

Chairman: Tr K Milne

Trustees: P Allsop
R Byrnes
C Cherry (Deputy Chairman)
R Cooper
J Owen
W Polglase

Agenda

Tweed Coast Holiday Parks Reserve Trust Meeting Thursday 20 July 2017

held at **Harvard Room, Tweed Heads Administration
Building, Brett Street, Tweed Heads** commencing at 5.30pm

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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 Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 6 July 2017

SUBMITTED BY: Corporate Governance

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Making decisions with you
We're in this together

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

2	Making decisions with you
2.2	Engagement
2.2.4	Councillor and Civic Business - To provide assistance to Councillors and support for Council to operate within its legal framework.

ROLE: **Leader**

The Minutes of the Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 6 July 2017 are attached for information and adoption by Council.

RECOMMENDATION:

That:

1. The Minutes of the Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 6 July 2017 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.

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 6 July 2017 (ECM 46239808). |
| <i>(Confidential)</i> Attachment 2. | Minutes of the Confidential Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 6 July 2017 (ECM 4623981). |
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REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST

REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST

2 [EM-TCHP] TCHP2017001 Fabrication, Delivery and Installation of Prefabricated Buildings for Kingscliff Beach Holiday Park

SUBMITTED BY: Holiday Parks

FILE REFERENCE: GC3/8/2

TCHP1709

mhm



People, places and moving around
Who we are and how we live

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 3 People, places and moving around
- 3.2 Places
- 3.2.4 Holiday Parks - To provide safe, attractive and accessible holiday accommodation on public land.

ROLE: Leader

SUMMARY OF REPORT:

This report provides advice to the Tweed Coast Holiday Parks Reserve Trust of the outcome of the tender process for offer TCHP 2017001 Fabrication, Delivery and Installation of Prefabricated Buildings Kingscliff Beach Holiday Park.

RECOMMENDATION:

That, in respect to Offer TCHP 2017001 Fabrication, Delivery and Installation of Prefabricated Buildings Kingscliff Beach Holiday Park:

1. **The Trust awards the contract to Wendgold Pty Ltd Trading as East Coast Homes & Park Cabins (ABN 26 078 352 824) for the value of \$2,186,440.00 (including GST).**
2. **The Executive Manager be granted delegated authority to approve appropriately deemed variations to the contract and those variations be reported to the Trust at mid contract and finalisation of the contract.**

3. **ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
- (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.**

REPORT:

Offer Background

Offer TCHP 2017001 Fabrication, Delivery and Installation of Prefabricated Buildings Kingscliff Beach Holiday Park was called to engage a suitably qualified and experienced Contractor to provide all plant, labour and materials to carry out the fabrication, delivery and installation of prefabricated buildings for the new refurbishment of the Kingscliff Beach Holiday Park.

Offers were officially sent to five pre-selected Contractors with Offer submissions closing at 4.00pm (local time) on 21 June 2017 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

Request for Offer Advertising

The Offer was invited in accordance with the provisions of the Local Government Act 1993, the NSW Local Government (General) Regulation 2005 and the Tendering Guidelines for NSW Local Government.

Offer Submissions

Offer submissions closed at 4.00pm (local time) on 28 June 2017 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

At the closing time for submissions, the Tender Box was opened and 2 Offers recorded:

Bidder	ABN
Wendgold Pty Ltd Trading as East Coast Homes & Park Cabins	26 078 352 824
Uniplan Group Pty Ltd	64 602 475 574

Offer Evaluation Panel

The Offer Evaluation Panel was made up as follows:

Position
Unit Coordinator - TCHP - Chairman
Project Manager Contracts - TSC
Holiday Parks Supervisor - TCHP

Evaluation Criteria

Offers were evaluated based on the criteria noted in the table below. Note that specific criteria and weightings were not detailed to potential bidders during the tender period.

Evaluation Criteria	Document Reference	Weighting (%)
Tender Price (adjusted as necessary)	Schedule 2 & 3	40
Relevant Experience, Capability and resources	Schedule 5	5
Design and innovation	Design Plans & Elevations	15
Quality of fixtures and fittings	Schedule 4	15
Proposed program timing	Schedule 7	5
Conformance to site position and locality	Submitted plans	10
Local Preference	Schedule 12	10
	Total	100

Details of the price and non-price evaluation are shown on the Offer Evaluation Report and Offer Evaluation Scoring Sheet. A copy of the Offer Evaluation Report and Offer Evaluation Scoring Sheet are included as ATTACHMENTS 1 and 2 which are CONFIDENTIAL in accordance with Section 10A(2):

- (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

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.

Evaluation Summary

East Coast Homes & Park Cabins achieved the highest overall assessment score and is therefore deemed as the most advantageous option for Tweed Coast Holiday Parks.

OPTIONS:

That the Trust:

1. Awards the contract to Wendgold Pty Ltd Trading as East Coast Homes & Park Cabins ABN 26 078 352 824 for the value of \$2,186,440.00 (including GST).
2. Awards the Contract to a different Bidder, including reasons for this course of action.
3. Declines to accept any of the Offers, including reasons for this course of action.

CONCLUSION:

Wendgold Pty Ltd Trading as East Coast Homes & Park Cabins achieved the highest overall assessment score and is therefore deemed as the most advantageous option for the Trust. It is recommended that the Trust awards the contract to Wendgold Pty Ltd Trading as East Coast Homes & Park Cabins ABN 26 078 352 824 for the value of \$2,186,440.00 (including GST).

COUNCIL IMPLICATIONS:

a. Policy:

The Offer invitation and evaluation have been conducted in accordance with the provisions of:

- NSW Local Government (General) Regulation 2005
- Council's Procurement Policy v1.6

b. Budget/Long Term Financial Plan:

Funds to be expended are available within the Tweed Coast Holiday Parks Capital Reserves.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. TCHP2017001 - Offer Evaluation Report (ECM 4615408)

(Confidential) Attachment 2. TCHP2017001 - Offer Scoresheet (ECM 4615479)

3 [EM-TCHP] Request for Sponsorship to Assist in the Purchase of Surf Rescue Motor Craft from Cudgen Headland Surf Life Saving Club

SUBMITTED BY: Holiday Parks

FILE REFERENCE: GC3/8/2

TCHP 1707

mhm



People, places and moving around

Who we are and how we live

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 3 People, places and moving around
- 3.2 Places
- 3.2.4 Holiday Parks - To provide safe, attractive and accessible holiday accommodation on public land.

ROLE: Leader

SUMMARY OF REPORT:

This report recommends that the Tweed Coast Holiday Parks Reserve Trust approves the sponsorship request from Cudgen Headland Surf Life Saving Club in the amount of \$5,000.00 (excluding GST) to provide the funds necessary to purchase surf rescue motor craft.

RECOMMENDATION:

That the Tweed Coast Holiday Parks Reserve Trust: approves the sponsorship request from Cudgen Headland Surf Life Saving Club in the amount of \$5,000.00 (excluding GST) for the purchase of a surf rescue motor craft.

REPORT:

For Trustee's information, the Tweed Coast Holiday Parks has assisted a variety of community service clubs and volunteer groups over the years. The form of assistance provided has been by providing free/discounted site fees for raffles or use in events as well as providing sponsorship to help finance larger projects.

Examples of the latter have been sponsoring: -

- Fingal Head Primary School to help purchase an outdoor playground shade structure.
- A number of Tweed Surf Life Saving Clubs to purchase beach rescue equipment such as rescue tubes, rescue boards and portable beach patrol arena shade structures.
- Salt Surf Life Saving Club to assist in the purchase of an all-terrain rescue vehicle.

Recently a sponsorship request was received by the Executive Manager of the Trust from Cudgen Headland Surf Life Saving Club (Cudgen Headland SLSC) to assist in the acquisition of new surf rescue motor craft including a new 4WD vehicle to assist with beach coverage north to Fingal Head, multiple rescue craft to be held in a state of readiness on specifically equipped trailers, a tractor and a beach patrol arena.

The need for a new surf rescue motor craft is to provide an appropriate response vehicle for rescues and therefore enhance the safety of swimmers. The vehicles are necessary pieces of life saving equipment used on the beach for transportation of patients and equipment in emergency situations.

With the redevelopment of the Kingscliff Foreshore, Cudgen Headland SLSC becomes a unique community asset and this sponsorship opportunity gives Tweed Coast Holiday Parks the chance for recognition and promotion of the Holiday Parks in all club printed and digital materials.

OPTIONS:

That the Tweed Coast Holiday Parks Reserve Trust:

1. Approves the sponsorship to Cudgen Headland SLSC in the amount of \$5,000 (excluding GST) to assist in the purchase of surf rescue motor craft.
2. Does not approve the sponsorship to Cudgen Headland SLSC in the amount of \$5,000 (excluding GST) to assist in the purchase of surf rescue motor craft.

CONCLUSION:

As per recommendation.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable

b. Budget/Long Term Financial Plan:

Funds to be expended are available within the Tweed Coast Holiday Parks budget.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Not Applicable.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

4 [EM-TCHP] Carparking - Ambrose Brown Park Pottsville

SUBMITTED BY: Holiday Parks

FILE REFERENCE: GC3/8/2

TCHP 1710

mhm



People, places and moving around
Who we are and how we live

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 3 People, places and moving around
- 3.2 Places
- 3.2.4 Holiday Parks - To provide safe, attractive and accessible holiday accommodation on public land.

ROLE: **Leader**

SUMMARY OF REPORT:

This report recommends that the Tweed Coast Holiday Parks Reserve Trust undertakes an investigation with Council's Roads and Stormwater Unit and Recreation Services Unit into seeking possible car parking solutions for Ambrose Brown Park, Pottsville, during high occupancy periods at Pottsville South Holiday Park.

RECOMMENDATION:

That:

1. **The Tweed Coast Holiday Parks Reserve Trust: requests the Executive Manager to liaise with Tweed Shire Council's Roads and Stormwater Unit and Recreation Services Unit to investigate opportunities for the formalisation of additional carparks for Ambrose Brown Park, Pottsville or other locations in the Pottsville CBD vicinity and that this be reported back to an Ordinary Council meeting.**
2. **The Executive Manager ensures that the people booking sites at Pottsville South Holiday Park are reminded at the time of booking that they have *one only* car space per booking.**

REPORT:

The Pottsville Community Association has written to Tweed Coast Holiday Parks regarding parking in and around Ambrose Brown Park, Pottsville, following the renovation of Pottsville South Holiday Park. The Association raised residents' concerns who have difficulty accessing Ambrose Brown Park and Mooball Creek estuary during weekends and school holiday periods. The Association has requested the Tweed Coast Holiday Parks create additional parking spaces for guests of Pottsville South Holiday Park to make parking in Ambrose Brown Park easier for residents of Pottsville.

At the request of Tr Cherry, The Executive Manager commenced discussions with Council Officers including the Roads and Stormwater Unit to look at opportunities for the formalisation of additional carparks. These discussions have not progressed as flood recovery works have become a priority for the Roads and Stormwater Unit.

OPTIONS:

That:

1. The Tweed Coast Holiday Parks Reserve Trust: requests the Executive Manager to liaise with Tweed Shire Council's Roads and Stormwater Unit and Recreation Services Unit to investigate opportunities for the formalisation of additional carparks for Ambrose Brown Park, Pottsville or other locations in the Pottsville CBD vicinity and that this be reported back to an Ordinary Council meeting; and
2. The Executive Manager ensures that the people booking sites at Pottsville South Holiday Park are reminded at the time of booking that they have **one only** car space per site.

OR

3. The Tweed Coast Holiday Parks Reserve Trust does not approve the Executive Manager to investigate opportunities for the formalisation of additional carparks for Ambrose Brown Park, Pottsville.

CONCLUSION:

As per recommendation.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable.

b. Budget/Long Term Financial Plan:

No budget allocation.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Not Applicable.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

REPORTS FROM DIRECTOR COMMUNITY AND NATURAL RESOURCES

5 [CNR-TCHP] Subdivision of Lot 2 DP 1122062 - Development of Kingscliff Beach Holiday Park

SUBMITTED BY: Design

mhm



People, places and moving around
Who we are and how we live

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 3 People, places and moving around
- 3.1 People
- 3.1.5 Economic Development - To support the local economy and attract new business and employment to the Tweed.

ROLE: Collaborator

SUMMARY OF REPORT:

The Kingscliff Beach Holiday Park is currently being re-developed and the footprint of the Holiday Park will be reduced by a subdivision of Lot 2 in DP 1122062, the current parcel for the Holiday Park and the beachfront Tweed Coast Reserve R1001008. The Holiday Park is within Crown Reserve 1001014 but is not on a separate parcel.

DA16/0076 was issued on 16 May 2016 for the subdivision, demolition works, and alterations to the existing Holiday Park.

The Holiday Park footprint prior to the subdivision and redevelopment comprised an area of approximately 3.31 hectares. When the plan of subdivision is registered, the new parcel for the Holiday Park footprint will be reduced to 1.992 hectares. The difference in area is no longer required to form part of Crown Reserve 1001014.

Advice from Crown Lands indicates that the area is no longer required for holiday park purposes and can be added to the adjacent reserve, this will also automatically revoke the caravan park reservation.

It is recommended that the Trust approves the addition of the residue area of the Holiday Park to the surrounding Tweed Coast Reserve, R1001008. A separate report to the Tweed Coast Reserve will accompany this report.

RECOMMENDATION:

That the Trust approves the addition of the residue area of R1001014 following the subdivision of Lot 2 DP 1122062 to R1001008.

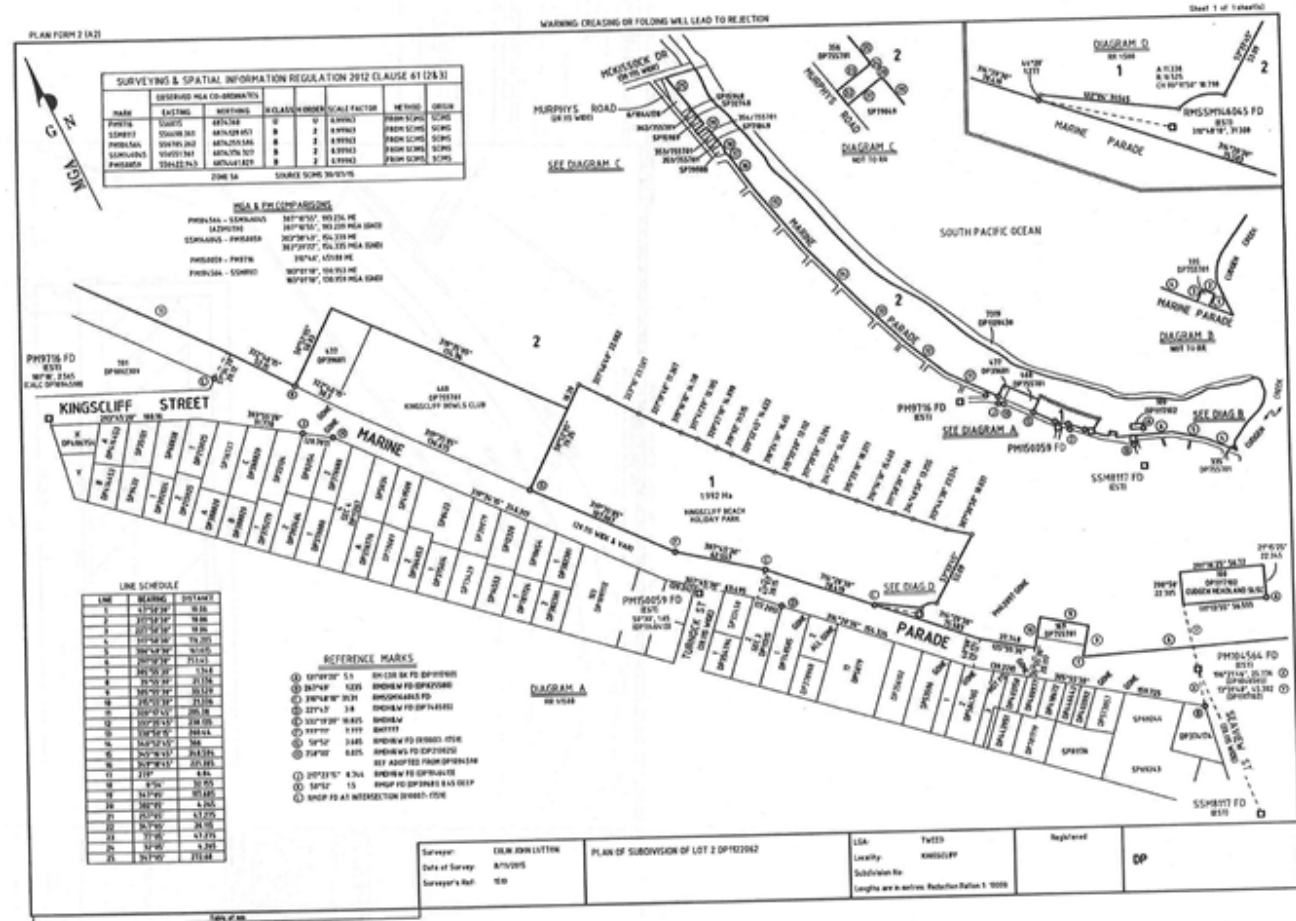
REPORT:

On 16 May 2016, development consent for the redevelopment of the Kingscliff Beach Holiday Park was issued. The footprint of the Holiday Park will be reduced by a subdivision of Lot 2 in DP 1122062, the current parcel for the Holiday Park. The Holiday Park is within Crown Reserve 1001014 reserved for Caravan Park.

DA16/0076 is a consent for the subdivision, demolition works, and alterations to the existing Holiday Park.

The Holiday Park footprint prior to the subdivision and redevelopment comprised an area of approximately 3.31 hectares. When the plan of subdivision is registered, the new parcel for the Holiday Park footprint will be reduced to 1.992 hectares. The difference in area is no longer required to form part of Crown Reserve 1001014.

The plan below illustrates the new area for the Holiday Park as proposed Lot 1:



Lot 2 in the plan is within R1001008. Advice from Crown Lands indicates that the area is no longer required for holiday park purposes and can be added to the adjacent reserve, this will also automatically revoke the caravan park reservation.

It is recommended that the Trust approves the addition of the residue area of the Holiday Park to the surrounding Tweed Coast Reserve, R1001008. R1001008 is reserved for Public Recreation and Protection of Coastal Flora and Fauna.

OPTIONS:

There are no alternative options as the residue, if not added to R1001008, will remain part of R1001014 which will limit use of the area to the caravan park purpose, and preclude its use for public recreation.

CONCLUSION:

To provide for the appropriate use of the residue it is recommended that it be added to R1001008 so that it can be incorporated into the public recreation use surrounding the Holiday Park.

COUNCIL IMPLICATIONS:

a. Policy:

Corporate Policy Not Applicable

b. Budget/Long Term Financial Plan:

No financial or budgetary implications arise from this report

c. Legal:

Not applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

No requirement for public engagement arises from this report.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Nil.

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