



## **MAYORAL REPORT**

2 February 2010

<b>MM3</b>	<b>CARAVAN PARKS</b>	<b>FILE: 120</b>	<b>MAYOR</b>	<b>{ Folio No. * }</b>
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### **SUMMARY:**

Reporting on a tour of council caravan parks on Friday 8 January 2010.

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### **DESCRIPTION:**

The tour was undertaken by Councillors Betty Green, Dean Saul, Alan Snowsill and myself with Ms Jenny Kelly, 4 Shore Caravan Parks, joining the tour at Grassy Head, Stuarts Point, Hat Head and Crescent Head Caravan Parks and Mr Alan Arthur at Horseshoe Bay Beach Park.

The tour was undoubtedly a valuable exercise, providing the opportunity for Councillors to appreciate the assets controlled by Council.

Whilst all parks were enjoying tremendous patronage overall, there were no major concerns which had not, or were not, being addressed. The fullness and cleanliness of the creeks at Hat Head and Crescent Head were fully appreciated.

It was acknowledged, however, that there is an increasing necessity for Council to appreciate and respond to its area of responsibility.

### GRASSY HEAD

Sites 96 – fully occupied, with sites to be vacated on Saturday 9 January it was anticipated that every site will be re-occupied for the next two weeks.

This park has yet to be upgraded to meet the requirements of the Caravan Park Regulations.

Council's budget provides \$250,000 in 2009/10 and \$450,000 in 2010/11.

Matters for consideration include:

- . The viability of the park (re-site five cabins from Horseshoe Bay Caravan Park?).

- . An enlarged and refurbished office area to accommodate reception area, tourist information centre, function organisation, eg Australia Day function.
- . Drainage pond eastern side.
- . Provision of gas BBQs.

Note – In January 2009, it was recorded:

- . Request for extension to the office accommodation.
- . Proposal for design of the Caravan Park and day visitor area.
- . Need to revisit the proposed plan to relocate the day visitor and camping areas?

### STUARTS POINT

136 sites – fully occupied.

Potentially the site of the Shire's first building casualty due to climate change.

The riverbank has collapsed to within millimetres of the camp kitchen.

It was determined the Construction Certificate for the Development Application was issued on 8 January 2010.

Matters to be resolved include:

- . The siting of the public amenities building.
- . The provision of an adequate septic tank waste disposal area for the caravan park.
- . The delineation of the caravan park and the day visitor area, associated with clearer signage.
- . The siting of the new cabins, particularly bearing in mind required flood levels and impact on other caravan park users.
- . Road conditions (attention was scheduled for week commencing 11 January 2010).
- . Use of overflow sites.

Note – Following the tour on 9 January 2009, Council resolved that urgent action be taken to obtain the consent of the Department of Primary Industries to enable Council to undertake the required bank restoration at this park.

In 2005 the then Caravan Park Committee recommended that application be made for funding to instigate this riverbank erosion.

A reviewed Bank Rehabilitation Plan was submitted to the Department of Primary Industries in December 2008.

### HORSESHOE BAY

80 sites (subject to review) – fully occupied with all sites booked until June 2010.

- . Concern with the design and manufacture of the four new cabins and siting surrounds.
- . Condition of a large tree on site 68.
- . Completion of boundary fence to overcome public access through park.
- . Illegal camping within public reserve.

Whilst approval has been granted for funding for a Plan of Management, specifically for the caravan park, there are many matters identified in the overall foreshore Plan of Management revised in 2006, still to be addressed.

The financial return to Council since the change in management has increased significantly.

### HAT HEAD

287 Sites – fully occupied.

Principle concerns were ongoing blockages in sewer pipes from main amenities building, and varying cleaning hours (this latter matter was identified in 2009 also).

Unauthorised occupation, above those registered to sites, as well as unauthorised vehicle entry.

### CRESCENT HEAD

223 Sites – fully occupied.

- . Problem with two showers on creek frontage within lakeside.
- . Provision of step in place of ramp to lakeside toilet building causing inconvenience to people with disabilities.
- . Some amenity fittings out of service.
- . Future occupancy of sites between McLeans cabins and toilet building within lakeside (suggestion of additional cabins – not ratified).
- . Upgrade of road of access from the club to the kiosk.

Councillors received cooperation from both Ms Kelly and Mr Arthur during the tour which was appreciated.

## SUMMARY

In consideration of the occupancy of some 820 sites within the five caravan parks, which attracted between 4,500 and 5,000 people, the operation of management was extremely satisfying.

At the meeting of Council on 9 September 2009 it was resolved that the General Manager discuss with the Department of Lands whether they would like to be involved in a Committee to discuss the future of the caravan parks and report back to Council.

### **RECOMMENDATION IMPLICATIONS:**

- ***Environmental, Social, Economic (Financial)***

*The caravan parks and associated areas provide opportunities for many people from the Kempsey Shire, and tourists from near and far, an ideal location for a holiday by the seaside as well as the many day visitors to the Shire.*

- ***Policy or Statutory***

*Nil*

### **GENERAL MANAGER'S NOTE:**

Council needs to be mindful that diversion of resources to make the caravan parks a high priority will impact on the ability of the organisation to achieve other projects. The projects outlined are not seen as the highest priority of the Council at this stage, with the need for restructuring and reviewing the operations seen as the activities that require the focus at this stage. It is not recommended that any further significant capital expansion be undertaken just prior to the Council going out to tender on the management of the park. The tender process may provide opportunities for expansion of the park through other mechanisms and will allow for a review of the overall direction of the parks and the necessary infrastructure. The contracts do not expire for eighteen months and there is seen to be sufficient time to progress the investigations after other issues have been dealt with within the overall organisation. The location of the toilet block and park boundary at Stuarts Point Caravan Park have previously been considered, following objections to the first location agreed to. There is no additional information on which to base a report available to staff, and as such if there is seen to be a need for a change to the previous decision of the council this decision should be made at this meeting.

### **RECOMMENDATION:**

1. **That the General Manager schedule a meeting with Ms Karen Hembrow, Regional Manager Lands & Property Management Authority, as soon as convenient to allow discussion on matters associated with Crown lands including caravan parks.**
2. **That the viability of Grassy Head Caravan Park be the subject of a report to Council within four months.**

3. That Council be advised, at the next meeting, of the schedule and timetable of works to address the river bank erosion at Stuarts Point.
4. That the cabin precinct at Stuarts Point Caravan Park be revisited.
5. That the siting of the public toilet block and delineation of the caravan park boundaries be the subject of a report to Council within two months.
6. That the matter of licensed sites and number of cabins at Horseshoe Bay Caravan Park be determined urgently.
7. That the future use of sites within lakeside section of Crescent Head Caravan Park, between McLeans cabins and the toilet building, be determined as a matter of urgency.
8. That the scheduling of the upgrade of the access road to Crescent Head Reserve be determined as soon as possible.

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J H Howell  
MAYOR