



RICHMOND VALLEY COUNCIL

Minutes

Reserve Trust Meeting

Tuesday, 7 April 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 APRIL 2009 AT 4.02 P.M.

PRESENT

C.J. Cox, O. Crawford, S.A. George, B.J. Jeffery, D.A. Kinnish, S.E. Morrissey, R.A. Mustow and S.N. Wheatley.

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

1 APOLOGIES

An apology was tendered on behalf of Cr. Sullivan.

RT070409/ 1 RESOLVED (Cr. Mustow/Cr. Kinnish)

That such apology be accepted and leave of absence granted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr. Sullivan

2 DECLARATION OF INTERESTS

Nil.

3 REPORTS

3.1 TENDER 150.09 - SUPPLY AND INSTALLATION OF SECURITY FENCING AT THE SILVER SANDS HOLIDAY PARK

Reference: Parks and Reserves - Design and Construction, Service Provision, Trusts; P1001587

Prepared by: Co-ordinator Silver Sands Holiday Park

Background

The Reserve Trust has previously received reports regarding the security issues at Silver Sands Holiday Park (SSHP).

In November 2008, the Trust resolved to advertise for Tenders for the supply and installation of security fence around part of the SSHP.

This Report outlines the Tender process and recommendations for the supply and installation of the SSHP perimeter fence.

Report

Issues

Council has become aware of numerous security issues within the SSHP from persons who are not clients of the Park. These issues range from non-clients walking around the Park, to serious incidents where theft and violence has occurred between clients and non-clients.

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 the Police is that a fence needs to be erected around the Park with attached signage clearly stating that only clients (and their guests) are permitted within the Park, and this information has been previously advised to the Trust.

It is important to note that fencing is not seen as the sole measure to fix the problem and the Co-ordinator is working with the local youth centre, Police and security to better manage the whole Reserve area.

The priority areas which require immediate fencing, are from the recreational hall to the rainforest and then around the rainforest to the Surf Club, and Beech Street to the corner of the Evans Head Bowling Club property. It is proposed that the complete fencing of the Park could be included in future works plans.

Following the November 2008 Reserve Trust meeting it was resolved that the complete fence will be Aluminium Powder Coat, 2.1m high with spear points.

In total there is approximately 1,000m of area to be fenced at this stage.

Following the Trust resolution, Tender documents were prepared outlining the minimum specifications required by the fence.

The tender was advertised for twenty-eight (28) days in the Sydney Morning Herald and in local newspapers. A requirement of the Tender was that a compulsory site meeting was attended prior to any Tender submission.

Four (4) Tender submissions were received by Council. Following is the list of the eligible and complying Tenders received:

| Tenderer | Supply & Install (\$) | Removal (\$) |
|-----------------------|----------------------------------|---------------------|
| Homestead Fencing | 175,000 | 4,400 |
| Fencing Manufacturers | 167,500 | 5,500 |
| All Fenced In | 240,000 | 3,500 |

In addition Council received a non-conforming Tender from Bluedog Fences. The Bluedog Fencing Tender was non-conforming as they proposed a Steel Fence.

However after consultation with the Tenderer and Council it was agreed a Steel Fence option would be accepted and assessed.

| Tenderer | Supply & Install (\$) | Removal (\$) |
|-----------------|----------------------------------|---------------------|
| Bluedog Fencing | 288,540 | 9,000 |

Assessment of Tenders

All received Tenders submissions were analysed by the Co-ordinator Silver Sands Holiday Park. In analysing the Tenders, the opinion of Council's Director Works and Purchasing Officer were sought.

The assessment of tenders was carried out in accordance with the "Conditions of Tendering" for this tender.

The selection criteria in the Tender document required the Tenderer to:

"Supply and install approximately 1,000m of security fencing around part of the Silver Sands Holiday Park. The fence must be suitable for installation in a coastal environment. Tenderers will also be required to supply a tendered price for the dismantling and stockpiling of the existing timber fence for removal by Council. The successful tenderer will be responsible for all traffic control and risk management of the site."

Overall, Council is seeking best value for money as defined in Clause 12 of the "Conditions of Tendering" as follows:

"Council is not bound to accept the lowest of any tender submitted. Council in its discretion, will accept the tender that it determines provides the most advantageous result. Tenders will be assessed on 'conformity to the documentation' and 'value for money' (the most cost effective offer determined by considering all price and non-price factors relevant to the proposed contract.)"

The tenderers submitted the following dimensions for their fencing components;

| Tenderer | Horizontal Rail (mm) | Vertical Rail (mm) | Posts (mm) | Footings (mm) |
|-----------------------|-----------------------------|---------------------------|-------------------|----------------------|
| Homestead Fencing | 40 x 40 x 3 | 25 x 25 x 2 | 65 x 65 x 3 | 700 x 250 |
| Fencing Manufacturers | 40 x 40 x 1.6 | 25 x 25 x 1.2 | 65 x 65 x 2.5 | 700 x 250 |
| All Fenced In | 40 x 40 2.5 | 25 x 25 x 2 | 65 x 65 x 2.5 | 700 x 250 |
| Bluedog Fencing | 40 x 40 x 1.6 | 25 x 25 x 2 | 65 x 65 x 2.5 | 800 x 250 |

The above Table shows Homestead Fencing have proposed thicker Horizontal rails and posts than any of the other tenderers.

Legal

Opening and processing of the tenders was conducted within the requirements of the Local Government Act 1993, and the Local Government (General) Regulation 2005.

In addition, from advice received by the NSW Police, appropriate fencing and signage may make the Park an “enclosed land” and thus increase the powers of the Police to act on unauthorised entry.

Environmental

Much research has gone into the ideal design for fencing so that it has minimal impact visually and physically on the environment. The recommended design is to utilise a black fence. The black colour assists the fence to blend into the background.

The fencing will also contribute protection to the Littoral rainforest area, undergrowth and ground stability by restricting access.

The fencing follows the existing fence line so no vegetation removal is required although there will be some trimming of overhanging vegetation.

Asset

The fence will be added to the Assets Register of the Park, and the fence will require periodic checking, however, minimal maintenance is expected and is supported by a warranty of seven years for structure of materials, powder coat finish and workmanship.

Social

It is proposed that the fence will have a positive impact socially on the Park, by reducing anti-social behaviour from non-clients within the Park.

It is also important to note that the fence is one of the measures being used including working with the youth centre, police and management, to provide a better environment socially for the clients of the Park and the wider reserve.

Consultation

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

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

Economic

It is evident from recent correspondence that if Council do not act to improve the security of the Park then clients will stay away. Some clients have stated that they will not return until something is done in regard to anti-social behaviour.

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

Staff

It is proposed that Council's works staff will be able to remove the existing fencing and store the fencing at the Evans Head Depot. This fencing can then be used for other projects around the Reserve (i.e. traffic management, revegetation etc).

The Co-ordinator will supervise the work of the contractors in the erecting of the new fence.

Financial Implications

The completed fence project is expected to be approximately a total of \$230,000. This cost is due to the cost of supply and installation of the new fence, removal of the old fence at \$179,400, installation of suitable gates and locking systems, some change in signage and minor tree lopping by Council.

This expense can be funded totally out of the Silver Sands Holiday Park budget.

Common Seal

It may be necessary to affix the Common Seal of Council to the tender contract documentation.

Conclusion

After undertaking a thorough tender process and assessing the submitted tenders, it is recommended to award the tender to Homestead Fencing. The selection of Homestead Fencing is based on the following:

- Homestead Fencing have nominated the thickest wall material for the horizontal rails and posts.
- Homestead Fencing's price was second lowest (overall \$6,400 more than the lowest priced tender for supply and removal of old fence). However when the additional thickness of the components is considered the small additional cost is justified.
- The Bluedog Fencing steel fence submission was not accepted due its large cost (over \$100,000 higher than Homestead price) and also concerns about the steels reaction with the coastal environment.
- The tender from All In Fencing was not accepted due to the high price (over \$60,000 higher than Homestead price) and also thinner material proposed.
- The tender from Fencing Manufacturer was not accepted, although it was the lowest priced tender, as it proposed a thinner wall thickness on the posts and rails than the Homestead Fencing tender.
- The thicker material proposed by Homestead Fencing, was deemed to represent the best overall long term value, considering the added corrosion resistance in the coastal environment, and the stronger materials resistance to any possible vandal attacks.

RECOMMENDATION

Recommended that Tender 150.09 for the Supply and Installation of Security Fencing at the Silver Sands Holiday Park from Homestead Fencing in the amount of \$179,400, be accepted. Further, that Council authorise the affixing of Council's Common Seal to contract documentation related to the tender.

RT070409/ 2 RESOLVED (Cr. Cox/Cr. Morrissey)

That the above recommendation be adopted.

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

3.2 SILVER SANDS HOLIDAY PARK - CONTRACT FOR MANAGEMENT

Reference: Parks and Reserves - Contracting, Trusts; P1001587

Prepared by: Co-ordinator Silver Sands Holiday Park

Background

The contract for the management of the Silver Sands Holiday is for the period 1 July 2006 to 30 June 2009, with an option for an additional two years from 1 July 2009 to 30 June 2011.

Report**Issues**

The current Managers, Adnow Pty Ltd, have written to Council stating their intention to exercise the option for the additional two (2) years from 1 July 2009 to 30 June 2011 which is included in the current contract.

Legal

In determining Council's response to the request to exercise the option for the additional period, the advice of Council's legal representatives was sought. The advice from Council's legal representatives was that it would be in the Trust's interest to approve the request to exercise the optional two year period. There will also be a number of variations to the contract to take into account changes that have occurred and anticipated changes in the future.

Consultation

In order to adequately respond to this request Council staff have consulted with the current managers and Council's legal representatives.

Economic

There is no negative economic consequence for Council in extending the current Management Contract for the optional period. The current Managers submitted their tender price for the next two years at the start of the current contract, hence Council has been able to budget for this expenditure.

Staff

Council staff, while not directly impacted, will have a greater role in the supervision of this contract and the regulating of the duties required by the Park Managers.

Financial Implications

If this request was not accepted the cost to Council to prepare new contracts would be approximately \$4,000. There are provisions in the budget for this service.

Conclusion

It is to Council's benefit to approve the current Managers exercising the option for the additional two year period from July 2009 to 30 June 2011.

At this stage Council has not prepared a new contract which could be ready for advertising. In addition, with the current preparation of the Master Plan for the Silver Sands Holiday Park, Council may wish to consider the management style that best suits the operation of the Park in the future. Hence it would not be beneficial to prepare a new contract at this stage.

RECOMMENDATION

Recommended that the Managers of the Silver Sands Holiday Park, Adnow Pty. Ltd., be advised that the option to exercise an additional two years, from 1 July 2009 to 30 June 2011, is approved.

RT070409/ 3 RESOLVED (Cr. Morrissey/Cr. George)

That the above recommendation be adopted.

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

3.3 SUMMARY OF THE CORAKI PUBLIC RECREATION RESERVE BOARD MEETING HELD ON 9 FEBRUARY 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 Monday, 9 February 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 meeting held on 9 February 2009:

- Completion of construction of the BBQ
- New Unisex – Disabled – Public Toilet Block
- Long term tenants
- Installation of power points as recommended by the electrician
- Defining the perimeter of the reserve for security reasons
- Treasurer's Report
- Meeting Schedule for 2009
- Storage of Hazardous Materials
- Repair of a hazard created by subsidence either side of the Public Wharf.

A copy of the Minutes of the Coraki Public Recreation Reserve Board Meeting held on 9 February 2009 had been circulated separately to each Councillor.

Conclusion

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

RECOMMENDATION

Recommended that the information be received and noted.

RT070409/ 4 RESOLVED (Cr. Kinnish/Cr. Morrissey)

That the above recommendation be adopted.

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

Note: Cr. Kinnish made reference to a recent email from a representative of the Coraki Recreation Reserve Board requesting Council waive fees for the collection and disposal of green matter/Coral tree debris removed from the reserve.

The General Manager advised that a report was being prepared for submission to the April Council Meeting and the writer would be advised of possible alternatives to assist in the removal of the trees.

The Meeting closed at 4.13 p.m.

CONFIRMED - 21 April 2009

CHAIRMAN