



Ordinary Meeting of Council

SUPPLEMENTARY

AGENDA

18 DECEMBER 2019

Commencing at 5.30pm

Bungendore Council Chambers

SUPPLEMENTARY REPORTS

19.19 Queanbeyan Riverside Tourist Park1

LIST OF ATTACHMENTS –

(Copies available from General Manager's Office on request)

Open Attachments

Item 9.19 *Attachment 1 EOI Criteria (Under Separate Cover)*

Closed Attachments

Item 9.19 *Attachment 2 Queanbeyan Tourist Park EOIs (Under Separate Cover)*

Attachment 3 Scoring Sheet - Caravan Park EOIs (Under Separate Cover)

File Reference: Project 100945

Summary

This report provides an update on the Queanbeyan Riverside Tourist Park refurbishments and further information for Council to consider regarding management models for the operation of the Park.

Recommendation

That Council:

- 1. Determine the operational model of the Queanbeyan Riverside Tourist Park.**
 - 2. Authorise the CEO to negotiate terms with the preferred EOI respondent.**
 - 3. Approve \$95,000 to procure and install Wi-Fi and CCTV cameras for the Tourist Park.**
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Background

At the expiry of the lease, the Lessee of the Queanbeyan Riverside Tourist Park (Marellen Pastoral Co Pty Ltd) vacated the premises on 28 February 2019. In accord with Council's resolution, a capital works refurbishment program then commenced.

Capital Works

At the 22 August 2018 meeting, Council considered a report on the refurbishment of the Queanbeyan Riverside Tourist Park. To date a total of \$480,000 has been expended with approximately \$100,000 of outstanding work to come.

Not included in this budget was expanded CCTV and Wi-Fi capability and related infrastructure. Given the public access to the site through the new riverside path, additional CCTV could be considered an essential requirement for both security and liability perspectives. Wi-Fi is now a standard customer offering in nearly all caravan parks. A total of \$95,000 is estimated to install this additional infrastructure of which \$58,000 can be sourced from caravan park reserve and other reserves leaving \$37,000 required to complete the works.

Operational model

Council preferred a Park designed for RV and caravans, with no cabins. At the August 2018 meeting, Council resolved to progress a Council operated management model. This was partly based on the premise that the Park would be fitted with technology that allowed users to have minimal interaction with staff and was somewhat self-managed. Whilst the communication conduit infrastructure has been laid for future use as part of the refurbishment, budget restrictions have meant that the self-management technology has not been procured or installed.

This meant that QPRC is not in a position to assume operations and management of the Park at this time. An Expression of Interest (EOI) for the management of the Park was prepared and released to the industry. The EOI was distributed via Tenderlink and provided to a caravan park broker for distribution through their network.

The EOI requested applicants to address the selection criteria outlined in Attachment 1:

Two responses were received, a copy of which is attached for councillors.

At this stage there has been no further negotiation or discussion on any of these matters with the respondents.

With only 40 sites and no cabins in the tourist park, the limited revenue opportunity may have contributed to the lack of responses to the EoI. The respondents indicated that they are able to achieve synergies and efficiencies with the operation at the Queanbeyan Riverside Tourist Park.

Implications

Legal

The Caravan Park site is categorised as Community Land (Crown Land). If the property is to be leased or licensed for a period greater than 5 years it will need to comply with S47A of the *Local Government Act 1993* which generally provides that the proposal must be subject to public consultation. If objections are received during consultations, the matter is referred to the Minister for Local Government to make a decision on the grant of the Lease or Licence.

Details of any lease will need to be determined prior to advertising and a draft of the Lease must be provided on the Council website.

Environmental

All refurbishments must comply with all planning and environmental legislative requirements

Sustainability

The refurbishments include sustainable renovations including solar heat pumps, LED lights, solar powered street lights, solar energy system and solar battery storage, as well as the smart infrastructure (lighting, CCTV, WiFi).

Economic

The Riverside Tourist Park is an economic enabler in the CBD and the refurbishments will provide a higher quality product to be offered to visitors.

Strategic

The Park redevelopment forms part of Stage 1 of the Queanbeyan CBD Transformation Strategy together with the development of the Riverside walking path.

Resources (including staff)

Options

As QPRC is not in a position to assume operation and management of the Park at this stage, the following options are proposed as a future operational model.

- I. Council Operated – to proceed with the original decision of Council would require the recruitment of additional staff members and an allocation of additional contracted resources including maintenance, landscaping, reservation systems etc. There would be likely to delay the commencement of opening the park for operation.
- II. Short Term Contract Management – this option may include negotiating with the respondents or approaching caravan park or other operators for a short term management contract such as 1 year + 1 year, providing enough time for QPRC to finalise its own management and operation structure. Further negotiations would be required to determine a financial arrangement and may require going back to the

