

TWEED COAST HOLIDAY PARKS RESERVE TRUST AGENDA



Tweed Shire Council

10 October 2006

Dear

NOTICE IS GIVEN that a Meeting of the Tweed Coast Holiday Parks Reserve Trust will be held at the Council Chamber, Murwillumbah Civic and Cultural Centre on Tuesday 17 October 2006, commencing at **4.20PM**.

Submitted,

Mike Rayner
General Manager

AGENDA

1. Confirmation of Minutes
2. Apologies
3. Disclosure of Interest
4. Items to be Moved from Ordinary to Confidential - Confidential to Ordinary
5. Administrators' Minute
6. Items Deferred
7. Reports through the Executive Manager of the Trust
 - Reports from the Executive Manager of the Trust
 - Reports from Director Planning & Environment
 - Reports from Director Governance & Corporate Services
 - Reports from Acting Director Engineering and Operations
 - Reports from Director Environment & Community Services
9. Orders of the Day
10. Question Time
11. Confidential Matters - (exclude Press and Public)

THIS
PAGE
IS
BLANK

THIS
PAGE
IS
BLANK

ITEMS FOR CONSIDERATION OF THE TRUST:

ITEM	PRECIS	PAGE
	CONFIRMATION OF MINUTES	5
	Minutes of the Tweed Coast Holiday Parks Reserve Trust Meeting held Tuesday 5 September 2006	5
	REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST	7
	REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST	7
1	[GC] Refit of Tweed Coast Holiday Parks Administration Office and Additions to the Northern Barbecue at Pottsville South Holiday Park	7

THIS
PAGE
IS
BLANK

THIS
PAGE
IS
BLANK

CONFIRMATION OF MINUTES

Minutes of the Tweed Coast Holiday Parks Reserve Trust Meeting held Tuesday 5 September 2006

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).

1. Minutes of the Tweed Coast Holiday Parks Reserve Trust meeting held Tuesday 5 September 2006 (DW 1456951).
 2. **Confidential Attachment** - Minutes of the Confidential Tweed Coast Holiday Parks Reserve Trust meeting held Tuesday 5 September 2006 (DW 1456949).
-

THIS
PAGE
IS
BLANK

THIS
PAGE
IS
BLANK

REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST

REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST

- 1 [GC] Refit of Tweed Coast Holiday Parks Administration Office and Additions to the Northern Barbecue at Pottsville South Holiday Park**

ORIGIN:

Executive Manager of the Trust

FILE REFERENCE: GC3/8/2

TCHP0602

SUMMARY OF REPORT:

This report recommends works be undertaken to improve the Tweed Coast Holiday Parks administration office at Boyds Bay and upgrades a barbecue facility at Pottsville South Holiday Park.

RECOMMENDATION:

That the Tweed Coast Holiday Parks Reserve Trust:-

- 1. Approves the expenditure detailed in the body of this report for the purpose of refitting the Boyds Bay administration office and making additions to the northern barbecue facility at Pottsville South Holiday Park.**
- 2. Authorises the costs associated with these works be provided out of the Capital Asset Reserve.**

REPORT:

1. Boyds Bay Administration Offices

The administration and operational management of the Tweed Coast Holiday Parks is conducted out of the old Boyds Bay Kiosk, which was refitted as offices in 1996.

As the business has grown and the levels of required expertise increased, there has been a commensurate increase in the number of staff employed.

As well as the extra personnel there is a need to upgrade the present computer and technology equipment for the TCHP business. In this regard Councils information technology unit recommends the establishment of an internal local area network based around a tandem file server platform, and housed in a separate temperature and humidity controlled equipment room.

In order for both staff and the upgraded technology platform to work effectively and efficiently major changes to the current premises are required. The option of providing additional office space by further development at the current site, by both standard and relocatable buildings, has been examined and discounted for reasons of financial and opportunity cost.

The proposed refit has been designed by Councils design unit in conjunction with TCHP staff. In order to minimise costs and ensure schedule and quality targets are met it is proposed that the TCHP construction supervisor undertake the project management and primary builder role. Necessary sub-trades will be engaged as required.

The projected total cost, including allowance for temporary accommodation, is \$90,600.

2. Upgrade Northern BBQ at Pottsville South Holiday Park

The current northern BBQ at Pottsville South is a single unit with minimal shade and weather protection. The BBQ is very popular with cabin and tourist sites clients, however in busy times cannot provide sufficient cooking and eating capacity.

The proposed upgrading will provide double BBQ plates, sink units with hot water and an attractive curved roof design similar to the new facilities recently completed at Fingal Holiday Park. The TCHP construction supervisor will undertake the project management and primary builder role.

The projected total cost \$16,700

The Executive Manager recommends these proposals to the Trust, and if approved suggests the cost be funded from the Capital Asset Reserve.

LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

UNDER SEPARATE COVER:

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).*

Nil.

THIS
PAGE
IS
BLANK

THIS
PAGE
IS
BLANK

