



EMP-PLA-003 | Short Term Accommodation

Strategic Context

Strategic Link	Policy Objective
☑ United ☑ Safe & Healthy ☑ Beautiful & Respected ☑ Prosperous & Equitable	This policy provides a clear framework to guide Elected Members of the Shire of Halls Creek in the consideration of Short Term Accommodation proposals, ensuring decisions are lawful, consistent, and balance economic opportunity with the protection of residential amenity and community interests.

Introduction

1. Short Term Accommodation is regulated under the Planning and Development Act 2005 (WA), the Planning and Development (Local Planning Schemes) Regulations 2015, and the Shire of Halls Creek Local Planning Scheme. These instruments establish the statutory framework for the assessment and approval of land uses within residential and other zones.
2. Elected Members, as the decision-making authority of the Shire, are responsible for determining proposals for Short Term Accommodation in a manner that is lawful, consistent and aligned with the Shire's strategic planning objectives.
3. This policy provides guidance to support informed and balanced decision-making, recognising the importance of tourism and economic activity while safeguarding housing availability, residential amenity and community wellbeing.

Purpose

4. The purpose of this policy is to provide clear direction on the requirements for short term accommodation and workforce accommodation within the Shire of Halls Creek and the responsibilities and obligations of operators.

Policy Scope

5. This policy applies to any short-term accommodation use including Bed and Breakfast, Holiday House, Holiday Accommodation, Hotel, Motel, Serviced Apartment, Tourist Development, and Residential Building or any unlisted use that is used for short term accommodation.
6. The Policy outlines which short-term accommodation uses require development applications, and which uses are exempt pursuant to Clause 61(2)(e) of Schedule 2 of Planning and Development (Local Planning Schemes) Regulations 2015.
7. This policy also applies to all applications for planning approval for workforce accommodation on land in all zones and reserves within the Shire where the use is permitted under the local planning scheme. All applications for workforce accommodation must be presented to Council for consideration.
8. The Policy also applies to requests to renew the approval for existing workforce accommodation facilities on time-limited approvals.
9. This policy provides further interpretation of the Local Planning Scheme No. 2 in terms of how the Council applies discretion to decision-making on applications for workforce accommodation in the Shire.

10. The Policy also provides guidance for the consideration of workforce accommodation proposals under other legislation referred to the Shire for comment.
11. The Policy further aims to set out the information requirements and provisions to which the Shire may have due regard to the assessment and determination of development applications.

Policy Statement

12. This policy seeks to achieve Short Term Accommodation within the Shire that:
 - a) Positively contributes to the surrounding locality and diversity of accommodation types offered in the area.
 - b) Is managed in a manner that protects the amenity of the surrounding community to the level necessary for its context.
 - c) Is located, designed, and operate in a manner that minimises the level of noise generated by guests and impact that noise has on the surrounding community.
 - d) Does not negatively impact on the heritage integrity of a place or its historical and social value.
 - e) Does not have an undue impact on the amenity of the area, including surrounding residential properties and businesses.
13. This policy also seeks to:
 - f) Provide safe and functional living environment for the transient workforce, and construction workers associated with large scale development in the Shire of Halls Creek.
 - g) Ensure a high level of amenity for transient workers and residents.
 - h) Recognise that transient and construction workforce accommodation will take varying forms.
 - i) Discourage transient workforce accommodation in the Rural Residential, Mixed-Use and Residential zones.
 - j) Minimise the impact of the influx of workers accommodated within transient and construction workforce accommodation facilities.
 - k) Ensure occupancy of transient and construction workforce accommodation facilities are limited to workers or working couples.

Principles Underpinning the Policy

Principle Name	Principle Definition
Balanced Community and Economic Outcomes	The Shire of Halls Creek recognises that short-term accommodation can support tourism, workforce mobility, and local economic development. Regulation will seek to balance these benefits with the needs of permanent residents and community stability.
Protection of Residential Amenity	Short-term accommodation must operate in a manner that maintains neighbourhood safety, privacy, and reasonable enjoyment of residential areas.
Housing Availability and Affordability	Policy implementation will consider the impact of short-term accommodation on the availability of long-term housing in a remote community where housing supply is limited.
Proportionate and Risk-Based Regulation	Assessment and compliance requirements will be applied in a proportionate manner, reflecting the scale, intensity, and location of short-term accommodation activities.
Safety and Consumer Protection	Short-term accommodation operators must meet appropriate building, fire safety, health, and public safety standards to protect guests and neighbours.



Fairness and Consistency	Approvals and compliance actions will be undertaken consistently, transparently, and without unnecessary administrative burden.
Compliance with Planning and Legislative Frameworks	All short-term accommodation must operate in accordance with the Shire's Local Planning Scheme, planning policies, and relevant legislation.
Responsiveness to Local Context	Implementation of this policy will reflect the unique geographic, cultural, infrastructure, and housing circumstances of the Shire of Halls Creek.
Stakeholder Engagement	The Shire will engage with community members, accommodation providers, and relevant stakeholders to ensure policy settings remain informed and appropriate.

Definitions

Term	Meaning
Bed and Breakfast	Means a dwelling – (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and (b) containing not more than 2 guest bedrooms and one guest bathroom.
Holiday House	Means a single dwelling on one lot used to provide short-term accommodation for not more than 6 persons but does not include a bed and breakfast or a guest house.
Holiday Accommodation	Means 2 or more dwellings on one lot used to provide accommodation for holiday or temporary purposes for persons other than the owner of the lot.
Hotel	Means premises the subject of a hotel licence other than a small bar or tavern licence granted under the Liquor Control Act 1988 including any betting agency on the premises.
Motel	Means premises, which may be licensed under the Liquor Control Act 1988 – - used to accommodate guests in a manner similar to a hotel; and - with specific provision for the accommodation of guests with motor vehicles.
R-Codes	Means the State Planning Policy 7.3 Residential Design Codes.



Residential Building	Means a building or part of a building used to provide – (a) short-term accommodation for 2 or more persons; or (b) long-term accommodation for 7 or more persons who are not part of the same family.
Serviced Apartment	Means a group of units or apartments providing – (a) self-contained short stay accommodation for guests; and (b) any associated reception or recreational facilities.
Short-Term Accommodation	Means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12-month period.
Tourist Development	Means a building, or a group of buildings forming a complex, other than a bed and breakfast, a caravan park or holiday accommodation, used to provide – (a) short-term accommodation for guests; and (b) onsite facilities for the use of guests; and (c) facilities for the management of the development.
Workforce Accommodation	Means premises, which may include modular or relocatable buildings, used – (a) primarily for the temporary 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.

Policy Details

14. Signage

14.1 Any signage associated with short-term accommodation is to be in accordance with the Shire of Halls Creek Signage Policy.

15. Application Information

15.1 Pursuant to Clause 63(1)(d) of the Planning and Development (Local Planning Schemes) Regulations 2015, an application for development approval for any short-term accommodation use is to include the submission of a detailed Management Plan and Code of Conduct.

16. Management Plan

16.1 The Management Plan should address, but is not limited to, the following:

- a) Control of anti-social behaviour and the potential conflict between guests and permanent residents of the area;
- b) Minimum and maximum lengths of stay;
- c) Maximum occupancy limit;
- d) Guest arrival and departure procedures;
- e) Car parking management;
- f) Complaints management and after-hours complaints procedure including: – Nature of complaint – Date and time of complaint – Complainant – Description of how complaint was addressed and whether feedback was provided to complainant.
- g) The provision of a contact telephone number of the accommodation owner and operator to neighbouring properties for business-hours and after-hours complaints; and
- h) Explanation of how guests are informed of the Code of Conduct prior to and on arrival.

17. Code of Conduct

17.1 The Code of Conduct should address, but is not limited to, the following matters:

- a) The expected behaviour of guests.
- b) Periods of 'quiet time', noting that parties are not preferred;
- c) Reasonable noise expectations (in compliance with the Environmental Protection (Noise) Regulations 1997);
- d) Details regarding guest check-in and check-out procedures;
- e) Expected control and maintenance of pets (if permitted at the property);
- f) Details of any car parking restrictions applicable to the area, and clarification on: the maximum number of vehicles that can park on a property; and
- g) that parking on surrounding properties and within the street and verge area is not preferred;
- h) Details regarding waste management which specifies the expectations on guests about general rubbish and bin collection;
- i) Rules and maintenance relating to the use of all common property and common facilities (if applicable);
- j) Information on relevant strata by-laws (if applicable);
- k) Emergency contact information;
- l) Contact details of emergency services; and
- m) Implications of breaching the code of conduct.

17.2 The Code of Conduct should be provided in the form of an information booklet for guests at the accommodation, and online prior to arrival.

18. Development Requirements for Bed and Breakfast

18.1 The owner/resident of the accommodation must reside on-site at all times while the 'Bed and Breakfast' is in operation.

18.2 Meals may only be provided for 'Bed and Breakfast' guests.

19. Development Requirements for a Holiday House

- 19.1 Applications for development approval for 'Holiday House' within an existing dwelling will be processed as a change of use application.
- 19.2 Applications for development approval for a purpose built 'Holiday House' are required to meet the relevant single house requirements of the R-Codes and any relevant structure plan or local planning policy.

20. Development Requirements for a Holiday Accommodation

- 20.1 Applications for development approval for 'Holiday Accommodation' within an existing grouped dwelling will be processed as a change of use application.
- 20.2 Applications for development approval for a purpose built 'Holiday Accommodation' are required to meet the relevant grouped or multiple dwelling development requirements of the R-Codes and any relevant structure plan or local planning policy.
- 20.3 Tandem car parking arrangements (one bay behind another) will only be considered where the bays are allocated to the same holiday accommodation unit.

21. Development Requirements for Serviced Apartments

- 21.1 Applications for development approval for 'Holiday Accommodation' within an existing grouped dwelling will be processed as a change of use application.
- 21.2 Applications for purpose built 'Service Apartment' should be subject to the siting and design requirements applicable under the relevant local planning policy, and any relevant structure plan. If applicable, serviced apartments are required to be designed to separate short-term accommodation from permanent occupancy dwellings located on the same site or building.
- 21.3 Where a development involves a combination of permanent occupancy dwellings and serviced apartments, parking areas for permanent residents and their visitors should be clearly separated and delineated from the parking area for the serviced apartments.
- 21.4 Tandem car parking arrangements (one bay behind another) will only be considered where the bays are allocated to the same serviced apartment.

22. Development Requirements for Workforce Accommodation

22.1 Timeframes

- a) Workforce accommodation constructed to serve a specific project may have time-limited planning approval generally in accordance with the project duration;
- b) Development applications are required to identify the period for which they are seeking planning approval;
- c) Planning approval will not exceed a period greater than ten (10) years. Any renewal or extension will require a further planning application to be lodged and be subject to the provisions of this policy;
- d) Twelve (12) months prior to the expiry of the planning approval the landowner must provide to the Shire for approval a site decommissioning program or a plan to transition to a permanent land use; and
- e) At the conclusion of the approved timeframe, the planning approval will expire.

22.2 Location

- a) Remote workforce accommodation camps are considered acceptable where it can be demonstrated that it is not feasible or practicable for workers to be based in the Halls Creek townsite, and
- b) Evidence of engagement with neighbouring properties has been undertaken by the proponent prior to lodgement of a development application.

22.3 Design

- a) Predominant building materials and features found in the locality that are incorporated into the design form and finishes.
- b) The building features and design to include wall height and roof pitch match's surrounding buildings and conforms with the desired character.
- c) The provision of awnings to accommodation units/pods entrances and walkways.
- d) Front fences may be visually permeable, and the design, height, colour, and materials used should reflect the local character.
- e) Occupant and visitor car parking facilities must be located within the street setback.
- f) Signage and advertisement devices will not be supported, unless used for wayfinding or safety purposes.
- g) Adequate safe access should be available for parking service and waste vehicles.

22.4 Community Facilities and Amenities

- a) Adequate provision to be made for internal occupant amenities relative to the scale of the facility and the number of rooms/beds including outdoor landscape courtyard areas,
- b) Communal outdoor landscaped areas should be provided for occupant amenity and use; the design should include landscaped gardens, outdoor seating, lighting, shelter, and other amenities such as outdoor dining and BBQs, to support informal social use, interaction and wellbeing,
- c) The landscape gardens to utilise local plant species where possible and be regularly maintained to a high standard, and
- d) Communal leisure and recreation indoor and outdoor facilities for occupation amenity given the regularity and frequency and associated proposals of stay at the facility.

Accountability

23. The CEO is accountable for the implementation of this policy and for ensuring appropriate administrative, planning, and compliance systems are in place. The CEO may delegate operational responsibilities to relevant officers.

24. Council is responsible for adopting this policy and providing strategic oversight of the regulation and management of short-term accommodation within the Shire of Halls Creek.



25. Planning officers are responsible for:

- a) Assessing applications for short-term accommodation in accordance with this policy and the Shire's Local Planning Scheme
- b) Providing advice to applicants regarding approval requirements
- c) Maintaining records of approved short-term accommodation operations
- d) Monitoring compliance with planning approval conditions

26. Environmental Health Officers are responsible for:

- e) Assessing health and safety requirements relevant to short-term accommodation
- f) Undertaking inspections where required
- g) Enforcing compliance with public health standards

27. Ranger and compliance officers are responsible for responding to complaints, investigating alleged breaches, and undertaking enforcement actions where necessary.

28. Short-term accommodation operators are responsible for:

- h) Obtaining all required approvals prior to commencing operations
- i) Complying with approval conditions and relevant legislation
- j) Ensuring guest behaviour does not unreasonably impact neighbouring properties
- k) Maintaining property safety and amenity standards

29. Community members are responsible for raising concerns or complaints regarding short-term accommodation through established Shire reporting channels.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
a. Local Government Act 1995 (WA) b. Planning and Development Act 2005 (WA) c. Shire of Halls Creek Local Planning Scheme. d. Building Act 2011 (WA) and Building Regulations 2012 (WA) e. Public Health Act 2016 (WA) f. Fire and Emergency Services Act 1998 (WA) g. Environmental Protection Act 1986 (WA) h. Work Health and Safety Act 2020 (WA) i. Strata Titles Act 1985 (WA)	a. Shire of Halls Creek Strategic Community Plan b. Shire of Halls Creek Corporate Business Plan c. Shire of Halls Creek Local Planning Strategy d. Shire of Halls Creek Local Planning Scheme and Planning Policies e. Shire of Halls Creek Housing and Community Development Initiatives f. Shire of Halls Creek Ranger and Compliance Procedures g. Shire of Halls Creek Environmental Health Procedures h. Shire of Halls Creek Risk Management Framework i. Shire of Halls Creek Complaints Handling Policy j. Shire of Halls Creek Customer Service Charter



Policy Review

30. This policy will be reviewed every four (4) years from the date of endorsement, or earlier in the event of legislative change, audit findings or a resolution of Council.

Document Control

Relevant delegations	Nil		
Risk Evaluation	Moderate		
Council adoption	27 March 2025	Resolution	2025/029
Next review due	March 2029		