



TWEED
SHIRE COUNCIL

Chair: Tr K Milne

Trustees: G Bagnall (Deputy Chair)
C Byrne
B Longland
W Polglase
P Youngblutt

Agenda

Tweed Coast Holiday Parks Reserve Trust Meeting Thursday 17 March 2016

held at Murwillumbah Cultural and Civic Centre
commencing at 5.00pm

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Items for Consideration of the Trust:

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CONFIRMATION OF MINUTES

- 1 [CONMIN-TCHP] Confirmation of the Minutes of the Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 18 February 2016

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 and Confidential Tweed Coast Holiday Parks Reserve Trust Meetings held Thursday 18 February 2016 are attached for information and adoption by the Trust.

RECOMMENDATION:

That:

1. The Minutes of the Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meetings held Thursday 18 February 2016 be adopted as a true and accurate record of proceedings of that meeting.
- 2 ATTACHMENT 2 is CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-
 - (f) matters affecting the security of the council, councillors, council staff or council property.

REPORT:

As per Summary.

COUNCIL IMPLICATIONS:

a. Policy:

Code of Meeting Practice Version 2.5.

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 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 Meeting held Thursday 18 February 2016 (ECM 3962618).

(Confidential) Attachment 2 Minutes of the Confidential Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 18 February 2016 (ECM 3962615).

REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST

REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST

2 [EM-TCHP] Fees and Charges 2016/2017

SUBMITTED BY: Executive Manager of the Trust

FILE REFERENCE: GC3/8/1

TCHP: TCHP1601

SUMMARY OF REPORT:

This report proposes fees and charges for the year 2016/2017 for each product for each of the seven Tweed Coast Holiday Parks.

At its meeting on 18 February 2016 the Tweed Coast Holiday Parks Reserves Trust failed to deal with this matter and it is resubmitted for the Trust consideration.

RECOMMENDATION:

That the Tweed Coast Holiday Parks Reserve Trust adopts the fees and charges as detailed in this report for the year 1 July 2016 to 30 June 2017.

REPORT:

The following schedule of fees and charges has been prepared after review of market rates, previous trading results and allowance for anticipated movements in trading conditions.

The "shoulder" rate, proximate to the Christmas and Easter peak seasons, is continued. The Christmas peak rate will be from 26 December 2016 to 9 January 2017. The Easter peak rate will be from 13 April 2017 to 17 April 2017.

In concert with industry standards it is recommended that the minimum booking for Christmas be 7 nights, 4 nights minimum booking period for Easter and 4 nights for Christmas "shoulder".

The on-site accommodation surcharge of \$10 per night for both Friday and Saturday nights is continued. These nights are the most popular and the surcharge allows the setting of a rate that reflects demand while still offering an attractive price to entice mid-week stays. The surcharge will only apply to cabin, villa and surfari tents on-site accommodation, and then only in Off-Peak and Winter periods. The surcharge will also not apply if the stay is for seven (7) or more nights.

Easter (Peak) reservation deposits are recommended to be set at 4 times the Overnight Rate for the product booked and Christmas (Peak) reservation deposits at rate for a Week. Christmas and Easter bookings for periods of less than 8 nights are to be paid in full at the time of making the booking.

Christmas bookings are to be paid in full by 31 October 2016 and Easter bookings are to be paid in full by 31 January 2017.

Seasonal periods for the year 1 July 2016 to 30 June 2017 are:-

Peak:

Christmas: 26 December 2016 to 9 January 2017 inclusive
Easter: 13 April 2017 to 17 April 2017 inclusive

Shoulder:

September: School holidays from 17 September 2016 to 3 October 2016.
Christmas: 10 December 2016 to 25 December 2016 and 10 January 2017 to 26 January 2017 inclusive
Easter: 1 April 2017 to 23 April 2017 inclusive, excluding peak in middle

Winter:

Months of June, July, and August (where applicable)

Off-Peak:

All periods not included above.

OPTIONS:

Nil.

CONCLUSION:

As per the recommendation.

IMPLICATIONS:

a. Budget:

Implications as contained within the report.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1. Schedule of Fees and Charges - Tweed Coast Holiday Parks
(ECM3831216).

3 [EM-TCHP] Offer TCHP2016-001 - Fabrication, Delivery and Installation and Certification of Prefabricated Buildings at the Pottsville South Holiday Park

SUBMITTED BY: Acting Unit Coordinator Holiday Parks

FILE REFERENCE: GC3/8/2

TCHP: TCHP1603

SUMMARY OF REPORT:

Offer TCHP2016-001 was called to provide the necessary new facilities needed as part of the redevelopment of Pottsville South Holiday Park.

Offers were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Offer submissions closed at 4.00pm (local time) on Wednesday 17 February 2016 in the Offer 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 TCHP2016-001 Fabrication, Delivery and Installation and Certification of Prefabricated buildings at the Pottsville South Holiday Park to Wengold Pty Ltd trading as Eastcoast Homes & Park Cabins (ABN 26 078 352 824) for the amount of \$1,106,300.00 (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 offered works/services.**
- 3. ATTACHMENTS 1 and 2 are 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:

Offer Background

Offer TCHP2016-001 Fabrication, Delivery and Installation and Certification of Prefabricated Buildings at the Pottsville South Holiday Park was called to provide the necessary new facilities needed as part of the redevelopment of Pottsville South Holiday Park.

Offers were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Offer submissions closed at 4.00pm (local time) on Wednesday 17 February 2016 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

The redevelopment of Pottsville South 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 aesthetics are no longer operationally viable.

Offer Advertising

Offers 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 (General) Regulation 2005.

Offer Addendums

There were no addendums (Notice to Bidders) issued before close of Offer.

Offer Submissions

As per the requirements of the Local Government (General) Regulation 2005, offer submissions closed at 4.00pm (local time) on Wednesday 17 February 2016 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:

Bidder	ABN
Wengold Pty Ltd trading as Eastcoast Homes & Park Cabins	26 078 352 824
Uniplan Group	64 602 475 574

Offers were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Offering. The details of the price and non-price evaluation are shown on the attached Offer Evaluation Spreadsheet.

Criterion	Weighting (%)
Relevant Experience, Capability and Resources	5.0%
Design and Innovation	15.0%
Quality Fixtures and Fittings	15.0%
Program Time	10.0%
Conformance to site position and locality	15.0%
Local Preference (from formula to Local Scoring Table)	10.0%
Offer Price (Assessed Offer Cost)	30.0%
Total	100.0%

A Offer Evaluation Plan, dated 22 February 2016, was developed based on the premise that competitive Offers were to be received and scored against specific selection criteria in order to select the best value Offer.

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

The Offer Evaluation was conducted by the Trust's Offer Evaluation Panel, consisting of; Business Development Officer, Tweed Coast Holiday Parks; Holiday Parks Supervisor, Tweed Coast Holiday Parks; and Contracts Engineer, Tweed Shire Council.

A copy of the Offer 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 Offers, the disclosure of which would be likely to prejudice the commercial position of the bidders if it was provided. The information identifies the bidder in relation to the Offer price and the evaluation of the products offered by the bidder. If disclosed, the information would be likely to prejudice the commercial position of the bidder 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 Offer.

OPTIONS:

1. The Offer from Wengold Pty Ltd trading as Eastcoast Homes & Parks Cabins be accepted to the value of \$1,106,300.00 exclusive of GST for Offer TCHP2016-001 Fabrication, Delivery and Installation and Certification of Prefabricated Buildings at the Pottsville South Holiday Park; or
2. The Offer from Wengold Pty Ltd trading as Eastcoast Homes & Parks Cabins to the value of \$1,106,300.00 exclusive of GST for Offer TCHP2016-001 Fabrication, Delivery and Installation and Certification of Prefabricated Buildings at the Pottsville South Holiday Park is not accepted.

CONCLUSION:

The Tweed Coast Holiday Parks Reserve Trust awards the contract TCHP2016-001 Fabrication, Delivery and Installation and Certification of Prefabricated Buildings at the Pottsville South Holiday Park to Wengold Pty Ltd trading as Eastcoast Homes & Park Cabins for the amount of \$1,106,300.00 (exclusive of GST).

IMPLICATIONS:

a. Budget:

Implications as contained within the report.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. TCHP2016001 Offer Evaluation Report (ECM3968624).

(Confidential) Attachment 2. TCHP2016001 Evaluation Scoresheet (ECM3968603).

REPORTS FROM DIRECTOR ENGINEERING

4 [E-TCHP] Licence for Temporary Access onto Lot 3 DP 1178291 to facilitate Stormwater Drainage Upgrade Works - Elanora Avenue, Pottsville

SUBMITTED BY: Design

Valid



Supporting Community Life

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

2	Supporting Community Life
2.3	Provide well serviced neighbourhoods
2.3.5	Ensure adequate stormwater drainage, flood management and evacuation systems are in place to protect people and property from flooding

SUMMARY OF REPORT:

Tweed Shire Council intends to undertake stormwater drainage upgrade works between Elanora Avenue and Cudgera Creek, Pottsville. The land on which the works are proposed includes Lot 13 DP 253910, being 28A Tweed Coast Road Pottsville, and Lot 3 DP 1178291, being 27 Tweed Coast Road, Pottsville. Council's tenure mapping identifies Lot 13 as Community Land owned by Council, whilst Lot 3 is identified as Operational Land owned by Council but managed by the Tweed Coast Holiday Parks Reserve Trust as part of the Pottsville North Holiday Park.

The proposed works will increase the capacity of the stormwater drainage network in this location and alleviate localised flooding issues at the site. This will be achieved by augmenting the existing drainage system to achieve a 1 in 100 year storm capacity. The proposed project forms the second and final stage of a program of works to improve stormwater drainage within the north Pottsville area. Stage one of this program was completed in 2010 and addressed similar stormwater drainage issues to the north of the site.

Works for the proposed stormwater upgrade are scheduled to commence in April 2016 and would extend for a duration of approximately eight weeks. These works would be undertaken by Council day labour staff.

As Lot 3 is identified as being owned by Council but managed and operated by the Tweed Coast Holiday Parks Reserve Trust, the proposed works necessitate an approval from the Trust for a licence to undertake the works within the Holiday Park.

It is recommended that the Tweed Coast Holiday Parks Reserve Trust provide approval to issue a licence for temporary access onto Lot 3 DP 1178291 to undertake the proposed works.

RECOMMENDATION:

That the Tweed Coast Holiday Parks Reserve Trust approve issuing a licence for temporary access onto Lot 3 DP 1178291 as the operator and manager of Lot 3 DP 1178291 to undertake the proposed stormwater works within the Pottsville North Holiday Park.

REPORT:

Tweed Shire Council intends to undertake stormwater drainage upgrade works between Elanora Avenue and Cudgera Creek, Pottsville. The land on which the works are proposed includes Lot 13 DP 253910, being 28A Tweed Coast Road Pottsville, and Lot 3 DP 1178291, being 27 Tweed Coast Road, Pottsville. Council's tenure mapping identifies Lot 13 as Community Land owned by Council, whilst Lot 3 is identified as Operational Land owned by Council but managed and operated by the Tweed Coast Holiday Parks Reserve Trust (refer to Figure 1).

The proposed works will increase the capacity of the stormwater drainage network in this location and alleviate localised flooding issues at the site. This will be achieved by augmenting the existing drainage system to achieve a 1 in 100 year storm capacity. The proposed project forms the second and final stage of a program of works to improve stormwater drainage within the north Pottsville area. Stage one of this program was completed in 2010 and addressed similar stormwater drainage issues to the north of the site.

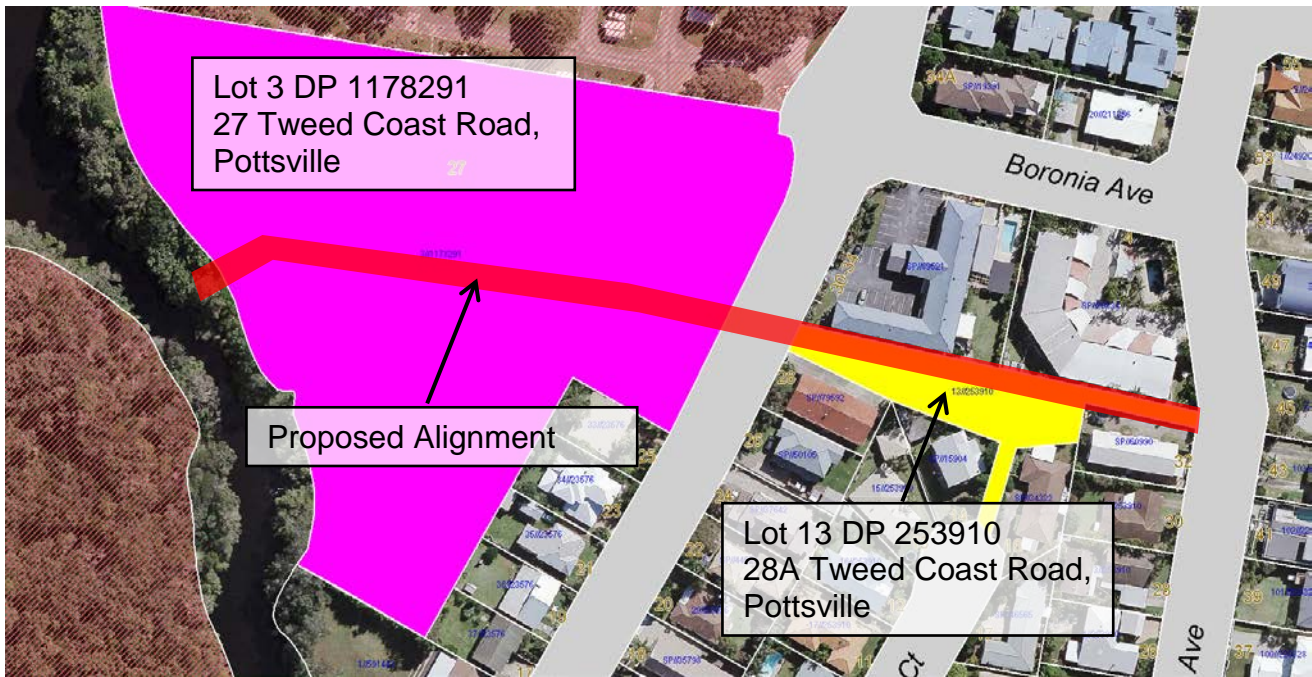


Figure 1: Aerial photograph identifying proposed works alignment and subject site.

Works for the proposed stormwater upgrade are scheduled to commence in April 2016 and would extend for a duration of approximately eight weeks. These works would be undertaken by Council day labour staff.

The proposed works are permissible without consent under Part 3, Division 20 (Stormwater Management Systems), Clause 111 of the State Environmental Planning Policy (Infrastructure) 2007. Clause 111(1) states that "Development for the purpose of stormwater management systems may be carried out by or on behalf of a public authority without consent on any land". Under Clause 111(2), a reference to development for the purposes of stormwater management systems includes a reference to development for the purposes of "construction works" if the development is in connection with a stormwater management system.

As Lot 3 is identified as being owned by Council but managed and operated by the Tweed Coast Holiday Parks Reserve Trust, the proposed works necessitate an approval from the Trust to issue a licence to undertake the works.

The proposed works are being assessed under Part 5 of the EP&A Act and a Review of Environmental Factors has been prepared by Council's Design Unit Environmental Scientists. The alignment of the proposed stormwater upgrade, particularly the outlet into Cudgera Creek, has been selected to minimise vegetation disturbance and potential impacts to the environment.

In conjunction with this report, another report has also been prepared to Council to grant consent for the application of works within Lot 13 DP 253910 and to issue a licence for temporary access onto this parcel to undertake the works.

It is recommended that the Tweed Coast Holiday Parks Reserve Trust provide approval to issue a licence for temporary access onto Lot 3 DP 1178291 to undertake the proposed works.

OPTIONS:

The options for consideration of the Tweed Coast Holiday Parks Reserve Trust are:

1. Provide approval as the manager and operator of Lot 3 DP 1178291 for issuing a licence for temporary access to the site to undertake the proposed works.
2. Request additional information.
3. Refuse Tweed Shire Council's request to provide endorsement of the works.

CONCLUSION:

This report provides an outline of a proposed project by Tweed Shire Council requesting an approval as the manager and operator of Lot 3 DP 1178291 to issue a licence for temporary access to the site to undertake the proposed stormwater drainage works.

COUNCIL IMPLICATIONS:

a. Policy:

Council's Operational and Delivery Plan - the works form part of the adopted Delivery Plan.

b. Budget/Long Term Financial Plan:

Not Applicable.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

Council will undertake letter drops to the adjoining and surrounding residents that are likely to be impacted by the proposal. Council has also consulted with the North Pottsville Holiday Park management with regards to the proposal and will hold a public meeting for park residents.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.
