

## 5.11. WONGA BEACH CARAVAN PARK CARETAKERS MANAGEMENT AGREEMENT

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### RECOMMENDATION

**That Council resolves to:**

- 1. Approve the appointment of Steve Mattson and Jackie Thomas as Caretakers/Managers of Wonga Beach Caravan Park for an initial period of 1 year effective from 29 September 2021 with 3 x 1-year options at remuneration as stated in the financial section of the report**
- 2. Delegate authority in accordance with section 257 of the *Local Government Act 2009* to the Chief Executive Officer to finalize all matters associated with this matter.**

### EXECUTIVE SUMMARY

The contract for the temporary caretaker of Wonga Beach Caravan Park will expire at the end of September 2021. Council have advertised through Vendor Panel and social media for a permanent caretaker.

As the tender period has now closed and with all applicants being assessed, Council Officers are seeking Council's endorsement to appoint the preferred applicant for a period of one year with 3 x 1-year options.

### BACKGROUND

The contract between Council and the existing Caretaker/Manager expires on 23 September 2021. The incumbent does not wish to extend his current contract beyond the expiry date.

As little interest had been shown in previous tenders, Council revised the management agreement to make it more appealing. The agreement is now offering \$4,000 per calendar month (GST Inc) plus 33% of camping fees collected. The remuneration is in alignment with what other Councils are paying for a similar service.

Council advertised the position July of this year with 3 persons submitting an expression of interest. Only one submission was deemed suitable who had the capacity to undertake all duties as required by the tender documents and had had experience in this field.

### COMMENT

The preferred applicants have their own caravan and are prepared to live on site until the fully furnished one bedroom unit is constructed. The tender for this has been let with an expected construction time of 12 weeks.

## PROPOSAL

To appoint the preferred applicants as caretakers/managers of Wonga Beach Caravan Park for a period of 1 year with 3 x 1-year options.

## FINANCIAL/RESOURCE IMPLICATIONS

The remuneration payable under this tender is \$4,000 per calendar month (GST incl.) plus 33% of camping fees collected (GST excl).

The approximate remuneration over a 12-month period for the appointment of a caretaker/manager will be around \$117,000 p/a.

## RISK MANAGEMENT IMPLICATIONS

By appointing a permanent caretaker/manager to the position this will provide 24/7 presence to solve any problems that may occur and will limit Council's risk and exposure of having an unattended caravan park.

## SUSTAINABILITY IMPLICATIONS

**Economic:** The appointment of a caretaker/manager 24/7 will improve Council's image by promoting the Shire to all new travellers to the area. Improve income by capturing all overnight stayers.

**Environmental:** Nil

**Social:** Nil

## CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

### Corporate Plan 2019-2024 Initiatives:

#### Theme 2 - Fostering Sustainable Economic Growth

A robust economy is at the heart of a thriving community and enables investment in environmental protection. While our remoteness is a key attribute, it also presents challenges for attracting new business and investment. We must also meet the challenges of fierce competition in the tourism sector. Council will partner with industry to build, diversify and promote the Douglas economy. Council will design and deliver infrastructure, strategies and services that support the local economy and businesses.

**Goal 2 - We will work with partners to promote the Shire as the World's leading sustainable tropical destination and encourage business investment.**

### Operational Plan 2020-2021 Actions:

**5.2.1** - Continue to rollout Council's Lease Policy that supports community and commercial leases and shared facilities in the Shire. Maximising community benefits arising from the use while ensuring responsible management of community assets and accountability.

## **COUNCIL'S ROLE**

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

**Custodian** Council owns and manages infrastructure, facilities, reserves, resources and natural areas. In fulfilling its role as custodian, Council will be mindful of the community, the economy, the environment, and good governance.

## **CONSULTATION**

**Internal:** Procurement  
Council Officers

**External:** Nil

## **ATTACHMENTS**

Nil