

**Chair:** Cr G Bagnall

**Trustees:** P Youngblutt  
M Armstrong  
C Byrne  
B Longland  
K Milne  
W Polglase

# Agenda

## **Tweed Coast Holiday Parks Reserve Trust Meeting Thursday 16 October 2014**

held at Murwillumbah Cultural and Civic Centre  
commencing at 5.00pm

**THIS PAGE IS BLANK**

## Items for Consideration of the Trust:

<b>ITEM</b>	<b>PRECIS</b>	<b>PAGE</b>
	<b>CONFIRMATION OF MINUTES</b>	<b>5</b>
<b>1</b>	<b>[CONMIN-TCHP] Confirmation of Minutes of the Ordinary Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 21 August 2014</b>	<b>5</b>
	<b>REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST</b>	<b>7</b>
	<b>REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST</b>	<b>7</b>
<b>2</b>	<b>[EM-TCHP] Tender EC2014-135 - Fabrication, Supply, Transport and Installation and Certification of Prefabricated Buildings at the Kingscliff North Holiday Park</b>	<b>7</b>
<b>3</b>	<b>[EM-TCHP] Tender TCHP2014-008 - Provision of Civil Construction Works for the North Kingscliff Holiday Park, Marine Parade, Kingscliff</b>	<b>10</b>
	<b>CONFIDENTIAL MATTERS</b>	<b>14</b>
	<b>REPORTS THROUGH EXECUTIVE MANAGER OF THE TRUST IN COMMITTEE</b>	<b>14</b>
	<b>REPORTS FROM EXECUTIVE MANAGER OF THE TRUST IN COMMITTEE</b>	<b>14</b>
<b>C1</b>	<b>[EM-TCHP] Operating Report for the Year 1 July 2013 to 30 June 2014</b>	<b>14</b>

**THIS PAGE IS BLANK**

## CONFIRMATION OF MINUTES

- 1 [CONMIN-TCHP] Confirmation of Minutes of the Ordinary Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 21 August 2014

**SUBMITTED BY:** Corporate Governance



## Civic Leadership

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Civic Leadership
- 1.2 Improve decision making by engaging stakeholders and taking into account community input
- 1.2.2 Decisions made relating to the allocation of priorities will be in the long-term interests of the community

---

### SUMMARY OF REPORT:

The Minutes of the Ordinary Tweed Coast Holiday Parks Reserve Trust Meetings held Thursday 21 August 2014 are attached for information and adoption by Council.

### RECOMMENDATION:

**That the Minutes of the Ordinary Tweed Coast Holiday Parks Reserve Trust Meetings held Thursday 21 August 2014 be adopted as a true and accurate record of proceedings of that meeting.**

**REPORT:**

As per Summary.

**COUNCIL IMPLICATIONS:**

**a. Policy:**

Code of Meeting Practice Version 2.3.

**b. Budget/Long Term Financial Plan:**

Not applicable.

**c. Legal:**

Not Applicable.

**d. Communication/Engagement:**

**Inform** - We will keep you informed.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*To view any "**non confidential**" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

Attachment 1                      Minutes of the Ordinary Tweed Coast Holiday Parks Reserve Trust Meetings held Thursday 21 August 2014 (ECM 3446115).

---

## **REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST**

### **REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST**

- 2 [EM-TCHP] Tender EC2014-135 - Fabrication, Supply, Transport and Installation and Certification of Prefabricated Buildings at the Kingscliff North Holiday Park**

**SUBMITTED BY: Executive Manager**

#### **SUMMARY OF REPORT:**

Tender EC2014-135 was called to provide the necessary new facilities needed as part of the total redevelopment of Kingscliff North Holiday Park.

Tenders were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Tender submissions closed at 4.00pm (local time) on Wednesday 24 September 2014 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

#### **RECOMMENDATION:**

**That:**

- 1. The Tweed Coast Holiday Parks Reserve Trust awards the contract EC2014-135 Fabrication, Supply, Transport and Installation and Certification of Prefabricated buildings at the Kingscliff North Holiday Park to Wengold Pty Ltd trading as Eastcoast Homes & Park Cabins for the amount of \$1,031,509.09 (exclusive of GST).**
- 2. The Executive Manager is given delegated authority to approve variations up to a maximum of 10% of the initial contract sum and those variations be reported to the Trust following completion of the tendered works/services.**
- 3. ATTACHMENT 1 is CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.**

## REPORT:

### Tender Background

Tender EC2014-135 Fabrication, Supply, Transport and Installation and certification of prefabricated buildings at the Kingscliff North Holiday Park was called to provide the necessary new facilities needed as part of the total redevelopment of Kingscliff North Holiday Park.

Tenders were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Tender submissions closed at 4.00pm (local time) on Wednesday 24 September 2014 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

The total redevelopment of Kingscliff North Holiday Park forms part of the Tweed Coast Holiday Parks business plan which was adopted by the Trust in November 2010 and subsequently endorsed by Crown Lands. The above prefabricated buildings replace existing structures which by reason of age and aesthetic are no longer operationally viable.

### Tender Advertising

Tenders were called by invitation to all suppliers previously appointed to the panel of providers previously established in accordance with the requirements of the Local Government Regulation 2005.

### Tender Addendums

There were no addendums (Notice to Tenderers) issued before close of tender.

### Tender Submissions

As per the requirements of the Local Government Regulation 2005, tender submissions closed at 4.00pm (local time) on Wednesday 24 September 2014 in the Tender box located in the foyer of the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484. Two (2) were recorded at the Tender Box opening and their details are as follows:

<b>Tenderer</b>	<b>ABN</b>
Wengold Pty Ltd trading as Eastcoast Homes & Park Cabins	26 078 352 824
Uniplan Group	64 602 475 574

Tenders were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Tendering. The details of the price and non price evaluation are shown on the attached Tender Evaluation Spreadsheet.

<b>Criterion</b>	<b>Weighting (%)</b>
Relevant Experience and Capability	10.0%
Design and Innovation	15.0%
Quality Fixtures and Fittings	15.0%
Program Time	10.0%
Local Preference (from formula to Local Scoring Table)	10.0%
Tender Price (Assessed Tender Cost)	40.0%
<b>Total</b>	<b>100.0%</b>



A Tender Evaluation Plan, dated 23 September 2014, was developed based on the premise that competitive tenders were to be received and scored against specific selection criteria in order to select the best value tender.

Refer to confidential ATTACHMENT 1 for the detailed Tender Evaluation Report.

The Tender Evaluation was conducted by Trust's Tender Panel, consisting of Executive Manager, Tweed Coast Holiday Parks; Business Development Officer, Tweed Coast Holiday Parks; Construction Supervisor, Tweed Coast Holiday Parks; Contracts Engineer, Tweed Shire Council; and Internal Auditor, Tweed Shire Council as non-voting probity observer.

A copy of the Tender Evaluation Report is included in ATTACHMENT 1 which is CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderer in relation to the tender price and the evaluation of the products offered by the tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Tender.

**OPTIONS:**

1. The tender from Wengold Pty Ltd trading as Eastcoast Homes & Parks Cabins be accepted to the value of \$1,031,509.09 exclusive of GST for tender EC2014-135 Fabrication, Supply, Transport and Installation and certification of prefabricated buildings at the Kingscliff North Holiday Park; or
2. The tender from Wengold Pty Ltd trading as Eastcoast Homes & Parks Cabins to the value of \$1,031,509.09 exclusive of GST for tender EC2014-135 Fabrication, Supply, Transport and Installation and certification of prefabricated buildings at the Kingscliff North Holiday Park is not accepted.

**CONCLUSION:**

The Tweed Coast Holiday Parks Reserve Trust awards the contract EC2014-135 Fabrication, Supply, Transport and Installation and certification of prefabricated buildings at the Kingscliff North Holiday Park to Wengold Pty Ltd trading as Eastcoast Homes & Park Cabins for the amount of \$1,031,509.09 (exclusive of GST).

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*(Confidential)* Attachment 1. Supplementary Information - EC2014-135 Tender Evaluation Report (ECM 3477810).

---

**3 [EM-TCHP] Tender TCHP2014-008 - Provision of Civil Construction Works for the North Kingscliff Holiday Park, Marine Parade, Kingscliff**

**SUMMARY OF REPORT:**

Tender TCHP2014-008 was called to provide the civil construction works required as part of the total redevelopment of Kingscliff North Holiday Park.

Tenders were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Tender submissions closed at 4.00pm (local time) on Wednesday 1 October 2014 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

**RECOMMENDATION:**

That:

1. **The Tweed Coast Holiday Parks Reserve Trust awards the contract TCHP2014-008 - Provision of Civil Construction Works for the North Kingscliff Holiday Park, Marine Parade, Kingscliff to Uki Holdings Pty Ltd trading as Hardings Earthmoving for the amount of \$1,049,284.65 (exclusive of GST).**
2. **The Executive Manager is given delegated authority to approve variations up to a maximum of 10% of the initial contract sum and those variations be reported to the Trust following completion of the tendered works/services.**
3. **ATTACHMENT 1 is CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
  - (c) **information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.**

**REPORT:**

**Tender Background**

Tender TCHP2014-008 - Provision of Civil Construction Works for the North Kingscliff Holiday Park, Marine Parade, Kingscliff was called to provide all civil works and services needed as part of the total redevelopment of Kingscliff North Holiday Park.

Tenders were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Tender submissions closed at 4.00pm (local time) on Wednesday 1 October 2014 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

The total redevelopment of Kingscliff North Holiday Park forms part of the Tweed Coast Holiday Parks business plan which was adopted by the Trust in November 2010 and subsequently endorsed by Crown Lands. The above civil works and services replace/improve upon existing works and services which by reason of age and functionality are no longer operationally viable.

**Tender Advertising**

As per the requirements of the Local Government Regulation 2005, tenders were officially advertised for Tender TCHP2014-008 Proposed Civil Construction works for the Kingscliff North Holiday Park from 6 September 2014 in the Sydney Morning Herald. The tender was also advertised in the Brisbane Courier Mail, Gold Coast Bulletin, Daily News, Northern Star, Tweed Link, and the internet to consultants.

**Tender Addendums**

There were 7 addendums (Notice to Tenderers) issued before the close of tender of which the Trust has received addendum acknowledgements from all prospective tenderers.

**Tender Submissions**

As per the requirements of the Local Government Regulation 2005, tender submissions closed at 4.00pm (local time) on Wednesday 1 October 2014 in the Tender box located in the foyer of the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484. 11 were recorded at the Tender Box opening and their details are as follows:

<b>Tenderer</b>	<b>ABN</b>
BMD Urban Pty Ltd	67 601 322 105
Gary Deane Construction Pty Ltd	36 010 606 407
Landscape Solutions Queensland Pty Ltd	11 113 561 372
Queensland Bridge and Civil	48 077 429 960
FBD Constructions	19 154 665 317
JVJ Constructions Pty Ltd	31 099 487 831
Cambra Holdings Pty Ltd trading as Morgans	69 003 806 675
Synergy Resource Management Pty Ltd	57 120 757 299
Pentacon Pty Ltd	92 156 524 131
Main Constructions Pty Ltd	58 129 163 873
Uki Holdings Pty Ltd trading as Hardings Earthmoving	68 002 019 794
* Alders Constructions Pty Ltd	14 456 100 925

\* This electronic tender was received at 4.07pm and it cannot be considered as it was received after the deadline for the closing of tenders - refer the Local Government General Regulation 2005, Division 4, Clause 177, 3(b).

Tenders were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Tendering. The details of the price and non price evaluation are shown on the attached Tender Evaluation Spreadsheet.

<b>Criterion</b>	<b>Weighting (%)</b>
Relevant Experience and Capability	20.0%
Management Systems (WH&S, Quality and Environment)	20.0%
Proposed Methodology and Program	10.0%
Local Preference (from formula to Local Scoring Table)	10.0%
Tender Price (Assessed Tender Cost)	40.0%
<b>Total</b>	<b>100.0%</b>

A Tender Evaluation Plan, dated 17 September 2014, was developed based on the premise that competitive tenders were to be received and scored against specific selection criteria in order to select the best value tender.

Refer to confidential ATTACHMENT 1 for the detailed Tender Evaluation Report.

The Tender Evaluation was conducted by Trust's Tender Panel, consisting of the Executive Manager, Tweed Coast Holiday Parks; Business Development Officer, Tweed Coast Holiday Parks; Contracts Engineer, Tweed Shire Council; Senior Design Engineer, Tweed Shire Council and Internal Auditor, Tweed Shire Council as non-voting probity observer.

A copy of the Tender Evaluation Report is included in ATTACHMENT 1 which is CONFIDENTIAL in accordance with Section 10A(2)(d) of the Local Government Act, 1993, because it contains commercial information in relation to the tenders, the disclosure of which would be likely to prejudice the commercial position of the tenderers if it was provided. The information identifies the tenderer in relation to the tender price and the evaluation of the products offered by the tenderer. If disclosed, the information would be likely to prejudice the commercial position of the tenderer in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Tender.

**OPTIONS:**

1. The tender from Uki Holdings Pty Ltd trading as Hardings Earthmoving be accepted to the value of \$1,049,284.65 exclusive of GST for tender TCHP2014-008 Proposed Civil Construction works for the Kingscliff North Holiday Park; or
2. The tender from Uki Holdings Pty Ltd trading as Hardings Earthmoving to the value of \$1,049,284.65 exclusive of GST for tender TCHP2014-008 Proposed Civil Construction works for the Kingscliff North Holiday Park is not accepted.

**CONCLUSION:**

The Tweed Coast Holiday Parks Reserve Trust awards the contract TCHP2014-008 Proposed Civil Construction works for the Kingscliff North Holiday Park to Uki Holdings Pty Ltd trading as Hardings Earthmoving for the amount of \$1,049,284.65 (exclusive of GST).

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*(Confidential)* Attachment 1. Supplementary Information (TCHP2014-008 Proposed Civil Construction works for the Kingscliff North Holiday Park (ECM 3482831).

---

## CONFIDENTIAL MATTERS

### REPORTS THROUGH EXECUTIVE MANAGER OF THE TRUST IN COMMITTEE

### REPORTS FROM EXECUTIVE MANAGER OF THE TRUST IN COMMITTEE

#### C1 [EM-TCHP] Operating Report for the Year 1 July 2013 to 30 June 2014

#### REASON FOR CONFIDENTIALITY:

The report if considered in open Trust could divulge business operations that could advantage a competitor.

#### Local Government Act

This report is **CONFIDENTIAL** in accordance with Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (d) *commercial information of a confidential nature that would, if disclosed:*
    - (i) *prejudice the commercial position of the person who supplied it, or*
    - (ii) *confer a commercial advantage on a competitor of the council, or*
    - (iii) *reveal a trade secret*
-