



RICHMOND VALLEY COUNCIL

Minutes

Reserve Trust Meeting

Tuesday, 7 July 2009

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MINUTES OF THE RESERVE TRUST MEETING OF RICHMOND VALLEY COUNCIL, HELD IN THE COUNCIL CHAMBERS, CNR WALKER STREET AND GRAHAM PLACE, CASINO, ON TUESDAY, 7 JULY 2009 AT 2.30 P.M.

PRESENT

Crs. C.J. Sullivan (Mayor), C.J. Cox, O. Crawford, S.A. George, B.J. Jeffery, D.A. Kinnish, S.E. Morrissey and S.N. Wheatley.

The General Manager, Director Corporate Services, Director Environmental Development Services, Silver Sands Holiday Park Co-ordinator (Tim Gooley) and Executive Assistant (Roslyn Townsend) were also in attendance.

1 APOLOGIES

An apology was tendered on behalf of Cr. Mustow.

RT070709/ 1 RESOLVED (Cr. Wheatley/Cr. Morrissey)

That such apology be accepted and leave of absence granted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr. Mustow

2 DECLARATION OF INTERESTS

Nil.

3 REPORTS

3.1 TENDER FOR SECURITY SERVICES TO EVANS HEAD RECREATION RESERVE AND SILVER SANDS HOLIDAY PARK

Reference: Parks and Reserves - Security, Service Provision, Tendering, Trusts; P1001587

Prepared by: Silver Sands Holiday Park Co-ordinator

Background

The Reserve Trust currently requires the services of a security firm for all school holidays, public holidays and Friday and Saturday nights at the Evans Head Recreation Reserve and Silver Sands Holiday Park. To date there has been no formal agreement between the security firm and the Reserve Trust on the level of service or long term rates.

In order to achieve the most effective level of service and economic rate it would be prudent of the Reserve Trust to advertise an open competitive Tender process for the security service to Evans Head Recreation Reserve and Silver Sands Holiday Park.

Report

Issues

Council has received numerous reports through letters, complaint forms, phone calls and in person regarding security issues at the Evans Head Recreation Reserve and Silver Sands Holiday Park. These incidents involve assault, theft and verbal abuse, as well as the conducting of prohibited activities on the Recreation Reserve.

Previous reports to the Reserve Trust relating to the request to install a fence around Silver Sands Holiday Park have highlighted specific incidents.

As part of addressing this issue the Co-ordinator has conducted meetings with the Park Managers, Police, security staff and clients. The clear advice from all of these parties is that a strategic approach to crime prevention is required to reduce the current concerns and ensure the safety and enjoyable experience of those visiting the Evans Head Recreation Reserve and Silver Sands Holiday Park.

The strategic approach which has been undertaken includes the installation of a security fence around the perimeter of Silver Sands Holiday Park, supporting youth workers and youth activities, supporting Council Ranger activities, developing a Crime Prevention Plan and employing security services. This approach will continue to be monitored and it is reasonable to assume that the strategy will also include further measures like CCTV if required. Although the security fence will reduce the majority of issues within Silver Sands Holiday Park, clients of the Holiday Park are now utilising the foreshore area more frequently, as well as the day users and this area is not protected by fencing.

Since the Christmas holidays Council has trialled the increased presence of security services. This trial has involved not only employing security services during the Christmas and Easter periods but also every Friday and Saturday night and where required, public holidays.

The response from Silver Sands Holiday Park management, Silver Sands Holiday Park clients, Evans Head Recreation Reserve users and the Police has been extremely positive with the frequency of incidents and seriousness of the incidents greatly reduced.

It is now proposed to continue this security service on Friday and Saturday nights, public holidays and all school holidays. This increased service is a significant financial commitment from the Reserve Trust.

It is proposed by tendering out the security service the Reserve Trust will obtain a more competitive rate for the security services and can also ensure specific performance requirements are met by the security staff.

Legal

Any security staff employed will need to be fully licensed and insured and act in accordance with their delegated authority.

Social

It is proposed that the introduction of security throughout the Reserve will not have a negative social impact. It is now common to have security staff around town centres, shopping malls and public events.

Consultation

Detailed consultation has been undertaken with Park management, local area Police, Park residents, NSW Department of Lands and youth workers.

The consultation will continue through the development of the Crime Prevention Plan and also scheduled meetings with Police and Silver Sands Holiday Park management.

Council has also received numerous letters from concerned clients to the Park who have encountered problems.

Economic

It is evident from recent correspondence that if Council does not act to improve the security of the Evans Head Recreation Reserve and Silver Sands Holiday Park, then clients and the community, will stay away. Some clients have stated that they will not return to Silver Sands Holiday Park until something is done to improve the security.

In addition there are significant assets on Evans Head Recreation Reserve that need to be protected particularly during weekends and holidays. These assets include the kiosk, Recreation Hall, Silver Sands Holiday Park amenities, foreshore gazebos and the Surf Club.

Given the commitment the Reserve Trust is making to improve the Park through the Master Plan and the Business Operation Plan a positive and safe perception of the Reserve and Park is critical.

Staff

There will be no increased commitment from staff due to the employment of security staff.

The Director Corporate Services or his delegate will supervise the work of the security firm.

Strategic Links

The tender for security services will be part of the Crime Prevention Plan and the Business Operations of the Reserve.

Financial Implications

Currently the Reserve Trust has committed \$100,000 in 2009/2010 budget to support security services. This commitment is funded from the operational revenue of the Silver Sands Holiday Park. It is expected that under the current arrangements this commitment will continue to increase annually.

It is envisaged that by undertaking a tender process for the security services the Trust will be able to obtain a better level of service at a more competitive rate.

It is proposed that the initial tender will be for a twelve month period with a review to be undertaken nearing the completion of that twelve month period.

Conclusion

The issue of security within the Evans Head Recreation Reserve and Silver Sands Holiday Park has become critical for the management of the Silver Sands Holiday Park and the safety of the clients and day users. Numerous letters and phone calls have been made to Council, Park management and local Police regarding the issue. The risk is by doing nothing and allowing the current situation to continue a serious avoidable incident could occur or the reputation of the Evans Head Recreation Reserve and Silver Sands Holiday Park could be negatively affected.

The Co-ordinator has conducted detailed consultation with all the parties involved in this issue and has taken particular advice from the NSW Police Department on how best to manage the current issues affecting the Park.

There is currently a budget allocation available to undertake the tender.

RECOMMENDATION

Recommended that the Reserve Trust endorse the undertaking of a tender process for security services to Evans Head Recreation Reserve and Silver Sands Holiday Park (for a twelve month period).

RT070709/ 2 RESOLVED (Cr. Jeffery/Cr. Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.
ABSENT. DID NOT VOTE - Cr. Mustow

3.2 EVANS HEAD AQUATIC CENTRE LEASE

Reference: Parks and Reserves - Design and Construction; Council Properties - Registration; P40630; DA2008/188

Prepared by: Administration Engineer

Background

As previously determined by Council, the Evans Head Aquatic Centre is to be constructed on the north western section of Stan Payne Oval in accordance with the existing management plan. During the development of the Evans Head Aquatic Centre, Council undertook consultation with the Department of Lands which advised that a lease for the centre would be required for the site. The Trustee for the Reserve, Richmond Valley Council, is required to consent to the approval for this lease as due process in drafting the lease agreement.

This report details the issues and the consent for the Evans Head Aquatic Centre lease over the section of Stan Payne Oval.

Report

Issues

The Evans Head Aquatic Centre is proposed to be constructed in the north western section of Stan Payne Oval in accordance with the existing management plan as previously advised. The lease with the Department of Lands will take approximately one year to execute and a temporary licence has been requested to enable Council to undertake the relevant works, whilst the formal lease agreement is being prepared.

Financial Implications

There are no financial implications as a result of the consent for a lease. However, all costs associated with the provision of the lease will be the responsibility of Richmond Valley Council. The associated costs are minor and covered within the 2009/2010 budget. The Department may charge the Council rental in the future.

Conclusion

The Department of Lands has advised that a lease for the Evans Head Aquatic Centre and consent of the Reserve Trust is required before a lease can be executed. Previous correspondence from the Department of Lands advised as follows:

"Lands supports Council's proposed Evans Head Pool project.

The Pool project should be included in the Regional Reserve Planning process. Further, Lands supports the use of Stan Payne Oval as the proposed site, in the planning process.

Lands will recommend to the Minister to approve transfer of up to \$300,000 from the Silver Sands Caravan Park towards capital costs of the project. This is subject to the business plan for Silver Sands Caravan Park noted above demonstrating that such funds are surplus to the requirements of the Caravan Park necessary for improvement and upgrade. Further, it is also subject to the Caravan Park having sufficient funds to release \$150,000 for the cost of the Regional Reserve Planning Process to be undertaken by Lands in conjunction with Council. Also funding agreed to be transferred to Dirawong Reserve must also be provided from the caravan park funds.

Lands will require Council to take out a lease for the site. The lease will be subject to market rental, rebated according to the Government policy of the day."

RECOMMENDATION

Recommended that the Reserve Trust consent to Richmond Valley Council acquiring a lease for the site of the Evans Head Aquatic Centre. Further, that authority be given to affix Council's Seal to lease documents, if required.

RT070709/ 3 RESOLVED (Cr. Wheatley/Cr. Jeffery)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.
ABSENT. DID NOT VOTE - Cr. Mustow

3.3 SUMMARY OF MID RICHMOND RESIDENTS VILLAGE STRATEGIC PLANNING AND POLICY COMMITTEE MEETING HELD ON WEDNESDAY 10 JUNE 2009

Reference: Community Services - Service Provision; P21332, P21333

Prepared by: Director Corporate Services

Background

The Mid Richmond Residents Village Strategic Planning and Policy Committee and the Mid Richmond Residents Village Operational Committee met on Wednesday, 10 June 2009.

The Operational Committee makes recommendations to the Strategic Planning and Policy Committee when required and the Strategic Planning and Policy Committee makes recommendations to the Trust when required.

Report

Issues

The Strategic Planning and Policy Committee considered the following matters at its meeting held on 10 June 2009:

- Proposed Lease of facility in the future
- Accommodation Bonds and a recommendation from the Operational Committee to increase the bond to \$185,000
- Draft Budget 2009/2012 and a recommendation for a report to be provided
- Financial Report to 20 May 2009
- Current Works Program
- ACAR Funding for future capital works.

A separate report has been provided on these matters.

A copy of the Minutes of the Strategic Planning and Policy Committee Meeting held on 10 June 2009 had been circulated separately to each member of the Trust.

Conclusion

Consideration of the recommendations by the Trust will satisfy the Trust's obligations.

RECOMMENDATION

Recommended that the information be received and noted.

RT070709/ 4 RESOLVED (Cr. Wheatley/Cr. Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.
ABSENT. DID NOT VOTE - Cr. Mustow

3.4 MID RICHMOND RESIDENTS VILLAGE - FINANCIAL MATTERS

Reference: Community Services - Service Provision; P21332, P21333

Prepared by: Director Corporate Services

Background

The Mid Richmond Residents Village Strategic Planning and Policy Committee made a number of recommendations to the Reserve Trust at its meeting held on 10 June 2009 and the Trust needs to consider these matters.

Report

Issues

The Trust has previously resolved that the level of accommodation bonds be reviewed six monthly and the current level of the bond is \$150,000. There is no longer a requirement of the Department of Health and Aging to set requirements for a minimum bond level and it is up to the individual organisation to set the bond level.

The Strategic Planning and Policy Committee suggests that the bond be increased to \$185,000 on the basis that this is comparatively very low in relation to other bond levels set by similar institutions.

The Committee also considered the Draft Budget for 2009/2012 and requested that a report be provided in respect of Employee Leave Entitlements in regard to the calculations for superannuation and maternity leave.

Financial Implications

The increase in accommodation bonds would ensure maximum interest is earned on the bonds at a time of low investment rates. The amount of the "draw downs" does not change.

A report on the draft budget items will satisfy the requirements of the Committee.

Conclusion

The consideration of the recommendations of the Mid Richmond Residents Village Strategic Planning and Policy Committee will satisfy the obligations of the Reserve Trust.

RECOMMENDATION

Recommended that:

1. The accommodation bonds for Mid Richmond Residents Village be increased to \$185,000 effective from the date of this meeting.
2. The Manager Finance report back to the Mid Richmond Residents Village Strategic Planning and Policy Committee in respect of the items mentioned in the report.

RT070709/ 5 RESOLVED (Cr. Crawford/Cr. Kinnish)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.
ABSENT. DID NOT VOTE - Cr. Mustow

3.5 SUMMARY OF CORAKI PUBLIC RECREATION RESERVE BOARD MEETINGS HELD ON 27 APRIL 2009 AND 22 JUNE 2009

Reference: Parks and Reserves - Design and Construction, Service Provision, Trusts; Laws and Enforcement - Standards; P42846

Prepared by: Governance Officer

Background

The Coraki Public Recreation Reserve Board met on 27 April 2009 and 22 June 2009.

The Board has the function of care, control and management of Coraki Caravan Park and to provide input to the Reserve Trust in respect of the Caravan Park and other Public Recreation Reserves in Coraki.

Report

Issues

The Coraki Public Recreation Reserve Board considered the following matters at its meetings held on 27 April 2009 and on 22 June 2009:

- Construction of a BBQ
- Construction of a Disabled Toilet Block and inclusion of a Baby Change Table
- Long term tenants – inspection requiring clean up of caravan sites
- Concerns about works in Coraki
- Complaint about signage
- Installation of Concrete Barriers to control access to the park
- Assistance to the Hockey Club for maintenance of the Hockey fields
- Security lights for the ladies toilets
- Membership of the Board
- Code of Conduct
- Review of site fees
- Review of the Management Plan and future planning for the caravan park.

A copy of the Minutes of the Coraki Public Recreation Reserve Board Meetings held on 27 April 2009 and 22 June 2009 had been circulated separately to each Councillor.

It should be noted that the Treasurer was unable to present a financial report to the 22 June 2009 meeting due to a merger between the Magellan Street and Woodlark Street Lismore Branches of the Commonwealth Bank. This resulted in the CBA changing its reporting cycle from the normal monthly statement to three monthly statements. This month's statement was therefore not provided by the Commonwealth Bank. The Treasurer has advised the bank to return this account to the monthly (and not three monthly) statement cycle.

Conclusion

Consideration of the recommendations by the Trust will satisfy the Trust's obligations.

RECOMMENDATION

Recommended that the information be received and noted.

RT070709/ 6 RESOLVED (Cr. Morrissey/Cr. George)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr. Mustow

Note: The participation of Mr. Terry Murphy in the Coraki Public Recreation Reserve Board Meetings is to be clarified.

The Meeting closed at 2.45 p.m.

CONFIRMED - 21 July 2009

CHAIRMAN