

SHIRE OF WYNDHAM EAST KIMBERLEY



POLICY NO	LPP 12
POLICY	Temporary Workforce Accommodation Camp

CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 11 (LPP 11) – Temporary Workforce Accommodation Camp.

INTRODUCTION

Temporary workforce accommodation camps are generally associated with mining and construction sectors, where they may be required for a fixed period applicable to a large scale construction or mining project.

This policy is to provide additional clarity around the nature of temporary workforce accommodation camps and to identify permissibility and application requirements within the Shire.

Temporary workforce accommodation camps differ from workforce accommodation and should not be seen as a solution for accommodating workers outside of fixed term, large scale projects.

OBJECTIVES

- To establish clear definitions for terms used in this policy.
- To provide a clear and practical planning framework for consideration of proposals for a temporary workforce accommodation camp.
- To specify information required to be provided by Applicants in the preparation of an application for a temporary workforce accommodation camp.
- To provide a reasonable level of amenity and ensure the health and safety of workers residing in a temporary workforce accommodation camp.

APPLICATIONS SUBJECT OF THIS POLICY

For the purposes of this policy, a temporary workforce accommodation camp incorporates all buildings and structures, facilities and infrastructure/utilities required to accommodate the workforce.

This policy only relates to proposals for Temporary Workforce Accommodation Camps:

- Associated with fixed term mining and construction sectors; or
- Where a fixed term, large scale project or activity is proposed.



APPLICATION REQUIREMENTS

Development approval is required to be obtained for any proposal to develop a temporary workforce accommodation camp and prior to lodging an application, the proponent should consult with local government Planning staff either in person in writing.

1. Application Requirements:

1.1. An application for development approval needs to be accompanied by the following information:

- (a) Completed development application form;
- (b) Payment of relevant application fee;
- (c) Dimensioned Site Plan: showing location of all existing and proposed development and distances to boundaries, fencing and internal access roads;
- (d) Dimensioned Floor Plan/s: showing length and width of development;
- (e) Dimensioned Elevation Plan/s: showing total height, and details of windows, building materials and finishes;
- (f) Plans detailing hard and vegetated landscaping proposed for the site. Where possible, remnant vegetation should be retained to form a natural buffer around the accommodation site. Landscaping should also focus on achieving shade and privacy/visual screening for practical effect;
- (g) An Accommodation Facility Management Plan, which addresses:
 - i. How noise, dust odour, light-spill and litter will be maintained to an acceptable amenity level in accordance with the minimum standards prescribed in environmental and health regulations;
 - ii. Potential conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the accommodation facility;
 - iii. The method of transportation of workers to the site where construction is taking place; and
 - iv. The consumption of alcohol in the accommodation facility (if applicable);
- (h) A Decommissioning Plan that outlines:
 - i. When the accommodation facility will be decommissioned;
 - ii. The removal of buildings and structures and details of development/structures/works that will remain in place following decommissioning;
 - iii. Disconnection of utilities;
 - iv. Clean up and rehabilitation of the site to a neat and tidy condition; and
 - v. Transfer of assets to public ownership or other where this has been committed too.
- (i) Provide and/or detail in writing the following:
 - i. An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required);
 - ii. Details of how development is to be staged, if applicable;
 - iii. Details regarding the maximum number of persons to be housed at the site, including the expected number of male and female workers;
 - iv. Details of whose workforce the accommodation is intended to house;



- v. Detail how essential services and utilities (including: nature or type of power supply, potable drinking water source, effluent disposal system and telecommunications) are to be provided to the site;
 - vi. Details of any prior consultation with local communities and government agencies;
 - vii. Details of any ongoing community benefit that will result from development of the accommodation facility;
- (j) Detail in writing how the proposal meets the relevant specific policy statements outlined in the Policy Statement section of this Policy.

POLICY STATEMENT

1. Introduction:

The local government considers a Temporary Workforce Accommodation Camp as a facility providing fixed term accommodation for a workforce incidental to a large-scale project or activity generally associated with the mining or construction sector.

2. Policy Statements:

The following policy statements will be considered in the assessment of an application for a Temporary Workforce Accommodation Camp:

2.1. Location

A Temporary Workforce Accommodation Camp should **not** be located:

- 2.1.1. In a position or area that would adversely affect residential, rural residential or rural small holdings development and lifestyles or that would detract from a particular scenic or visual attraction;
- 2.1.2. Adjacent to recognised tourist routes unless screened or designed for a permanent redundant use;
- 2.1.3. Within any sensitive areas such as buffer areas for mining, industrial, waste treatment or landfill sites;
- 2.1.4. On general industrial zoned land or in close proximity to general industrial uses unless there are extraordinary circumstances which must be agreed to by the local government as to why a temporary workforce accommodation camp is required in that location.
- 2.1.5. In close proximity to land where there may be a perceived level of conflict, specifically when:
 - 2.1.5.1. these land uses may adversely affect the amenity, health and safety of workers (i.e. agriculture, industry, mining); and
 - 2.1.5.2. the accommodation facility may adversely, detrimentally or prejudicially affect the use, or the continued use, of the land for its productive agriculture, industry, mining or other purpose.
- 2.1.6. Where adequate separation cannot be provided between accommodation buildings to ensure privacy and amenity to occupants and to satisfy any relevant Building Code of Australia or Health Regulation requirements.
- 2.1.7. Where the design and location of the temporary workforce accommodation camp will have an adverse impact on environmental, cultural, social or visually sensitive areas.



2.2. General requirements

Temporary Workforce Accommodation Camps should:

- 2.2.1. Where practical, offer some level of 'value added' benefit for re-use of the infrastructure, either in part or in whole, beyond the life of the temporary accommodation camp use;
- 2.2.2. Have a density not exceeding 100 workers per hectare;
- 2.2.3. Be located no further than 50-60 kilometres to the primary construction or mining site, and be within reasonable commuting distance to a range of services including social, recreational, commercial, retail and medical, if not provided on site;
- 2.2.4. Have direct access to an established road that meets the specifications of the local government;
- 2.2.5. Achieve compliance with the Western Australian *Construction Camp Regulations 2013* (as amended) and any other relevant legislation;
- 2.2.6. Be appropriately designed to suit the climatic conditions of the East Kimberley region;
- 2.2.7. Show at least 50 % of the accommodation site as open space;
- 2.2.8. Illustrate that all transportable buildings can be permanently affixed to the site by footings in accordance with Building Code of Australia (BCA) requirements;
- 2.2.9. Not allow the keeping of pets on the site.

2.3. Building Materials

- 2.3.1. All buildings and structures will have adequate form and appearance, including materials and colours in soft earth browns, creams or greens, which do not substantially detract from the amenity and desired character of the area;
- 2.3.2. The use of reflective cladding materials on walls will not be permitted;
- 2.3.3. Where second hand buildings are proposed, the application needs to include the following information:
 - Photographs clearly showing the condition from four separate elevations of the used buildings;
 - Compliance plate details;
 - An inspection report from a certified structural engineer or approved building surveyor.

2.4. Building Requirements

The development must include:

- 2.4.1. Ablution facilities in each accommodation room including: shower, toilet and wash basin connected to an approved effluent disposal system;
- 2.4.2. A Communal laundry and associated facilities connected to an approved effluent disposal system;
- 2.4.3. A covered and/or sheltered entry area for each building and an outdoor activity area;
- 2.4.4. An uncovered outdoor activity area, of which part may be shaded;
- 2.4.5. Kitchen/cooking facilities or a commercial kitchen and eating area/s;
- 2.4.6. Adequate and secure storage space for workers, equipment and other materials associated with management, maintenance and upkeep of the accommodation development;
- 2.4.7. Adequate lighting for pedestrian and vehicular safety and security throughout the development;



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- 2.4.8. Internal pedestrian access to and between all buildings and facilities by way of adequately paved pathways with appropriate directional signage;
- 2.4.9. Internal roads and vehicular service access ways;
- 2.4.10. Designated car parking area/s, with one car parking space for every 2 workers (or part thereof) accommodated within the development site;
- 2.4.11. Designated bus parking and collection/drop off areas located within the development site with suitable turn around area;
- 2.4.12. An internal stormwater drainage system designed in accordance with local government requirements;
- 2.4.13. Provision of a potable water supply capable of providing a minimum of 80 litres per person per day;
- 2.4.14. Provision of waste collection with a common collection area and bins to be provided to each accommodation building and in all common areas;
- 2.4.15. Uniform boundary fencing around the accommodation site to a minimum plain post and wire standard;
- 2.4.16. Emergency service and first aid facilities where development sites are located outside of a 50 kilometre radius from an established fire brigade and hospital;
- 2.4.17. Provision of public telephones at strategic locations throughout the Accommodation site, unless alternative communication arrangements can be demonstrated;
- 2.4.18. Signage at the entry to the Temporary Workforce Accommodation Camp that details:
 - Site Manager/Operator
 - Specific rules of the Accommodation Camp
 - Map of the Accommodation Camp area
 - Emergency Contact Details

CONSULTATION

An application for a Temporary Workforce Accommodation Camp will require advertising for public comment and may also be referred to relevant stakeholders and/or government agencies in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* (as amended).

CONSIDERATION OF APPLICATIONS

3. Consideration of Applications:

- 3.1. An application for a Temporary Workforce Accommodation Camp:
 - 3.1.1. will only be considered in the context of the definitions of this Policy and only in zones where workforce accommodation can be considered; and
 - 3.1.2. will be considered on individual merit, having regard to:
 - State Planning Policies;
 - the Local Planning Scheme;
 - this Policy;
 - other relevant Policies; and
 - any other relevant requirements.



4. Approval and Conditions:

- 4.1. An application for a Temporary Workforce Accommodation Camp can only be approved pursuant Clause 18 (4) of the Local Planning Scheme and provided any requirements of that clause have been met;
- 4.2. An application for a Temporary Workforce Accommodation Camp requires determination by Council.
- 4.3. Notwithstanding any of above policy statements, the local government may impose any condition of approval as it deems necessary to ensure compliance with the objectives of this policy, compliance with the Local Planning Scheme, and compliance with any other relevant requirement.

DEFINITIONS

For the purpose of this policy the following terms are defined as:

Workforce Accommodation is a premises, which may include modular or relocatable buildings, used –

- (a) Primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and
- (b) For any associated catering, sporting and recreation facilities for the occupants and authorised visitors.

For the purpose of this policy **Workforce Accommodation** is further interpreted into the following definition:

Temporary Workforce Accommodation Camp is a development which remains in place on a temporary and fixed term basis that provides accommodation for construction related workers, mine site workers or workers employed on a fixed term project, usually on a 'drive in/drive out' and 'fly in/fly out' basis, and consists of modular or relocatable buildings and other structures associated with accommodation, catering, sporting and recreation facilities for occupants and authorised visitors.

DOCUMENT CONTROL

Responsible Directorate	Planning and Community Development	
Responsible Officer	Manager Planning and Regulatory Services	
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