



POLICY NO:-

CP3-001 – Workforce Accommodation

GOVERNANCE INFORMATION

Procedure Link:	N/A	Administrative Policy Link:	
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ADMINISTRATION INFORMATION

History	1	CP3-001	OCM	Res: 9725	Synopsis:	To advertise
Version:	2					

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

This policy is adopted under Part 2 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy CP3-001 Workforce Accommodation.

3. SCOPE

This policy provides a framework to:

1. Guide the assessment and decision-making process for development applications related to workforce accommodation.
2. Manage workforce accommodation in a manner that maximises the residential workforce and is designed appropriately while supporting the Shire's long-term vision for sustainable community development.

The objectives of this policy are to:

1. **Support temporary accommodation** for major, fixed-duration construction projects where local employment and housing options are insufficient.
2. **Discourage the use of short-stay or camp-style facilities** solely for drive-in-drive-out (DIDO) workforces, particularly where local alternatives exist.
3. **Ensure community amenity and local economic benefit** by requiring facilities to be integrated into the local area and support local businesses.

4. **Provide clear performance criteria** to enable the preparation and assessment of proposals which are appropriately designed commensurate to their location.
5. **Promote social integration** by enabling workers to participate in community life, local commerce, and Shire services.
6. **Recognize workforce accommodation as a temporary use**, with appropriate planning controls to ensure facilities do not become permanent by default.
7. **Require pre-planned transition pathways**, ensuring land is reused or redeveloped promptly once workforce accommodation is no longer needed.
8. **Encourage permanent housing solutions** for long-term operational workers within the Shire.

4. **DEFINITIONS**

Not applicable.

5. **POLICY**

5.1 **Application of Policy**

This policy applies to all development applications for workforce accommodation within the Rural Zone of the Shire of Collie. This policy also applies to request to renew the approval for existing workforce accommodation facilities on time-limited approvals.

This policy provides further interpretation of the Shire of Collie Local Planning Scheme No.6 (the Scheme) in terms of how the Council applies discretion to decision-making on applications for workforce accommodation within the Shire. This policy also provides guidance for the consideration of workforce accommodation proposals under other legislation referred to the Shire for comment. The policy further aims to set out the information requirements and provisions the Shire shall have due regard to in the assessment and determination of development applications.

The policy is to be read in conjunction with the Scheme and any other relevant local planning policy.

5.2 **Council Position on Workforce Accommodation**

The Shire of Collie acknowledges the role that workforce accommodation can play in supporting short-term employment needs, while firmly prioritising the development of a permanent, locally based workforce. Council's position is as follows:

1. **Workforce accommodation is supported only as a temporary solution**, primarily for fixed-duration construction phases of major resource projects and short-term maintenance shutdowns where local options are insufficient.
2. Council strongly prefers operational workers to reside within the Collie townsite and will continue to work with industry partners and the State Government to grow the permanent residential workforce.
3. Where possible, workforce accommodation should be delivered through existing local options, such as residential homes, motels, or hotels, rather than purpose-built camps or isolated facilities.
4. Council is committed to building a sustainable local economy and community. It recognises that traditional workforce camps can reduce social and economic contributions compared to a resident workforce.
5. All workforce accommodation approvals will be time-limited, reflecting their intended temporary nature. Long-term accommodation for operational staff must support a transition toward permanent residency.
6. Only proposals demonstrating meaningful community integration through design, location, and benefit may be considered for longer-term approval under this policy.
7. **Council expects proponents to make community contributions at the time of initial approval** to offset potential economic and social impacts of non-resident workforce models.

5.3 Policy Provisions

5.3.1 Workforce Use Classification

In assessing development proposals for workforce accommodation, the Shire will consider how the design, layout, and amenity of the proposed facility aligns with its intended use and impact. The following criteria will guide classification and decision-making:

Assessment Considerations

Each proposal will be evaluated on its:

- Room typology and layout
- Mix of accommodation types
- On-site amenities and communal spaces
- Integration with streetscape and surrounding development
- Suitability for short stay versus longer-term occupants

Single Occupancy Accommodation

Proposals primarily designed for single-person occupancy may be classified as workforce accommodation where:

- More than 60% of rooms are under 10m² in size (excluding bathrooms), or under 14m² in total, including ensuite facilities
- The internal layout and outdoor spaces lack variety in accommodation types (e.g., no provision for couples or family units)

Site Layout and Function

Additional characteristics that may indicate a workforce accommodation use include:

- Minimal landscaping or open space designed for recreation or relaxation
- Walkways, signage, and entry features focused on efficiency over amenity
- Limited guest facilities or absence of a welcoming reception area
- Parking areas and transport facilities that prioritize short-term turnover or high-volume worker movement

Proposals predominantly featuring a uniform, single-occupancy typology with limited on-site amenity are likely to be classified as temporary workforce accommodation and assessed accordingly.

5.3.2 Time Limited Approvals

Workforce accommodation is considered a temporary land use with a maximum, and all planning approvals will reflect this principle, unless specified otherwise.

a. Existing Facilities

Facilities approved before this policy's adoption will be subject to time limits if they propose any increase in gross floor area or bed numbers.

b. Maximum Approval Period

Planning approvals will not exceed **ten (10) years**. Any renewal or extension must be submitted as a new application and assessed under current policy requirements.

c. Permanent Development Criteria

Proposals seeking approval for periods longer than 10 years will be treated as permanent developments. These must feature:

- Fully self-contained dwellings
- A layout consistent with traditional residential housing

d. Project-Based Facilities

Applications tied to specific projects will be granted time-limited approval aligned with the project's expected duration.

e. Application Requirements

All submissions must clearly state the proposed duration of approval. Workforce accommodation constructed to serve a specific project shall have time-limited planning approval generally in accordance with the project duration.

f. Transition Planning

Applicants must submit a site decommissioning plan or a transition strategy to permanent land use at least 12 months before approval expiry.

g. Expiry

Upon expiry, all planning approvals will automatically lapse.

5.4 Need

Major projects should prompt a reassessment of workforce demands and accommodation strategies. The potential for existing settlements to accommodate workers should be considered as part of the workforce model for any such project. As such, the need for additional beds must be considered against the capacity of existing settlements to meet the accommodation needs. The following provisions guide how need will be assessed:

- a. A proponent of new workforce accommodation, or an increase in the number of beds for an existing facility must demonstrate a need for the development, as part of their proposal. The need for beds must be demonstrated in the context of workforce accommodation provision across the Shire and on the industry demand.
- b. Proponents must demonstrate liaison with the Shire and the evaluation of options regarding capacity in local housing and land supply markets, prior to applying for workforce accommodation facilities associated with major projects.
- c. Assertions that there is an adequate demand for workforce accommodation to support business investment, which is not substantiated with demonstrable demand, are not accepted as the basis for demonstrating the need for new workforce accommodation.
- d. Advocating new workforce accommodation in conjunction with a reduction of the workforce accommodation beds elsewhere is insufficient as a justification for new workforce accommodation.
- e. Evidence of occupancy, contracts or bookings may contribute to the demonstration of demand for workforce accommodation; and
- f. Assessment of workforce accommodation proposals must consider the cumulative impacts of multiple workforce accommodation developments on the sustainability and livability of the Shire of Collie and any affected adjacent towns.

5.5 Design

General Principles

- Designs must be compatible with local rural character, scale and amenity.
- Design excellence and best practice construction standards must guide all proposals.

Rural Character and Amenity

Proposals must demonstrate how they address the following:

- **Built Form:** Massing, height, and scale that enhance visual amenity and reflect the desired rural character of the area.
- **Materials and Finishes:** Use of locally consistent building materials and architectural features.
- **Building Orientation:** Habitable room windows orientated to maximise solar access, with appropriate height and setbacks based on the Schedule 1 - Rural Zone development requirements.
- **Landscaping:** Landscaping between the built form and street frontages, using low-maintenance native species where possible.
- **Front Fencing:** Visually permeable and designed to complement the rural character in material, colour, and height.

Amenity and Functionality

- **Awnings and Walkways:** Covered access to unit entrances and walkways for weather protection and amenity.
- **Car Parking:** On-site parking should be located to the rear of the built form, at a rate of 1 bay per bedroom plus 1 space per employee.
- **Accessibility and Safety:** Safe access for emergency, waste and service vehicles must be incorporated into site design.
- **Facilities and Services:** On-site laundry, sanitary and ablution facilities must be available for all occupants.

Signage and Presentation

- Signage is limited to informational or safety purposes only and must be discreet in scale and style.
- Developments should maintain a neat, well-kept appearance and integrate all utility infrastructure into the site design.

Management and Operations

A Management Statement must accompany every application and be clearly displayed on-site. It must address:

- Property maintenance procedures
- Site access controls
- Emergency management plans
- Security measures
- Occupant rules and conduct expectations

5.6 Communal Facilities and Amenities

All workforce accommodation developments must include well-designed communal spaces that support liveability, social interaction and resident well-being. The scale and quality of shared facilities should reflect the number of occupants and the duration of stays.

a. Internal and Outdoor Amenity

- Provide indoor and outdoor communal areas proportionate to the facility's size and capacity.
- Outdoor spaces should offer opportunities for relaxation, interaction and recreation with access to natural light and ventilation.

b. Landscape Design

- Landscaping should incorporate native and drought-tolerant species wherever practicable.
- Grounds must be regularly maintained to a high standard, contributing to the overall amenity and presentation of the site.

c. Leisure and Recreation Facilities

- Facilities should include a range of indoor and outdoor recreational options (e.g. BBQ areas, gyms, lounges or sports courts), based on the expected length and frequency of resident stays.
- Design should encourage resident interaction and social cohesion while also allowing for individual privacy and downtime.

5.7 Social Impact and Community Integration

To ensure that workforce accommodation developments contribute positively to the Shire of Collie, all applications must demonstrate how potential social impacts will be understood, managed and, where necessary, offset.

a. Required Documentation

All proposals must include:

- A Social Impact Assessment (SIA) identifying potential effects on the broader community
- A Social Impact Management Plan (SIMP) outlining strategies to address, mitigate, and monitor those impacts

If a proponent believes that contributions are not warranted, the SIMP must provide clear, evidence-based reasoning for this position.

b. Contribution Expectations

Where impacts are likely, Council expects workforce accommodation proponents to make appropriate contributions to help offset the reduced social and economic integration typical of non-resident workforces. Contributions may include:

- Dedication of land for public purposes
- Delivery of infrastructure or amenity works for community use
- Financial contributions toward community infrastructure, services, or programs
- Support for local economic or social development initiatives

Contributions will be determined based on the net effect on the community, including cumulative impacts across multiple facilities.

c. Offset Principles

If workforce accommodation is not readily integrated into the community due to location or design, the proposal must offer compensatory benefits that strengthen community services or amenities elsewhere in the Shire. These offset measures should:

- Be proportional to the expected impact
- Focus on long-term benefit for current and future residents
- Be negotiated in good faith between the proponent and the Shire

d. Assessment Approach

Council will assess all applications with regard to:

- The depth and transparency of the social impact analysis
- The overall community value of the proposed contribution or offset measures
- The degree to which the development supports a socially sustainable future for Collie

In accordance with Schedule 2, Part 10, Clause 78 of the Planning and Development (Local Planning Schemes) Regulations 2015 the local government may enter into an agreement in respect of a matter relating to the Scheme with any owner, occupier, or other person having an interest in land affected by this Scheme.

6. REFERENCE DOCUMENTS

State Planning Policies

- State Planning Framework Policy (Variation 2)

Other legislative documents which have potential to influence applications

- *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*
- Health Act 1911
- Shire of Collie – Local Laws
- Health (Aquatic Facilities) Regulations 2007
- Shire of Collie Local Planning Strategy