool complex from northwest



Figure 3: View to toddler's pool looking south

2. Existing Site

Existing Yass Memorial Swimming Pool



Figure 4: View to toddler's pool and main pool looking south



Figure 5: Main plant areas looking east

The existing facility has been inspected during the site visit on the 30<sup>th</sup> January 2019. The facility provides basic accommodation to service the current 50m pool and toddler pool. However, the accommodation is outdated and does not provide a modern level of amenity and would not support the expanded offering proposed without significant rebuilding and upgrading.

The key issues with the existing facility are as follows:

- Old, outdated staff accommodation and public change rooms
- No universal access to facility from southern carpark
- Lack of shade over main pool
- No connection to Civic Park to the north
- No indoor all-weather facility
- Limited leisure based offering with pool not open for 6 months of the year

## 3. CONCEPT OPTIONS





3. Concept Options

Overview

### 3.1 Overview

In accordance with the project brief, two high level concept options were prepared and submitted to Council staff for feedback. Both options have been prepared in response to the brief and to the findings of the site inspection undertaken 30<sup>th</sup> January 2019. Both options proposed a new facility to replace the existing facility and provided the areas as briefed and as follows:

- 25m – 4 lane heated pool indoor pool
- Hydrotherapy pool
- New amenities and kiosk
- Outdoor splash pad – (future provision)

In addition, a new 2 court basketball facility was proposed closer to the existing school. The proposed building plan for this facility is the same for both options, although in different locations.

### 3.2 Option 1

Option 1 proposes a new pool building as a linear building form north of the current 50m pool. The facility would be entered from the north with new carparking provided north of the new building and accessed off Laidlaw St. A future splash pad has been located to the north east corner of the pool site.

A new 2 court basketball facility on the possible joint venture site west of the school with new carparking west of the facility and accessed off the existing road network around the oval is also proposed.

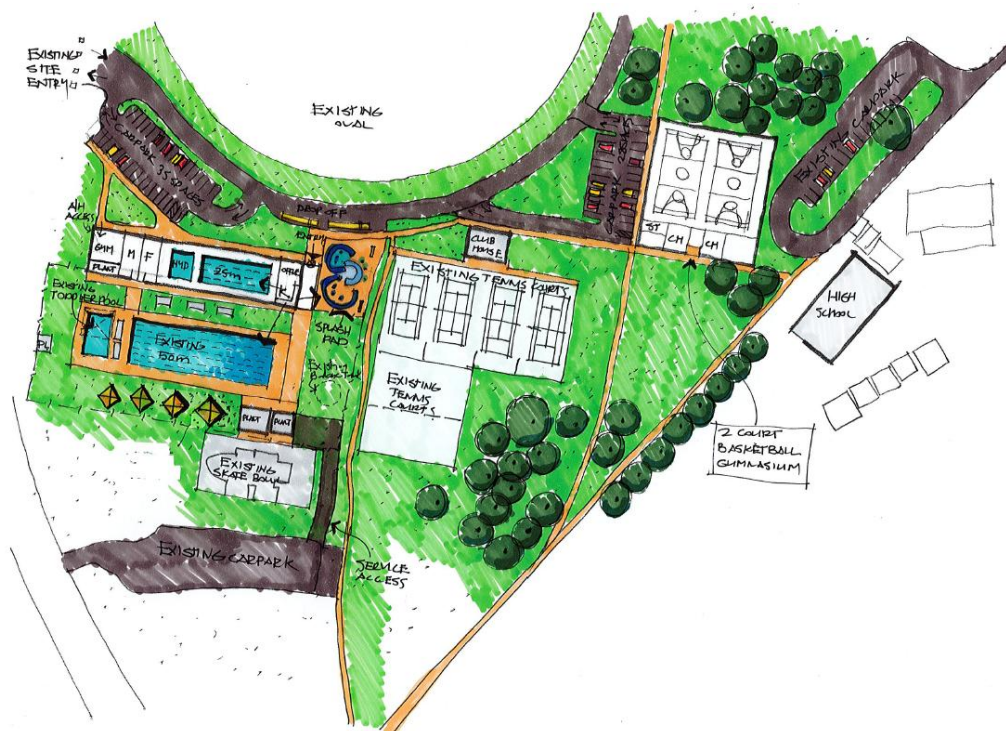


Figure 6: Option 1 Concept

### 3. Concept Options

*Option 2*

### Key Features

- New aquatic centre north of existing pool with splash pad between aquatic centre and existing tennis courts.
- The proposed 2 court basketball hall is located close to the school and is accessible from either carpark. This location would most likely suit the school better.
- Split road layout with access to the aquatic centre and basketball hall from the west and the separate existing access to the basketball hall from the existing road in front of the school.
- Bus drop off - As access is from Laidlaw St. only and given the bus has to drop off on the correct side (south side) of the road, the bus must turn around within the site.
- Swimming pool has a larger mustering area at the deep end of the main pool for events etc
- Greater potential for the indoor lap pool and hydrotherapy pool to be used independently of the outdoor pool – this could be useful in the off season.

### 3.3 Option 2

Option 2 proposes a new L-shaped pool complex to the north and east of the current pool with parking to the north. A splash pad is proposed to be located on the north west corner of the pool complex.

New 2 court basketball facility on the possible joint venture site west of the school. This has a new carpark north of the facility which is accessed both from the existing ring road around the oval and from the entry road west of the school.



### Figure 7: Option 2 Concept

3. Concept Options

Issues and considerations common to both options

Key Features

- New aquatic centre as an L-shaped building to the north and east of the existing pool. This will require the relocation/replacement of the existing main pool balance tank.
- Basketball hall closer to the tennis courts – it is possible that the existing tennis clubhouse could be incorporated in the new basketball hall building (allowing the existing clubhouse to be removed in the future)
- Road network east west through the site is connected which provides flexibility in parking options. However, could encourage unwanted through traffic.
- Bus drop off – The bus would not need to turn around within the site. Given bus can potentially enter the precinct via the road to the east adjacent the school, the bus can drop off on the correct side of the road north of the pool and then exit the site using Laidlaw St.

3.4 Issues and considerations common to both options

- The existing carpark south of the existing pool would remain and be used mainly for the skate bowl. New carparking for the pool and basketball hall is provided close to and at grade with each facility.
- The existing carpark also provides service access to the pool plant area.
- There is a loss of open space north/east of the existing pool in both options but this would be offset by new open space where the existing building is removed.
- There may be an opportunity for future shade on south side of the pool as it is facing the northern sun.
- The splash pad could be external or internal to the pool area in either option. Council may need to address any issues of perceived risks associated with safety/hygiene and assumed surveillance etc. with a totally accessible splash pad.
- The road networks are interchangeable between each option
- The aquatic centre gym is able to be accessed outside from of the pool enclosure to allow after hours access
- Good visual surveillance of all water bodies in both options (although better in option 1)
- Option 1 bus drop off would require a turnaround within the site so it is on the correct side of the road for drop off.

In addition, to the 2 options proposed, there was also a brief investigation of a new building to the west of the current toddler pool. However, further development of this was not pursued as is insufficient space to the west of the pool for a new aquatic centre. The slope of the land in this area would also be a major consideration.

3.5 Description of proposed buildings

It is anticipated that the aquatic centre will be constructed as follows:

- Concrete slab on ground
- Concrete masonry walls to exterior and interior
- Aluminium glazing and doors
- Flat roof cladding with steel structure
- 'tilt up' polycarbonate glazed panels to hydro pool and outdoor dining area
- Insitu concrete pools fully tiled
- Epoxy flooring to change rooms with tiled walls
- Epoxy flooring to change rooms with tiled walls with natural ventilation

3. Concept Options

Council Feedback

- Solar pool heating – available roof area is approx. 1000m<sup>2</sup>
- External Concrete paving

It is anticipated that the basketball facility will be constructed as follows

- Concrete slab on ground
- Concrete masonry walls to exterior and interior walls to 3m above floor level and lightweight Colorbond cladding above to provide minimum 6.1m clearance inside (recreational court height)
- Aluminium glazing and doors
- Epoxy flooring to change rooms with tiled walls
- Epoxy flooring to change rooms with tiled walls with natural ventilation
- Flat roof cladding with steel structure
- External Concrete paving

### 3.6 Council Feedback

Following feedback on Option 1 and Option 2, Council staff identified Option 2 as the preferred option and chose this option to be developed further and to incorporate the following feedback.

- Prefer the indoor pool located near the tennis courts.
- Prefer the Male & Female change rooms to be indoor near the 25m indoor pool with access that can be locked/separated from the outdoor pool when it is closed.
- Need to be able to separate the 25m pool and hydrotherapy pool so that a gym can operate in conjunction with the 25m indoor pool when the centre is closed.
- Hydrotherapy users will have internal access to the male and female change room inside the building.
- Basketball gymnasium moved to high school carpark.

Prior to the commencement of the final version of Option 2, the following revised blocking plan of the aquatic centre was issued to Yass Valley Council staff for comment.

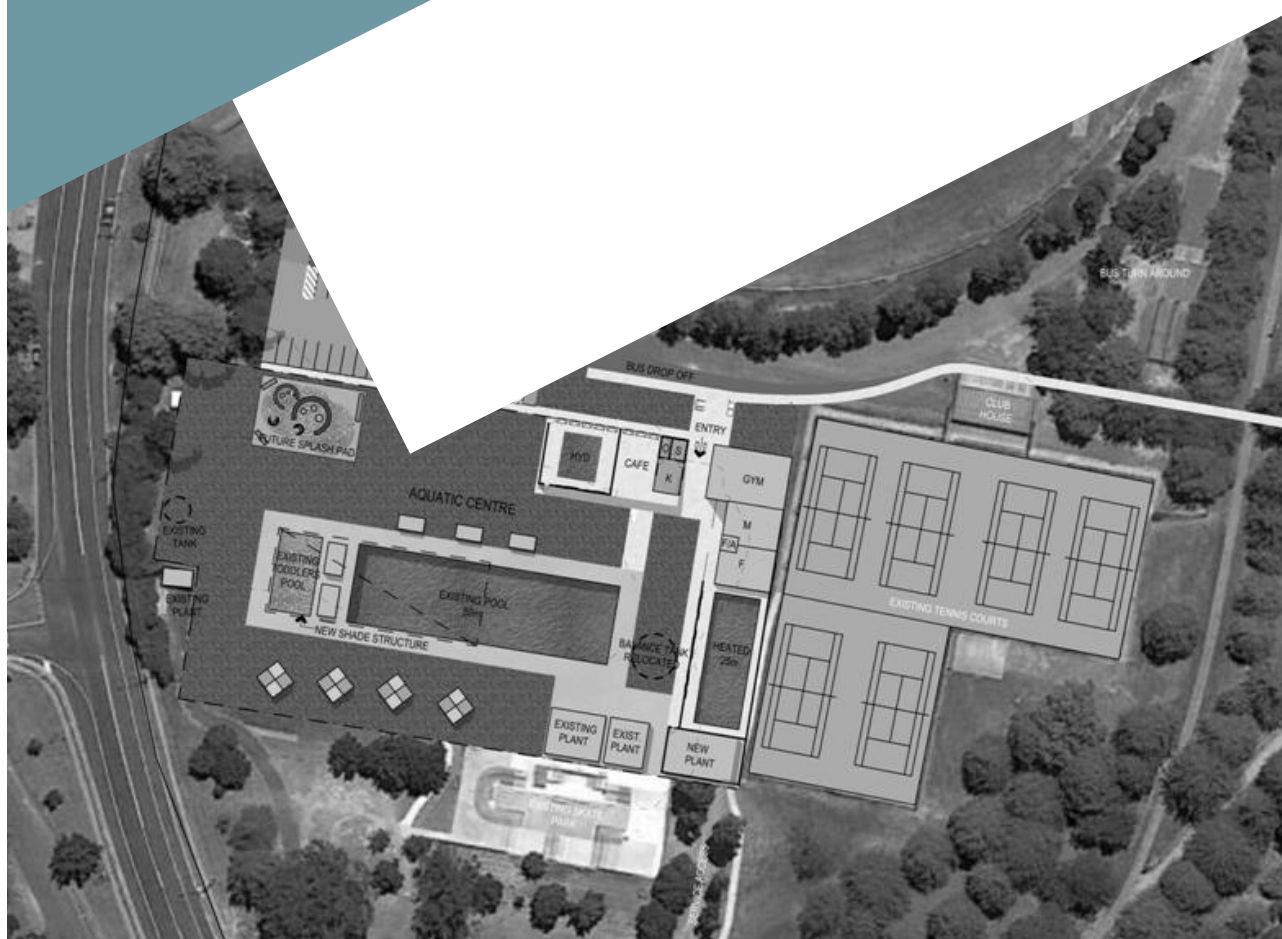


Figure 8: Revised Aquatic Centre Blocking Plan

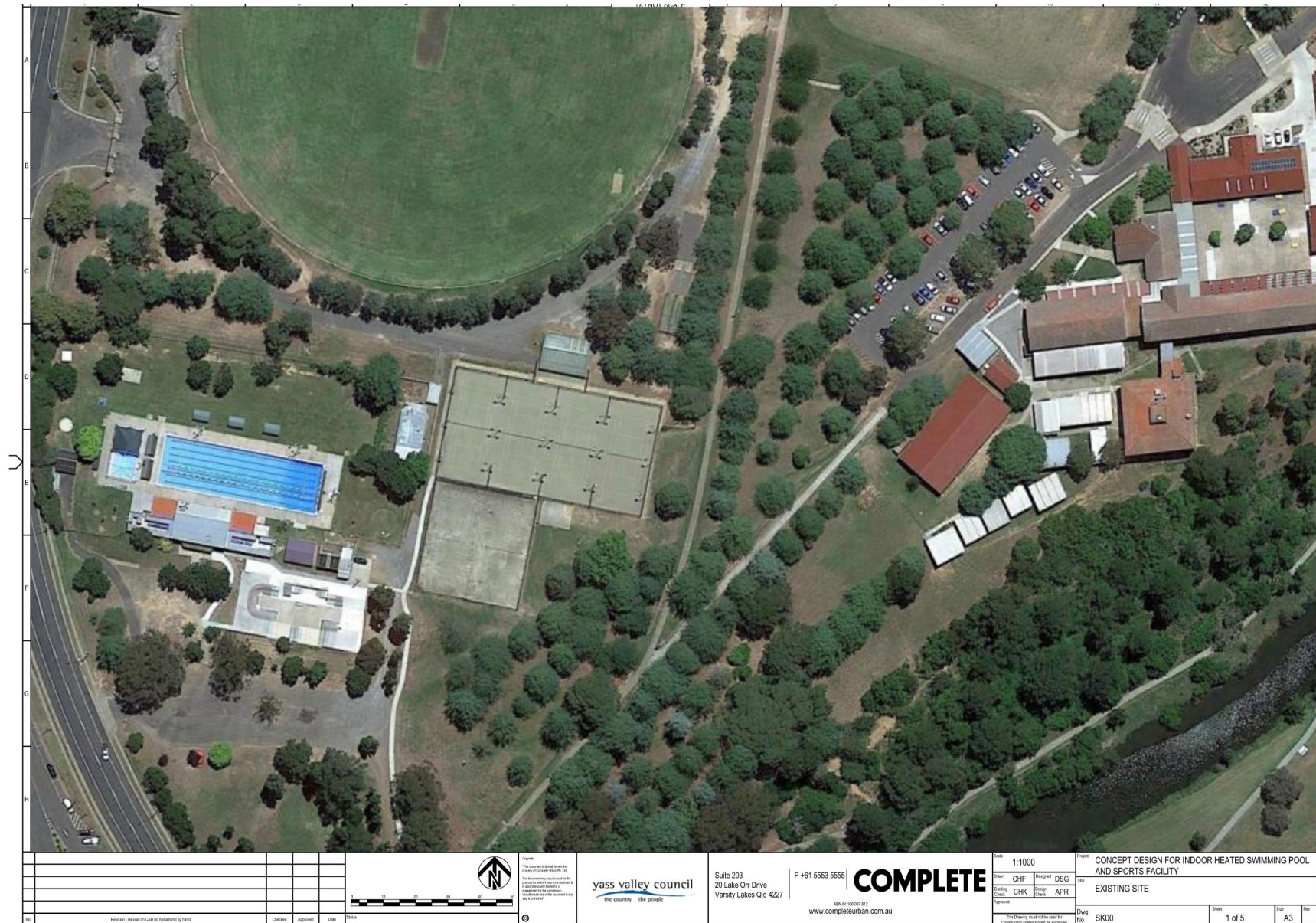
The above layout was endorsed by Council staff by return email on 8/3/19 and from this the final option was developed.



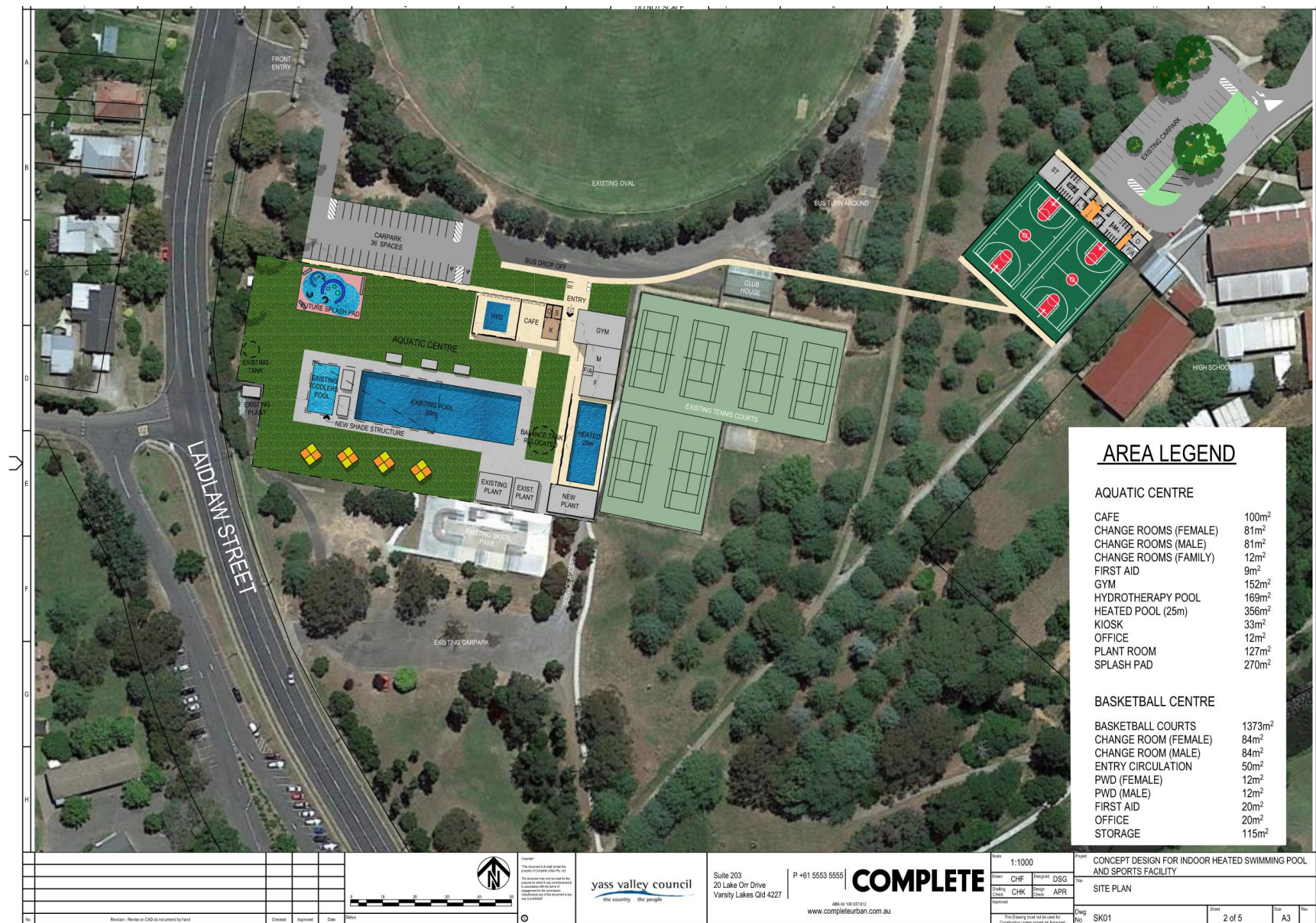
## 4. DEVELOPED CONCEPT DESIGN



Attachment A Complete Urban - Yass Aquatic Design Report Rev C













## Attachment A Complete Urban - Yass Aquatic Design Report Rev C



4. Developed Concept Design

Staging

Staging

It is proposed to complete project in 4 stages.

Stage 1a

- Build new changerooms, gymnasium, entry, kiosk, office, plant room
- Construct new bitumen carpark, aquatic centre entry paving and bus drop off
- Construct connecting path between aquatic centre and basketball hall

Stage 1b

- Build new 25m pool and new plant room

Stage 1c

- Build new 2 court basketball court and associated change rooms and support spaces

Stage 2

- Demolish existing changerooms, pool entry, kiosk, office and stores building
- Demolish existing southern entry ramp and walkway from carpark to pool complex

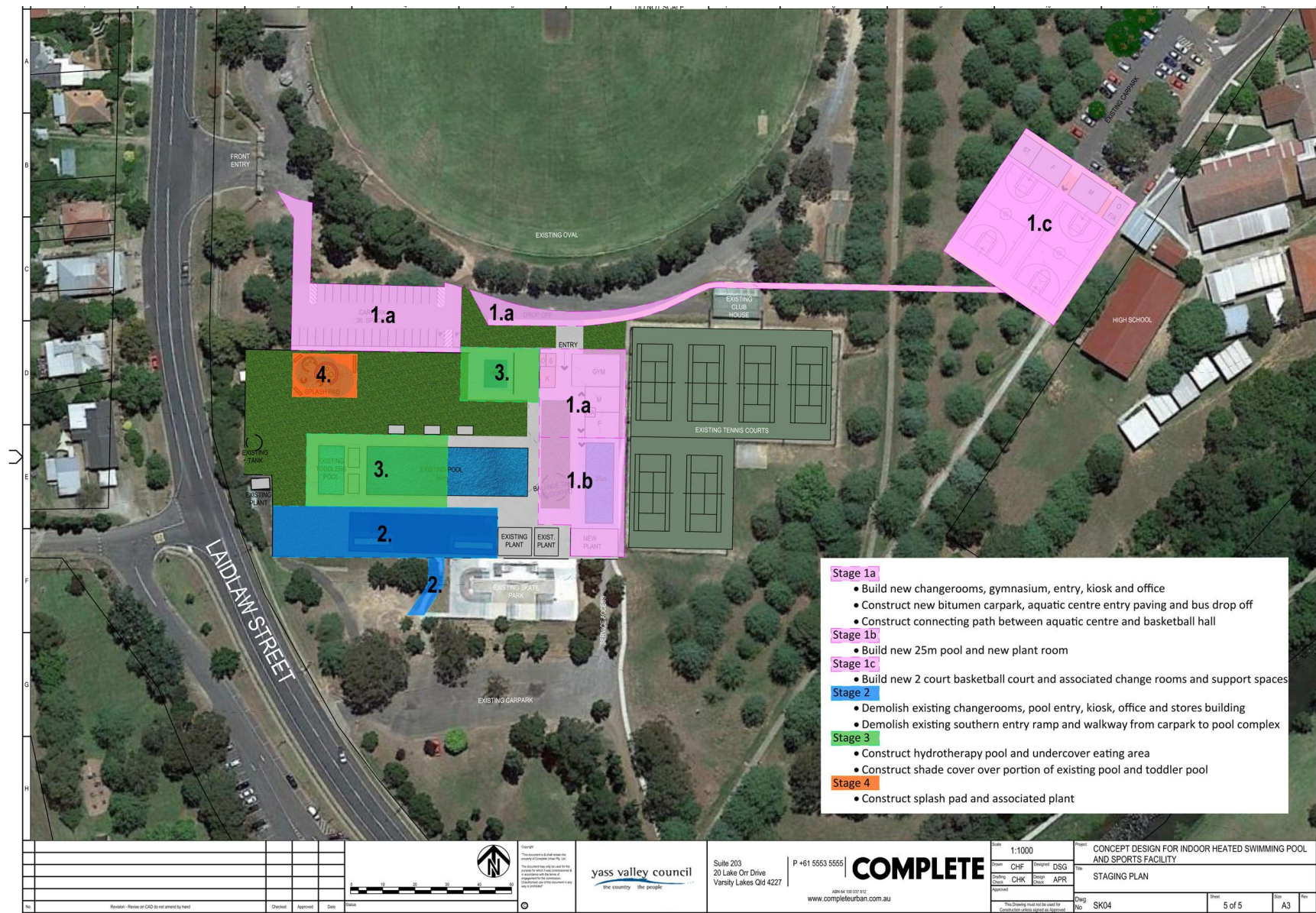
Stage 3

- Construct hydrotherapy pool and undercover eating area
- Construct shade cover over portion of existing pool and toddler pool

Stage 4

- Construct splash pad and associated plant





## 5. COSTING



## 5. Costing

### Cost Estimate

## 5.1 Cost Estimate

[illegible]



5. Costing

Cost Estimate




<div> <div>Yass Valley Council</div> <div>QS Concept Design Budget - Detail</div> <div>Project Description: Yass Indoor Heated Pool &amp; Sports Facility</div> </div> <div> <div>yass valley council the country the people</div> <div>COMPLETE</div> <div>proactive quantity surveying</div> <div>12th April 2019</div> </div>					
Item No.	Item Description	Quantity	Unit	Rate	Amount
<b>DRAWINGS</b>					
1	This Concept Design Estimate has been prepared based on on the following Word Document Report done by Complete - 2911 Yass Aquatic Design Report Rev B.pdf which also includes the following Drawings: SK00 - EXISTING SITE, SK01 - SITE PLAN, SK02 - AQUATIC CENTRE FLOOR PLAN, SK03 - BASKETBALL HALL, SK04 - STAGING PLAN	1.00	item		\$ -
<b>DRAWINGS - Total:</b>					<b>\$ -</b>
<b>STAGE 1</b>					
<b>Stage 1a</b>					
1	New Changerooms, Gymnasium, Entry, Kiosk & Office	1.00	item	\$944,000.00	\$ 944,000.00
	New Bitumen Carpark, Aquatic Centre Entry Paving and Bus Drop off	1.00	item	\$495,000.00	\$ 495,000.00
	Connecting path between Aquatic Centre and Basketball Hall	1.00	item	\$50,000.00	\$ 50,000.00
<b>Sub-Total - Stage 1a</b>					<b>\$ 1,489,000.00</b>
<b>Stage 1b</b>					
	New 25m Indoor Pool & New Plant Room	1.00	item	\$1,532,000.00	\$ 1,532,000.00
<b>Sub-Total - Stage 1b</b>					<b>\$ 1,532,000.00</b>
<b>Stage 1c</b>					
5	New Building for 2 Basketball Courts with associated Changerooms and Support Spaces	1.00	item	\$2,750,000.00	\$ 2,750,000.00
<b>Sub-Total - Stage 1c</b>					<b>\$ 2,750,000.00</b>
<b>STAGE 1 - Total:</b>					<b>\$ 5,771,000.00</b>
<b>STAGE 2</b>					
1	Demolish existing Changerooms, Pool Entry, Kiosk, Office and Stores Building	1.00	item	\$70,000.00	\$ 70,000.00
2	Demolish existing Southern Entry Ramp and Walkway from Carpark to Pool Complex	1.00	item	\$50,000.00	\$ 50,000.00
<b>STAGE 2 - Total:</b>					<b>\$ 120,000.00</b>
<b>STAGE 3</b>					
1	Hydrotherapy Pool and undercover Eating Area	1.00	item	\$1,700,000.00	\$ 1,700,000.00
2	Shade Cover over portion of existing Pool and Toddler Pool	1.00	item	\$250,000.00	\$ 250,000.00
<b>STAGE 3 - Total:</b>					<b>\$ 1,950,000.00</b>
<b>STAGE 4</b>					
1	Construct Splashpad and associated Plant	1.00	item	\$750,000.00	\$ 750,000.00
<b>STAGE 4 - Total:</b>					<b>\$ 750,000.00</b>
<div> <div>proactive quantity surveying</div> <div>Assessing and Costing your Building Assets ... Better.</div> <div>www.pqs.com.au</div> </div>					

5. Costing

Cost Estimate

**Yass Valley Council**  
**QS Concept Design Budget - Detail**

*Project Description:*  
Yass Indoor Heated Pool & Sports Facility

12th April 2019

Item No.	Item Description	Quantity	Unit	Rate	Amount
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**PROFESSIONAL FEES**


1	Consultancy Fees - 12%	0.12	Item	\$8,591,000.00	\$ 1,030,920.00
<b>PROFESSIONAL FEES - Total:</b>					<b>\$ 1,030,920.00</b>

**REGIONAL INDEX (Yass) - 8%**

1	Regional Cost Allowance - 8%	0.08	%	\$9,621,920.00	\$ 769,753.60
<b>REGIONAL INDEX (Yass) - 8% - Total:</b>					<b>\$ 769,753.60</b>

**CONTINGENCY - 15%**

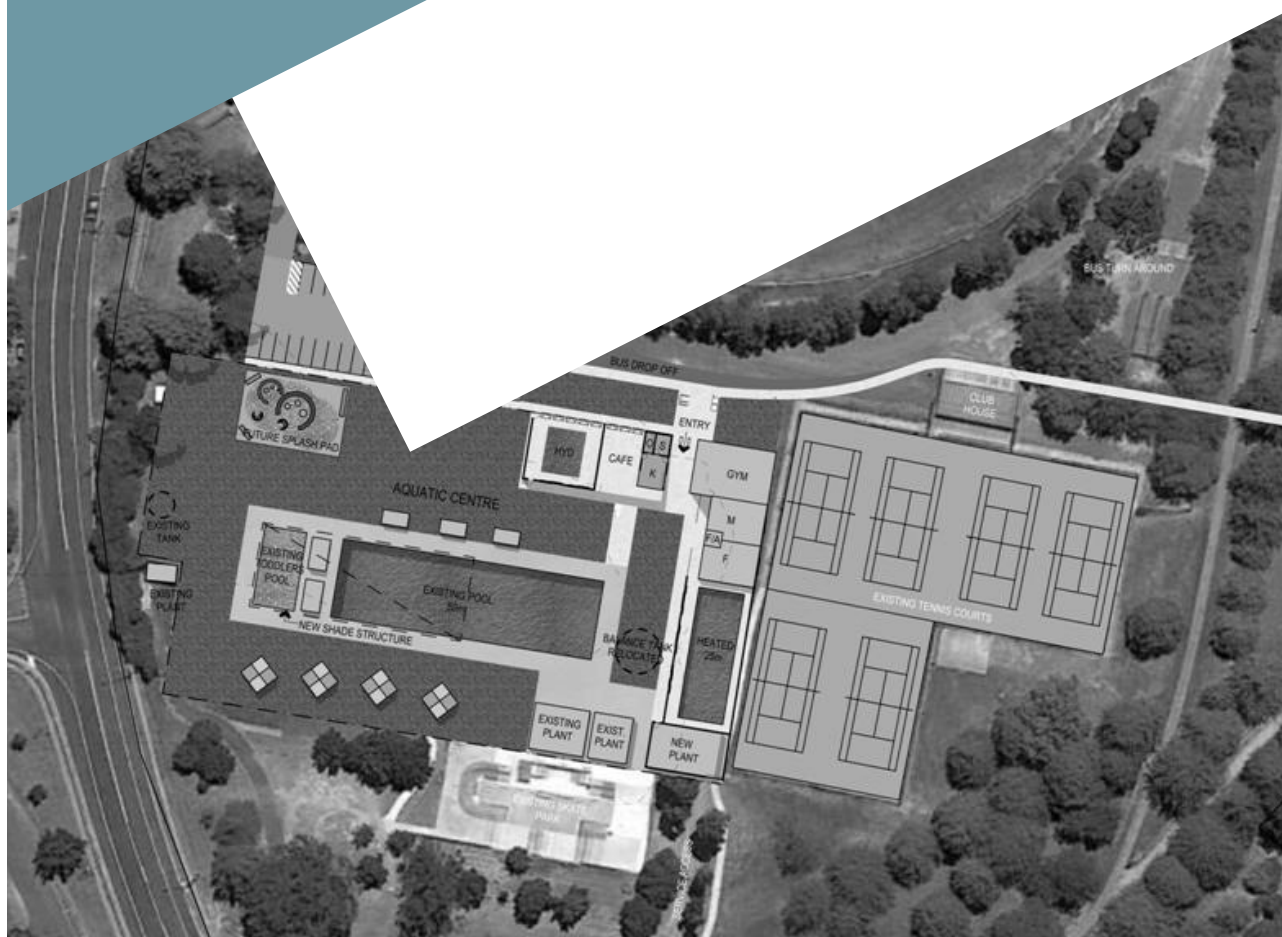
1	Contingency - 15%	0.15	%	\$10,391,673.60	\$ 1,558,751.04
<b>CONTINGENCY - Total:</b>					<b>\$ 1,558,751.04</b>



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## APPENDIX 1 - DBYD





*Appendix 1 - DBYD*

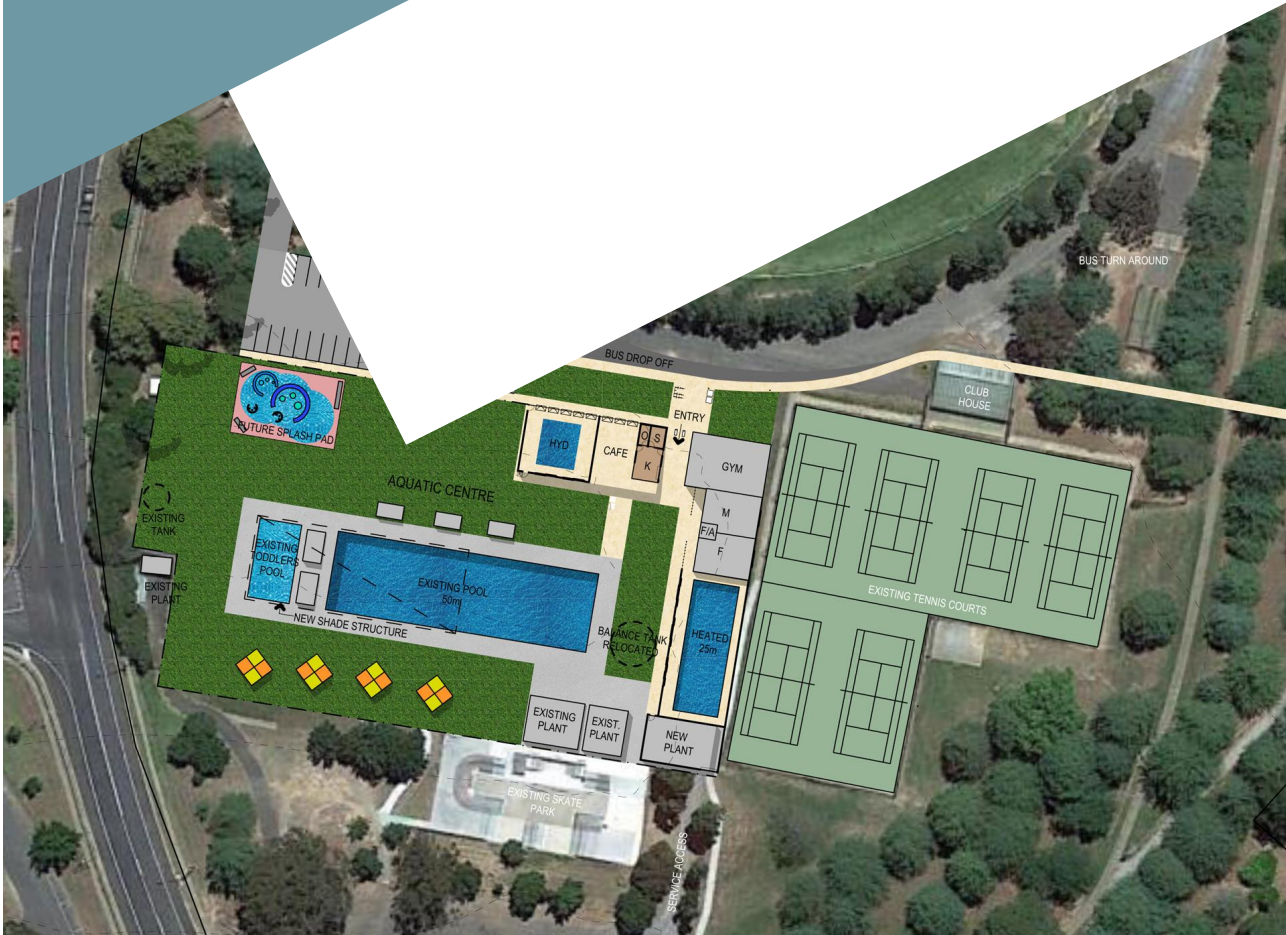
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## **REQUEST FOR QUOTATION**

### **CONCEPT DESIGN AND COSTINGS FOR AN INDOOR HEATED SWIMMING POOL**

Quotation Reference: YVC/BS/04.2018

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Dear Sir/Madam

An invitation is extended to you to submit a written quotation for the following:

Develop a concept design, with the ability to be staged, and costing for the Victoria Park pool precinct including:

Retaining the existing 50m pool in its current location  
25m 4 lane indoor heated pool incorporating a hydrotherapy pool  
New amenities and kiosk  
Outdoor splash pad  
Indoor sports hall of size to cater for 1 to 2 basketball courts  
Gym  
Carparking

Quotations must be in accordance with the Specification, Selection Criteria and Special Conditions.  
Please ensure your written Quotation is lodged prior to the Deadline, being:

**5pm Friday 28 September 2018 (local time)**

#### **Lodgment:**

Quotation will only be accepted if lodged via the electronic tender box:

[www.tenderlink.com/yass](http://www.tenderlink.com/yass)

All requests for clarification or further information must be made via the online Tenderlink forum, so that all parties have access to the same enquiry and response information.

Quoters must accept conditions shown on the Tenderlink website in relation to file type and sizes.  
Thank you in anticipation of your written Quotation. You will be advised if you have been selected as the successful Quoter in due course

## **1. SPECIFICATION**

### **1.1 Background**

The Yass Memorial Swimming Pool was built in 1965 and incorporates a 50 metre Olympic pool and children's pool, plus associated office, change rooms and kiosk.

In July 2016 Council engaged a consultant to undertake a review of current 50 m pool operations, undertake a Yass Valley Indoor Heated Pool Feasibility Study and provide a strategic report.

A community working group was set up to represent and drive community view while working with the consultant to provide options for an indoor heated pool in Yass. A concept plan was developed which involved demolishing the current 50m pool and building an indoor 4/6 lane heated pool.

At the Ordinary Council Meeting of 26 April 2018 Council resolved to further develop a concept design with the ability to be staged with costings, with the facility to be located in the Victoria Park pool precinct. In a survey of residents received feedback that indicated overwhelming support to retain the current 50m pool. The local community also expressed a desire to further investigate the feasibility of Council providing a concept design and costing to provide facilities within the Victoria park precinct and retain the current 50m pool in its current location.

### **1.2 Scope of Work**

#### **1.2.1 Objective**

To develop a concept plan to incorporate a 4 lane indoor heated pool, new amenities, hydrotherapy pool with provision adding on a gym and netball courts per the following deliverables.

#### **1.2.2 Project deliverables**

Prepare a 'staged' concept plan which incorporates:

Provide a Concept Design which will incorporate:

- 25m – 4 lane heated pool
- New amenities/changerooms, Kiosk and office space.
- Indoor hydrotherapy pool
- Outdoor splash pad
- Gym
- Indoor sports hall of size to cater for 2 basketball courts
- Carparking

Note: The Indoor sports hall is intended to be a shared facility and therefore consideration be given to designing this facility on land indicated in Figure 3 Council land possible joint venture site.



### 1.2.3 Project Area

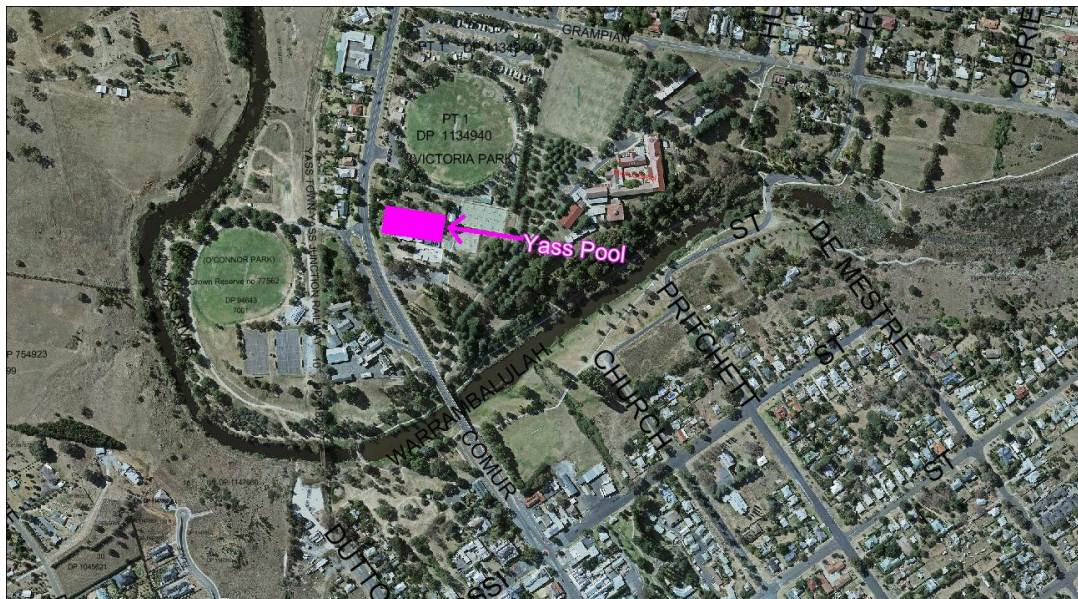


Figure 1- Location of Yass Pool





Figure 2- Aerial View of the Yass Pool



### 1.3 Contractor experience

Quotes should include details of experience and ability of all project team members and should clearly demonstrate an ability to perform the required work. The quote should also include a Project Client Summary emphasising projects of a similar nature along with contact names and numbers.

Quotations are to identify which members of the project team, if any, are regarded as essential to the performance of the project.

The submission must demonstrate a thorough understanding of the requirements of this specification.

### 1.4 Project Timetable

The project is anticipated to commence the week beginning Monday 1 October 2018, and be completed by the early December 2018.

Quotes are to be accompanied by a detailed project timeline which, if accepted will form part of the contract with Yass Valley Council. Any issues in meeting timeframes for Milestones are to be advised as soon as possible to Council's Project Manager.

**1.4.1 Milestone 1 – Review and Preliminary Assessment**

The following reviews and assessment are required to be undertaken:

- Site inspection
- Review of Victoria Park Precinct land to ascertain available space meets requirements for
- Prepare brief layout for proposed site

This background work should be completed by Friday 26 October 2018.

**1.4.2 Milestone 2 - Prepare Draft Concept Plan**

The draft subdivision concept plan should include all matters outlined within 1.2.2 Deliverables (above).

The draft plan is to be submitted to Council for review and feedback, to enable any editing or amendments to the draft.

These should be provided to Council in their final draft form by Friday 21 September 2018.

**1.4.4 Milestone 3 – Prepare Final Concept Plan**

The final concept plan shall be amended to incorporate staff feedback.

The estimated completion for the project is early December 2018.

**1.5 Payment Schedule**

Payments for the project will be made according to the following schedule:

Value	Payment Schedule
40%	Satisfactory completion of Milestone 1
40%	Satisfactory completion of Milestone 2
20%	Satisfactory completion of Milestone 3

**2. CRITERIA**

The Criteria listed below must be addressed and detailed information provided as part of your written quotation:

Item	Criteria
1	Satisfactorily addressing Specification ( <i>refer to Item 1</i> )
2	Compliance with Special Conditions ( <i>refer to Item 3</i> )
3	Project Timetable including timeframes for Milestones and Completion ( <i>Refer to Item 1.4</i> )
4	Quotation and Price Schedule ( <i>Form attached - refer to Items 4 &amp; 5</i> )
5	Demonstrated expertise and experience in completing similar projects
6	Consultancy commitments for the duration of this project
7	Evidence of, or willingness to obtain the required Insurances
8	Details of any Quality Assurance systems

Quotations will be evaluated in accordance with Council's purchasing principle of Best Value for Money. Consideration will be given to price, expertise, experience, capacity, quality assurance as well as any potential or actual conflicts of interest.

Evaluation weighting	
30%	Quoted Price i.e. Lowest price = 30% Highest price = 0% (Other prices relative)
30%	Past experience /Similar projects i.e. Extensive/ Large =30% Substantial/ Medium=20% Minimal/ Some =10% None= 0%
40%	Capacity to deliver project i.e. Excellent=30% Good =20% Low=0-10%

Note: The following Yass Valley Council documents apply and can be viewed on the Council website [www.yassvalley.nsw.gov.au/council-policies](http://www.yassvalley.nsw.gov.au/council-policies)

- FM-POL-1 Procurement Policy
- GOV-POL-5 Statement of Business Ethics
- GOV-POL-21 Gifts and Benefits
- Model Code of Conduct for Local Councils in NSW (Yass Valley Council Adopted February 2016)

The selection of Consultants will also be in accordance with the requirements of AS 4121 - 1994, Code of Ethics and Procedures for the Selection of Consultants, and the Conditions of Tender.

### 3. SPECIAL CONDITIONS

#### 3.1 Quoted prices

Prices quoted are to be broken into payments consistent with the project Milestones (*refer section 1.4*).

The lump sum fee proposal must be fixed for the term of the Contract. Quoted price must include Goods and Services Tax (GST).

The price quoted must allow for a minimum of:

- At least one site visit;
- At least two revisions of the draft concept plan following staff review;



If additional disbursements are anticipated (e.g. travel, accommodation) they must be estimated within the quote.

Unless otherwise indicated prices quoted must include applicable insurance, levies, duties, taxes and charges. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### **3.2 Quotation Closing Time**

- Submissions close at 5pm Friday 28 September 2018 (local time)
- At the time of closing only those Quotations received on time will be considered
- Yass Valley Council ("Council") will accept no responsibility in the event that the Quotation is not received at the time the Quotation closes

### **3.3 Acceptance of Quotations**

- Council shall not be bound to accept the lowest, or any Quotation
- Council may accept a part of a Quotation
- The Quotation document, Council's Special Conditions and Specification together with the signed letter of acceptance of the Quotation shall constitute the Contract between Council and the successful Quoter
- In the event of any inconsistency between the consultant's Quotation and Council's Special Conditions and Specification, Council's documents shall prevail to the extent of that inconsistency, unless otherwise agreed to in writing
- The Quoter agrees that the Quotation will remain open for acceptance for a minimum period of 60 days after the closing date for Quotations, notwithstanding that there may have been negotiations in respect of any Quotation in the meantime.
- A Quoter may withdraw the Quotation at any time after the expiration of 60 days from the date of closing Quotations, but shall not withdraw their Quotation prior to the expiration of such period.

### **3.4 Canvassing of Elected Members and Council Officers**

Canvassing of or attempts to provide an inducement for favourable consideration to elected members or officers of Council will automatically lead to disqualification.

### **3.5 Workers Compensation and Work Health Safety**

Yass Valley Council requires all contractors to be aware of and to conform to the pertinent sections of the Work Health and Safety (WHS) Act 2011 and *Workers Compensation (WC) Act 1987* and their related regulations and all other legislation relating to their work with the Council. All appropriate Codes of Practice, relevant Australian Standards and Safe Work Procedures must be complied with.

### **3.6 Quoters to Inform Themselves**

Quoters will be deemed to have:

- (a) examined the Specification and these Special Conditions for the purpose of submitting a Quotation;
  - (b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Quotation which is obtainable by the making of reasonable enquires;
  - (c) satisfied themselves as to the correctness and sufficiency of their Quotation including quoted prices which will be deemed to cover the cost of complying with the Specification and these Special Conditions and of all matters and things necessary for the due and proper performance and completion of the work described therein;
  - (d) acknowledged that Council may enter into negotiations with a chosen Quoter and that negotiations are to be carried out in good faith; and
  - (e) satisfied themselves they have a full set of the request for quotation documents and all relevant attachments.
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### **3.7 Ownership and Copyright**

All documents, materials, articles and information submitted by the Quoter as part of or in support of a Quotation will become upon submission the property of Council and will not be returned at the conclusion of the Quotation process. The Quoter will be entitled to retain copyright and other intellectual property rights therein.

The Quoter does not acquire any intellectual property rights of the request for quotation documents. The Quoter shall not reproduce any of the request for quotation documents in any material form (including photocopying or storage in any medium by electronic means) without the written permission of Council other than for use strictly for the purpose of preparing a Quotation.

The ownership and copyright of any work produced or information gathered (including digital data) for the purpose of this project, including the originals of any maps, reports, plans, digital images, photographic prints and negatives supplied as progress, drafts, draft finals or final reports pursuant to this Contract shall be vested in the Yass Valley Council. Council may permit the Consultant to utilise information gained in the course of this project for the purpose of papers and other publications provided that these are appropriately acknowledged and confidentiality is assured.

### **3.8 Costs of Quotation**

Each Quoter remains responsible for all costs incurred by them in connection with their Quotation whether before or after the submission date and whether incurred directly by them or their advisors and regardless of whether such costs arise as a consequence direct or indirect of any amendments made to the request for quotation by Council at any time. For the avoidance of doubt, Council shall have no liability whatsoever to Quoters for the costs of negotiations.

### **3.9 Conflict of Interest**

If the Quoter or any of its employees or agents has a potential or actual conflict of interest between performing the Contract and any other interest the Quoter must supply details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Conflict of Interest". If that Quoter is successful, Council may require the preparation of a Probity Plan to detail what steps will be taken to manage any potential or actual conflict of interest.

### **3.10 Management of Project**

This project will be supervised and managed by Council's Business Services Manager (Project Manager).

The Quoter is to nominate a Project Manager to represent the Consultant at all meetings and discussions.

- An inception meeting (in person or via phone) is required at the commencement of the project with Council staff
- Progress reports (via email) are to be provided to Council's Project Manager on the Monday Morning beginning each fortnight tracking the draft plan preparation and any problems or issues arising
- A meeting (in person or via phone) is required at the completion of draft plan (prior to electronic submission)

### **3.11 Payment of Invoices**

If the Quoter is successful, and contracted by Council, the following information will be required on all invoices:

- The date of issue of the invoice
- Council's name

- Your trading name
- Your 11 digit ABN
- A brief description of the services supplied. This should include reference to the relevant items listed in the schedule of prices or relevant Project Milestone
- The price of the service
- The GST amount shown separately, and
- Council's purchase order (PO) number/s that relate to the supply of the service

It is important that you are able to meet these requirements, as Council will not pay for any services supplied until the receipt of a tax invoice satisfying the above requirements.

Progress payments will be made on the satisfactory completion and submission of invoices at the respective milestones.

Council may consider an alternative payment system (to the Milestones within the Specification) if requested by the quoter. Any variations to the suggested payment schedule must be detailed in the Quotation document.

### **3.12 Insurance**

The successful Quoter is responsible for taking out and maintaining insurance giving cover to them, their employees and any subcontractor engaged for:

- (a) Public liability insurance in the joint names of the Quoter, any subcontractor(s) and the Principal in the sum of at least \$2 million in respect of any one occurrence and for an unlimited number of claims;
- (b) Professional indemnity insurance in the sum of at least \$20 million in respect of any one occurrence and for an unlimited number of claims;
- (c) Workers Compensation insurance for the statutory and common law liability for death or injury to persons employed by the Quoter (in the case of a sole trader an alternative personal accident policy or similar may be appropriate);

The successful quoter will be required to produce evidence of the above cover including the amount of coverage, policy number and expiry date, noting the interest of Yass Valley Council, and ensure the insurance remains valid for the period of the contract.

### **3.13 Confidentiality**

All work arising from, or in respect of, or in any way connected with this project, will remain confidential unless and until such release is approved by Council.

### **3.14 Submission of Work to Council**

All work will be submitted to Council in electronic format (either through email, Dropbox, disc or USB). Work is to be submitted in Microsoft Word including any tables, graphs or pictures contained within. A PDF will also be accepted but must be accompanied by the relevant Word document. Alternative specialist software may be included subject to Council's approval.

### **3.15 Termination of contract**

The contract may be terminated if the contractor:

- (a) Fails to complete the project tasks specified in the scope of works by the dates outlined within the Project Timetable and has not sought a variation or extension from Council;
- (b) Does not complete project tasks to a satisfactory standard as determined by Council's Strategic Planning Manager and the Director of Planning;
- (c) Engages in unethical, unprofessional or criminal conduct;
- (d) Discloses information to a third party without authorisation;

### 3.2 Action Items

#### Attachment B Request for Quotation - Concept Design and Costings for an Indoor Heated Swimming Pool - YVC-BS-04-2018

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- (e) Fails to comply with confidentiality requirements or contacts/uses the media (including social media). No public statement or press release shall be made in relation to the project without the written permission of Council.

- (f) Fails to declare any potential or actual conflict of interest to Council.

Payment of fees will cease if the consultancy is terminated. Upon the termination of the consultancy there will be no payment made for any further Milestones of the project.

**4. FORM OF QUOTATION**

To: The General Manager

Yass Valley Council

Attention: Business Services Manager

I/We the undersigned hereby provide a Quotation for the services requested. The quoted consideration is as provided in the Price Schedule below.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Name of Quoter: \_\_\_\_\_

Full Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

\_\_\_\_\_

ABN: \_\_\_\_\_

Contact Details:

Phone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**5. PRICE SCHEDULE**

Item No.	Description	Unit	Price Quoted (ex GST)	GST Component	Price Quote (inc GST)
1					

Signature: \_\_\_\_\_

### 3.3 TEMORA SHIRE COUNCIL POOL UPGRADE

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#### SUMMARY

To present the committee with information relating to the pool upgrade at Temora Shire Council and other regionally located pool infrastructure.

#### RECOMMENDATION

*That the information in this report is noted and a further report be presented to the committee for the Cowra Shire Council pool redevelopment project.*

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#### FINANCIAL IMPLICATIONS

Actions identified in the report will require the approval by Council before any commitment or adjustment to the Operational Plan is made.

#### POLICY & LEGISLATION

- *Local Government Act 1993.*

#### REPORT

##### 1. Background

At its meeting on 11 June 2025 the committee requested further information related to the pool upgrade that Temora Shire Council completed in 2022. Council has also investigated other regionally located pools at Junee Shire Council and Cowra Council.

##### 2. Temora Shire Council

Temora Shire Council invested \$2,200,000 (\$990,000 being grant funded) to upgrade the Temora Recreation Centre.

##### Details of the upgrade are:

- **Extended Pool:** The pool was extended to include two more lanes, increasing the capacity and allowing for more lap swimming.
- **Resurfacing with Myrtha System:** The interior of the pool was resurfaced using the Myrtha System, which uses stainless steel and waterproof membranes to create a watertight seal to reduce the chance of leaks.
- **In-pool steps and ramp:** The upgrades included in-pool steps and an accessibility ramp to make it easier for people to enter and exit the pool.
- **Diving Board:** The existing diving board was retained and refurbished.
- **Splash Park:** The upgrade also included the addition of a splash park.

##### Project Details:

Council spoke with Mr Kris Dunstan of Temora Shire Council who was heavily involved in delivering the project. Mr Dunstan stated that Council undertook a rigorous procurement process to ensure the project would not incur significant cost overruns.

The tender released did not specifically detail the Myrtha system, this was an option considered after the tender closing through submissions received as part of the evaluation process.

The successful contractor ELM Aquatics made a big difference to the success of the project being a reputable and experienced company that had previously been known to Council through delivery of other projects.



The Myrtha product has been installed successfully with little to no maintenance required to date. The liner has a 15-20 year lifespan which means the pool does not require frequent painting creating a big cost saving to Council. The back-up service from ELM Aquatics has been exceptional with no issues.

Comment was made that West Wyalong have had the Myrtha system installed at their pool for approximately 10 seasons with no apparent issues.

The Temora Recreation Centre now offers the following facilities:

- Two full-sized basketball courts
- Function room
- 50m outdoor pool
- 25m indoor heated pool
- Waterslide/Splash park

### **3. Cowra Shire Council**

Cowra Shire Council will receive \$4,890,218 in funding for the redevelopment of the Cowra Aquatic Centre from the Federal Government which will include:

- New Plantroom and Filtration
- Redevelopment of the main pool and toddler
- New splashpad
- New floodlighting
- Clubhouse building

Council have been unable to speak with Cowra Shire Council on these proposed works prior to this report but have obtained a copy of the expression of interest for the works which closed in June 2025. The below is an extract from the document:

*Cowra Shire Council have recently sought expressions of interest for the upgrade of the existing toddler and 50m lap pools, construction of new splash pad and associated treatment buildings and infrastructure for the project.*

*In September 2020 Council resolved to proceed to tender for architectural design of the filtration plant upgrade, the Myrtha 'RenovAction' pool liner system and the conversion of the toddler pool to a toddler pool and splash pad.*

*In 2021-2022 Council appointed Mova Rasi Architects to complete the concept design and provide the pre-tender cost estimate.*

*The concept design adopted by Council included staged construction of packages of work as follows:*

- *New pools plant room and filtration*
- *Main pool and toddler pool redevelopment, reverse direction of accessibility ramp and floodlighting*
- *New splash pad and floodlighting*

*The concept plans have previously been presented to Council for information. The Cowra Swimming Club, MIPS (Movement Improvement Program Swimming group) and Cowra swim teachers were provided a presentation on the concept design on 9 May 2023. The plans were very well received with the community groups agreeing that the new design significantly improved access to the 50m pool with the ramp entry and stairs. The splash pad design was also well received particularly by the swim teachers as it will assist younger age groups with water confidence.*

*The delivery of the Cowra Aquatic Centre renewal project has been staged based on relevant Council funding, with works having progressed through detailed design. Progress has now allowed for construction work packages to be prepared which has resulted in the release of this EOI.*

*During the detailed design process it was identified that the Myrtha 'RenovAction' pool liner system would not be suitable at this site due to the continuing settlement of the existing concrete pool shell; and an alternate Myrtha pool was designed for the site.*

The Myrtha technology is similar to what was reported from the Yass Swimming Club at the committee meeting held on 11 June 2025.

Council will provide further information to the committee once communication has been established with Cowra Shire Council.

#### 4. Junee Shire Council

Junee Recreation Centre hosts a 50m outdoor pool which is half covered with a steel structure and is sectioned off during the cooler months to convert to a 25m indoor heated pool (**Photo 1 and 2**).

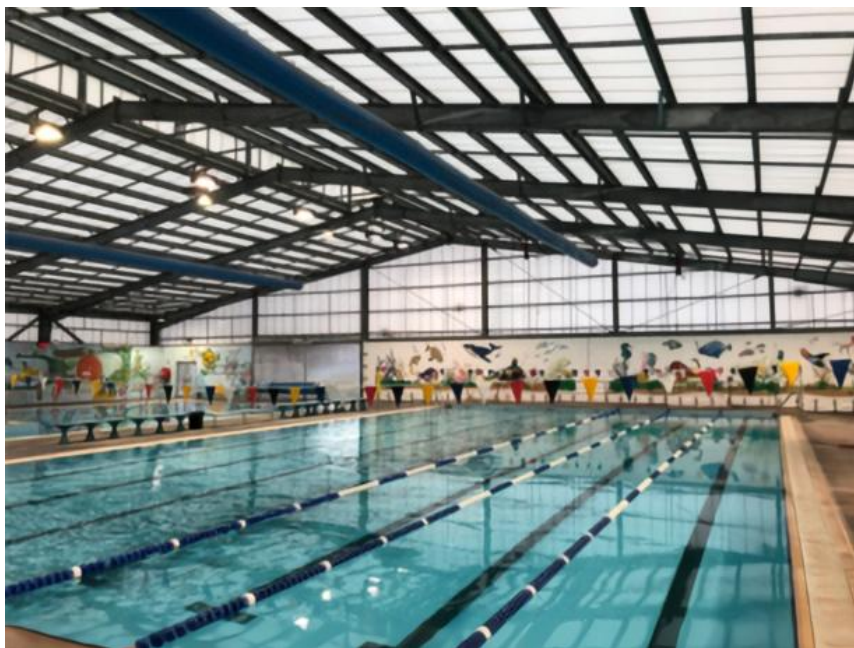
**Photo 1 and 2:**



The 50m pool is heated to approx. 25 degrees Celsius all year round.

During the cooler months a crane is brought in to install a boom gate in the water which divides the pool into two 25m pools. A heavy-duty curtain is then drawn across the pool to enclose the indoor portion of the pool. Blankets are placed on the outdoor portion during the cooler months to preserve the temperature. The indoor portion of the pool is then heated to approx. 27 degrees Celsius (**Photo 3**).

**Photo 3:**



These pools are run on both gas and electricity with a small portion of solar installed to offset costs.

The filtration system runs the entire 50m pool all year round with the heating turned up during the cooler months for the enclosed 25m portion.

This system has been in place since 2002. The curtains were replaced 5 years ago with new images on them. The boom gate is still the original.

This pool does not have an accessibility ramp but uses a lifter for entry/exit to the pool.

The enclosure also contains a 15m long x 1m deep program pool that is heated to approximately 32 degrees Celsius all year-round.

**ATTACHMENTS:**    Nil