



Economic Development Advisory Committee

Minutes – Wednesday, 29 May 2024



Gordon MacMile
Chief Executive Officer

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A lifestyle of choice; connecting community, culture and country.

Our Values



H Honesty

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



E Empathy

We are kind and show understanding of peoples circumstances, perspectives and differences.



A Accountability

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



R Respect

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



T Teamwork

We are cooperative, collaborative and united while working towards common goals of our Shire.



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1. Declaration of Opening/Announcement of Visitors

The Chair declared the meeting open at 3.05pm and the following Acknowledgement of Country was read:

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)

Present:	Chair, Councillor	P McCleery
	Deputy Chair, Councillor	J Fergusson
	Councillor	K Noonan
	Bunbury Geographe Economic Alliance Representative	B Edwards
	South West Development Commission Representative	P Kirby
	Boyanup General Store Representative	A McGeoch
	Iluka Resources Limited Representative	G Green

	Shire of Capel Chief Executive Officer	G MacMile
	Shire of Capel Director Infrastructure & Development	T Gillett
	Shire of Capel Economic Development Officer	J Dunn
	Shire of Capel Governance Support Officer	B Facey

Apology:	Bunbury Geographe Chamber of Commerce Representative	J Broad
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Absent:	Capel Chamber of Commerce Representative	G Goldner
	Regional Development Australia (SW) Representative	C Jenkinson
	Bunbury Geographe Economic Alliance Representative	B Edwards

3. Declarations of Interest

Nil



4. Confirmation of Minutes

4.1. Economic Development Advisory Committee - 13 December 2023

Voting Requirements

Simple Majority

Officer's Recommendation – 4.1.
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EC/2024/1 – Officer's Recommendation / Committee Decision – 4.1
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Moved Cr McCleery, Seconded A McGeoch

That the Minutes of the Economic Development Advisory Committee - 13 December 2023 be confirmed as a true and correct record.

For – Cr McCleery, Cr Noonan, Cr Fergusson, P Kirby, G Green, A McGeoch

Against - Nil

5. Presentations

- 5.1. Introduction of Jenelle Dunn- Economic Development Officer - Gordon MacMile
- 5.2. Agribusiness Precinct Update – Gordon MacMile
- 5.3. State and Federal Election Cycle Update – Gordon MacMile
- 5.4. South West Development Commission Strategic Framework workshops update – Pip Kirby (SWDC)
- 5.5. South West Development Commission / Shire of Capel – Doing Business / RED Grant workshop - Jenelle Dunn
- 5.6. Lost and Found Festival 2024 – Jenelle Dunn



6. Reports

6.1. RV Overnight Rest Areas and Dump Point: Proposal for Boyanup and Capel Sites

Author	Economic Development Officer, Jenelle Dunn
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic
Attachments	<ol style="list-style-type: none">1. Site Assessment - RV Overnight Rest Areas and Dump Points [6.1.1 - 4 pages]2. Map - Boyanup RV ORA and Dump Point Site Identification [6.1.2 - 1 page]3. Map - Capel RV ORA Site Identification [6.1.3 - 1 page]4. Concept designs [6.1.4 - 6 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Support to:

- Develop a new Recreational Vehicle (RV) Overnight Rest Area and Dump Point in Boyanup to provide enabling infrastructure to increase visitation and expenditure from the RV traveller market for the economic benefit of the local community; and
- Formalise and improve the functional use and design of the existing Recreational Vehicle Overnight Rest Area (RV ORA) in Capel.

A staged development is proposed, outlined as below:

- Stage 1: New Boyanup RV dump point in the 2024-25 budget
- Stage 2: New Boyanup RV Overnight Rest Area in the 2025-26 budget
- Stage 3: Formalisation and improved design of the existing Capel RV Overnight Rest Area along Berkshire Street in the 2026-27 budget; and
- Stage 4: Expansion of the Capel RV Overnight Rest Area into the northern aspect of the Capel Oval in the 2027-28 budget.

Officer's Recommendation

That the Economic Development Advisory Committee supports the following recommendations to Council:

That Council:

1. Supports the overall staged development of RV Overnight Rest Areas and dump point in Boyanup and Capel for a two-year trial period, with an interim review to gauge the functional workings, community feedback and economic benefit of the RV Overnight Rest Areas to the community.



2. Supports the proposed location of the new Boyanup RV dump point at the rear of the Hugh Kilpatrick Memorial Centre and the inclusion of a budget allocation for consideration as part of the Draft Annual Budget 2024-25.
3. Supports the proposed location of the new Boyanup RV Overnight Rest Area for the Boyanup RV Overnight Rest Area (Stage 2 – 2025-26) at 73-77 Bridge Street (vacant block between Fettle's Cottages), R53230, Lot 514 Bridge Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future Corporate Business Plans (CBP) and the Draft Annual Budget 2025-26.
4. Supports the existing location, formalisation and improved design of the existing RV Overnight Rest Area in Capel along Berkshire Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*, and
 - b. Consideration in future CBPs and the Draft Annual Budget 2026-27.
5. Supports the further development of the Capel RV Overnight Rest Area into the northern aspect of the Capel Oval, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future CBPs and the Draft Annual Budget 2027-28.

Background

The existing Capel RV Overnight Rest Area – Berkshire Street, Capel

Investigation into Recreational Vehicle Overnight Rest Areas (RV ORAs) in the Shire of Capel began in August 2013 with the inclusion of a Key Responsibility Area in the then-CEO's Annual Performance Review to 'prepare a report to Council on potential opportunities and issues for overnight stay caravan sites'.

Several potential sites were investigated and assessed in the 18 June 2014 Council report which were:

- Reserve 7574 – Erle Scott Reserve, Buchanan Rd.
- Hannaby Park, West Road.
- Reserve 24529 Capel Recreation Group, Northern end, and
- Railway Reserve, Properjohn Road / Forrest Road.

Council decided to further investigate the suitability of the Berkshire Street site and in September 2016, decided to proceed with developing Berkshire Street into the current RV ORA, providing three bays specifically for fully self-contained vehicles for stays no longer than 24 hours (1 day).

Since this time, the Berkshire Street RV ORA has proven a popular site for RV travellers, with up to 12 fully self-contained RVs (and additional RVs that are not self-contained) using the RV ORA at a time. As there are currently only 3 designated bays for RVs, any additional RVs find their own undesignated location, including the northern aspect of the Capel Recreational Oval or further along Berkshire Street.



Overview of RV Overnight Rest Areas in the other Bunbury Geographe LGAs

The surrounding local governments of Bunbury, Harvey, Dardanup, and Donnybrook-Balingup have all identified the opportunity to capture the self-contained RV traveller market for the economic benefit of their local communities and have implemented free or low-cost RV ORAs in their LGAs.

LGA	How many RV ORA sites	How many bays per site	Length of stay	Permanent sites
Bunbury Free RV ORAs	2 sites - Wyalup and Back Beach	4 bays at Wyalup 7 bays at Back Beach	48 hours	Now permanent on completion of 2-year trial.
Dardanup Free RV ORAs	2 sites - Gardiner Reserve at Burekup and Dardanup Hall	3 bays at each site	24 hours	Yes

LGA	How many RV ORA sites	How many bays per site	Length of stay	Permanent sites
Harvey Free RV ORAs	3 sites – Brunswick Showgrounds Harvey Recreation Grounds Yarloop Recreation Grounds	3 bays at each site	48 hours	Now permanent on completion of 12-month trial
Donnybrook-Balingup Small fee charged	2 Transit Parks located in Donnybrook and Balingup. Fees are charged as facilities are provided. Mix of caravan and camping, powered and unpowered sites.	Donnybrook has 14 powered sites with concrete hard-stands, and 7 unpowered sites. Balingup has 23 sites.	72 hours	Yes
Collie	Currently have no RV ORAs, but are looking to investigate this opportunity in future			

There is also interest from other Bunbury Geographe LGAs in exploring collaborative marketing campaigns to target the RV traveller market. For example, a map or itinerary showing all free and low-cost RV ORAs in the Bunbury Geographe region to enable fully self-contained RV travellers to plan their visit to the region.

Previous Council Decisions

28 September 2016 – Council Decision OC0906: That Council develop a hardstand verge area on the southern side of Berkshire Road (0.27 SLK to 0.36 SLK) to provide space for caravans and recreational vehicles for overnight stays.

27 July 2016 – Council Decision OC0711: That Council defer this item pending the undertaking of community consultation with residents on West Road adjoining Hannaby Park on the use of Hannaby Park as an overnight stay RV site and staff to bring a report back to Council for consideration.

18 June 2014 – Council Decision OC0602: That Council receives the report on ‘Overnight Stay’ caravan sites in Capel and resolves:

1. That it agrees that it is important that it not establish similar facilities that will be in competition with the Peppermint Grove Beach Caravan Park;
2. That it makes provision in the future development of the Civic Precinct for signage to be provided giving instruction to travelers on where to find the Peppermint Grove Beach Caravan Park;



3. That the Chief Executive Officer considers in more detail the site suitability and feasibility of providing a temporary “roadside rest area” on Berkshire Street west adjacent to the Capel Recreation Ground, specifically for self-contained vehicles for stays no longer than 24 hours; the vehicles that are not self-contained to be directed to the Peppermint Grove Beach Caravan Park;
4. That the Chief Executive Officer investigates the amendment of existing local laws to allow for the designation and management of roadside areas by Council;
5. That the Chief Executive Officer investigates the requirements of establishing Ironstone Gully Falls as a nature-based camping area and if feasible and subject to budget allocation prepare a reserve management plan to formalise the use of the reserve for camping; and
6. That the Chief Executive Officer investigates the opportunities for Capel Town to obtain “Recreation Vehicle friendly” status.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 3 - Foster a dynamic, diverse and strong local economy

- 3.1 Increased support and advocacy to stimulate greater local business success, investment and diversity
- 3.2 Effective promotion of the Shire and its towns
- 3.4 Continued improvement in town centre vibrancy

Corporate Business Plan 2023-2027

EDT 4 - **Visitation - Tourism and Hospitality** - Develop and implement proposals to have 24 / 48 hour self-contained caravan / motorhome / stop in Capel and Boyanup

Shire of Capel Economic Development Framework 2023 - 2027

Strategic Industry Sector - Tourism

Improve tourism infrastructure by investing in tourism infrastructure such as new accommodation options, improved signage/wayfinding and better transport links, in order to enhance the visitor experience, attract more visitation and capture more expenditure from each visit.

Strategic Focus Area – Realising enabling infrastructure

Identify preferred locations, build RV and truck parking, RV dumping point and overnight caravan sites in Boyanup and Capel (where these services are not currently provided).



Statutory Framework

Local Framework

Parking Local Law 2016

3.11 Parking on reserves

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

7.6 Vehicles not to obstruct a public place

- (1) A person shall not leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours

Local Government Property Local Law 2012

"**local government property**" means anything except a thoroughfare –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the Land Administration Act 1997;
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

2.7 (1) A determination may provide that specified local government property is set aside as an area on which a person may -

Activities needing a permit

3.13 (1) A person shall not without a permit –

- (a) subject to subclause 3, hire local government property;

Permit required to camp outside a facility

3.14 (1) In this clause –

"facility" has the same meaning as is given to it in section 5(1) of the Caravan Parks and Camping Grounds Act 1995.

(2) This clause does not apply to a facility operated by the local government.

(3) A person shall not without a permit -

- (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property;
- or



(b) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day.

(4) The maximum period for which the local government may approve an application for a permit in respect of paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.

3.13(1) Failure to obtain a permit \$250

3.14(3) Failure to obtain permit to camp outside a facility \$250

4.6(2) Failure to comply with sign on local government property \$500

State Framework

Caravan Parks and Camping Grounds Regulations 1997

11. Camping other than at caravan park or camping ground

(1) A person may camp –

(a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under sub-regulation (2) and is complying with that approval; or

(b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or

(c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or

(d) on any land which is – (i) held by a State instrumentality in freehold or leasehold; or (ii) dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control, or management of a State instrumentality, in accordance with the permission of that instrumentality; or

(e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph

(2) Written approval may be given for a person to camp on land referred to in sub-regulation (1)(a) for a period specified in the approval which is longer than 3 nights – (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or

12 (2) Written approval may be given to a person for more than one caravan, as specified in the approval, to be used to camp on a lot for a period of time specified in the approval

(a) by the local government of the district where the lot is situated, if the period of time does not exceed 3 months; or

(b) by the Minister, if the period of time exceeds 3 months.



13. Suitability of land for camping to be considered before approval under r. 11(2) or 12(2) given Before giving approval under regulation 11(2) or 12(2), the local government or the Minister is to be satisfied that the land is a suitable place for camping especially with respect to –
- (a) safety and health; and
 - (b) access to services.

Land Administration Act 1997 s46 (1), Care control and management of reserves

46. Care, control and management of reserves

(1) The Minister may by order place with any one person or jointly with any 2 or more persons the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 and for purposes ancillary or beneficial to that purpose and may in that order subject that care, control and management to such conditions as the Minister specifies.

Noise Regulations 1997

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Asset Management
- Traffic Management Plans
- Crossovers
- Purchasing Policy
- Community Engagement

Implications

Risk	Likelihood	Consequence	Mitigation
<p>Risk 1 Reputation</p> <p>Rating: Medium</p>	Possible	Moderate	<ul style="list-style-type: none"> • The RV ORAs will commence with a 2-year trial and interim review. • Community feedback and consultation during the trial will inform Council as part of the review process, whether to proceed with the RV ORAs permanently. • RV ORA users must book online. The form will require users to agree to the conditions of using the RV ORA, confirming use of a fully self-contained RV. • The booking form will function as a permit that Rangers can use to monitor compliance.

Risk Description: That the RV Overnight Rest Areas are not tolerated by the community.			
Risk 2 Environmental Rating: Medium	Possible	Moderate	<ul style="list-style-type: none"> RV ORA users must book online. This form will require users to agree to the terms and conditions of using the RV ORAs, confirming use of a fully self-contained RV (including a toilet and plumbed-in sink onboard). The booking will function as a permit that Rangers can use to monitor compliance. Bins will be provided on-site and collected as part of Shire Waste Management.
Risk Description: That RVs using the RV Overnight Rest Areas cause damage to the environment (littering, unsanitary behaviour, disposing of grey water on-site).			
Risk	Likelihood	Consequence	Mitigation
Risk 3 Health and Safety Rating: Medium	Possible	Moderate	<ul style="list-style-type: none"> Rangers have procedures already in place to manage calls and issues that arise and how they manage these – additional detail is provided in Officer Comments section of the report. On-site signage and online booking forms will list Ranger and Police contact numbers. Anti-social behaviour is to be dealt with by the police.
Risk Description: Lack of on-site management to manage anti-social behaviour and noise			
Opportunity: The RV Overnight Rest Areas present an opportunity to increase visitation and expenditure from the RV traveller market for the economic benefit of the local community.			

Contaminated site - Capel Sports Precinct, Lot 567 (Reserve 15634), Goodwood Rd

The northern aspect of the oval, proposed for Stage 4 development (2027/28), has been registered as a contaminated site. The contamination considerations are mainly in regard to potential implications for the Shire workforce in maintaining the area via mechanical means (mowing, slashing, whipper snipping etc.), not occasional and short-term overnight stays.

However, the Shire believes the proposed formalisation of the RV ORA can be done safely within the recommendations of the existing Shire of Capel Site Management and Occupational Health and Safety Plan, Capel Sports Precinct.

The Shire will implement all appropriate measures prior to the commencement of the project to ensure all works are completed safely to minimise risk to workers and residents during and after construction. It is a low-level risk for work being undertaken and mechanical disturbances.



In relation to risk to RV users, the activity of RVs parking at the site for up to three nights is not greater than regular community activity such as walking dogs or sport in terms of cumulative hours.

Financial Implications

Budget

The project is still in the process of design review and cost estimation. For this reason, information provided below is still in draft form. These values include estimations for the following:

- Contractor Margin (10% of overall sub-total)
- Contractor Preliminaries (15% of project labour & materials total)
- Contractor Contingency (10% of overall sub-total)
- Provisional Sum (Shire Managed) (7.5% of overall sub-total)

The following tables are a high-level estimation for each of the respective works scope portions for the immediate years of delivery, as outlined below:

Stage 1 - Boyanup RV Dump Point (Proposed financial year 2024-25)

No:	Portion or works:	Estimate:
1	Preliminaries - (Mobilisation, Demobilisation, Traffic Management etc) - Assumed 15% of cost of works	\$20,000
2	Contingency @10%	\$15,000
3	Contractors & Materials	\$126,000
4	Shire Provisional Sum (latent conditions)	\$11,000
	Sub-Total (EX GST)	\$172,000
	Contractor Margin: Assuming 10%	\$17,200
	Sub-Total (EX GST)	\$189,200

Stage 2 - Boyanup Overnight Rest Area (Proposed financial year 2025-26)

No:	Portion or works:	Estimate:
1	Preliminaries - (Mobilisation, Demobilisation, Traffic Management etc) - Assumed 15% of cost of works	\$22,500
2	Contingency @10%	\$17,250
3	Contractors & Materials	\$150,000
4	Shire Provisional Sum (latent conditions)	\$13,000
	Sub-Total (EX GST)	\$202,750
	Contractor Margin: Assuming 10%	\$20,275
	Sub-Total (EX GST)	\$223,025

Stages 3 and 4 - Capel RV Overnight Rest Area (Proposed financial years 2026-27 and 2027-28 respectively)

The primary purpose of this report was to complete due diligence for the Capel site (and other locations), determine the preference and suitability for the current site location and usage as an RV ORA, with further options being explored for improvement and expansion on said site supported by concept design and cost estimation.



Costs are not yet determined and will be reflected in future iterations of the Corporate Business Plan (CBP) in out-years, noting that this report speaks to staged delivery based on both the availability of grant funding and Council funds for each element of the overall project.

Whole of Life

It is assumed that for the initial 3-5 years this will only attract annual maintenance budget, with provision being made for some reactive vandalism funding for the most commonly affected items in localities such as these e.g. fencing, signage.

Sustainability Implications

Environmental

The following are some of the anticipated environmental considerations as a collective for these sites:

- Vegetation in each location will only undergo conservative pruning of branches that directly impact paths of access and egress and site locations.
- New planting of native trees and shrubs will be considered as an ongoing endeavor to improve visual amenity and also function as a sound and visual barrier once mature.
- Stage 4 of the Capel RV ORA (on the northern aspect of the Capel Oval) is noted to have known contamination considerations within this reserve. However, the Shire believes the proposed formalisation of the RV ORA can be done safely within the recommendations of the Shire of Capel Site Management and Occupational Health and Safety Plan, Capel Sports Precinct.
 - It is to be noted that no significant excavations are being proposed for this site and that capping road base being the consideration for the formalisation of sites in the Stage 3 portions of works
- Consideration has been given to possible noise issues at the RV ORAs. To comply with the *Noise Regulations 1997*, on-site signage at both the Capel and Boyanup RV ORAs will stipulate quiet time from 10pm. RV ORA on-site signage at both sites will also stipulate that emergencies or anti-social behaviour (including noise), should be directed to the Police.

Social

Tourism naturally increases the number of visitors to a town by its very nature. However, the number of proposed additional bays at the RV ORAs remains conservative to ensure minimal social impact on the towns of Capel and Boyanup and is outlined below:

- Stage 2: 7 bays at the new Boyanup RV ORA.
- Stage 3: 5 additional bays at the existing Capel RV ORA (along Berkshire Street), and
- Stage 4: 8 additional bays at the existing Capel RV ORA (on the northern aspect of the Capel Oval).

However, the provision of a two-year trial period and interim review will enable the Shire to gauge community acceptance for the RV ORAs and manage any matters that arise. Community feedback during the trial period will inform Council decisions whether to proceed with the RV ORAs permanently.

Economic

Tourism can provide substantial economic impact for regional communities. Tourism has also been identified as a targeted strategic industry sector in the Shire's Economic Development Framework 2023-2027.



The Recreational Vehicle (RV) tourism market has become increasingly popular in Australia. The RV traveller market industry is the fastest growing domestic tourism sector in Australia and has been for the past 15 years. Caravans and campervans represent the two fastest growing sectors of vehicle types in Australia (Source: Campervan and Motorhome Club of Australia, January 2022).

In addition, there are 772,598 RV registrations nationally, of which 105,962 are in WA. 3.8% of the WA population have an RV registration (Source: Caravan Industry Association Western Australia, April 2024).

At a local level, the City of Bunbury commenced a two-year trial of their RV ORAs in November 2018, before being adopted by Council in May 2021. In its first year, Bunbury's RV ORAs generated more than \$250,000 in economic activity for the area. In an ABC South West online news article regarding free RV ORAs, one visitor said they would not have come to Bunbury if it was not for the free RV Overnight Rest Area. Mayor Jaysen Miguel was quoted in the same article that; "It is about making sure we have people coming into Bunbury who might not otherwise be coming in" (Source: ABC South West online news article, 11 April 2024).

Similarly, the Town of Port Hedland has been tracking RV ORA visitor expenditure through user online surveys. Port Hedland provides a large free RV ORA for fully self-contained RVs for a maximum of 72 hours. Statistics released from the Town's RV Overflow Visitor Survey 2023 show 78% of guests were aged 55 and over, spent \$304 per day and 57.4% were first time visitors to Port Hedland. 53% said the free camping facility influenced their decision to visit Port Hedland and 55% said they would return to Port Hedland in the future (Source: Shire of Port Hedland RV Overflow Visitor Survey 2023).

The Shire intends to likewise provide users of the RV ORAs with an online survey to complete over the trial period to determine the following:

- Expenditure in the area during the stay
- Demographic information
- Activities and sites visited during visit
- Visitor experience highlights in the town.

In addition, on-site signage will include suggestions for 'What to do while you're here' and the design of the RV ORAs will allow vehicles to unhitch during their stay and explore the area.

Asset

Any construction of assets will result in the requirement for the Shire to fund asset lifecycle costs (operating, maintenance and renewal at end of life). The following table represents the combined asset portfolio increase for the two sites respectively, being:



Potential future assets	Basic description
Dump Point (Boyanup)	<ul style="list-style-type: none"> • Connection to main sewer • RV dump point receptacle installation • Slip lane installation (asphalt/bitumen) • Drainage to facilitate the slip lane installation in road reserve
Waste Bins (Capel & Boyanup)	<ul style="list-style-type: none"> • Capel RV Overnight Rest Area (large waste bin for general waste, smaller recycle bin) • Boyanup RV Overnight Rest Area (large waste bin for general waste, smaller recycle bin) • Boyanup RV dump point (General and recycle waste wheelie bins - 1 each)
Signage (All sites)	<ul style="list-style-type: none"> • Capel RV Overnight Rest Area information and regulatory signage • Boyanup RV Overnight Rest Area information and regulatory signage • Boyanup RV dump point information and regulatory signage
Fencing and bollards	<ul style="list-style-type: none"> • Capel – Reserve separation fencing (black chainmesh) • Bollards to Capel and Boyanup RV Overnight Rest Area sites to identify site numbering
Social Media Platform	<ul style="list-style-type: none"> • Online booking system and information portal
Security lighting	<ul style="list-style-type: none"> • Passive solar security and compliance lighting to entry statements, signage and key locations (waste site)

Consultation/Engagement

External Consultation

Targeted external consultation has occurred with several key stakeholders to enable the preparation of this proposal. Broader consultation is planned once Council has decided on proposed locations.

Targeted external consultation has occurred with:

Stakeholder	Comment
Boyanup Progress Association	<ul style="list-style-type: none"> • Supportive of the proposed RV ORA and dump point locations.
Hugh Kilpatrick Memorial Centre Committee	<ul style="list-style-type: none"> • Supportive of the proposed RV ORA and dump point locations.
Boyanup Lions Club	<ul style="list-style-type: none"> • The Lions Club has a shed at the rear of the Hugh Kilpatrick Memorial Centre. Shire staff have had general discussions about all the elements in this proposal with the Lions Club, including the location of the dump point in relation to the shed. The Lions Club is supportive of the ideas discussed.
Peppermint Grove Beach Holiday Park	<ul style="list-style-type: none"> • Have concerns that additional RV ORAs may impact their business adversely. • Signage at the existing Capel RV ORA and dump point promotes the Peppermint Grove Beach Holiday Park and lists the address and phone number. • Signage at the new Boyanup RV ORA can also promote the Peppermint Grove Beach Holiday Park.



	<ul style="list-style-type: none">• The Shire will develop new webpages to provide information about the RV ORAs and links to the online booking form which can include promotion of the Holiday Park and link to their website.• The Shire of Harvey and City of Bunbury likewise list other caravan parks in the area on their RV ORA signage and website to provide options for RV travellers.
Main Roads WA	<ul style="list-style-type: none">• Officers have been consulting with Main Roads WA regarding the project.• Feedback has been incorporated into the concept plans.• Main Roads WA requires approval of final concept plans.
Department of Planning, Lands and Heritage	<ul style="list-style-type: none">• Consultation has occurred with DPLH about each of the proposed sites and any Changes of Purpose required.
LGIS	<ul style="list-style-type: none">• Community and Corporate Services has been consulting with LGIS regarding insurance, liability and risk management for the RV ORAs.
Other Bunbury Geographe LGs with existing RV ORA programs	<ul style="list-style-type: none">• Officers have been consulting with key staff from other Bunbury Geographe local governments with existing RV ORA programs.• Key learnings from their programs and experiences will be incorporated into the Shire's RV ORA program.
Economic Development Advisory Committee (EDAC)	<ul style="list-style-type: none">• The next EDAC Committee meeting is on 29 May 2024 (prior to the Council meeting). The previous meeting scheduled for 27 March was deferred.• Officers will seek in principle support for the proposal at the May EDAC meeting and advise Council if concerns are raised.

Internal Consultation

Internal consultation has occurred with Shire staff as outlined below. Additional consultation with key staff will occur once Council approves proposed locations and initial concept designs.

- Projects, Engineering & Assets
- Community Development and Safety
- Rangers
- Environmental Health
- Governance
- Development Services
- Waste Operations
- Parks
- Emergency Services
- Community and Corporate Services
- Work Health and Safety

Officer Comment

In developing this proposal, work completed to date has included extensive research and collaboration to determine key learnings and best practice from peak bodies and other local governments regarding site identification and assessment, development of initial concept drawings and targeted consultation regarding the proposed sites. The project will be further developed after a decision from Council regarding this proposal.



Site identification and assessment

Several sites were assessed in Capel for an RV ORA and in Boyanup for an RV ORA and dump point. Information is provided in the attachments:

- Attachment 13.2.1 - RV Overnight Rest Areas and Dump Points, Capel and Boyanup, Site Identification and Assessment.
- Attachment 13.2.2 - Site Assessment: RV Overnight Rest Areas and Dump Points, Boyanup (map of sites).
- Attachment 13.2.3 - Site Assessment: RV Overnight Rest Areas and Dump Point, Capel (map of sites).

Operating under the *Caravan Parks and Camping Grounds Regulations 1997*

The Shire is and will be operating under the *Caravan Parks and Camping Ground Regulations 1997*, with a critical factors for compliance being whether campers pay to camp (since this qualifies the property as a camping business and in turn, attracts the minimum standards of a licensed caravan park).

The Shire's RV ORAs are intended to cater only for fully self-contained (onboard toilet facilities) RVs, offered for free, to negate the need for a Caravan Park license and to reduce impact and potential infrastructure requirements.

While there is no requirement to have a licensed site, Section 13 of the Caravan Parks and Camping Ground Regulations 1997 requires the Shire to address safety and health and access to services at the RV ORAs. These requirements have been outlined and addressed below:

Safety and Health

- Rangers – will maintain regular patrols and inspections of RV ORAs:
 - Rangers will aim to conduct at least one visit per site every day.
 - The frequency of attendance will depend on resource availability and other issues that arise.
 - Compliance will be monitored and Ranger visitation adjusted as required.
 - Further information regarding Ranger patrols and inspections of the RV ORAs is outlined below in 'RV compliance ongoing – patrols and inspections of RV ORAs'
- An after-hours number will be provided at on-site signage for Rangers and Police.
- Calls concerning emergencies or anti-social behaviour (including noise) will be directed to contact the Police.
- Noise - to comply with the *Noise Regulations 1997*, RV ORA signage will stipulate quiet time from 10.00pm.
- In an emergency, the users of the RV ORA would be managed the same as the residents in the town. All warnings are published on [Emergency.wa.gov.au](https://www.emergency.wa.gov.au) and broadcast through the National Emergency Broader - ABC Radio 684 AM. This information will be included in on-site signage.
- The above will be included on on-site signage:
- A turning radius of 8.5m has been incorporated into the initial concept design for both RV ORAs to allow fire appliances to maneuver through the site assuming them to be of like or similar size.
- Main Roads to approve concept designs prior to works commencement.
- Waste collection - bins and waste collection to be provided at both RV ORA sites.



- Dump points - currently provided at Capel. Other dump point locations will be listed at on-site signage (City of Bunbury does this).
- Lighting – Lighting will initially be limited to the immediate access and egress entry points (compliance) and (later) to other key locations, being:
 - Waste bin area, this copying other facilities of like or similar service/design;
 - Information/regulatory signage;
 - Main footpath walkways (compliance); and
 - Note: Solar lighting is the preferred installation fit-out consideration.

Access to Services

- The RV ORAs are in proximity to the towns of Capel and Boyanup with access to key services.
- Waste collection: bins and waste collection to be provided at both RV ORA site.
- Dump point: Currently provided at Capel. Other dump point locations will be listed at on-site signage.
- Potable water in the vicinity (on-site in Boyanup and at the dump point in Capel).
- On-site signage to include a map of the town and the location of the pharmacy, IGA, Post Office, dump point, potable water, details for closest medical centre, ablutions and closest laundry facility.

RV compliance to date – Rangers monitoring of existing RV Overnight Rest Area in Capel

Rangers have been monitoring the use of the Capel RV ORA for several months, tracking the number of fully self-contained RVs and those not self-contained.

For the month of April 2024, Rangers counted 151 fully self-contained RVs and 39 not self-contained. Based on the vans counted, approximately two-thirds are fully self-contained and compliant. These figures paint a reasonably positive picture of current usage and compliance at Capel's existing RV ORA.

RV compliance ongoing – patrols and inspections of RV Overnight Rest Areas

Compliance will be monitored, and inspection adjusted as required.

Complaints will be addressed depending on the situation's severity but generally dealt with the next business day. Complaints associated with antisocial behaviour are the responsibility of the Police. If an enquiry or complaint is made outside of regular office hours, the Shire's call centre will assess it and forward it to the relevant department for attention the following business day.

Calls concerning emergencies or antisocial behaviour will be directed to contact the Police.

Rangers will actively engage in educating and informing the public about the conditions for using rest areas.

Should an enquiry or complaint be lodged after normal office hours, callers will be triaged by the Shire's call centre and the matter referred to the appropriate department for action during the next business day. Calls relating to emergencies or antisocial behaviour will be directed to contact the Police.



Online booking form

The Shire will develop an online booking form which will function as a permit. Users of the RV ORA must book designated bays online which will assist in managing numbers on site at any one time.

The booking form will include registration details to enable Rangers to easily check who has booked when inspecting the RV ORAs. The booking form will also ensure users are fully self-contained and compliant to use the RV ORAs.

Officers are currently assessing two options for online booking forms, either through SpacetoCo or on the Visit Bunbury Geographe website, which is the platform the City of Bunbury uses for its RV ORA online bookings.

Summary

This report summarises the information (both historic and current) and the process undertaken regarding the immediate and future proposed outcomes for these respective initiatives, being:

- Boyanup dump point (Stage 1 – 2024/25).
- Boyanup RV Overnight Rest Area (Stage 2 – 2025/26); and
- Capel RV Overnight Rest Area (Stages 3 – 2026/27 and Stage 4 – 2027/28).

This report also notes the following:

- That the design represented are **Master Plan** conceptualisation showing the main proposal for consideration, as well as including other improvements that will lead to a more holistically improved overall outcome;
- Acceptance of the current location in Capel and the development of this site with consideration for **expansion and growth**, being done in a staged approach;
- Future initiatives be considered in each respective year's CBP development and associated budget deliberations;
- Acceptance and acknowledgement of the **functional use and economic benefits** of these improvements, this all aligning to Shire strategies and compliances; and

Voting Requirements

Simple Majority

Officer's Recommendation – 6.1.

That the Economic Development Advisory Committee supports the following recommendations to Council:

That Council:

1. Supports the overall staged development of RV Overnight Rest Areas and dump point in Boyanup and Capel for a two-year trial period, with an interim review to gauge the functional workings, community feedback and economic benefit of the RV Overnight Rest Areas to the community.
2. Supports the proposed location of the new Boyanup RV dump point at the rear of the Hugh Kilpatrick Memorial Centre and the inclusion of a budget allocation for consideration as part of the Draft Annual Budget 2024-25.



3. Supports the proposed location of the new Boyanup RV Overnight Rest Area for the Boyanup RV Overnight Rest Area (Stage 2 – 2025-26) at 73-77 Bridge Street (vacant block between Fettle's Cottages), R53230, Lot 514 Bridge Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future Corporate Business Plans (CBP) and the Draft Annual Budget 2025-26.
4. Supports the existing location, formalisation and improved design of the existing RV Overnight Rest Area in Capel along Berkshire Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*, and
 - b. Consideration in future CBPs and the Draft Annual Budget 2026-27.
5. Supports the further development of the Capel RV Overnight Rest Area into the northern aspect of the Capel Oval, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future CBPs and the Draft Annual Budget 2027-28.

Amended Recommendation – 6.1

Moved Cr Noonan

That the Economic Development Advisory Committee supports the following recommendations to Council:

That Council:

1. **Supports the overall staged development of RV Overnight Rest Areas and dump point in Boyanup and Capel for a two-year trial period, with an interim review to gauge the functional workings, community feedback and economic benefit of the RV Overnight Rest Areas to the community.**
2. **Supports a new Boyanup RV dump point and the inclusion of a budget allocation for consideration as part of the Draft Annual Budget 2024-25**
3. **Supports the proposed location of the new Boyanup RV Overnight Rest Area for the Boyanup RV Overnight Rest Area (Stage 2 – 2025-26) at 73-77 Bridge Street (vacant block between Fettle's Cottages), R53230, Lot 514 Bridge Street, based on:**
 - a. **A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and**
 - b. **Consideration in future Corporate Business Plans (CBP) and the Draft Annual Budget 2025-26.**
4. **Supports the existing location, formalisation and improved design of the existing RV Overnight Rest Area in Capel along Berkshire Street, based on:**
 - a. **A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*, and**
 - b. **Consideration in future CBPs and the Draft Annual Budget 2026-27.**



5. Supports the further development of the Capel RV Overnight Rest Area into the northern aspect of the Capel Oval, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future CBPs and the Draft Annual Budget 2027-28.

The motion lapsed for want of a seconder.

EC/2024/2 – Officer's Recommendation / Committee Decision – 4.1

Moved A McGeoch, Seconded Cr Fergusson

1. Supports the overall staged development of RV Overnight Rest Areas and dump point in Boyanup and Capel for a two-year trial period, with an interim review to gauge the functional workings, community feedback and economic benefit of the RV Overnight Rest Areas to the community.
2. Supports the proposed location of the new Boyanup RV dump point at the rear of the Hugh Kilpatrick Memorial Centre and the inclusion of a budget allocation for consideration as part of the Draft Annual Budget 2024-25.
3. Supports the proposed location of the new Boyanup RV Overnight Rest Area for the Boyanup RV Overnight Rest Area (Stage 2 – 2025-26) at 73-77 Bridge Street (vacant block between Fettle's Cottages), R53230, Lot 514 Bridge Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future Corporate Business Plans (CBP) and the Draft Annual Budget 2025-26.
4. Supports the existing location, formalisation and improved design of the existing RV Overnight Rest Area in Capel along Berkshire Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*, and
 - b. Consideration in future CBPs and the Draft Annual Budget 2026-27.
5. Supports the further development of the Capel RV Overnight Rest Area into the northern aspect of the Capel Oval, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future CBPs and the Draft Annual Budget 2027-28.

For – Cr McCleery, Cr Fergusson, P Kirby, G Green, A McGeoch

Against - Cr Noonan



7. Meeting Closure

There being no further business, the chair declared the meeting closed at 3.58pm.