

8. REPORTS OF OFFICERS

8.1 Director of Planning & Sustainability

8.1.1 PROPOSED ADDITIONS/ALTERATIONS TO THE KIOSK/ADMINISTRATION BUILDING FOR THE DENMARK RIVERMOUTH CARAVAN PARK

File Ref:	A1324
Applicant / Proponent:	N Phillips on behalf of Jenbrook Nominees Pty Ltd
Subject Land / Locality:	No. 1 (Lot 1084) Inlet Drive, (Reserve 46241)
Disclosure of Officer Interest:	Nil
Date:	20 July 2015
Author:	Annette Harbron, Director of Planning & Sustainability
Authorising Officer:	Annette Harbron, Director of Planning & Sustainability
Attachments:	8.1.1a – Planning Application Documentation 8.1.1b – Letter from Lessee dated 7/7/2015 re: 10 year forecast development plan proposals 8.1.1c – Approved Development Plan (2004) 8.1.1d – Item 9.1.5 from 16 October 2007 (with attachments)

Summary:

The lessee (Jenbrook Nominees Pty Ltd) is seeking to formally lodge planning approval for additions/alterations to the existing kiosk/administration office building on No. 1 (Lot 1084) Inlet Drive, Denmark (being Reserve 46241).

As per the provisions of the lease and the Shire of Denmark's Procedure *OP040239: Construction of New or Significant Alterations to Building Structures on Council Land*, owner approval of the proposed development is required to be obtained prior to formal assessment of a Planning Application. In this regard, as per Delegation 130311: *Building Structures on Council Land*, the Chief Executive Officer only has delegation to sign on behalf of Council as the landowner for minor developments (defined as gazebos, verandahs, sheds and fences), with all major development applications to be referred to Council for Council consideration.

Since lodging the proposal, the lessee has also provided Council of their 10 year forecast development plan for the Caravan Park and are seeking Council's in-principal support to such proposals before progressing them further.

Given that the lessee has recently provided Council with a 10 year forecast development plan for the site that is not entirely consistent with the current approved Development Plan (2004), the fact that the tourism and caravan industry landscape has substantially changed since 2004, and the strategic function and importance/value of this site and the entire Rivermouth Precinct from a tourist, recreational and environmental perspective, it is considered appropriate that a new Development Plan be prepared for the site to ensure that the level of development, services & facilities provided is appropriate for the site and the Rivermouth Precinct.

Background:

Planning Application

An application for Planning Approval was lodged with Planning Services in May 2015 for additions/alterations to the existing shop/kiosk/administration office building on No. 1 (Lot 1084) Inlet Drive, Denmark (being Reserve 46241). Attached as Attachment 8.1.1a is the planning application documentation submitted to date.

Upon receipt of the Planning Application, Planning Services advised the applicant that the Planning Application was deemed incomplete until such time as the landowner (being the Shire of Denmark) has signed the planning application form, and that as per the provisions of the lease (being Clause 2(14) Lessee's Additions and Alterations) pertaining to the site and the Shire of Denmark's Procedure *OP040239: Construction of New or Significant Alterations to*

Building Structures on Council Land, owner approval of the proposed development is required to be obtained prior to formal assessment of a Planning Application. In this regard, as per Delegation 130311: *Building Structures on Council Land*, the Chief Executive Officer only has delegation to sign on behalf of Council as the landowner for minor developments (defined as gazebos, verandahs, sheds and fences), with all major development applications to be referred to Council for Council consideration.

At the Ordinary Meeting of Council held on 16 June 2015, Council considered the proposed Kiosk/Administration Office Building proposal and resolved as follows (Res No. 060615):

That with respect to the proposed additions/alterations to the Kiosk/Administration Office Building for Denmark Rivermouth Caravan Park at No. 1 (Lot 1084) Inlet Drive, Denmark, Council defer the matter until the 28 July 2015 Council Meeting.

As a result of the above Council resolution, the lessee was invited to the 7 July 2015 Strategic Briefing Session with Councillors and Executive Staff to discuss the building proposal further with Councillors prior to them considering the matter at the 28 July 2015 Ordinary Meeting of Council. At the Strategic Briefing Session, the lessee submitted a letter detailing a 10 year forecast development plan for the caravan park site and indicated that he was seeking in-principal support to the development plan proposals prior to formal plans being submitted to Council – refer Attachment 8.1.1b.

Approved Development Plan for the Site

At the Ordinary Meeting of Council held on 28 September 2004, Council considered a redevelopment concept plan for the Denmark Rivermouth Caravan Park and resolved as follows (Res No. 295/04):

- (1) *That Council support the upgrading/redevelopment of the Rivermouth Caravan Park at Location 1084 (Reserve 46241) Inlet Drive, subject to:*
 - (i) *The development being in accordance with the overall plan No. NP-03 and dated 7 September 2004.*
 - (ii) *Support being provided by the Department of Environment.*
 - (iii) *Connection of all park homes, ensuite sites and ablution facilities to reticulated sewer.*
 - (iv) *Any fill and drainage works being to the satisfaction of the Manager, Engineering Services.*
 - (v) *No vehicular access to Inlet Drive other than the existing entry and that required by (xiv).*
 - (vi) *The present on-site effluent disposal pond being decommissioned, filled and stabilised to Council's satisfaction.*
 - (vii) *All external building designs, materials and finishes being to the satisfaction of Council. The use of natural earth, vegetation colours are favoured. The use of white, off white and unpainted zincalume is not permitted.*
 - (viii) *The reserve boundary with the adjoining Inlet foreshore being marked to the satisfaction of Council with open style picket fence to a maximum height of 900mm.*
 - (ix) *Each stage of development being subject to an application for Planning Consent with the Manager Planning & Development granted delegated authority to approve development that is consistent with the approved overall development plan dated 7 September 2004.*
 - (x) *All internal roadways being sealed, paved and drained to the satisfaction of the Manager, Engineering Services. Car parking spaces are to be a minimum 2.7m wide.*
 - (xi) *Compliance with TPS Policy 32 – Signs.*
 - (xii) *Compliance with all Health & Building regulations.*
 - (xiii) *Compliance with the Caravans & Camping Act and associated Regulations.*

- (xiv) *An emergency fire exit along the western boundary of the reserve onto Inlet Drive being established to the satisfaction of Council. This fire exit will require a gate to restrict unwanted access onto the reserve and be secured with a 'H' lock and display a sign stating 'Emergency Access Only'. It should be located to avoid removal of trees.*
- (xv) *The proponents indemnifying Council against any possible claims that may result from a flood event over this land.*

Attached at Attachment 8.1.1c is the approved Development Plan.

It should be noted that the Development Plan was prepared by the proponent for Council's consideration during the current lease negotiations occurring in 2003/2004; with formal adoption by Council required as per the following Recital in the current lease:

C. The Lessor has expressed in principle support for the upgrading and/or redevelopment of the Premises SUBJECT TO the Lessee submitting detailed plans to the Lessor and obtaining all necessary Approvals for such plans and SUBJECT TO a formal resolution by the Council of the Lessor confirming consent and approval of such upgrading and/or redevelopment of the premises.

Development at the Rivermouth Caravan Park has generally occurred in accordance with the approved Development Plan to date and the associated requirements of Council Resolution 295/04 - noting that the outstanding works referenced in the Council report to the 16 June 2015 Ordinary Meeting have since been addressed by the lessee.

Planning Approval for New Kiosk/Communal Area Building

At the Ordinary Meeting of Council held on 16 October 2007, Council considered a planning application for a kiosk, refreshment/TV room and communal area building for patron and public use in the location identified as 'BBQ area' on the approved Development Plan, and resolved as follows (Res No. 352/07):

That Council grant planning consent for the relocation of the existing kiosk and development of a new refreshment/TV room and communal area for the use of patrons of the Rivermouth Caravan Park only subject to the following conditions:

- 1) *This approval is for the relocation and modest expansion (20m²) of the existing kiosk function to the new building.*
- 2) *This approval does not permit either the development of a shop, fast food outlet or restaurant or other similar use offering goods and services directly to the public.*
- 3) *The development being connected to reticulated water and sewerage.*
- 4) *The development being constructed at a minimum building height of 2.5m AHD as required by clause 5.27.3 of the scheme.*
- 5) *No direct access from the building to the foreshore is permitted and the reserve boundary with the inlet being marked with an open style boundary fence to a maximum height of 900mm. Detailed plans are to be approved by Council's Engineering Department prior to any works commencing.*
- 6) *The proponents indemnifying Council against any possible claims that may result from a flood event over this land.*
- 7) *Completion of a Food Premises Notification Form to the satisfaction of the Environmental Health Officer.*

Attached at Attachment 8.1.1d is the relevant Council report and associated attachments.

The abovementioned Planning Approval was not enacted upon and has subsequently lapsed. From a recent discussion with the lessee, he advised that this proposal was not proceeded with due to the requirement to restrict sales to caravan park patrons only.

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that in relation to the Officer Recommendation that a new Development Plan for the site should be prepared, any draft Development Plan would be the subject to community consultation. Noting that a draft Development Plan would need to be referred back to Council for formal consideration of adopting for public advertising purposes, such report at that time would provide further details on the appropriate community consultation to be undertaken.

Councillors and Executive Staff undertook a site visit of the Denmark Rivermouth Caravan Park on 3 March 2015, with the lessee advising at that point in time that he was in the throes of preparing a proposal that would involve increasing the size of the kiosk/administration building for Council's consideration in due course.

Statutory Obligations:

Clause 2(14) of the lease between Jenbrook Nominees Pty Ltd and the Shire of Denmark (which expires on 31 March 2025) states:

Lessee's Additions and Alterations

- (a) *Not to cut maim injure or make any external or internal additions or alterations to the roof walls floors partitions ceilings fixtures fittings foundations or supports without the prior written consent of the Lessor.*
- (b) *Not to alter the elevation plan architectural appearance or any buildings erections and improvements on the premises without the prior written consent of the Lessor.*
- (c) *Any alterations, additions or improvements made to the Premises with the written consent of the Lessor shall comply with all statutory requirements.*
- (d) *The Lessee shall apply for and obtain all necessary Approvals prior to commencing any alterations, additions or improvements to the Premises.*

Consequently, and moreso having due regard to the Shire's Procedure *OP040239: Construction of New or Significant Alternations to Building Structures on Council Land* and related Delegation 130311: *Building Structures on Council Land*, this matter is being referred to Council for consideration accordingly.

Should Council consent to the proposal as the landowner, it should be noted that Council as the decision making authority could still refuse the Planning Application - noting however that the applicant then has the ability to lodge a Right of Review with the State Administrative Tribunal as per the *Planning and Development Act 2005*.

Clause 4(17) of the lease states:

Upgrading of Premises

The Lessee shall submit from time to time to the Lessor works plans for upgrading of the Premises complying with all statutory requirements and the Lessee agrees to make satisfactory progress with upgrading of the premises throughout the Term in accordance with such works plans as amended by reasonable requirements of the Lessor or other necessary Approvals.

In this regard, the Lessee has undertaken development on-site generally in accordance with the approved Development Plan of 2004.

Development of the park is governed by Town Planning Scheme No. 3, the *Caravan Parks & Camping Grounds Act 1995* and the *Caravan Parks & Camping Grounds Regulations 1997*.

At this point in time a formal assessment of the proposal has not been undertaken by Planning Services, however a key issue that has been identified from a preliminary review is that no formal details have been provided of the improvements/upgrades proposed for the existing building to ensure that there is a complementary visual interface of the new and existing building on-site. Recent discussions have occurred with the lessee to ascertain what they proposed to do in this regard and verbal advice was received that it is likely the building would be painted in similar colours to match. From a Planning Services perspective it is considered appropriate that Council require a detailed colours and materials schedule for the proposed and existing building accompany the planning application documentation for assessment purposes accordingly.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

Clause 4(3) of the lease states:

Ownership of Lessee Improvements, Fixtures & Fittings

- (a) *At the expiration or sooner determination of the Term or any renewal thereof whether by effluxion of time or caused by the surrender of the Term by the Lessee or its termination by the Lessor because of any breach of the conditions and covenants herein contained or for any other reason the Lessor shall pay to the Lessee compensation the equivalent to the value of all fixed capital improvements made by the Lessee on the Premises and in default of agreement to be determined by a valuer who is a member of the Australian Property Institute (Western Australian Division) ("Valuer") nominated by the President for the time being of the Institute at the request of the Lessor or the Lessee and the costs of the determination shall be borne equally between the Lessor and the Lessee PROVIDED THAT the obligation to pay for fixed capital improvements is only if the Lessor intends to continue to lease the Premises as a Caravan Park to a third party but not to the Lessee or the lessee of the day pursuant to an assignment of this Lease and PROVIDED THAT if the Lessor enters into a new lease of the Premises ("New Lease") within 2 years from the date of expiration or sooner determination of the Term then any payment due to the Lessee shall be paid by the Lessor to the Lessee within 30 days of the date of commencement of such New Lease.*
- (b) *If the Lessor does not intend to continue to lease the Premises as a Caravan Park as referred to in clause 4(3)(a) then subject to clause 4(3)(c) the Lessee immediately before the determination of the Term shall remove all Buildings Structures improvements fixtures fittings plant machinery equipment utensils shelving counters safes and other material things or articles belonging to or brought upon the Premises by the Lessee and promptly make good to the reasonable satisfaction of the Lessor all damage caused or occasioned by such removal.*
- (c) *The Lessor and the Lessee agree that notwithstanding the provisions of clause 4(3)(b) on the expiration of the Lease or surrender of the Premises the Lessor shall have the right to purchase at a price to be mutually agreed or failing agreement at a current market valuation the Buildings Structures improvements and fixtures removable under clause 4(3)(b) if it shall give the Lessee notice in writing of its intention to do so not less than THREE (3) months before the expiration of the Term or if the Term shall be determined by re-entry not more than FOURTEEN (14) days after such re-entry. Any valuation required to be made hereunder shall be made by the Valuer referred to in clause 4(3)(a) at the request of the Lessor and the Lessee or of either of them and the costs of any such valuation shall be paid by the Lessor and the Lessee in equal shares.*
- (d) *If the Lessor does not intend to continue to lease the Premises as a Caravan Park upon the determination of the Term by the effluxion of time the Lessor shall give notice in writing to the Lessee no less than FIVE (5) years prior to the determination of the Term by effluxion of time of such intention.*

The Shire's Director of Finance & Administration is currently seeking advice on how this and similar contingent liabilities should be best accounted for from an accounting perspective.

The 2015/2016 draft budget, which is to be considered by Council for adoption at the Special Meeting of Council to be held on 27 July 2015, has included an allocation of \$10,000 to assist with facilitating (if required) an updated Development Plan for the Denmark Rivermouth Caravan Park site.

It should also be noted that within the 2015/2016 draft budget, an allocation of \$10,000 to assist with facilitating (if required) a Development Plan for the Peaceful Bay Caravan Park site has also been included.

Strategic Implications:

Given that the lessee has recently provided Council with a 10 year forecast development plan for the site that is not entirely consistent with the current approved Development Plan (2004), the fact that the tourism and caravan industry landscape has substantially changed since 2004, and the strategic function and importance/value of this site and the entire Rivermouth Precinct from a tourist, recreational and environmental perspective, it is considered appropriate that a new Development Plan be prepared for the site to ensure that the level of development, services & facilities provided is appropriate for the site and the Rivermouth Precinct.

The report and officer recommendation is consistent with Council's adopted Mission and Vision and assists achieve the following specific adopted Strategic Objectives and Goals.

Governance Objective – the Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent fiscally responsible decision making.

Sustainability Implications:

➤ **Governance:**

Due regard has been given to the relevant Council Policy, Organisational Procedure Manual and Delegation Register provisions relating to the report and officer recommendation.

➤ **Environmental:**

Environmental considerations relating to the development proposal will be considered as part of the Development Plan and/or planning application process.

As per Clause 4(12)(b) of the lease, the Lessee shall ensure that all new fixed buildings as defined by the Act are built at or above Australian Height Datum 1.8 metres and the Lessee shall indemnify the Lessor against all loss and damage incurred by it on account of loss, damage or injury caused by flooding. This matter can be dealt with as a condition of planning approval if granted.

➤ **Economic:**

The Denmark Rivermouth Caravan Park makes a positive contribution to Denmark's tourism industry.

➤ **Social:**

Social considerations (built heritage and indigenous heritage – given the property is adjacent to Denmark River) will be considered as part of the Development Plan and/or planning application process.

The Aboriginal Cultural Heritage Management Plan for Southern Section of Kwoorabup Beelia (Denmark River), which was adopted by Council at the 26 July 2011 Ordinary Meeting (Res No. 060711) as a guiding document to protect and manage the indigenous heritage values of the Kwoorabup Beelia (Denmark River), does not have any specific recommendations in relation to the Denmark Rivermouth Caravan Park site.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not support the proposal for a redeveloped kiosk/administration building, thus not supporting the planning application as the landowner	Unlikely (2)	Insignificant (1)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation regarding in-principle support to the proposal at this stage
That Council does not support the development of a new Development Plan for the site	Unlikely (2)	Moderate (3)	Moderate (5-9)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

Having regard to the approved 2004 Development Plan for the Denmark Rivermouth Caravan Park, it is considered that the proposal for additions/alterations to the existing kiosk/administration office building is generally consistent with the approved Development Plan in terms of such a facility being located in this vicinity – albeit the proposal is for the building to be substantially increased in size and having a setback of approximately 1.2 metres to the northern boundary (current building has a minimum setback of approximately 10.0 metres).

One could question the need for the size of the building for this purpose and/or the internal layout (i.e. being divided into two separate spaces) however it is considered that this is primarily an operational risk of the lessee’s; noting however that Council may have a future contingent liability associated with the building as a capital improvement on the land if the lease is renewed to another party for the purposes of a caravan park and not the current lessee. From discussions with the lessee, the justification/rationale for the size and configuration of the building is that the current kiosk and reception/administration operations are combined and during peak periods it can get busy with staff and customer numbers, thus segregating the two aspects of the business is likely to be of benefit for all parties.

Specifically in relation to the use of the building, Clause 2(12)(a) of the lease states:

To use the Premises only for the Purpose and not to carry on or permit to be carried on at the Premises any trade or business other than that of a caravan and camping park including a refreshment room and kiosk for the supply of food, goods and equipment normally required by caravaners, campers and other members of the public resorting to and/or using the Premises as a holiday resort without the prior written consent of the Lessor.

In this regard the lessee has confirmed that they are seeking to provide food, goods and equipment for the primary benefit of caravan park patrons – refer Attachment 8.1.1a.

That said it is known that in 2007 the lessee proposed to provide a kiosk facility for patron and public use, with Council resolving to allow only a 20m² expansion of the existing kiosk building and restricted the development to only cater for caravan park patrons – see ‘Background’ section of this report and Attachment 8.1.1d for detailed information.

Noting that there is public foreshore land directly opposite the caravan park, the sale of some products (i.e. ice creams, drinks etc.) to the general public is inevitable and unavoidable – and from a lease and town planning perspective (noting the land use of shop is an “AA” use class in

the 'Tourist' zone) it is considered that this will not be in conflict with the general purpose/intent of the lease and/or Town Planning Scheme No. 3.

Therefore Council, and the lessee, may wish to give consideration to whether a café/restaurant and/or shop in this location is appropriate – particularly in light of the strategic function and importance/value of the entire Rivermouth Precinct from a tourist and recreational usage perspective.

In this regard it is considered that the best mechanism to consider appropriate development options for the site that will be of benefit to the caravan park patrons, lessee and the broader users of the Rivermouth Precinct, is to prepare an updated Development Plan for the site – with a draft Development Plan being developed and such draft Development Plan being the subject of community consultation prior to final consideration by Council of approving a new Development Plan for the site.

Voting Requirements:

Simple majority.

OFFICER RECOMMENDATION

ITEM 8.1.1

That with respect to the proposed additions/alterations to the Kiosk/Administration Office Building for Denmark Rivermouth Caravan Park at No. 1 (Lot 1084) Inlet Drive, Denmark, Council:

1. Advises the lessee that consent to the proposal as required under Clause 2(14) of the lease between the Shire of Denmark and Jenbrook Nominees Pty Ltd is in-principally agreed to, however formal consent is to be deferred until such time as the Shire of Denmark and Jenbrook Nominees Pty Ltd progress discussions on the development of a new Development Plan, such that the level of development, services and facilities provided are appropriate for the Caravan Park site and the Rivermouth Precinct.
2. Advises the lessee that the 10 year forecast development plan works submitted for the site, including the proposed additions/alterations to the Kiosk/Administration Office Building, are to form the initial basis for development considerations for the updated Development Plan.

COUNCIL RESOLUTION

ITEM 8.1.1

MOVED: CR OSBORNE

SECONDED: CR MORRELL

That with respect to the proposed additions/alterations to the Kiosk/Administration Office Building for Denmark Rivermouth Caravan Park at No. 1 (Lot 1084) Inlet Drive, Denmark, Council:

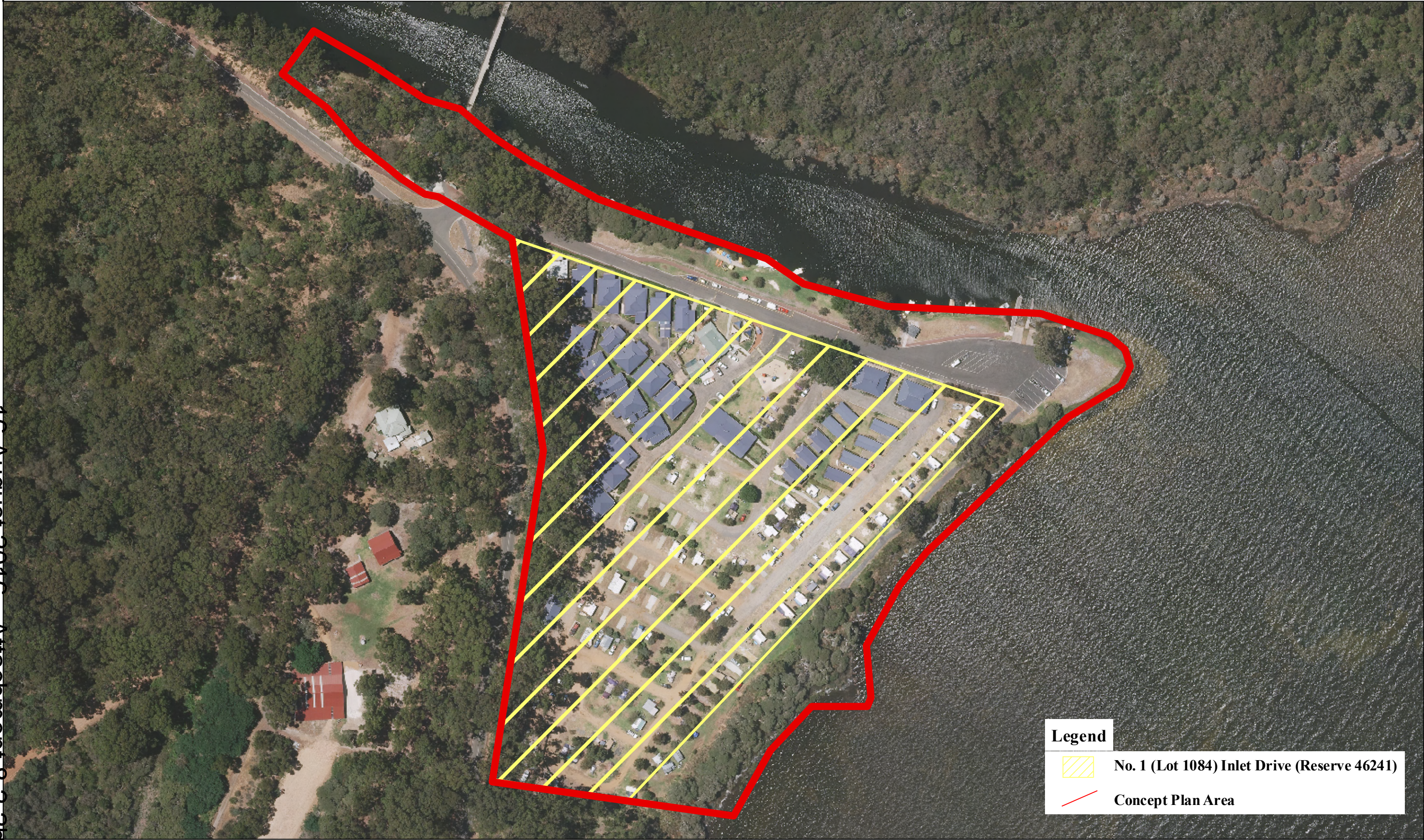
1. Advises the lessee that in principle support is given to the proposal as required under Clause 2 (14), however formal consent is to be deferred until such time as the Shire of Denmark and Jenbrook Nominees Pty Ltd progress discussions on the development of a new Development Plan, such that the level of development, services and facilities provided are appropriate for the Caravan Park site and the Rivermouth Precinct.
2. Advises the lessee that the 10 year forecast development plan works submitted for the site, including the proposed additions/alterations to the Kiosk/Administration Office Building, are to form the initial basis for development considerations for the updated Development Plan.

CARRIED UNANIMOUSLY: 7/0



Res: 230715

REASONS FOR CHANGE

Council reworded part 1 to provide clarity to the reader.



Legend

-  No. 1 (Lot 1084) Inlet Drive (Reserve 46241)
-  Concept Plan Area

Produced by Sustainability Services, Shire of Denmark

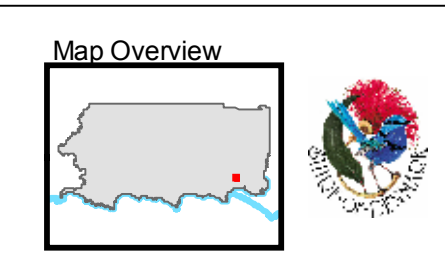
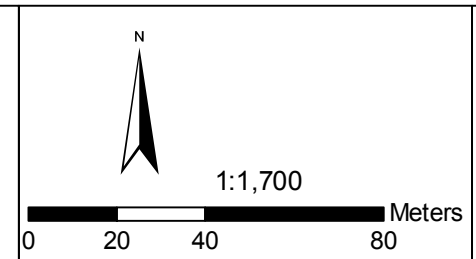
Whilst all care has been taken to accurately portray the current Scheme provisions, no responsibility shall be taken for any omissions or errors in this documentation.

Please advise the Shire of Denmark of any errors or omissions in this document.

Digital Cadastral Data Supplied by the Western Australian Land Information Authority.

Shire of Denmark

Rivermouth Precinct Development Concept Plan Area



Shire of Denmark

Terms of Reference



RIVERMOUTH PRECINCT DEVELOPMENT CONCEPT PLAN WORKING GROUP

1. AIM

The Rivermouth Precinct Development Concept Plan (RPDCP) Working Group will develop a Concept Plan to guide the future usage and development of the Rivermouth Precinct.

2. OBJECTIVES

The RPDCP is to cover the area as defined in the attached map (refer "Rivermouth Precinct Development Concept Plan Area") and has the following objectives:

1. A Development Concept Plan that will guide the future usage and development of the RPDCP area by:
 - a) Providing for a development form (public and/or commercial) that provides for a sustainable development through function, usability and/or design;
 - b) Recognising the tourist, recreation and social importance of the Rivermouth Precinct (including the Rivermouth Caravan Park) to the community and visitors alike;
 - c) Considering the Rivermouth Caravan Park lessee's proposed strategic direction, coupled with comments from the Caravan Industry Association WA in relation to caravan park industry trends and their associated recommendations, in context of the overall Rivermouth Precinct area and the Shire's tourism direction.
2. A Development Concept Plan that will meet present and future needs of the Shire of Denmark (as the Management Body for Reserve 46241 – being the Rivermouth Caravan Park landholding), Jenbrook Nominees Pty Ltd (being the current lessee of the Rivermouth Caravan Park) and the broader community.
3. A Development Concept Plan that is adopted by Council following engagement with key stakeholders and the community.
4. A Development Concept Plan that forms a basis for new lease discussions in relation to the Rivermouth Caravan Park (being Reserve 46241).

3. MEMBERSHIP

Membership of the Working Group will comprise of a total of 10 members consisting of:

- 2 x Councillors (one of whom is to be elected Presiding Person)
- Director of Community & Regulatory Services
- Director of Planning and Sustainability
- 2 x representatives of Jenbrook Nominees Pty Ltd (lessee of Rivermouth Caravan Park)
- 2 x Community Representatives
- Caravan Industry Association & Appointed Architect – for the purpose of input only, both do not have voting rights.

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council.

4. PROJECT BUDGET

\$10,000 (excl GST) has been included within the 2016/2017 Municipal Budget (Job Number 16300). These funds are to be used to appoint consultants to assist with the draft RPDCP for advertising purposes and the final RPDCP for adoption by Council.

5. SUNSET CLAUSE

The Working Group will cease to exist following the final RPDCP being adopted by Council.

6. MEETINGS

- Meeting frequency will be as required.
- Officer Secretariat: Director of Community & Regulatory Services or nominee.

DRAFT

