



2021/22 Business and Innovation Branch
 Significant Contracting Plan

Section 221 of the *Local Government Regulation 2012* stipulates that a Significant Contracting Plan must be prepared prior to commencement of a contract that Council has identified as a Significant Contract. Council may, by resolution, amend a Significant Contracting Plan at any time before the end of the financial year to which the plan relates.

1. Key Information	
Significant Contract Title: Lifeguard Services	
Group: Economic and Community Development	Branch: Sport and Community Venues
Contract Administrator: Stacey Sherriff	Position: Team Leader Multi Sports Complexes & Aquatics.
Procurement Specialist: Ben Vandenberg	
Contract/Project Description: Provision of Lifeguard Services at Sunshine Coast beaches.	
Link to Procurement Plan:	

2. Council Resolutions	
Previous Council resolutions:	
This plan endorsed by Council:	

3. Background
<p>Council's current contract SPC1582 for Provision of Lifeguard Services, which has been in place since 11 October 2012, requires renewal due to contract expiry on 28 October 2022.</p> <p>Prior to the commencement of contract SPC1582 Council provided lifeguard services utilising its own employees. These services were complemented by Surf Life Saving Queensland (SLSQ) volunteer patrol services provided on weekends and public holidays in summer. Following a review of Council's lifeguard services, Council decided to cease providing lifeguard services and outsource the provision of the following services at Sunshine Coast beaches:</p> <ol style="list-style-type: none"> 1. The Lifeguard Services; 2. The relevant Local Law responsibilities; and 3. (if applicable) the Additional Services <p>The Lifeguard Service provided are:</p> <ol style="list-style-type: none"> 1. Aquatic and general safety services at the Beaches; and 2. Administrative support services to administer delivery of the aquatic and safety services. <p>Contract SPC1582 was entered into through direct negotiation with SLSQ following Council resolution that it was satisfied, because of the specialised nature of the services, it would be impractical or disadvantageous to invite quotes or tenders.</p>

4. Objectives
What are the objectives of this contract?
To provide high quality lifeguard services at Sunshine Coast beaches that meet community expectations.
How will objectives be achieved?

Consideration of reputable and capable contractors that have the capacity to meet Council's requirements, particularly in relation to the volume of resources required to service Sunshine Coast Beaches.

Tailored specification and terms and conditions will be developed for this contract.

Long term contract to provide incentive and security to resource appropriately and provide ROI to the contractor.

How will achievement of objectives be measured?

Continued monitoring of contractor performance by Council's Sport Venues team.

Contract will include agreed service level requirements to be met.

What are the alternative ways of achieving the objectives? Include reasons for not adopting alternative ways.

An alternative way of providing these services would be for Council to return the service in house and provide with its own employees. Given the staffing resources and management oversight required for this option, this alternative is not being pursued at this time.

5. Proposed category and contractual arrangements

Which category does this contract fall within?

Operational Works and Services

Which contractual arrangements should be applied to this contract, and why?

Bespoke service contract

Due to the nature, risk, cost and service expectation, a specific contract for the delivery of the service needs to be developed.

6. Market and Risk Assessment

Provide an assessment of the market in which the contract is to happen, including an assessment of any procurement risks. Refer to the Risk Assessment Calculator in the Procurement Plan.

The number of contractors capable of providing the level and quantity of services required by Council may be limited.

Risks:

- **Limited Responses** – lack of competition in the market may limit the number of responses received by Council.
- **Pricing** – pricing to provide the service may be higher than anticipated due to lack of competition in the market. Council has not sought these services from the market since 2012 so may have an unrealistic expectation in relation to market price movements since this time.
- **Budget** – pricing provided by respondents may exceed Council's budget to deliver this service

Proposed mitigations for identified risks:

- **Limited Responses** – Council will undertake extensive market sounding and consult with other Council's to develop an accurate understanding of the market.
- **Pricing** – security of a long-term contract to encourage competitive pricing. Market sounding will assist Council's knowledge around price expectations.

Undertake an assessment of operational risks relating to the contract/project. Attach details.

1. Services not provided by appropriately trained and qualified personnel – could result in death and/or critical injuries. Could further lead to lack of community confidence in the service being provided.
2. Insufficient personnel or equipment to provide the required services – as the service is required to be performed 365 days a year, service interruptions could result in death and/or critical injuries.
3. Potential additional costs (outside contract price) to access support services – for example Helicopter Rescue Service, Statewide communications and operations centre and surf safety education and awareness.

4. Maintenance of strong relationships between service provider and local Surf Life Saving Clubs who provide volunteer patrol service across ten Sunshine Coast beaches is important to ensure continuity of beach safety.

Approvals (prior to resolution)			
Position	Name	Signature	Date
Manager Sport & Community Venues	Grantley Switzer		
Manager Business and Innovation	Paul Skillen		