

Reference/s

Local Government Act 1995

Date Proposed/Adopted

XX December 2023

Motion Number

Reviewed	New Policy
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This policy supports the delivery of the Shire of Cranbrook Vision

That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be

OBJECTIVE

The primary purpose of the Cranbrook Caravan Park is to provide short term accommodation for tourists. This policy seeks to define long-term stay parameters for visitors to the park.

SCOPE

This policy applies to all members of the public who wish to stay at the Cranbrook Caravan Park.

POLICY STATEMENT

Legislation

The Cranbrook Caravan Park is owned and operated by the Shire of Cranbrook and is not a licensed caravan park however is required to operate within the scope of the Caravan Parks and Camping Grounds Act 1995.

Definitions

Permanent – person(s) residing in the caravan park for residential purposes. This is not allowable under this policy. There are to be no exceptions.

Long-term stay – person(s) in the park for work purposes for periods of not more than two weeks in any 28-day period.

Tourist – person(s) in the park for holiday purposes, usually for a very short time.

Caravan Site Availability

- There are currently 14 caravan sites. A minimum of seven sites must remain available to be used by tourists at any time. Seven sites are currently reserved as long-stay accommodation for workers within the Shire boundaries.
- The Cranbrook Caravan Park is not available for permanent residence.
- The Cranbrook Caravan Park is available for long-term stay for the purpose of providing accommodation for workers within the Shire boundaries (in accordance with this policy). There will be no exceptions unless approved by the Chief Executive Officer.
- Tourists wishing to stay longer than 14 days in any 28-day period will require approval from the Chief Executive Officer.
- Requests for exceptions to stay longer than 14 days in any 28-day period must be addressed, in writing, to the Chief Executive Officer whose decision is final.

Park Home and Chalet Availability:

- The Park Home and Chalet are available year-round for tourists and long-stay workers.
- Requests for exceptions to stay longer than 14 days in any 28-day period must be addressed in writing to the Chief Executive Officer whose decision is final.

CBH Units (Donga) Availability:

- Dongas may be available between the months of April and October each year for tourists and long-stay workers.
- Availability is dependent on the requirements of CBH throughout this period.
- Requests for exceptions to stay longer than 14 days in any 28-day period must be addressed in writing to the Chief Executive Officer whose decision is final.

ROLES AND RESPONSIBILITIES**Chief Executive Officer**

- Ensure this policy is adhered to.

Employees

- Direct any requests for exceptions to stay longer to the Chief Executive Officer

RELEVANT DOCUMENTS**External:**

Caravan Parks and Camping Grounds Act 1995