



*Good
Government*

REQUEST FOR INTEREST (RFI)

FOR THE PROVISION OF MUDGE, POOL KIOSK OCCUPATION

20 October 2025

MID-WESTERN REGIONAL COUNCIL
MID-WESTERN REGIONAL COUNCIL
COMMUNITY: OPEN SPACES

■ ■ ■ ■ ■ TOWARDS 2030



RFI Instructions

RFI title	Mudgee Pool Kiosk Occupation
Issue date	20 October 2025
RFI Closing date	3 November 2025
RFI Closing time	6.00pm
RFI Questions	All RFI related questions must be submitted via email to Mary Freestone at council@midwestern.nsw.gov.au
RFI Lodgement	RFI submissions that are emailed must be marked confidential with RFI pool kiosk occupation marked in the subject line. Submissions posted or hand delivered to Councils Administration Office must be in a sealed envelope and be marked confidential – RFI pool kiosk occupation

All Submissions are subject to the following requirements where indicated

[]	Submissions must include all information requested in the scope below
[]	Submissions must remain valid for 90 days

THIS DOCUMENT HAS BEEN PREPARED BY MARY FREESTONE, POOL CO-ORDINATOR FOR MIDWESTERN REGIONAL COUNCIL.

ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO:
council@midwestern.nsw.gov.au OR (02) 6378 2850

DATE OF PUBLICATION: 20 October 2025

Applicant Information	
Company Name	
ABN	
Business Address	
City / Town	
State	
Contact Name:	
Contact Email:	
Contact Number:	
Proposed rental offer	\$ PER WEEK EXCL GST

Requirements for RFI

Scope/Requirements

Mid-Western Regional Council (MWRC) is seeking interested persons to occupy the kiosk facilities at the Mudgee Swimming Pool.

The leasee will include the right to conduct the running of the kiosk to provide a food service to the pool patrons during the pool season. 'Swimming Season' is defined as the timeframe published on Mid-Western Regional Councils website.

The lease agrees to pay MWRC a rental amount per week, a proposed amount to be submitted as part of this application.

The lessee agrees to keep the kiosk open as a minimum service to the public as during the pool season follows.

- All weekends – 10.00am to pool closure
- All public holidays – 10.00am to pool closure
- All school holidays – 10.00am to pool closure
- During all booked events (including Swim Club nights) – open for the duration of the event. Council will advise in advance of all bookings.
- Mudgee pool kiosk only – minimum 3.30pm to 6.00pm weekdays in November, December and February

*Operating times during predicted low patronage periods (such as inclement weather) may be negotiated with Councils Pool Operations Coordinator.

The agreement to lease and operate the pool kiosk/s is offered for a one-year period with an option to renew for a further two years based on satisfactory performance.

The following information must be provided with your response to this RFI.

- A food safety supervisors accreditation and confirmation of an ability to comply with the Food ACT 2003 and the Food Standards code.
- Statement outlining your experience and/or capability in delivering exceptional kiosk services to the community
- A draft proposed prepared and packaged food list (options rather than brands)
- Proposed rent offer per week for usage of the kiosk facilities.
- Sub-Contractors statement (if required).

The successful submission will possess or have the ability to obtain the below information. If successful, this information must be submitted to MWRC 21 days prior to commencement.

- \$20 million public and product liability insurance certificate of currency noting MWRC as an interested party
- Workers Compensation Insurance cover for the statutory and common law liability for death or injury to persons employed by the contractor (if applicable)
- Provide a working with children check with the WWCC number for all staff working onsite
- Undertake a Council specific induction for all staff working onsite prior to entry to site
- Returned signed subcontractor's statement

Council will provide specified equipment for use in the kiosk facility, as listed below.

MUDGEES POOL – EQUIPMENT & STOCK

Equipment	Make/Model/Brand	Amount
Drink Fridge	GM1000LW-LED ECO Flat Glass Door 1000 Litre Upright Display Chiller with Light box (White)	1
Deep Freezer	Westinghouse 500ltr chest freezer WCM5000WC	1
Deep fryer	Rapid Fry Goldstein	1
Ice cream freezer (Streets own)	Streets	1

Acts & Regulations

The Applicant warrants that they have NOT, within 5 (five) years prior to submitting the Response, been found to have breached any Act or Regulation which breach might be considered contrary to the values set out in the RFI document or the principal. If you have NOT breached the act, answer "No".

The list below includes without limitation the following acts. Has the Applicant breached the:

Fair Work Act 2009 (Cth)	YES OR NO (please circle) If yes please provide details
Industrial Relations Act 1996 (NSW)	YES OR NO (please circle) If yes please provide details
Work Health & Safety Act 2011 (NSW)	YES OR NO (please circle) If yes please provide details
Workplace Injury Management & Workers Compensation Act 1998 (NSW)	YES OR NO (please circle) If yes please provide details
Privacy Act 1988 (Cth)	YES OR NO (please circle) If yes please provide details
Disability Discrimination Act 1992 (Cth)	YES OR NO (please circle) If yes please provide details
Fair Trading Act 1987 (NSW)	YES OR NO (please circle) If yes please provide details
Racial Discrimination Act 1975 (Cth)	YES OR NO (please circle) If yes please provide details
Sex Discrimination Act 1984 (Cth)	YES OR NO (please circle) If yes please provide details
Age Discrimination Act 2004 (Cth)	YES OR NO (please circle) If yes please provide details
Anti-Discrimination Act 1977 (NSW)	YES OR NO (please circle) If yes please provide details
Please provide a separate schedule for all breach if required noting the name of the sub-contractor	