

# DEVELOPMENT SERVICES

## Health

**TITLE:** OPERATION OF OVERFLOW CARAVAN PARK FACILITIES

**ADOPTED:** OCM 10 April 2008 – Page 50 - 52

**REVIEWED:** OCM 19 March 2009 – Pages 26 - 31  
 OCM 10 June 2010 – Pages 95 - 97  
 OCM 24 November 2011 – Pages .....

**ASSOCIATED LEGISLATION:** Caravan Parks and Camping Grounds Act 1995  
 Caravan Parks and Camping Grounds Regulations 1997

**ASSOCIATED DOCUMENTS:**

**REVIEW RESPONSIBILITY:** Manager Health Services

**DELEGATION:** Manager Health Services

Previous Policy Number X.X.X

**Objective:**

This Policy enables the Shire of Broome Environmental Health Services to approve the operation of compliant overflow caravan park facilities in the Broome townsite to accommodate the additional numbers of camping tourists visiting Broome in a safe environment that will not impact on health.

This Policy will ensure the operation of overflow caravan park facilities does not impact on the viability of permanent caravan parks and camping grounds within the townsite by conditioning the opening procedure for the specified overflow facilities and limiting the duration of stay of tourists at an overflow facility.

This Policy aims to ensure as many camping tourists as possible are able to experience the unique Broome townsite without impacting on the health and safety of the permanent and travelling community; as well as the local environment. The operation of overflow caravan park facilities promotes maximum possible revenue to permanent Broome businesses as well as supporting local community organisations who generate funds through the operation of overflow caravan park facilities.

**Definitions:**

**Policy:**

Approved Facilities

The Shire of Broome maintains a register of premises approved for use as an overflow caravan park facility, which includes:

1. Broome Police and Citizens Youth Club (PCYC);

2. Broome Pistol Club; and
3. Broome Seventh Day Adventist Church.

Premises wishing to operate an overflow facility are required to submit a written application to be considered by Council. This application is to indicate the premises is compliant with all relevant legislation and policy. As new facilities are approved, the premises will be added to the list and will not be opened until all premises in the opening order are full.

The Shire of Broome will not approve overflow sites in permanent caravan park and camping ground facilities as it is considered any potential additional sites in a permanent facility can meet the full requirements of legislation to be added to a facilities annual licence.

#### Opening Procedure

Overflow caravan park facilities require a Temporary Caravan Park and Camping Ground Licence from the Shire of Broome in order to operate. This licence will only be issued once all like sites in permanent caravan park facilities are utilised.

As permanent caravan park facilities do not accept travellers with pets during the tourist season from 1 June – 31 August each year, the Shire of Broome may elect to open an overflow facility to accommodate travellers with pets that can not ordinarily be accommodated in a permanent facility. Should a permanent facility elect to accept travellers with pets during the tourist season, the Shire of Broome will ensure all sites at that facility are full prior to opening an overflow facility.

As permanent caravan park facilities have limited availability of large sites to accommodate travellers in large, 5<sup>th</sup> wheeler vehicles, the Shire of Broome may elect to open an overflow facility to accommodate travellers in 5<sup>th</sup> wheeler vehicles once all appropriate permanent sites have been utilised.

The Shire of Broome will determine the appropriate opening and closing date of overflow facilities in consultation with the Broome Visitors Centre and permanent caravan park and camping ground facility operators based on the capacity of the permanent facilities.

Subject to compliance of a facility with legislation, the Shire of Broome will facilitate the opening overflow caravan park facilities in following order:

1. Broome PCYC
2. Broome Pistol Club
3. Broome Seventh Day Adventist Church

Upon payment of fee, a Temporary Caravan Park and Camping Ground Licence will be provided to the facility to confirm opening and operation of the facility is permissible. An approximate closing date will be indicated on the licence however should the closing need altering, direction from the Shire of Broome will be given in writing.

#### Licence Conditions

The following conditions will be applied to the overflow facilities Temporary Caravan Park Licence:

1. An overflow caravan park facility is not permitted to accept bookings.

These facilities are provided to accommodate travellers requiring temporary accommodation until they can secure accommodation in a permanent facility.

2. Sites at an overflow facility may be occupied by a traveller or group of travellers for a maximum of seven (7) nights in any three (3) month period.

This enables travellers wishing to stay in Broome time to seek a site in a permanent facility or experience Broome prior to moving on with their travels.

3. In accordance with the Caravan Parks and Camping Grounds Regulations 1997, overflow caravan park facility operators must maintain a register of occupiers. A copy of this register is to be provided to the Shire of Broome Environmental Health Services by 4pm each Friday.
4. As it is at the discretion of an overflow facility operator to accept pets, should pets be accepted, compliance with the Caravan Parks and Camping Grounds Regulations 1997 must be maintained.
5. Patrons are not permitted to conduct commercial or profit making business activities within an overflow facility.
6. Advertising of overflow caravan park facilities is not permitted.

Travellers will be referred to these facilities by the Broome Visitors Centre. Directional signage is allowed subject to compliance with Shire of Broome Planning requirements.

7. Disposal of sullage and refuse is the responsibility of the overflow facility operator.

As sullage is considered waste water, it is not permitted to be discharged on to the ground. Waste must be deposited in an appropriate waste receptacle with a fitted lid.

#### Caretakers

The Shire of Broome may approve one or more caretakers to reside at the overflow caravan park facility for the term of the licence. Request for approval must be made in writing to the Shire of Broome.

#### Storage of Caravans and Camping Equipment

Travellers may leave their caravans and equipment unattended at an overflow caravan park facility site however this must not exceed the maximum seven (7) night stay at a facility and the site is considered occupied.

Should an overflow caravan park facility wish to otherwise store unoccupied caravans and camping equipment, facility operators are to obtain Shire of Broome Planning approval.