



# Surf Life Saving Australia – Circular

November 2009

## **Where is ® Australian Surf Life Saving Championships Kurrawa**

### **2010-12**

<b>Document id</b> 47/09-10	<b>Audience</b> Competition, Presidents, Secretaries, Coaches, Officials & Competitors.
<b>Department</b> Surf Sports	

#### **Summary**

Clubs wishing to tender for the 2010-12 Kurrawa Australian Surf Life Saving Championships workforce service are invited to respond accordingly.

#### **Invitation to Tender:**

Clubs wishing to tender for the 2010-12 Kurrawa Australian Surf Life Saving Championships workforce service are invited to respond accordingly.

Clubs may wish to form partnerships in order to meet the requirements of the workforce service.

Written tenders should be addressed to: Site Manager  
KAC1012  
PO Box 198  
Mermaid Beach  
Qld 4217

To be received no later than 5.00pm Friday 4 December 2009.

**SPECIFICATION: WORKFORCE SERVICES KAC1012**

**SPECIFICATION No: KAC1012-001**

#### **PURPOSE:**

This specification covers the hire of workforce personnel to carry out various tasks to ensure the successful conduct of the 2010, 2011, 2012 Australian Surf Life Saving Championships, Kurrawa Beach, Queensland.

#### **1. PERIOD OF HIRE**

For the year 2010 the championships commence on Tuesday, March 16 and conclude Sunday, March 21. Personnel will be required on site as per the following Schedule of Workforce Requirements but within the period commencing Saturday March 13 and finishing Monday March 22.



Please note that our competition schedule allows for one (1) lay day, in case of dangerous surf conditions. If this occurs then the workforce personnel will be required for one (1) extra day. Numbers and hours will be advised at the time by the Site Manager or the SLSA Logistics Officer.

For years 2011 and 2012 the championships will be held at a similar time of the year and for a similar period of time. The exact dates will be notified as soon as possible.

## 2. GENERAL REQUIREMENTS

Personnel numbers, job description and hours of operation are listed in the following schedule. The location of the various areas of operation will be provided by the Site Manager prior to commencement of operation.

**Should circumstances lead to any change in the workforce requirements following the acceptance of the successful tender, that change will be negotiated at the time the change becomes evident.**

## 3. SCHEDULE OF WORKFORCE REQUIREMENTS

The following schedule outlines the workforce numbers and duties.

### CLEANING

Monday March 15	- 4 personnel – 1.00pm to 4.00pm
Tuesday March 16 & Wednesday March 17	- 4 personnel – 7.00am to 4.00pm
Thursday March 18 & Friday March 19	- 6 personnel – 7.00am to 4.00pm
Saturday March 20 & Sunday March 21	- 8 personnel – 7.00am to 4.00pm
Monday March 22	- 10 personnel – 7.00am to 12 noon

Personnel are to distribute rubbish bins and bags throughout the championship site and to clear full bins and bags on a regular basis during the day.

During each day portable toilets are to be kept stocked with toilet paper (supplied) and cleaned if necessary.

On Monday March 22, a sweep of the entire site is to be conducted as a final clean up.

All rubbish bins and bags will be supplied by SLSA and two (2) 4WD utility vehicles will be supplied for use by cleaning personnel.

### CATERING

Tuesday March 16	- 3 personnel – 7.00am to 4.00pm
Wednesday March 17 to Sunday March 21	- 6 personnel – 7.00am to 4.00pm

Personnel are to distribute water containers, drinking cups and other consumable supplies (supplied) to various locations within the championship site prior to commencement of



competition each day and collect upon completion of competition each day. Note that water containers may need to be replenished during the course of each day.

Morning tea will normally be delivered with the early morning delivery of supplies.

Lunch and afternoon tea will require to be delivered to various locations during each day.

Two (2) 4WD utility vehicles will be supplied for use by catering personnel.

### **BEACH WORKFORCE\***

Tuesday March 16	- 32 personnel – 7.30am to 4.00pm
Wednesday March 21	- 36 personnel – 7.30am to 4.00pm
Thursday March 22	- 44 personnel – 7.30am to 5.00pm
Friday March 23	- 44 personnel – 7.30am to 5.00pm
Saturday March 24	- 40 personnel – 7.00am to 4.30pm
Sunday March 25	- 16 personnel – 7.00am to 4.00pm

\* numbers based on 4 in each arena

Tue - 9 water, 1 beach, 1 lifesaving = 11 arenas

Wed – 1 boat, 6 water, 1 beach, 1 lifesaving = 9 arenas

Thr – 2 boat, 9 water, 1 beach, 1 board-riding, 1 lifesaving = 14 arenas

Fri – 2 boat, 9 water, 1 beach, 1 board-riding, 1 lifesaving = 14 arenas

Sat – 2 boat, 7 water, 1 beach, 1 board-riding, 1 lifesaving = 12 arenas

Sun – 1 boat, 2 water, 1 beach = 4 arenas

All personnel are required to be proficient bronze medallion holders and shall wear patrol uniform shirts, which will provided by the tenderer.

All of the personnel in this section are to be allocated to each of the many competition areas to provide water safety and move equipment within those areas as required by the respective Sectional Referees or Site Manager.

### **GENERAL WORKFORCE**

Saturday March 13	- 2 personnel – 7.00am to 5.00pm
Sunday March 14	- 2 personnel – 7.00am to 5.00pm
Monday March 15	- 2 personnel – 7.00am to 5.00pm
Tuesday March 16	- 2 personnel – 7.00am to 5.00pm

These personnel are required to be of sufficient physique to manhandle heavy equipment and will work under the direction of the Site Manager to assist with the set up of the carnival site.

### **WORKFORCE COORDINATION**

Groups tendering for these services should include a Workforce Coordinator and two (2) assistant officers, separate and apart from all other personnel above, to work closely with the workforce team, and to liaise closely with the SLSA Logistics Officer and Site Manager.

The foregoing personnel requirements could vary due to changing circumstances at the time or due to changes at the competition timetables. Such changes will be identified by the SLSA Logistics Officer or Site Manager.



#### **4. QUOTATIONS**

Quotations for the total workforce or for separate sections will be accepted, but sections must agree to work under the designated Workforce Coordinator. Where separate sections are tendered for, then each must include a section coordinator who will be responsible to the Workforce Coordinator as appointed in accordance with this tender.

Quotations shall include details of all work cover and liability insurances as held by the tendering organisation.

Quotations are required for a period of three (3) years.

SLSA commitment will be reviewed annually and advised by the 1<sup>st</sup> September each year once the annual budget has been received. At the conclusion of each Championships, SLSA will conduct a performance review and will reserve the right to suspend tenders should performance not meet the tender requirements.

#### **5. CLOSE OF QUOTATIONS**

All quotations are to be forwarded in writing, no later than Friday 4 December 2009, clearly marked "Private and Confidential" and with the Tender Specification No. to:

Site Manager  
KAC1012  
Surf Life Saving Australia  
PO Box 198  
Mermaid Beach  
Qld 4217  
Or by email to: [cwilliams@slsa.asn.au](mailto:cwilliams@slsa.asn.au)

For Further information please contact the Site Manager – Craig Williams email: [CWilliams@slsa.asn.au](mailto:CWilliams@slsa.asn.au), Tel: 0412 436434.

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