



## LPP/05      WORKFORCE ACCOMMODATION

### 1.0 Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). This Policy may be cited as *Local Planning Policy 05 – Workforce Accommodation* (LPP/05).

### 2.0 Purpose

The Town of Port Hedland (Town) is concerned about the location, design and integration of workforce accommodation, based on community representations about the possible impacts on the sustainable future of our community.

The purpose of this Policy is to outline the location, design and demand requirements, management measures for social integration and confirm when time limited approval is appropriate for workforce accommodation.

### 3.0 Objectives

The objectives of the Policy are:

1. To integrate workforce accommodation into the surrounding local environment through physical design and management measures which promote social cohesion.
2. To ensure the application of design standards to workforce accommodation are commensurate with the development lifespan and location.
3. To encourage workforce accommodation to be located close to urban settings and commercial centres that ensures reciprocal benefits for the local community and local business from an integrated workforce accommodation facility.
4. To support high-quality, adaptive and sustainable design of workforce accommodation that responds to regional climatic conditions, provides a high level of amenity for occupants and promotes articulated frontages that avoid sterile streetscapes.
5. To facilitate workforce accommodation that is demonstrated to meet the temporary needs of a specific industry or project and allow decision makers to apply discretion regarding the duration (term) of approval, acknowledging it as a temporary and transitional use.

### 4.0 Applications subject of this Policy

#### 4.1 Application

This Policy applies to all referrals or development applications for 'Workforce Accommodation'.

If the Policy is inconsistent with the *Town of Port Hedland Local Planning Scheme No. 7* (LPS7) and the Regulations, LPS7 and the Regulations prevail to the extent of any inconsistency. It does not bind the Council of the Town of Port Hedland ('the Council') when assessing a proposal for workforce accommodation.



## 4.2 Exemptions

Where proponents are exempted from the requirement to obtain development approval under existing legislation, this Policy may not apply as determined by the Town. The Town recognises that the policy provisions within this Policy cannot be unilaterally imposed on development approved pursuant to State Agreements which are ratified by Acts of Parliament or the *Mining Act 1978*. It is acknowledged that such proposals are exempt to the extent that the provisions of those Acts override the *Planning and Development Act 2005* and LPS7.

It is not intended for this Policy to be applied retrospectively to existing approved development, except where development applications are made to vary existing approvals, and these are not considered by the Town to be minor variations.

## 5.0 Submission requirements

### 5.1 Demand Driven

In accordance with Clause 67(ze) of Local Planning Scheme No. 7, any application for workforce accommodation shall demonstrate that additional workforce accommodation is required to accommodate the proponent's workforce. Information must be detailed and address the following:

- (a) the specific worksite(s) that employees will be working at and their location(s);
- (b) the estimated length of time that the worksite(s) have funding for, or will be operational for;
- (c) the number of workers that will be needed for the worksite(s);
- (d) a breakdown of the different roles that the employees will engaged in (i.e. construction, maintenance, operational);
- (e) a breakdown of short-term, intermittent and long-term employees, needing to be accommodated at each worksite;
- (f) whether the proposal seeks to accommodate workers from other worksites and/or companies; and
- (g) demonstration that the need/demand for beds or accommodation has been considered against the capacity of existing accommodation.

Proposals that are not serving a particular worksite or project will be assessed against the policy provisions for long-term workforce accommodation.



## 6.0 Policy provisions

The Town acknowledges that workforce accommodation is an invaluable housing resource for industry. However, the Town also recognises that accommodation circumstances can vary depending on the characteristics of the workforce, work rosters and changing labour requirements. In acknowledgement of the latter, the Town has focused its policy response on the lifespan of a workforce accommodation facility. When workforce accommodation is well-planned and effectively managed, the individual and cumulative impacts can be appropriately addressed, and benefits realised for the community, industry proponents, and industry workforces.

### 6.1 Types of workforce accommodation

This Policy categorises workforce accommodation into three main types:

**Short-term workforce accommodation** – typically much larger and more transient and may accommodate, but not be limited to, construction workforces. Used for projects where the workforce is temporary, engaged for the short to medium term and associated with the delivery of a project or projects with less than a three-year life cycle;

**Intermittent workforce accommodation** – typically associated with alternating shutdown crews that may only be required for a short period of time. Workforces comprise multi-skilled teams that work extended shifts undertaking maintenance or upgrading jobs; and

**Long-term workforce accommodation** – typically accommodates operational workforces which are smaller in number and where employment is generally for the longer term and more stable. Job roles can include office staff, drivers, non-shutdown maintenance crews, emergency services, plant operators, and the like, which respond to ongoing project operations with a lifecycle of three or more years.

### 6.2 Commuting distances

Research undertaken by Professor Fiona Haslam McKenzie into appropriate commuting distances considered the industry standard 12-hour work roster and a sufficient rest period of seven hours. This research found that one hour per day from accommodation to site and return is an appropriate travel time. This equates to 30 minutes of travel time each way. The 30 minutes commute time is not definitive and to ensure standardisation in calculations for the purposes of workforce accommodation, the Town shall apply the townsite boundary (refer to Figure 1) and the proponent's worksite boundary, as the parameters for calculating the 30-minute worksite travel. It is understood and acknowledged that companies and individuals have a duty of care regarding workforce safety and issues regarding travel distances.

The Town has focussed its policy response on this 30-minute commuting distance (refer to Figure 1).



Figure 1 - Townsite boundaries (DPLH)

### 6.3 Location Suitability

#### Location of proposals outside a 30-minute drive

6.3.1 Where a worksite or project is located outside a 30-minute drive of the townsite boundary (refer to Figure 1), the workforce accommodation use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the Deemed Provisions. The Town shall verify the townsite boundary and the proponent's worksite boundary as the parameters for calculating the 30-minute worksite travel.

#### Location of proposals within a 30-minute drive

6.3.2 The Town encourages the provision of workforce accommodation within or in close proximity to an existing urban or residential populations, commercial centres and at locations that lend themselves to supporting community integration.

6.3.3 Where a worksite or project is proposed within a 30-minute drive of the townsite boundary (refer to Figure 1) and is located within the Rural Zone, the associated workforce accommodation use is not permitted.



6.3.4 The Town will only support workforce accommodation designed for short-term and/or intermittent workforces within the 'SU1 zone', 'SU2 zone' and Rural zone (outside of a 30-minute drive of the townsite boundary).

6.3.5 Variations in the location of workforce accommodation and drop off points on work sites creates complexity in calculating the 30 minute commute time. The 30 minutes commute time is not definitive and to ensure standardisation in calculations for the purposes of workforce accommodation, the Town shall apply the townsite boundary and the proponent's worksite boundary as the parameters for calculating the 30-minute commuting distance.

6.4 Design Standards

6.4.1 Integration within existing urban environments is about more than just the physical design and orientation of buildings and activities on a site. It is vital that workforce accommodation is socially integrated, to the extent practicable, contributing to the economic activity and community values of the Town. The Town has identified two categories of design standards (basic and high) which apply to workforce accommodation.

6.4.2 The 'basic design standards' as provided in Table 1 applies to all Short-term workforce accommodation or Intermittent workforce accommodation proposals within the:

- 'SU1 zone';
- 'SU2 zone'; and
- Rural zone (outside of a 30-minute drive of the townsite boundary).

6.4.3 The 'high design standards' as provided in Table 2 applies to all workforce accommodation within the 'Residential', 'Urban Development', 'Centre' and 'Mixed Use' zones.

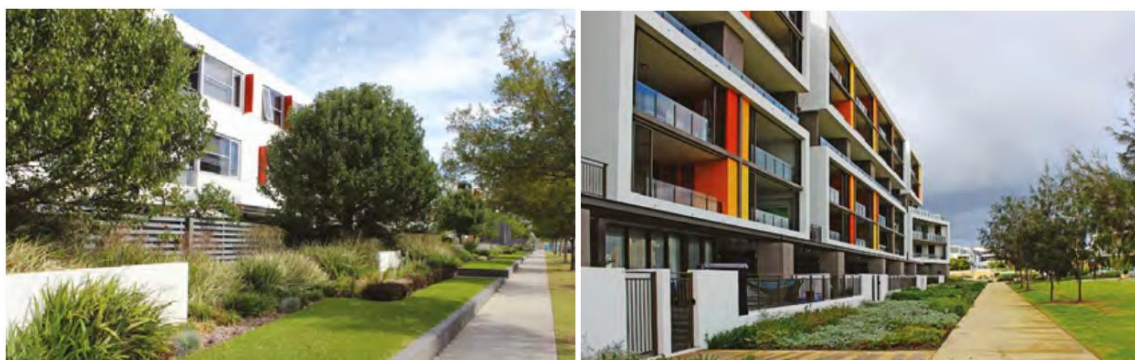
6.4.4 Proposals that don't meet the provisions of clause 6.3, Location Suitability, or aren't serving a particular worksite or project, including hybrid accommodation models that propose to incorporate long-term workforce persons with short-term and/or intermittent workforce persons, will be assessed against the policy provisions for the 'high design standards'.

**Table 1 – Basic Design Standards**

Design Element		Acceptable Development Provisions	
1	Siting the Development	(a)	Street setbacks should be consistent with the surrounding streetscape or applicable Design Guidelines.
2	Designing the Building	(a)	Where development includes 'transportable buildings' as defined by <i>Local Planning Policy 03 - Shipping, Sea Containers and Transportable Buildings</i> (LPP/03), they shall incorporate all building design elements as per LPP/03.
3	Fencing	(a)	No barbed wire or razor fencing is permitted.
		(b)	Front fencing includes visually permeable materials above 1.2m, and the height of solid walls or fences to the street does not exceed 1.2m.



Design Element		Acceptable Development Provisions	
4	Landscaping	(a)	Landscaping zones shall be established and maintained along street frontages to screen the development.
5	Movement network	(a)	Proposals shall be accompanied by a Traffic Impact Statement (TIS) or Traffic Impact Assessment (TIA) in accordance with the <i>Transport Impact Assessment Guidelines</i> by the Department of Planning, Lands and Heritage.
		(b)	Shall connect to a footpath network if there is one in the area.
		(c)	All road infrastructure shall be informed by the recommendations of the TIS or TIA, to the satisfaction of the Town.
6	Storage, waste and collection	(a)	Shall be fully screened from view from all public areas and set back to mitigate any observation or odours.
7	Signage	(a)	As per <i>Local Planning Policy 02 - Advertising signs (LPP/02)</i> .
8	Drainage	(a)	Proposals shall be accompanied by a detailed stormwater management plan in accordance with the Town's <i>Stormwater Drainage Design Guidelines</i> , and should ensure: <ul style="list-style-type: none"> <li>▪ A minimum of a 1:5 ARI event is contained on-site;</li> <li>▪ No standing water in excess of 72 hours to prevent mosquito breeding;</li> <li>▪ Sediment traps are included to prevent sediment entering the Town's reserves and drainage infrastructure; and</li> <li>▪ Erosion control measures are incorporated to prevent the erosion of embankments, swales and other areas that are unsealed.</li> </ul>
		(b)	All habitable floor areas to have a minimum vertical freeboard of 300mm above the 1% AEP.
9	Cyclone safety	(a)	Provide a building or buildings that are designed for emergency cyclone sheltering purposes for all occupants the site is designed to accommodate. Such buildings shall be designed and constructed to a Building Code of Australia importance level four (4), unless otherwise agreed by the Town's emergency services.



Examples of transparent fencing with landscaping incorporated, balconies overlooking public areas and good quality façade design.



Table 2 – High Design Standards

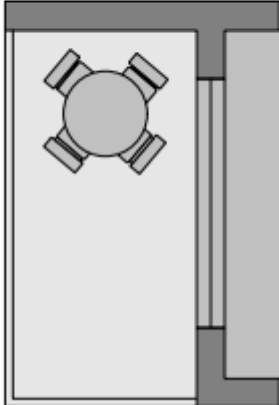

Design Element		Acceptable Development Provisions	
1	Siting the Development	(a)	Setbacks to lot boundaries to be in accordance with the R-Codes and any applicable Design Guidelines.
		(b)	Setbacks between accommodation buildings shall ensure adequate access to light, ventilation and visual privacy.
		(c)	Development of non-residential uses, activity areas and vehicle manoeuvring and car parking areas shall be located and screened to mitigate any off-site emissions or nuisances including lighting, noise or air quality impacts on adjoining sensitive land uses.
		(d)	Land uses which generate employment, such as an office, administrative building, cafe or restaurant should be sited and orientated towards street frontages to provide natural surveillance and allow for development to be adapted or repurposed.
		(e)	Development with a primary setback of one metre or less to the street, shall include awnings that: <ul style="list-style-type: none"> <li>• Define and provide weather protection to entries;</li> <li>• Are integrated into the façade design; and</li> <li>• Are consistent with the desired streetscape character.</li> </ul>
		(f)	The proposal shall investigate the creation of spaces for start-up businesses to co-locate on-site, such as ‘incubator’ commercial tenancies to foster new business such as food and beverage services, shops or other service industries.
2	Designing the Building	(a)	The development shall address all street frontages through orientation of buildings, careful placement of entry points and landmarks. Façade, building materials and colours that are viewable from the public realm shall have good quality design components, articulation and vary in material. The design shall include: <ul style="list-style-type: none"> <li>• Articulation and detailing that reflects the scale, character and function of the public realm.</li> <li>• Visual interest is achieved by a combination of building articulation, the composition of different elements and changes in texture, material and colour.</li> </ul>
		(b)	Building materials and finishes shall be designed to complement those in the surrounding area or landscape and enhance the amenity of the locality.
		(c)	Where a site immediately adjoins a residential property, building height shall take into consideration the adjoining property’s correlating R-Code and building height restrictions in accordance with the R-Codes.
		(d)	The development shall incorporate many entry/exit points for permeability into the site and shall be orientated towards the public realm.
		(e)	Metal bars and any other visually obtrusive security screening shall not be used on windows and doors.
		(f)	In buildings with a height greater than two storeys, facades include a defined base, middle and top for the building.



Design Element		Acceptable Development Provisions	
	(g)	Where basement parking protrudes above ground level it shall be designed or screened to prevent negative visual impact on the streetscape.	
	(h)	The Finished Floor Level of any ground floor development at the streetscape shall not be higher than half a metre above natural ground level.	
	(i)	Each unit or accommodation room shall have a minimum of one external window to street frontages.	
	(j)	A shaded outdoor living area shall be directly accessible to each unit with a minimum area of eight square metres and a minimum dimension of two metres.	
	(k)	A range of dwelling types, sizes and configurations shall be provided that caters for diverse household types. Developments of greater than ten accommodation units shall include at least 20 per cent of units of differing bedroom numbers.	
	(l)	Each accommodation unit shall have a minimum floor area of 37 square metres.	
	(m)	Habitable rooms shall have a minimum floor level to ceiling level height of 2.7m.	
	(n)	Within the Centre Zone, ground floor units that are directly fronting a public street shall have a minimum floor to ceiling height of three metres.	
	(o)	Units shall have a minimum floor area and internal dimensions in accordance with the below:	
		min floor area	min internal dimension
		Master bedroom:	10sqm 3m
		Other bedrooms:	9sqm 3m
		Living room	N/A 3.6m
An example of different detailing and materials helps to articulate the building form.			
3	Fencing	(a)	Front fencing includes visually permeable materials above 1.2m and the height of solid walls or fences to the street does not exceed 1.2m.
		(b)	Fencing, landscaping and other elements on the frontage are designed to eliminate opportunities for concealment.





Design Element		Acceptable Development Provisions	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>2m min</p>  </div> <div style="text-align: center;">  </div> </div> <p>Left: A balcony with a minimum depth of two metres that fits a table and chairs Right: Secure bicycle storage</p>			
4	Landscaping	(a)	Landscaping shall be designed so that upon maturity, it will suitably shade or soften the appearance of vehicle parking, external storage areas, bin compounds, other structures and provide a suitable tree canopy within the site.
		(b)	Landscaping zones shall be established and maintained along all boundaries to screen the development.
5	Movement network	(a)	Proposals shall be accompanied by a Traffic Impact Statement (TIS) or Traffic Impact Assessment (TIA) in accordance with the <i>Transport Impact Assessment Guidelines</i> by the Department of Planning, Lands and Heritage.
		(b)	All road infrastructure shall be informed by the recommendations of the TIS or TIA, to the satisfaction of the Town.
		(c)	Car parking areas and other hardstand areas are not located within the street setback and are not visually prominent from the street. Such areas shall either be located behind buildings or behind a well landscaped area.
		(d)	The internal drainage, road and pedestrian layout of a site shall be designed in accordance with a structure plan or local development plan, to allow development to be repurposed for residential, community or commercial purposes.
		(e)	Secure bicycle parking shall be provided at a rate to the satisfaction of the Town and accessed via a continuous path of travel from the vehicle or cycle entry point. Footpaths shall connect to a footpath network if there is one in the area.
6	Storage, waste and collection	(a)	Storage, waste and collection zones shall be fully screened from view from all public areas and set back to mitigate any observation or odour.
		(b)	Air conditioning units and other utilities/infrastructure shall be screened from view.
7	Signage	(a)	As per <i>Local Planning Policy 02 - Advertising signs</i> (LPP/02).



Design Element		Acceptable Development Provisions	
8	Drainage	(a)	Proposals shall be accompanied by a detailed stormwater management plan in accordance with the Town's <i>Stormwater Drainage Design Guidelines</i> , and should ensure: <ul style="list-style-type: none"> <li>▪ A minimum of a 1:5 ARI event is contained on-site;</li> <li>▪ No standing water in excess of 72 hours to prevent mosquito breeding;</li> <li>▪ Sediment traps are included to prevent sediment entering the Town's reserves and drainage infrastructure; and</li> <li>▪ Erosion control measures are incorporated to prevent the erosion of embankments, swales and other areas that are unsealed.</li> </ul>
		(b)	All habitable floor areas to have a minimum vertical freeboard of 300mm above the 1% AEP.
	Cyclone safety	(a)	Provide a building or buildings that are designed for emergency cyclone sheltering purposes for all occupants the site is designed to accommodate. Such buildings shall be designed and constructed to a Building Code of Australia importance level four (4), unless otherwise agreed between by the Town's emergency services.

### 6.5 Time-Limited Approval

6.5.1 In accordance with Clause 32, Table 10, 5(2) of LPS7, the local government may impose conditions limiting the period of time for which development approval is granted. Conditions imposed may link the timeframes of a worksite or project with the workforce accommodation's duration (term) of approval.

6.5.2 Where a time-limited approval has been granted, the Town may require, by a signed agreement, a commitment to the date and details of rehabilitation and development of the subsequent use of the site. The commitment may require that all temporary structures, waste disposal facilities, roads, parking areas and drainage facilities are permanently removed from the site at the cessation of the development approval, at the proponent's cost.

6.5.3 Development that is designed and constructed in accordance with the 'high design standards' may not have a time-limited approval imposed by the Town.

## 7.0 Consultation

7.1.1 The Town should be involved and consulted prior to lodgement of a development application. Pre-lodgement will allow the Town to advise applicants on the types of workforce accommodation, commuting distances, location suitability, design standard and if a time-limited approval shall be considered.

7.1.2 For applications that do not comply with the acceptable development provisions contained within this Policy, Council may require that the affected neighbour(s) be consulted.



**8.0 Definitions**

For this Policy, the following definitions apply:

**“Amenity”** as means all those factors which combine to form the character of an area and include the present and likely future amenity. Amenity includes the ‘liveability’, comfort or quality of a place which makes it pleasant and agreeable to be in for individuals and the community. Amenity is essential in the public, communal and private domains and includes the enjoyment of sunlight, views, privacy and quiet. It also includes protection from pollution and odours.

**“Townsite boundary”** as defined by the Department of Planning, Lands and Heritage and depicted in Figure 1.

**“Social Impact Assessment (SIA)”** and **“Social Impact Management Plan (SIMP)”** have the meaning given in Local Planning Policy 06 - *Social Impact Assessment* (LPP/06).

**“Workforce Accommodation”** means 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.

**“Workers”** Includes employees, contractors and sub-contractors engaged with a worksite or project.

**“WAPC”** means the Western Australian Planning Commission.

Relevant legislation	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Town of Port Hedland Local Planning Scheme No. 5</i> <i>Town of Port Hedland Local Planning Scheme No. 7</i>		
Delegated authority	Director Regulatory Services Manager Town Planning and Development Senior Planner		
Business unit	Planning & Development		
Directorate	Regulatory Services		
<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM202021/102	16 December 2020
Review frequency	2 Yearly		