

From: Mark McLachlan
Date: 16 June 2023 at 4:46:20 pm AEST
To: Matt Burnett
Subject: hall cleaning as discussed at recent public meeting at Nagoorin

Good Afternoon Matt,

As discussed at the recent meeting, three community associations in the Valley provide ablution facilities (at each community hall) for the general public.

Council has provided some assistance to each association to contribute to cleaning costs for many years. While the facilities are not "Public Toilets" they provide that service.

At the first recent public meeting a resolution requested that Council take over cleaning the ablution facilities, employing people to do the work.

Your preference was for the community to continue to do this with upgraded funding from Council.

Please let me know if this summary of events is not correct.

The Ubobo Progress Association will be communicating with you directly about this.

I write on behalf of the Nagoorin Community Shed and the Builyan and Many Peaks Community Development Association.

The members and management committee's are cognisant of recent changes in law relating to the responsibilities imposed on management committee's and applicable penalties. Research has also been done regarding taxation, superannuation, workers compensation, work place health and safety etc.

Neither of the above two organisations can undertake the duties involved in having employees do the work.

The associations have decided to let the work by tender, and will seek quotes from suitable businesses who will do the work as contractors.

The associations need to be fully separate from the businesses providing these services, especially taking into account recent rulings relating to superannuation, where, for taxation purposes, a business may be seen to be operating properly as a contractor, but for superannuation purposes, the association could, if managed incorrectly, still be responsible for superannuation.

Each Association has, separately, collated information based on proper data from their records, to estimate an amount that a business doing this work might reasonably quote.

I have been advised by the Builyan and Nagoorin associations that six hours per week is a reasonable expectation to keep their toilets clean and is based on actual hours done and facility usage in past years. An estimate has been made for necessary cleaning equipment/supplies which a contractor would need to purchase, and is also based on actual expenditure in past years. Basic public risk is at least \$620p.a.

This only allows for daytime ordinary rates and no loading for public holidays etc.

Builyan has showers, hence greater expenses.

Allowance has been made for a wage of \$32 p.h., (an estimate to allow for very recent pay rises), entitlements usually paid to workers cleaning toilets over and above ordinary cleaning, superannuation, and on costs to total \$40 per hour.

Builyan: $6\text{hrs} \times \$40 \times 52\text{weeks} + 620 \text{ public risk insurance} + \$1500(\text{materials}) = \$14,600 \text{ p.a.}$

Nagoorin: $6\text{hrs} \times \$40 \times 52\text{weeks} + 620 \text{ public risk insurance} + \$1200(\text{materials}) = \$14,300 \text{ p.a.}$

(Since arriving at these figures I have advice that a reasonable way to calculate the total cost of employing someone is, the base rate multiplied by 25% (on costs), the base rate multiplied by 11% (superannuation), add the base rates, on costs and superannuation. Any business operates for profit, so there would be a need to allow a margin as well.)

This would work out to somewhere between 45 to 60 dollars per hour plus materials, so our costing estimates are on the low side.

Would you be able to arrange for this funding to be put in place so that the associations can call tenders for the work?

Thank you,

Mark McLachlan.