Operation of Temporary Caravan and Camping Facilities

Policy Objective

The policy aims to provide additional emergency accommodation options and maximise visitor numbers to Broome in the period of peak demand, when options for caravan users and campers can otherwise be limited.

Policy Statement

If Permanent Caravan Park site availability collectively approaches full capacity due to high demand, the Shire may grant a Temporary Licence to operate a Temporary Approved Facility to accommodate travellers who are unable to secure accommodation in a Permanent Caravan Park, as follows:

a) The Shire of Broome will issue a Temporary Caravan Park Licence to a Temporary Approved Facility subject to a satisfactory inspection being completed for that facility prior to opening in any given year;
b) The Temporary Licence will include the maximum number of permitted sites and specific licence conditions;
c) The opening of Temporary Approved Facilities is permitted following notice from the Shire of Broome;
d) The maximum length of stay for any visitor in a Temporary Approved Facility will be seven nights in any three-month period;
e) The Shire is to be notified if a visitor in a Temporary Approved Facility demonstrates genuine hardship for which, the Shire can approve a length of stay of more than seven nights;
f) Temporary Licence conditions will be consistent with the requirements of the *Caravan and Camping Ground Regulations 1997* and provide flexibility to meet accommodation demands within the Shire of Broome;
g) The Shire may revoke a Temporary Caravan Park Licence at any time should any regulatory, policy or licence conditions not be complied with;
h) The Shire will direct that Temporary Approved Facilities close when it determines that peak tourist demand has eased such that enough capacity exists within Permanent Caravan Parks;
i) The Shire will provide operators of Temporary Approved Facilities seven days notice to cease operations;
j) Once notice to close is given, no additional travellers are to be registered at the Temporary Facility.

The Shire may approve more than one caretaker to reside at the Temporary Approved Facility for the term of the Temporary Licence. A request must be submitted in writing stating the number of caretakers and justification for such number. Their names, contact details and permanent address must be provided.

Definitions

'Permanent Caravan Park' means a facility licenced in accordance with the *Caravan Parks and Camping Grounds Act 1995* and the Local Planning Scheme as amended located within the Broome townsite. This does not include nature-based parks, transit parks or temporary facilities.

'Temporary Approved Facility' means a facility issued with a Temporary Licence in accordance with this policy.

'Temporary Licence' has the same meaning as Regulation 54 of the *Caravan Parks and Camping Grounds Regulations 1997*.
All other terms have the meaning as defined in the *Caravan Parks and Camping Grounds Act 1995*.

Document Control Box

Document Responsibilities:			
Owner:	Director Development Services	**Owner Business Unit:**	Development Services
Reviewer:	Manager Health, Emergency and Rangers	**Decision Maker:**	Council

Compliance Requirements:	
Legislation:	*Caravan Parks and Camping Grounds Act 1995* *Caravan Parks and Camping Grounds Regulations 1997*
Industry:	
Organisational:	

Document Management:					
Risk Rating:	**Low**	**Review Frequency**:	**4 Yearly**	**Next Due:**	**11/2030**

Version #	**Decision Reference:**	**Synopsis:**
1.	18 December 2007	OMC Initial adoption
2.	12 December 2019	Review and converted to new Policy Template
3.	27 May 2021	Res C/0521/010 Minor changes
4.	18 November 2021	Review with addition of points e) and j)
5.	30 November 2022	Desktop Review with minor changes
6.	30 October 2023	Desktop Review and minor edits
7.	25 September 2024	Desktop Review- No changes. Approved by Manager of Governance, Strategy and Risk
8.	28 October 2026	Reviewed, no amendments were recommended, review reported to Council 28 October 2026