



In accordance with Section 277E of the *Local Government Regulation 2012* it is not practicable for the public to attend the meeting because of health and safety reasons associated with the public health emergency involving COVID-19.

The meeting will therefore be closed to the public, with only Councillors and staff essential for the functioning of the meeting in attendance. Consistent with Council's legislative responsibilities, the minutes of Council's meeting will be made available for inspection by the public at Council's office and on its website. Further the minutes will be available for purchase upon confirmation at the next meeting.

As an additional proactive step during these difficult times, Council will also upload a video of the meeting to Council's official Facebook page.

Mayor Tyson Golder
Meeting Chairperson.

LATE ITEMS

BUSINESS PAPER - Ordinary Meeting

Wednesday 24 June 2020

Ernest Brock Room (Roma Cultural Centre)

NOTICE OF MEETING

Date: 26 June 2020

Mayor: Councillor T D Golder

Deputy Mayor: Councillor G B McMullen
Councillors: Councillor J R P Birkett
Councillor M C Edwards
Councillor J L Guthrie
Councillor J M Hancock
Councillor W L Ladbrook
Councillor C J O'Neil
Councillor W M Taylor

Chief Executive Officer: Ms Julie Reitano

Executive Management: Mr Rob Hayward (Deputy Chief Executive Officer/Director
Development, Facilities & Environmental Services)
Ms Sharon Frank (Director Corporate & Community Services)

Attached is the agenda for the **Ordinary Meeting** to be held at the Ernest Brock Room (Roma Cultural Centre) on **June 24, 2020 at 9.00AM.**

Julie Reitano
Chief Executive Officer

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	Prepared by: Council Buildings & Structures Maintenance Officer / Team Coordination	

Note:

This item was initially included as part of the Confidential Agenda, (Item number C.10), for the Ordinary Meeting held on Wednesday 24 June 2020. At that meeting Council resolved That C.10 be taken out of confidential.

Refer to Resolution Number **OM/06.2020/01**

OFFICER REPORT

Meeting: Ordinary 24 June 2020

Date: 26 June 2020

Item Number: L.4

File Number: D20/61121

SUBJECT HEADING: Injune Caravan Park - Amendment to Fees and Charges and other Temporary Arrangements

Classification: Open Access

Officer's Title: Council Buildings & Structures Maintenance Officer / Team Coordination

Executive Summary:

Management of the Injune Caravan Park will be temporary undertaken by Council while a suitable Lessee is being engaged. Council is asked to include site fees in the 2019/20 Fees and Charges to be charged while the new Lease or Management Agreement for the Injune Caravan Park is finalised.

Officer's Recommendation:

That Council;

1. Temporarily operate the Injune Caravan Park, from the Injune Visitor Information Centre, while the new management arrangement is finalised.
2. Amend the 2019/20 Fees & Charges Register to reflect the following additional fees.
 - a. Powered Site - \$30.00 GST Inclusive per site per night.
 - b. Unpowered Site - \$25.00 GST Inclusive per site per night.
3. Temporarily make the onsite cabins unavailable for hire until the new management arrangements are finalised, and instead encourage visitors to use the commercial accommodation providers in the area.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Not applicable

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

The current agreement for the Injune Caravan Park is set to expire on 25 June 2020. Council is currently calling for a suitable replacement and exploring its options to either enter into a management agreement or lease with a suitable applicant. Subsequently there will be a small amount of time following the end of the lease before an agreement can be reached and new Managers installed onsite.

Council officers are seeking to ensure that Injune tourism will not be adversely affected during this time. As a result additional fees and charges are required to be included in the 2019/20 Fees and Charges, to provide Council with the ability to charge site fees until a Management Agreement or Lease is established with a new operator.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Injune Caravan Park is located on freehold land at 2-4 Third Avenue Injune described as Lot 25 on SP166550.

The Injune Caravan Park currently offers various accommodation options to its visitors.

1. Five (5) one bedroom cabins, with shared amenities
2. Powered camping / caravan sites
3. Unpowered camping / caravan sites

The Caravan Park is at the time of writing this report, still under lease with Picnic Point Development Group PTY LTD t/a FK Gardener and Sons. This lease is set to expire on 25 June 2020. The current tenant is on track to have vacated the park on this date.

Council is currently advertising through a tender process, both a management agreement and lease over the Injune Caravan Park. Once the submissions are received, Council will be notified of the tender offers received at a future Council Meeting.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Local Government Act 2009

Council Policies or Asset Management Plans:

**Does Council have a policy, plan or approach ordinarily followed for this type of decision?
What are relevant sections of the policy or plan?**

(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Nil

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

All income to go to GL: 01491.1077 Commercial Fees and Charges. Being that Council will only have rights over this park for minimal days this financial year, income will be negligible.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

All income to go to GL: 01491.1077 Commercial Fees and Charges. It is possible that as soon as a suitable Lessee or Manager is found Council will no longer receive fees for this facility, therefore there will be minimal impact on the budget. New fees to be included in 2020/21 Fees and Charges.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

Nil

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
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Caravan Park closes

Risk to Injune and District Tourism if Caravan Park is not open and tourists opt to stay in other towns.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

That Council:-

- Temporarily operate the Injune Caravan Park while a new management arrangement is finalized, with bookings through the Injune Visitor Information Centre.
- Organise and fund cleaning of the Caravan Park and also grounds maintenance.
- While no onsite management is in place, not rent the cabin accommodation and instead direct enquiries to local accommodation providers.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council;

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2. Amend the 2019/20 Fees & Charges Register to reflect the following additional fees.
 - a. Powered Site - \$30.00 GST Inclusive per site per night.
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3. Temporarily make the onsite cabins unavailable for hire until the new management arrangements are finalised, and instead encourage visitors to use the commercial accommodation providers in the area.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.2 Revenue collection

Supporting Documentation:

Nil

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Acting Director Infrastructure Services