

Environmental Health / Food (EHO)

Temporary Accommodation

EHO-002

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	25 June 2025
Old Policy Number	N/A
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Caravan and Camping Ground Act 1995 Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024) Health (Miscellaneous Provisions) Act 1911 Building Code of Australia / National Construction Code Shire of Kondinin Local Planning Scheme No.1
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	Temporary Accommodation Guidelines
Next Review	

Objective

This policy provides guidance to support applications seeking an approval for temporary accommodation on private property or in an area other than a caravan park or camping ground.

Scope

A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28 days consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months is required from the Minister for Local Government, Sport and Cultural Industries.

If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

Policy

This policy is supported by the Shire's temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form and submit to the Shire with the applicable fee.

Applications will not be considered outside the following zoned areas:

- Rural
- Rural Residential

- Residential
- Rural Townsite
- Urban Development

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures. Occupiers of adjacent properties will be notified in writing, and the responses will be considered prior to the approval of any application.

Approvals will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements:

- power
- potable water
- waste water management
- cooking and laundry facilities
- emergency management (fire suppression and smoke detection)
- waste and recycling (rubbish collection service or waste management plan is required)
- any other requirement at the request of the Shire.

Upon receipt of an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period for 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes.

Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred.