



Date: Thursday 20 April 2023

Time: 5:00PM

**Location: Council Chambers
Cnr Camp & Weddin Streets
GRENFELL NSW 2810**

AGENDA

Late Reports Ordinary Council Meeting 20 April 2023

**Noreen Vu
General Manager**

Order Of Business

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10 ENVIRONMENTAL SERVICES REPORTS

12.8 OPERATION OF GRENFELL CARAVAN PARK

File Number: P2.3.3

Author: Director Environmental Services

Attachments: Nil

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: Proposed Changes to Operation of Grenfell Caravan Park

Budget: To be determined

RECOMMENDATION

That:

1. Council note the report on the Grenfell Caravan Park.
2. Council seek Expressions of Interest for the lease of the Grenfell Caravan Park for a two (2) year period, with two (2) further options, each of two (2) years (2+2+2 lease).
3. Delegation be provided to the General Manager to negotiate the specific details of any lease arrangement with a suitable interested party, with these details being reported back to Council prior to any lease arrangement being entered into.

PURPOSE

To seek Council endorsement to advertise for Expressions of Interest (EOI) for the lease of the Grenfell Caravan Park.

BACKGROUND

Council currently operates the Grenfell Caravan Park which is an important facility to attract and service visitors to the Shire.

The Caravan Park includes three (3) cabins, seventeen (17) powered caravan sites and four (4) unpowered sites. The facility also contains a site office and an amenities building containing male facilities, female facilities, accessible shower/toilet and a laundry.

The Caravan Park has historically been managed by a full time caretaker employed by Council who undertook the day to day management and operation of the Caravan Park. After an internal review of the operations of the Caravan Park in 2021, Council at its meeting of 20 August 2021 resolved to implement the following changes, for a trial period of six (6) months:

1. the Caravan Park Manager only be onsite Monday to Friday for a maximum of 28 ordinary hours per week. The hours to be split between morning and afternoon to be available when customers are mainly leaving and arriving. The total hours worked at the Caravan Park would depend on patronage.

2. the Caravan Park Manager be assigned additional Council duties Monday to Friday to make up the required 38 hour working week.
3. utilise Council's existing staff who clean and maintain public toilets on weekends to clean the toilets and showers at the Caravan Park on weekends and public holidays;
4. move to an online booking system for the Caravan Park.
5. the Visitor Information Centre (VIC) be utilised for some bookings and the picking up of keys on weekends during normal hours of operation.
6. update signage at the Caravan Park to direct customers to the online booking system and the Visitor Information Centre (VIC).
7. the installation of CCTV at the Caravan Park be investigated.

Changes 1, 2, 3 and 5 as mentioned above were implemented at the Caravan Park. As part of these changes, it was identified that Council did not have any relief staff available during periods of leave. This resulted in existing staff within the organisation having to undertake the key duties at the Caravan Park during these period, in addition to their normal duties and at additional costs in staff wages (overtime and allowances).

Further investigation on moving to an online booking system identified the following issues:

- Council would incur a booking fee if a third party booking system was to be utilised.
- the development of a specific booking system for Council would be cost-prohibitive.
- many customers are reluctant to use an online booking system and prefer to ring and book over the phone, particularly for caravan sites.
- an online booking system does not fully cater for passing traffic.
- online bookings taken on the weekend or outside of normal working hours would be difficult to manage with no-one at the park to facilitate the booking.

Since the changes mentioned above were implemented, the then Caravan Park Manager changed roles within Council. This again required existing staff within the organisation to undertake the key duties at the caravan park for an extended period, until a replacement could be found.

More recently Council has employed casual staff to undertake the customer service management and cleaning of the Caravan Park. The lawns and gardens of the Caravan Park are generally maintained by a Council contractor. With general maintenance carried out by external contractors.

Council has been unsuccessful in securing a cleaner for the Caravan Park despite it being advertised, this has led to other staff needing to undertake these duties.

ISSUES AND COMMENTS

The operation of the Caravan Park is a seven (7) day a week venture which requires daily cleaning and the taking of bookings outside of normal business hours. This poses a significant challenge given the lack of available staff to operate the facility and conflict with the Council's obligations under the Local Government Award (e.g. fatigue management, number of hours worked etc).

This has resulted in Council staff being required to undertake duties at the Caravan Park, which are outside of their normal roles, in order to keep the facility operational. This has in turn placed undue pressure on those staff to complete these additional tasks while also undertaking their normal duties.

Given the ongoing issues with attracting staff to operate the facility, it is now considered that the best option moving forward is to seek Expressions of Interests from interested parties for the lease of the caravan park. The lease arrangement would be for the full day to day operation and management of the facility for a two (2) year period, with two (2) further options, each of two (2) years (2+2+2 lease).

At this stage the proposal is to only seek Expressions of Interest from interested parties to lease and operate the Grenfell Caravan Park. The specific details of any lease arrangement would then need to be negotiated with suitable interested parties. It is proposed that delegation be provided to the General Manager in order to negotiate the specific details of any lease arrangement, before reporting back to Council, prior to any lease arrangement being entered into.

Review of the current market shows that other councils have undertaken a similar exercise. Council should prepare an EOI which includes the day-to-day duties that a proposed contractor should undertake and give opportunities for best offers/alternative offers to be submitted. For example, other Councils have seen offers of glamping tents to increase patronage at no cost to Council and additional marketing by the operators.

POLICY/LEGAL IMPLICATIONS

There are no policy or legal implications with seeking EOIs for the lease of the Grenfell Caravan Park. However under the current arrangements with the lack of available staff to operate the facility and conflict with the Council's obligations under the Local Government Award (e.g. fatigue management, number of hours worked etc) there is potential for implications.

FINANCIAL/RESOURCE IMPLICATIONS

The specific details of any lease arrangement would need to be negotiated with suitable interested parties. Therefore the specific financial implications are not known at this stage.

However in understanding the current financial implications from a profit and loss approach, below is a summary provided since January 2022:

MONTH	INCOME	EXPEND	PROFIT/LOSS
Jan-22	\$6,794.55	\$3,717.28	\$3,077.27
Feb-22	\$9,866.37	\$2,342.33	\$7,524.04
Mar-22	\$7,625.47	\$4,532.70	\$3,092.77
Apr-22	\$11,042.29	\$4,637.74	\$6,404.55
May-22	\$6,705.44	\$7,707.92	-\$1,002.48
Jun-22	\$5,256.37	\$5,356.36	-\$99.99
Jul-22	\$8,041.83	\$4,498.19	\$3,543.64
Aug-22	\$8,996.35	\$16,001.31	-\$7,004.96
Sep-22	\$9,900.00	\$5,082.98	\$4,817.02
Oct-22	\$8,580.93	\$8,261.64	\$319.29
Nov-22	\$8,436.39	\$7,581.17	\$855.22
Dec-22	\$3,945.48	\$6,111.27	-\$2,165.79
Jan-23	\$7,298.20	\$7,040.88	\$257.32
Feb-23	\$11,093.64	\$6,890.08	\$4,203.56
Mar-23	\$7,298.20	\$7,826.09	-\$527.89
TOTAL	\$120,881.51	\$97,587.94	\$23,293.57

Note: The above figures include staff wages and oncosts but do not include depreciation. Expenditure relates to staff wages and additional contractors to maintain the site.

Depending on the offers provided, Council consider a number of contracting options such as:

- rates and water are paid by Council.
- percentage of the bookings provided to Council to provide for key maintenance activities.
- general maintenance activities to be carried out by the contractor.
- cleaning to be undertaken by contractor.
- any value add options provided by the potential contractor, e.g. social media and marketing, glamping tents, camp ovens and activities.

On average, the Grenfell Caravan Park makes an average of \$8,000+ per month and could suit a local contractor with the part time hours/hours set by the contractor.

INTERNAL/EXTERNAL CONSULTATION

It is proposed to advertise for the EOI from interested parties to lease the Grenfell Caravan Park, for minimum period of 28 days.

CONCLUSION

Council currently operates the Grenfell Caravan Park. Due to staff shortages at the Caravan Park, Council staff from other areas are being regularly required to undertake duties at the facility to keep it operational. It is considered that the best option moving forward is to seek EOIs for the lease of the Caravan Park.

As done by other councils, this can often lead to expert operators who can operate and maintain the facility and also lead to better customer satisfaction for those staying at the facility.

It is recommended that Council seek EOs for the lease of the Caravan Park and Delegation be provided to the General Manager to negotiate the specific details of the lease arrangement with a suitable interested party, prior to these details being reported back to Council and prior to any lease arrangement being entered into.

11 MINUTES OF COMMITTEE MEETINGS

14.3 COUNCIL COMMITTEE REPORTS - REQUIRING ACTION: MINUTES OF THE GRENFELL HENRY LAWSON FESTIVAL OF ARTS MEETING HELD 12 APRIL 2023.

File Number: C2.6.32

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. MINUTES OF THE HLF MEETING HELD 12 APRIL 2023

RECOMMENDATION

1. Except where otherwise dealt with, the Minutes of The Henry Lawson Festival of Arts Meeting of 12 April 2023 be adopted as presented.
2. The Committee now requests Council's permission to move from Proctor Park to the Railway Precinct subject to the traffic management plans being approved by the Local Traffic Management Committee and Weddin Shire Council, noting the space to accommodate for the ride operators in the Railway Precinct.
3. The Committee requests that the Council consider the retrospective request and approve to lift the alcohol-free zone in front of licensed establishments on Saturday 10 June 2023 between 12:00pm to 5:00pm with the intention of allowing the licensed venues to extend their liquor licence.
4. The Committee requests that the Council consider the retrospective request for an additional \$3,000 to assist with advertising costs.

INFORMATION

The Henry Lawson Festival of Arts Committee Meeting was held on 12 April 2023, with the Minutes from this meeting attached.

During this meeting a number of motions were put forward by the HLF Committee for action by the Council, noting that due to the timing of the Festival, they were submitted without the HLF Committee endorsement. The General Manager will be providing a presentation to the HLF Committee to allow them to understand how a section 355 Committee is to function.

Please note the following motions:

10.3. Motion: The Committee now requests Council's permission to move from Proctor Park to the Railway Precinct subject to the traffic management plans being approved by the Local Traffic Management Committee and Weddin Shire Council, noting the space to accommodate for the ride operators in the Railway Precinct.

10.4. The President wrote to Council on 28 March 2023 requesting to have the alcohol prohibition status of Main Street, Grenfell be lifted for the 2023 Henry Lawson Festival in front of designated areas. The purpose will be to allow existing venues on the Main Street to extend their existing licence on Saturday 10 June 2023 between 12:00pm – 5:00pm.

Motion: Due to the Festival quickly approaching, the Committee requests that the Council consider the retrospective request and approve to lift the alcohol-free zone in front of licensed establishments on Saturday 10 June 2023 between 12:00pm to 5:00pm with the intention of allowing the licensed venues to extend their liquor licence

10.6. A request was forwarded to Council asking for an additional contribution from Council of \$3000 to assist with covering Advertising Costs. The Contract with Ready Marketing included Digital Campaigns however the cost of Brochures, Posters and Print Advertising was not included.

The President wrote to Council on 30 March 2023 requesting additional advertising budget of \$3,000 to assist with covering advertising costs. The Contract with Ready Marketing included Digital Campaigns however the cost of Brochures, Posters and Print Advertising was not included.

Motion: Due to the Festival quickly approaching, the Committee requests that the Council consider the retrospective request for an additional \$3,000 to assist with advertising costs.

CONCLUSION

That Council consider the requests put forward by the Henry Lawson Committee noting the two separate reports to Council due to the letters being submitted prior to endorsement by the Committee and is dealt with under separate cover.

**President:**

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Secretary:

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Name: Amber Atkins

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MINUTES of Meeting held 12th April 2023

At Grenfell Bowling Club

Meeting commenced at 7.30pm

1. President Belinda Power welcomed all to the meeting.
2. Present: Deb Stanton, Belinda Power, Cassie Griffin, Sharon Eppelstun, Jan Parlett, Paul McKnight, Joan Eppelstun, Amber Atkins, Grace Apps, Christine Stein, Michelle Rohan, Kellie Frost, WSC General Manager Noreen Vu.
3. Apologies: Cathy Gilbert, Glenda Howell, Lawrence Howell, Virginia Osborne
Resolved: That the apologies be accepted – Amber Atkins/Cassie Eppelstun
CARRIED
4. New Members: No new members
5. Minutes of previous meeting held 9 March 2023 adopted by Weddin Shire Council (16 March 2023) and extraordinary Meeting 22 March 2023 to Weddin Shire Council (20 April 2023).
Resolved: That the minutes be noted – Christine Stein/Cassie Griffin
CARRIED
6. Business Arising from the previous meetings: Nil
7. Correspondence In
 - 7.1. Australia Post statement
8. Treasurer's Report
 - 8.1. Opening Balance as at 12/4/2023 was \$67,157.74
 - 8.2. Closing Balance as at 9/3/2023 was \$70,004.04
Resolved: That the Treasurer's report be accepted – Sharon Eppelstun/Christine Stein
CARRIED



9. Coordinators Reports

- 9.1. Hoodie agreed on design and will be available to order ASAP.
- 9.2. Discussion regarding Patrons will be discussed at the next meeting. Joan Eppelstun has agreed. Further invitations are awaiting reply.

10. General Business/ Business Without Notice:

- 10.1. The President discussed the meeting held with council.
- 10.2. Street Stall dates are 15th April and 5th – 11th June
- 10.3. Motion: The Committee now requests Council's permission to move from Proctor Park to the Railway Precinct subject to the traffic management plans being approved by the Local Traffic Management Committee and Weddin Shire Council, noting the space to accommodate for the ride operators in the Railway Precinct. – Michelle Rohan/ Christine Stein

CARRIED

- 10.4. The President wrote to Council on 28 March 2023 requesting to have the alcohol prohibition status of Main Street, Grenfell be lifted for the 2023 Henry Lawson Festival in front of designated areas. The purpose will be to allow existing venues on the Main Street to extend their existing licence on Saturday 10 June 2023 between 12:00pm – 5:00pm.

Motion: Due to the Festival quickly approaching, the Committee requests that the Council consider the retrospective request and approve to lift the alcohol-free zone in front of licensed establishments on Saturday 10 June 2023 between 12:00pm to 5:00pm with the intention of allowing the licensed venues to extend their liquor licence. Paul McKnight/Michelle Rohan

CARRIED

- 10.5. General Manager, Noreen Vu extended an invitation to all Committee Members to attend the Council Staff / HLF Meetings scheduled 16 May 2023, 23 May 2023, 29 May 2023.
- 10.6. A request was forwarded to Council asking for an additional contribution from Council of \$3000 to assist with covering Advertising Costs. The Contract with Ready Marketing included Digital Campaigns however the cost of Brochures, Posters and Print Advertising was not included.

The President wrote to Council on 30 March 2023 requesting additional advertising budget of \$3,000 to assist with covering advertising costs. The Contract with Ready Marketing included Digital Campaigns however the cost of Brochures, Posters and Print Advertising was not included.



Motion: Due to the Festival quickly approaching, the Committee requests that the Council consider the retrospective request for an additional \$3,000 to assist with advertising costs.

11. Next meeting: 3 May 2023 at 7pm at The Grenfell Bowling Club

Meeting closed at 9.03 pm.