



MINUTES

Council Meeting 22 April 2010

CONFIRMATION OF MINUTES

These minutes comprising page 1 - 33 were confirmed by the Council
on 27 May 2010
as a true and accurate record.

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Barbara Dunnet
SHIRE PRESIDENT

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Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 4.22pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (previously approved)

Councillors Dunnet, Boulter, Camarri, Dean, Gilbert, Mellema and Pinkerton.

Shane Collie – Chief Executive Officer.
Craig Waddell – Manager Corporate Services.
Ewen Ross – Manager Development Services.
Chris Wade – Works Manager.

Cr Joan Lorkiewicz from 4.23pm onwards.

VISITORS

7

APOLOGIES

Nil.

LEAVE OF ABSENCE (previously approved)

Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The following questions were submitted by Dr Bob Longmore at Council's March 2010 meeting and were taken on notice. Responses have been provided to Dr Longmore as indicated below.

- Q 1. The name lilly pilly is generic in the sense that there are many different species and varieties, and one would be selected which would be most suitable for the purpose. I draw her attention to the white fruited lily pilly trees gracing the Pemberton main park and which don't seem to present

an environmental hazard to that Council. Would her objections continue if that tree was withdrawn from the lists?

- A 1 *Cr Camarri has advised that the intent of her Notice of Motion (Rescission) was to permit further consultation and to ensure that trees that are planted today do not become a problem for future generations down the track. Cr Camarri has responded in general terms regarding appropriate trees in appropriate places to ensure the correct outcome, a view one would expect is shared by all.*

It may take a little while longer to finalise the list and location and it is important that Council get it right and that a suitable policy be developed.

Cr Camarri also made reference to the recent example in Perth (Thornlie) where the wrong tree was planted in the wrong place.

- Q 2. Has Cr Camarri taken note of the fact that there are many different species and varieties of 'poplar' and that the one named, ie the Simons poplar, *Populus simonii*, is a non-suckering tree, contrary to her statement that it may "become an environmental weed, requiring regular slashing to control offspring".

- A 2 *Refer response question 1.*

- Q 3. I request Cr Camari to proffer evidence that the Chinese white birch, *Betula szechuanica*, has the potential to become an environmental weed. Do the silver birches at present in the Caravan Park present that same hazard?

- A 3 *Refer response question 1.*

- Q 4. Cr Camarri states that "input into location and species type from Council's gardening staff was minimal". On the contrary, Steve Winfield is a significant member of the Arboretum Working Party, and indeed tabled the plant lists which were used to select suitable trees. This was a working party of selected interested persons. Can I ask Cr Camarri to suggest any other Council gardening staff who should be included in future deliberations?

- A 4. *The intent of Cr Camarri's rescission motion which was supported by Council was to provide feedback to the Working Party, Council's Gardening staff and any other interested stakeholder in order that a future recommendation on both tree species and location can be formulated and submitted to Council.*

Q 5. Has Cr Camarri consulted the Golden Valley Tree Park management to confirm her misgivings on the trees the working party selected?

A 5. *It is understood not.*

Q 6. Regarding her statement that "the site is inappropriate" - Can Cr Camarri provide reasons why that area is inappropriate? Large trees already grow there, and new trees have been planted in the recent past. It has been recently noted in other shires that deciduous trees may provide a degree of protection to an area during an advancing forest fire.

A 6. *Cr Camarri has indicated that feedback through Council's Works Manager and Gardener had raised some concerns with the location hence rescinding the motion would allow further clarification.*

4. PUBLIC QUESTION TIME

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8372 CAMARRI/BOULTER

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 25 March 2010 be confirmed as a true and correct record.

CARRIED 8/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Airport meetings

WA Lung Institute Welcome

Blackwood River Valley Marketing Association meeting

Warren Blackwood Strategic Alliance meeting

Local Emergency Management Committee meeting

South West Zone of the WALGA meeting

10. REPORTS OF OFFICERS

AGENDA NUMBER: 10.1
SUBJECT: Reformatting of Local Planning Policies
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: TPL10
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 13 April 2010

Attachments: 1. LPP 001 Cut & Fill and Retaining Wall Policy.
2. LPP 017 Subdivisional Development Guidelines Policy.

BACKGROUND:

Since Council adopted its Local Planning Scheme # 3 (LPS 3), it is necessary to review all policies (and in particular planning policies) and where necessary amend them to reflect changes within the Scheme. This includes references to the old scheme, and where there is conflict between the new scheme and existing policies, or to develop new policies as required.

COMMENT:

The two policies attached remain current and only need minor formatting/presentation changes to bring them into line with LPS 3 as Local Planning Policies. This has been undertaken and the policies are hence provided for reaffirmation by Council as Local Planning Policies. The original adoption dates of these two policies were as follows:

Cut & Fill and Retaining Wall Policy	23 April 2009.
Subdivisional Development Guidelines Policy	25 September 2008.

LPS 3, clause 2.2 permits Council to prepare Local Planning Policies to assist with the making of decisions under the Schemes provisions. Planning Policies are being renumbered using the prefix of LPP.xxx to clearly identify them as being Local Planning Policies as distinct from other policies of Council.

There is no advertising requirement for these two policies as they have already been through that process and there is no alteration to text or intent.

STATUTORY ENVIRONMENT:

Shire of Nannup Local Planning Scheme No.3 Clause 2.4 and Local Government Act 1995 section 2.7.

POLICY IMPLICATIONS:

Existing policies reviewed and reformatted to become Local Planning Policies.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS:

Council' draft Forward Plan 2010/11 to 2014/15 contains sub program 10.2 (Town Planning) with an Action Title:

"Develop and implement appropriate planning strategies in accordance with the relevant legislative parameters."

RECOMMENDATION:

That Council reaffirm existing Council policies attached –

Cut & Fill and Retaining Wall Policy
Subdivisional Development Guidelines Policy

as Local Planning Policies LPP001 and LPP 017 respectively.

8373 BOULTER/LORKIEWICZ

That Council reaffirm existing Council policies attached –

Cut & Fill and Retaining Wall Policy
Subdivisional Development Guidelines Policy

as Local Planning Policies LPP001 and LPP 017 respectively.

CARRIED 8/0

AGENDA NUMBER: 10.2
SUBJECT: Existing Policies Converted to Local Planning Policies
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: TPL10
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 13 April 2010

Attachments:

1. LPP 003 Installation of Standard Crossover Policy.
2. LPP 004 Bed and Breakfast Policy.
3. LPP 007 Special Rural Fencing Standards Policy.
4. LPP 009 Relocated Dwellings Policy.
5. LPP 010 Temporary Accommodation Policy.
6. LPP 011 Development in Flood Prone Areas Policy.
7. LPP 012 Chalet Development Policy.
8. LPP 013 Car Parking Policy.
9. LPP 014 Mobile Shop/Temporary Premises/Street Stalls.
10. LPP 016 Overflow Camping Areas.
11. LPP 018 Sign Policy.

BACKGROUND:

Similar to the above agenda item 10.1 with the introduction of Local Planning Scheme # 3 (LPS 3), it is necessary to review all policies of a planning nature to ensure that they are consistent with Council's adopted LPS 3

The above eleven policies fall into the category of existing policies that require amendment to reflect changes within the Scheme. This includes references to the old scheme, and where there has been identified conflict between the new scheme and the existing policies. The review of these policies, again similar to agenda item 10.1, sees the policies submitted for adoption as Local Planning Policies pursuant to LPS 3.

COMMENT:

The following existing and outdated policies need to be revoked to permit the new Local Planning Policies to be implemented:

WRK 7	Driveway Crossovers – replaced by LPP 003.
TPL 6	Bed and Breakfast – replaced by LPP 004.
TPL 8	Fencing Standards Special Rural Areas – replaced by LPP 007.
HAB 1	Relocated Dwellings – replaced by LPP 009.
HAB 3	Temporary Accommodation – replaced by LPP 010.
HAB 4	Development in Flood Prone Areas – replaced by LPP 011.
TPL 2	Chalet Development – replaced by LPP 012.

TPL 9	Car Parking Policy – replaced by LPP 013.
TPL 3	Street Stalls/Market Days – replaced by LPP 014.
TRS 2	Overflow Camping Areas – replaced by LPP 016.
TRS 1	Signage Policy – replaced by LPP 018.

In respect of the transition from the old policies to the new the following comment is offered:

LPP 003 Installation of a Standard Crossover Policy

The new policy LPP 003 provides more detailed specifications for the design and construction of crossovers within the Shire. It also provides clear guidelines on the circumstances where Council will pay a 50% subsidy towards the provision of a “standard crossover” (as defined as being acceptable) for the various categories defined in the policy document.

LPP 004 Bed and Breakfast Policy

The present policy was last reviewed on 27 January 2000 and is well out of date. This policy has been amended by altering the definition of a “*bed and breakfast*” and reflects the need for applicants to be aware that any more than 6 persons exclusive of the family of the keeper is required to have their premises licensed as a “Lodging House”. Other amendments reflect the change of authority from the TPS # 1 to LPS 3.

LPP 007 Special Rural Fencing Standards Policy

The present policy was adopted on 26 August 1999 and has not been reviewed since. This policy has been amended to reflect the change of authority from the TPS # 1 to LPS 3. This policy was considered in September 2008 for adoption under LPS 3 however Council directed that each owner should be written to and this will need to be confirmed as a requirement again which is consistent with draft LPP 005 Consultation Policy contained in agenda item 10.3.

LPP 009 Relocated Dwellings Policy

The present policy was last reviewed on 2 May 2002. This policy has been amended to reflect the change of authority from the TPS # 1 to LPS 3 and also to include the BCA, Building Regulations 1989, Health (Asbestos) Regulations 1992.

LPP 010 Temporary Accommodation Policy

The present policy was last reviewed on 2 May 2002. This policy has been amended to reflect the change of authority from the TPS # 1 to LPS 3.

At the time of writing further advice is being sought on the legal implications of this policy as it appears that there is conflict between the proposed policy and minimum standards for dwellings contained in legislation.

This policy is unique to Nannup as it was put in place to control buildings being used for “dwellings” as an interim to building. The policy has been effective in assisting lot owners building, but it is considered that the policy can be interpreted as making a situation that is illegal “legal” with follow up and enforcement also problematic.

Having given permission to live in a “sub-standard” building it can provide a challenge to remove or retract that approval as well as giving rise to “two” dwellings effectively being approved for a property in contravention of LPS 3.

At this stage it is not recommended to adopt draft LPP 010 until further clarification is sought. It is recommended to revoke existing policy HAB 3.

LPP 011 Development in Flood Prone Areas

The present policy was last reviewed on 23 August 2001. This policy has been amended to reflect the change of authority from the TPS # 1 to LPS 3.

Note this policy refers to residential development, not commercial which was the subject of LPS 3 Amendment 7.

LPP 012 Chalet Development

The present policy was last reviewed on 22 February 1996 and is well out of date. This policy has been amended to reflect the change of authority from the TPS # 1 to LPS 3 including the references to the types of approvals permitted in relation to the Zoning Table.

LPP 013 Car Parking Policy

The present policy was last reviewed on 27 January 2000.

This policy has been amended to reflect the change of authority from the TPS # 1 to LPS 3, Local Government Act 1995, State Planning Policy (Residential Design Codes – Variation 1), Shire of Nannup Parking & Parking Facilities Local Law 2007, Australian Standards AS2890.1-1993 Car Parking, Appendix C “Guidelines for Provision of Parking Spaces for People with Disabilities” and the Local Government (parking for Disabled persons) Regulations 1988.

LPP.014 Mobile Shop/Temporary Premises/Street Stall Policy

This policy supersedes TPS 3 Street Stalls/Market Days Policy originally adopted 22 April 1993, reviewed 27 March 1997 and 24 October 2002. This policy provides greater scope for the control of activities involving mobile shops, temporary premises and stalls particularly where the preparation and/or sale of foodstuffs occur.

Existing Policy TPS 3 was limited in scope in relation to the operation (and licensing) of temporary food premises and a new policy was required to include temporary food premises as well as continuing to cater for street stalls.

LPP 016 Overflow Camping Areas

The present policy was last reviewed on 27 March 1997. The policy has been amended to include the Foreshore Park area within the scope of the policy and to append minimum standards/conditions as required under the *Caravan and Camping Act 1995*, *Caravan and Camping Regulations 1997* and *Shire of Nannup Health Local Laws 2003* which are required to be applied to any application for overflow camping.

LPP 018 Sign Policy

Current policy TRS 1 Signage Policy was adopted 26 June 2003 and has not been reviewed since adoption. LPS 3 contains all the relevant information necessary for any application for the erection of signage within the Shire with draft policy LPP 018 being consistent with the LPS 3 provisions.

STATUTORY ENVIRONMENT:

Under LPS 3 clause 2.4 (see below) Council will need to adopt the above Local Planning Policies for the purpose of advertising prior to final adoption.

"2.4.1 A Local Planning Policy shall become operative only after the following procedures have been completed:

- (a) the local government having prepared and adopted a draft Policy shall advertise the draft Policy by way of a notice published once a week for two consecutive weeks in a local newspaper circulating within the Scheme Area and by such other methods as the local government may consider appropriate to ensure notice of the draft Policy, giving details of where the draft Policy may be inspected, the subject and nature of the draft Policy and in what form and during what period (being not less than 21 days from the date specified in the notice) submissions may be made;*

- (b) *the local government is to carry out such other consultations as it thinks fit;*
 - (c) *the local government is to review the draft Policy in the light of any submissions made and shall then resolve either to finally adopt the draft Policy with or without modification, or not to proceed with the draft Policy;*
 - (d) *following final adoption of a Policy, notification of the final adoption shall be published once in a newspaper circulating within the Scheme Area; and*
 - (e) *where, in the opinion of the local government, the provisions of any Policy affect the interests of the Commission, a copy of the Policy shall be forwarded to the Commission.*
- 2.4.2 *Copies of any Policy shall be kept and made available for public inspection at the offices of the local government.*
- 2.4.3 *Any amendment or addition to a Policy shall follow the procedures set out in (a) - (e) above."*

POLICY IMPLICATIONS:

This agenda item recommends the adoption for the purposes of advertising eleven Local Planning Policies pursuant to LPS 3.

FINANCIAL IMPLICATIONS:

Council will incur the cost of advertising the intention to adopt the Local Planning Policies once Council passes the associated resolutions.

STRATEGIC IMPLICATIONS:

Council's draft Forward Plan 2010/11 to 2014/15 contains sub program 10.2 (Town Planning) with an Action Title:

"Develop and implement appropriate planning strategies in accordance with the relevant legislative parameters."

RECOMMENDATIONS:

1. That Council revoke the following policies:

WRK 7	Driveway Crossovers
TPL 6	Bed and Breakfast
TPL 8	Fencing Standards Special Rural Areas
HAB 1	Relocated Dwellings
HAB 3	Temporary Accommodation
HAB 4	Development in Flood Prone Areas
TPL 2	Chalet Development
TPL 9	Car Parking Policy
TPL 3	Street Stalls/Market Days
TRS 2	Overflow Camping Areas
TRS 1	Signage Policy

2. That Council adopt the following Local Planning Policies as attached for the purpose of advertising pursuant to LPS 3 clause 2.4:

LPP 003 Installation of Standard Crossover Policy.
LPP 004 Bed and Breakfast Policy.
LPP 007 Special Rural Fencing Standards Policy.
LPP 009 Relocated Dwellings Policy.
LPP 011 Development in Flood Prone Areas Policy.
LPP 012 Chalet Development Policy.
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8374 BOULTER/LORKIEWICZ

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LPP 013 Car Parking Policy.
LPP 014 Mobile Shop/Temporary Premises/Street Stalls.
LPP 016 Overflow Camping Areas.
LPP 018 Sign Policy

CARRIED 8/0



Policy Number:	LPP.003
Policy Type:	Local Planning Policy
Policy Name:	Installation of a Standard Crossover
Policy Owner:	Manager Development Services

Authority Local Government Act 1995 Sch 9.1.7
 Local Government (Uniform Local Provisions) Regulations 1996 –
 Reg 12, 13, 14 & 15
 Shire of Nannup Local Planning Scheme No3

Objectives:

1. The objectives of this policy is:
 - a. To meet the requirement for Local Government to subsidise the installation of a standard crossover to 50% of the Council estimated cost.
 - b. To define what constitutes a "standard Crossover" (*the Specification*).
 - c. To ensure that all constructed crossovers are built to Council's specifications.

Definitions:

Property: *A separate identifiable land parcel or a combination of land parcels that can be rated as a single rateable property (ie. contiguously rated).*

Rural: *All land contained within the "Agriculture, Agriculture Priority 1 Scott Coastal Plain, Agriculture Priority 2 and Coastal Landscape" zones as defined within the Local Planning Scheme No.3*

Residential: *All land contained within the "Residential and Special Residential" zones as defined within the Local Planning Scheme No.3*

Commercial: *All land contained within the "Mixed Use and Town Centre" zones as defined within the Local Planning Scheme No.3*

Industrial: *All land contained within the "Industry" zone as defined within the Local Planning Scheme No.3*

Standard Crossover:

Rural (gravel): *Installation of stormwater drainage pipes (concrete or extruded metal type only and constructed using compacted gravel in accordance with*

the Council's Standard Rural Crossover Specifications to provide access from a dedicated road to the property boundary.

Rural (sealed): *Installation of stormwater drainage pipes (concrete or extruded metal type only), constructed using compacted gravel and a two (2) metre bitumen spray sealed strip at the junction with the sealed road surface in accordance with the Council's Standard Rural Crossover Specifications to provide access from a dedicated road to the property boundary.*

Residential: *Installation of stormwater drainage pipes (concrete or extruded metal type only) and constructed using reinforced concrete in accordance with the Council's Standard Residential Crossover Specifications to provide access from a dedicated road to the property boundary.*

Commercial: *Installation of stormwater drainage pipes (concrete or extruded metal type only) and constructed using reinforced concrete in accordance with the Council's Standard Commercial Crossover Specifications to provide access from a dedicated road to the property boundary.*

Industrial: *Installation of stormwater drainage pipes (concrete or extruded metal type only) and constructed using a hotmix bituminous overlay in accordance with the Council's Standard Industrial Crossover Specifications to provide access from a dedicated road to the property boundary.*

Policy

2. Council will pay a subsidy of 50% of the estimated cost of Council's relevant **standard crossover** requirement, adjusted by CPI (based on the Perth All Groups as at the 30th June each year);

3. The subsidy will only be paid for the first (1st) approved crossover per property rural or urban, additional crossovers per property can be approved but no Council crossover subsidy will apply. Any additional crossovers must comply with Council minimum standards.

4. The subsidy will be 50% of the estimated cost of a "standard crossover" with the landowner meeting all additional costs for anything above the standard crossover specification.

5. The subsidy will only be paid upon completion of the crossover and after being inspected and authorised by the Shire;

6. The subsidy will not be paid retrospectively (for crossovers installed without prior approval) or when the crossover is not constructed to Council's minimum specifications.

7. Crossovers within the "*Cluster Farming, Special Rural and Special Use*" zones are to be designed to meet the category to suit the predominant use on the property.

Related Policies:	LPP 002 Private Stormwater Drainage Connections to Council's Drains
Related Procedures/ Documents	Crossover & Driveway Specification - Urban & Rural Locations Shire of Nannup Stormwater Management Procedure
Delegation Level:	CEO, CEO to WM
Adopted:	
Reviewed:	



LOCAL PLANNING POLICY 003: CROSSOVER AND DRIVEWAY SPECIFICATION:

GENERAL

1. This specification is made pursuant to the provisions of sections of the Local Government Act, 1995, Schedule 9.1(7) and the Local Government (Uniform Local Provisions) Regulation 1996, Sections 12, 13, 14, 15 and 16.
2. Under the Council's Policy LPP 003 a 'Standard Crossover' place shall provide either"
 - a. a minimum 3.00m wide pavement splayed at the kerb with a one (1) metre x three (3) metre splay on each side, constructed in accordance with Council's specifications for **URBAN** properties; OR
 - b. a minimum 4.00m wide trafficable area splayed at the road edge with an area sufficient to accommodate turning vehicles that is constructed in accordance with the specifications for **RURAL** properties.
3. It should be noted that these specifications only apply to roads controlled by Council. Roads controlled by Main Roads Western Australia must have vehicle crossing places built to their specifications under the Local Government Act.
4. A subsidy of 50% of the estimated cost to install a "Standard Crossover" either in the urban or rural areas is payable to the PROPERTY OWNER, if the crossover is constructed to the Council's adopted specification and subsidy applied for within 6 months of completion of the residence.
5. No subsidy is payable for the construction of a crossover unless an application is made to the Council, the proposed crossover complies with the design specifications and Council gives approval prior to construction works commencing. Any such approval will only be for the first (1st) driveway.

URBAN PROPERTIES

6. Council may authorise the payment of a subsidy only where the following types of driveway have been constructed:
 - a. Urban:
 1. Sprayed Bitumen (ie two coat seal)

2. Bituminous Concrete (hotmix or asphalt)
 3. Insitu Concrete
 4. Paving Bricks or Blocks
- b. Rural
1. Unsealed Roads - Compacted Gravel or Limestone
 2. Sealed Roads - Sprayed Bitumen (ie two coat seal) for at least the first two (2) metres from the road edge.

NOTE: If the property owner wishes to construct a crossover he/she should be advised that compacted gravel or limestone is not acceptable in the urban area and that concrete is the preferred construction material as it is a low maintenance and provides a long lasting service life.

RURAL PROPERTIES

7. Council subsidy is payable for gravel or limestone if all other aspects of the specification are adhered to.

MULTIPLE CROSSOVERS

8. Council may permit a second crossover & driveway subject to application and approval from the Works Manager. There is no subsidy applicable to additional crossovers.

URBAN PROPERTIES

9. **Principle requirements for BRICK PAVED CROSSOVERS (Design 1):**
 - a. A clay brick or concrete paving block crossing shall consist of a minimum of:
 1. 100mm (residential), 150mm (commercial) or 200mm (industrial) of compacted thickness of approved base course material (ie approved road making gravel or road base). It is to be spread, rolled, water bound and levelled to conform with the proposed shape and grade of the crossover.
 2. Compacted bedding sand layer of 30mm.
 3. Firm edge restraints to prevent lateral movement of paving blocks at edges.
 4. Minimum paver thickness – 50mm (Split pavers are not acceptable)
 - b. Construction of Pavement:
 1. Sheets of plywood of minimum thickness of 12mm shall be laid on the pavers to prevent the compactor coming in direct contact with the surface. Two (2) passes with a high frequency, low amplitude plate compactor (having an area sufficient to cover a minimum of 12 pavers) shall be used for compaction.
 2. After compaction, the joints shall be filled with clean dry siliceous sand 100% passing a 2.36mm sieve which should be brushed into joints. A further two (2) passes with the plate compactor shall be applied.

3. Road and Property Edge – Where the street has not been kerbed a 20 Mpa concrete beam 150 x 150mm shall be constructed at the carriageway, to a neatly cut edge. If the crossing construction is not continuous with the internal driveway, a beam is also to be constructed on the boundary. The edge restraint at the carriageway is to coincide with the future street kerb face line as advised by Council. Soldier course pavers set on 100mm of concrete may be used as an alternative to the beam. Where the street is kerbed a soldier course is to be used immediately behind the kerbing.

10. Principle requirements for CONCRETE CROSSOVERS (Design 1):

- a. Minimum thickness:
 1. Residential 100mm
 2. Commercial/Industrial 150mm with F82 mesh
- b. Concrete strength 25 Mpa @28 days
- c. Finish: Broom finish, free of depressions
- d. Contraction Joints Minimum depth of 10mm located at splay junctions or at spacings not exceeding 1.80m.
- e. Expansion Joints 12mm wide Canite material full depth of crossing with spacing not exceeding 3.60m and around any obstructions. Jointing with road and kerb must be neat, matched and free of sharp edges, corners and spillage. An expansion joint is required at the boundary line and at the back of the kerb, to allow for the expansion and contraction of the concrete.

11. Principle requirements for BITUMEN CROSSOVERS (Design 2)

- a. Minimum thickness:
 1. Residential: 125mm compacted gravel
 2. Commercial: 200mm compacted gravel
 3. Rural: 200mm compacted gravel
- b. Bitumen application: First coat 1.2 litres/1.0m², Second coat 1.0 litres/1.0m²
- c. Stone size 5mm Basalt or Diorite(or approved equivalent) rolled between coats per bitumen application.
- d. Edge restraints 100mm x 25mm Jarrah

12. Principle requirements for BITUMINOUS/CONCRETE/ASPHALT CROSSOVERS (Design 2)

- a. Minimum thickness
 1. Residential 125mm compacted gravel
 2. Commercial 200mm compacted gravel
- b. Asphalt thickness
 1. Residential 20mm Asphalt
 2. Commercial 25mm Asphalt
- c. Edge restraints: 100mm x 25mm Jarrah

13. Principle requirements for COMPACTED GRAVEL/LIMESTONE CROSSOVERS (Design 2)

- a. Minimum thickness Rural 200mm compacted gravel
- b. Bitumen application First coat 1.2 litres/1.0m² Second coat 1.0 litres/1.0m² (where 2m edge strip required)
- c. Stone size 5mm Basalt or Diorite(or approved equivalent) rolled between coats per bitumen application.
- d. Edge restraints: 100mm x 25mm Jarrah

GENERAL DIMENSIONS**14. Minimum width at roadside (including splay)**

- a. Residential 4.80m
- b. Duplex 6.00m
- c. Commercial 8.00m
- d. Rural 6.00m

15. Maximum width at roadside (including splay)

- a. Residential 6.0m
- b. Duplex 7.5m
- c. Commercial 10.0m (unless pre-agreed)
- d. Rural 10.0m

16. Minimum Splay Size: 1.00m x 3.00m**17. Length Varies****LOCATION****18. In locating crossovers the following is to be considered:**

- a. Every endeavour should be made to avoid public service utility facilities and trees present in the verge when locating the vehicle crossing/driveway.
- b. Any relocation of, or alterations to, the existing service facilities and/or the removal of trees to make way for the crossing/driveway shall be arranged and paid for by the property owner.
- c. If the proposed location of a crossover conflicts with the location of existing services, such as manholes, power poles, street trees, etc it is the responsibility of the Owner/Agent/Developer to relocate such services.
- d. The crossing is not to be positioned within a corner truncation or closer than 7.0m from the property line intersection point at corner sites where no truncation exists on lot or 1.0m where truncation does exist.
- e. The crossing will be constructed 90 degrees to the kerbline.

f. Trees and Shrubs:

1. Permission must be obtained from Council's Parks and Gardens section BEFORE trees or shrubs can be relocated or removed. Please contact the Council's Works Manager on 9756 1018 to arrange an inspection.
2. In Special Rural and Rural areas with significant vegetation on the verge, the crossover will need to be located to achieve sight distances and avoid unnecessary removal of vegetation. Please contact the Works Manager on 9756 1018 for further information and advice.

LEVELS AND SHAPE

19. **Mountable Kerbed Roads:** The crossover shall commence at the top of the kerb and rise 50mm to a point 2.0m behind the kerb. Beyond that point the crossover/driveway may be graded to match the level of the property boundary or internal driveway.

20. **Barrier Kerbed Roads:** The kerbing shall be removed to a width sufficient to accommodate the crossing and splays. The drainage channel along the kerb face must be maintained. The crossover shall be 'bull nosed' to rise to the same level as the top of the kerb at a point 450mm behind the kerb. The crossover shall then rise 50mm to a point 2.0m behind the kerb. Beyond that point the crossover may be graded to match the level of the property boundary or internal driveway.

21. **Un-kerbed Roads:** The crossover shall commence at the edge of seal and shall be 'bull nosed' to rise 120mm at a point 450mm behind the kerb. The crossover shall then rise 50mm to a point 2.0m behind the kerb. Beyond that point the crossover may be graded to match the level of the property boundary or internal driveway.

22. **Rural:** Crossover may be constructed to a profile that best suits the natural ground levels such that there are no significant changes in levels. Where the crossover crosses a 'swale drain' it will require a pipe culvert and headwall structure. The minimum pipe diameter is to be 300mm with the headwall rising above the crossover level.

23. All special rural developments require a sealed and drained crossover where a sealed road frontage exists. The crossover is to be a two coat seal.

24. All rural developments require a sealed and drained crossover where a sealed road frontage exists or a gravelled and drained crossover where a gravelled road exists.

25. No edging or kerbs to protrude above ground level between boundary and road due to possible trip hazards.

Attachments:

1. Standard Drawing No.1 – Brickpaved and Concrete Crossover Design
2. Standard Drawing No.2 – Two Coat Seal or Asphalt Strip Crossover Design
3. Standard Drawing No.3 – Corner Lots Crossover Location



Shire of Nannup

CROSSOVER SUBSIDY APPLICATION FORM

NAME: _____

POSTAL ADDRESS: _____

PHONE NUMBER: _____

I/We hereby make application for a council subsidy towards the crossover constructed at the following property:

HOUSE NUMBER: _____ LOT/LOCATION NUMBER: _____

STREET NAME: _____

CROSSOVER MATERIAL TO BE USED (PLEASE CROSS)

- ☐ Compacted Gravel/Limestone (Rural only)
- ☐ Compacted Gravel/Limestone with 2m Sprayed Bitumen lead (Rural only)
- ☐ Sprayed Bitumen (2 coat)
- ☐ Bituminous Concrete (hotmix or asphalt)
- ☐ Insitu Concrete
- ☐ Paving Bricks or Blocks

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

Inspected by: _____

Assessment No: _____

Crossover Width: _____

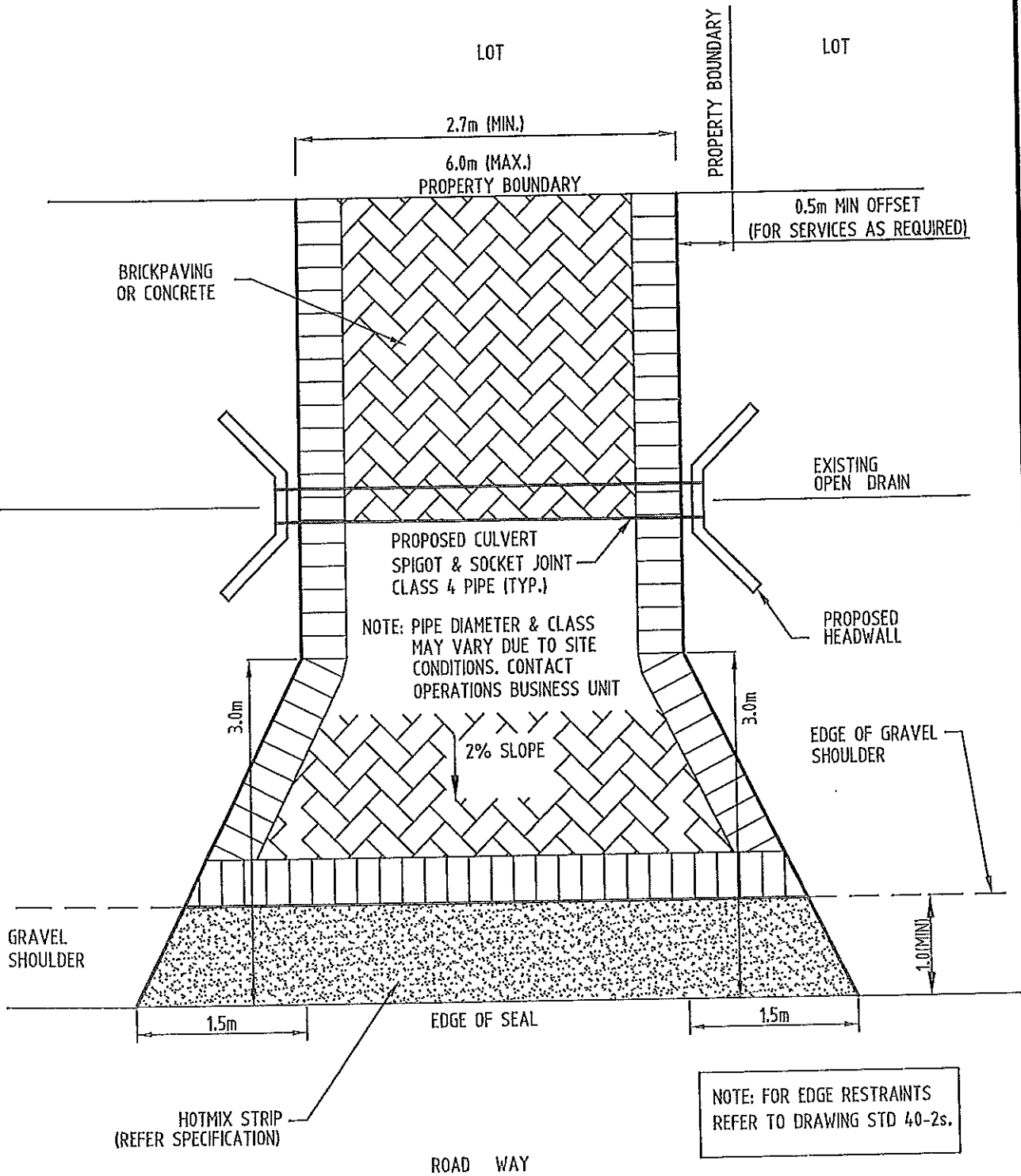
Splay Size: _____

Surface Material: _____

Approved for Subsidy: _____ Comments: _____

Signature: _____

Date: _____



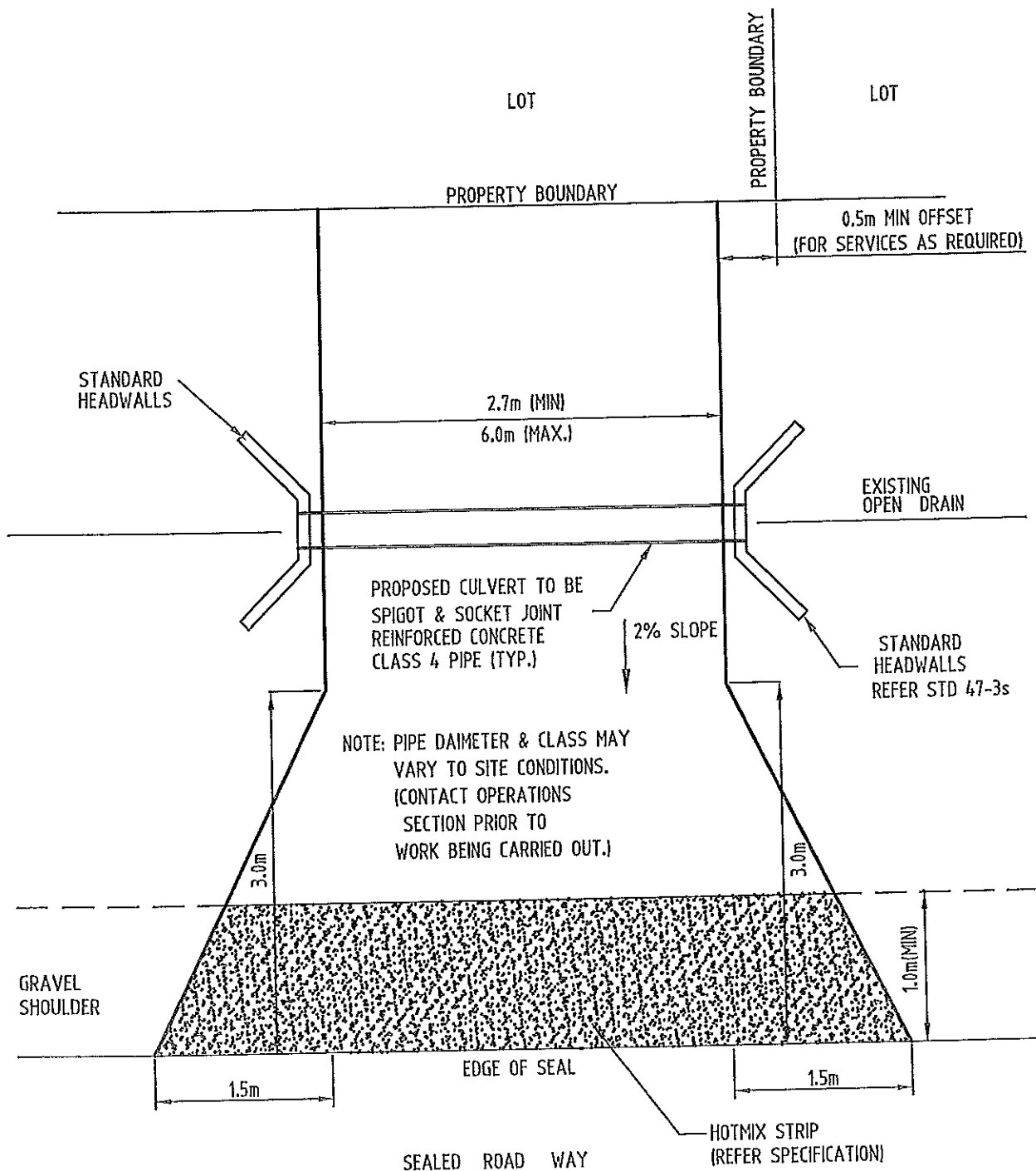
CROSSOVER BRICKPAVED AND CONCRETE

SHIRE OF NANNUP

DRAWING No :

STD 1

AMENDMENT No:



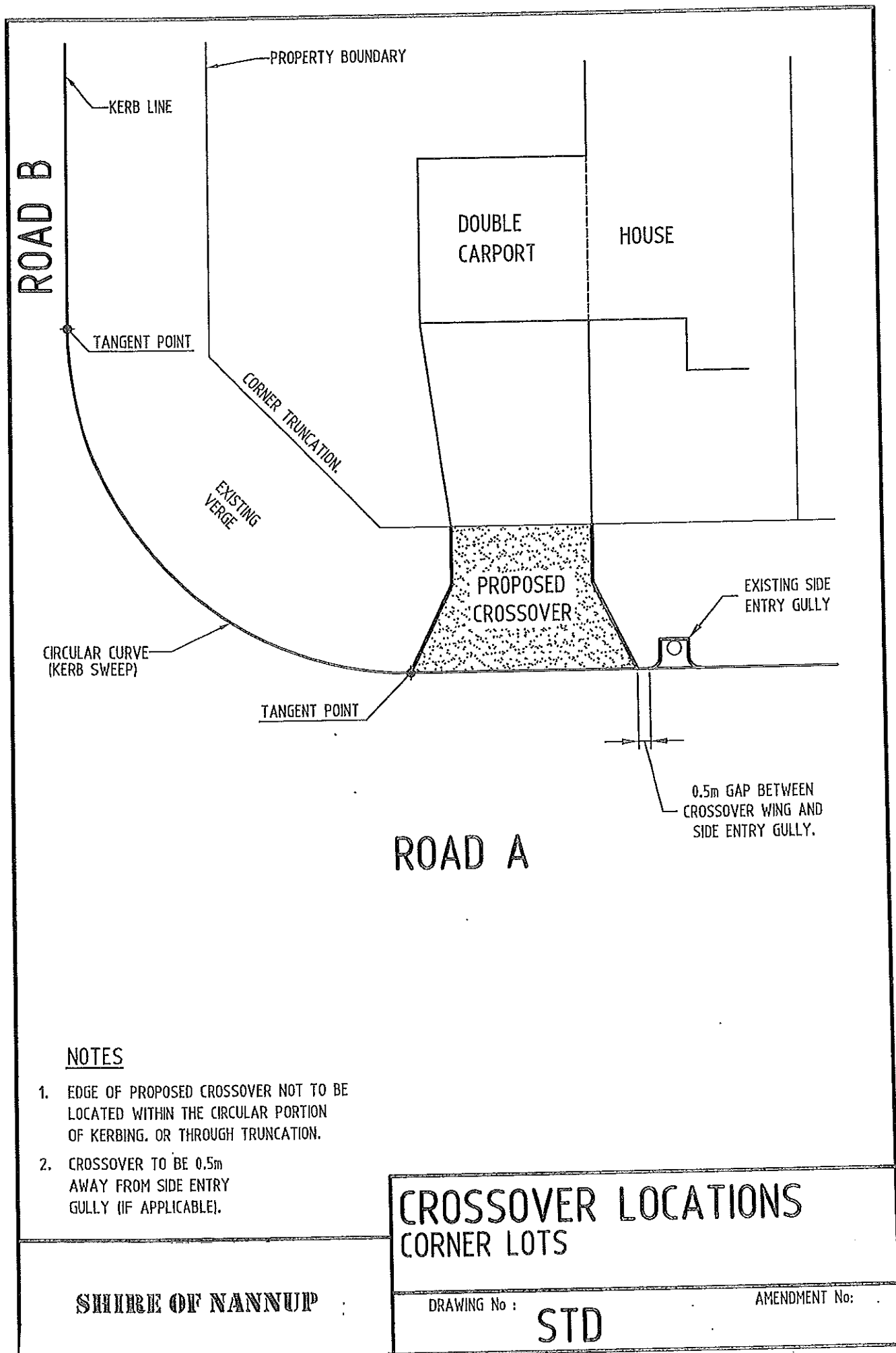
CROSSOVER TWO COAT SEAL OR ASPHALT STRIP

SHIRE OF NANNUP

DRAWING No :

STD 2

AMENDMENT No:





Policy Number:	LPP.004
Policy Type:	Local Planning Policy
Policy Name:	Bed & Breakfast Policy
Policy Owner:	Manager Development Services

Authority Shire of Nannup Local Planning Scheme No.3
Shire of Nannup Health Local Laws 2003

Objective

1. This policy aims to facilitate the provision of high standards of Short Stay/Home Style accommodation in various locations to encourage tourism whilst maintaining the amenity of those locations for permanent residents.

Definition

2. Council's Local Planning Scheme No3 (LPS No3) defines Bed and Breakfast accommodation as follows:

"Bed and Breakfast accommodation means a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term basis and includes the provision of meals."

3. This policy extends the definition to incorporate the number of persons who can be accommodated at any one time under the Scheme provisions.

"Bed and Breakfast accommodation means a dwelling, used by a resident of the dwelling, to provide accommodation for a maximum of six (6) persons away from their normal place of residence on a short-term basis and includes the provision of breakfast."

NOTE: Where a premise accommodates more than six (6) persons exclusive of the family of the keeper, it shall be defined as a "lodging house" and is required to comply with the provisions of LPS No3, Health Act 1911 and the Shire of Nannup Health Local Laws 2003.

Policy

4. The establishment of Bed and Breakfasts within the Shire of Nannup are to note the following:

- a. **Locations/Zones:** A Bed & Breakfast may only be established in areas designated within the Zoning Table that forms part of the Shire of Nannup Local

Planning Scheme No.3, which requires approval by Council as a "D" use. Not permitted in "industrial" or where stated in development guide plan, subdivision guidance plan or structural plan.

- b. **Appearance of Dwelling:** The use of Bed & Breakfast accommodation shall be incidental to the predominant use and nature of the dwelling. The appearance of the dwelling shall remain residential and shall not impact adversely on surrounding properties.

- c. **Minimum Standards /conditions for Bed & Breakfast Accommodation:**

Bedrooms

1. Maximum 3 guest bedrooms for guest purposes (maximum 6 adults).
2. No guest bedroom shall have openings to any other bedroom or facilities not for use of guests.
3. Rooms to be suitably furnished for number of guests approved by Council.
4. Rooms to be kept clean at all times and supplied with clean linen.
5. Rooms to be provided with lockable door.

Bathrooms / WC

1. Bathrooms to be either shared facility for guest's only or private en-suite facility off bedrooms, or a combination of both.
2. Bathroom / WC to have impervious surfaces and shall be kept clean at all times.
3. Hot water shall be capable of being provided at all times.
4. Minimum facilities to include bath and /or shower, hand basin and WC.
5. Any shared bathroom and WC to be provided with lockable doors.

NOTE: Upgrading of plumbing, including septic disposal system, may be required if existing domestic system is inadequate as determined by Council's Environmental Health Officer.

Kitchen

1. Kitchen to be kept clean and tidy at all times.
2. Floor areas to be smooth and impervious.
3. Suitable facilities for the hygienic preparation, storage and cooking of food shall be provided.
4. Preparation of breakfast to be the responsibility of domestic residents and self-service cooking by guests is not permitted. The preparation of tea and coffee and like by guests is permitted.

- d. **Water:** Adequate water supply is to be provided for ablutions, cooking and drinking that meets the Australia Drinking Water Guidelines. Additionally, adequate water for fire fighting purposes is to be provided.
- e. **General Issues and Requirements:** In determining the suitability of a Bed and Breakfast proposal, Council shall take into consideration the following issues and requirements:
1. Location of adequate public transport facilities (eg bus routes, main roads, footpaths and cycleways);
 2. Location of shopping facilities in the vicinity;
 3. Location of recreation and tourist facilities or other similar type of activity;
 4. Potential impact on the adjoining properties and surrounding residential area;
 5. Car parking to be provided on site is one (1) car bay for every two guest rooms and two (2) spaces for the dwelling itself;
 6. The provision of adequate emergency management response.
 7. Bed and Breakfast accommodation shall not consist of self contained rooms, however ensuite and bathroom facilities may be provided within each room. Access to communal laundry, bathrooms and breakfast eating areas should also be catered for within the building.
- f. **Approval Conditions:** The following conditions (not limited) will apply to all Bed and Breakfast Accommodation applications on approval:
1. An approval shall not be transferred or assigned to any other property;
 2. Bed and Breakfast Accommodation shall not be used as a lodging house or for permanent accommodation;
 3. A sign, subject to the provisions of Council's Sign Policy, may be erected on-site subject to the approval being granted by the Manager of Development Services;
 4. Smoke alarms to be installed in accordance with Part 3.7.2 Vol 2 of the Building Code of Australia;
 5. Car parking is to be provided on-site;
 6. No facility for cooking or laundry facilities will be permitted within the rooms.
- g. **Annual Inspection:** Council's Environmental Health Officer shall conduct inspections of Bed & Breakfast premises at least on an Annual Basis.
- h. **Change of Ownership:** Council approval will not be forfeited in the event of change of ownership of the premises. However notification to the Shire of the intentions of any new owners of these establishments is required to enable Council records to be updated.

- i. **Non-Conforming Use:** Any lapse in use of greater than 12 months will result in fresh approval being required for the renewal of operations.
- j. **Fees:** New Bed & Breakfast establishments receiving Council planning approval will be liable for a registration fee, imposed by Council. Planning approval will be subject to this registration fee being paid. Any building extensions or alterations to increase the number of guest rooms will require the annual license to be modified to reflect increase in maximum number of guests permitted.
- k. **Car parking:** Any application for Bed & Breakfast accommodation shall demonstrate that adequate guest car parking facilities can be provided on the lot and close to guest rooms. No on-street car parking will be permitted for guest vehicles.

Related Policies Related	
Procedures/Documents	
Delegation Level	CEO, CEO to MDS, BS
Adopted:	
Reviewed:	



Policy Number:	LPP.007
Policy Type:	Local Planning Policy
Policy Name:	Special Rural Fencing Standards Policy
Policy Owner:	Manager Development Services

Authority: Shire of Nannup Local Planning Scheme No.3

Objectives:

1. This policy aims to direct persons who wish to erect fencing in the areas zoned special rural under the Shire of Nannup Local Planning Scheme No.3 with a view to retaining a rural fencing theme.

Definitions:

Fence: An enclosure or barrier abutting a roadway, street or boundary line of adjacent property.

Location:

2. This policy has effect on boundary fencing on Special Rural properties only.

Policy:

3. The standards of boundary fencing permitted are as below:

- a. **Posts:**
 1. Star Pickets
 2. Pine Poles
 3. Hardwood Posts
- b. **Height:** Posts to be between 1 and 1.3 metres high above natural ground level.
- c. **Wire type:**
 1. 4 to 6 strand wire.
 2. Ringlock or similar.
- d. **Other:** Electric fences are not permitted unless approval is granted by Council.

4. Fencing around dwellings and buildings: In addition to the standard prescribed for boundary fencing, solid fencing such as Netascreen®, Super Six, timber pickets or brick is permitted only when the MDS (or the person acting in that capacity) determines that it will not affect the amenity of the area.

Related Policies:	
Related Procedures/ Documents	
Delegation Level:	CEO, CEO to MDS, BS
Adopted:	26 th August 1999
Reviewed:	



Policy Number:	LPP.009
Policy Type:	Local Planning policy
Policy Name:	Relocated Dwellings Policy
Policy Owner:	Manager Development Services

Authority: Shire of Nannup Local Planning Scheme No.3
 Health (Asbestos) Regulations 1992
 Local Government (Miscellaneous Provisions) Act 1960
 Health Act 1911
 Building Regulations 1989
 Building Code of Australia

Objectives:

1. The objectives of the policy is to:
 - a. Control the type of materials used and the standard of finish of relocatable/transportable buildings within the Shire to ensure that they do not detract from the amenity of the surrounding buildings and/or properties.
 - b. Ensure no hazardous materials are brought into the Shire that are damaged as part of the relocation process and not remedied in accordance with the relevant legislation.

Definitions:

2. Nil

Policy

3. Re-sited dwellings within the Shire of Nannup are subject to the following conditions as part of the building license approval process:
 - a. The dwelling is to be inspected by a practicing Structural Engineer, who is to issue a full report to the satisfaction of the Manager Development Services stating that the proposed dwelling is in a sound condition and can be transported and relocated. The report must also detail any defects in relation to cladding, roofing and any other repairs necessary to bring the house up to standard in accordance with this policy. The report is to be accompanied by photographs of each elevation of the house.
 - b. Dwellings clad with asbestos cement sheeting will be permitted, provided that the cladding is undamaged and the relocation complies with the Health (Asbestos) Regulations, 1992.

- c. Building plans of the dwelling must be provided per the Building Regulations 1989 as part of the building license application to the Shire.
- d. A Building application is to be completed by applicant and submitted to Council to enable a Building license to be issued. The building license fee must be paid prior to the house being relocated.
- e. Dwelling relocation into the Shire prior to a building license being issued may result in prosecution with the offender being required to remove the dwelling and relocate it outside the Shire boundary.
- f. A septic tank application form or a notice of intent to connect to the Nannup infill sewerage scheme shall accompany each application.
- g. Approved Building Licenses will be void if the work covered by the license is not substantially commenced within 6 months of the date of issue of the license. The building must be completed to the satisfaction of Council's Manager Development Services within 12 months of the date of issue of the building license.

Note: Council can institute action under the Building Regulations 1989 and the Local Government (Miscellaneous Provisions) Act 1960 if the building is not completed within the specified time. Non compliance with any of the conditions imposed on the Building Licence will render the building incomplete.

- h. All work carried out on the dwelling is to comply with the provisions of the Building Code of Australia and the Health Act 1911.
- i. All damage is to be repaired as below:
 - (a) Any damaged sections of external cladding to be replaced by new full sheets (or boards of timber) to match existing.
 - (b) Any damaged roofing sheets, gutters and ridge-caps are to be replaced with new roofing materials.
 - (c) Any damaged or rusted gutters or downpipes are to be replaced with new materials.
 - (d) Any damaged tiles are to be replaced with new tiles of the same colour and design of the existing tiles.
 - (e) Second hand materials are not to be used without the prior approval of the MDS.
- j. All external fixtures such as architraves, fascias, barge boards etc are to be replaced where necessary through damage incurred in transit, splitting rot or other reason to the satisfaction of the Manager Development Services.

- k. Any broken glass in the dwelling is to be replaced with all windows and doors to open freely. Locks and catches are to be easily operable.
- l. All ablution facilities are to be contained within the main structure. Wet area floors and walls are to be of concrete or other approved impervious material complying with the Building Code of Australia (BCA).
- m. On completion, the dwelling is to be painted or otherwise treated to present a neat appearance to the satisfaction of Council's Manager Development Services.
- n. The WC door is to open out, or be easily removable from outside in accordance with the BCA.
- o. The kitchen stove is to be provided with an approved fume hood or an exhaust fan in accordance with the BCA
- p. All electrical work is to be certified by a licensed electrician.
- q. A suitable supply of potable water for all domestic purposes is to be provided.
- r. The building is not to be occupied prior to final inspection being undertaken by Council's Manager Development Services.

Related Policies:	
Related Procedures/ Documents	
Delegation Level:	CEO, CEO to MDS, BS
Adopted:	26 November 1992
Reviewed:	22 September 1994 17 November 1994 16 December 1999 02 May 2002



Policy Number:	LPP.010
Policy Type:	Local Planning Policy
Policy Name:	Temporary Accommodation Policy
Policy Owner:	Manager Development Services

Authority Health Act 1911
 Local Government Act 1995
 Shire of Nannup Local Planning Scheme No.3

Objective:

1. To provide a mechanism to allow non-urban (Residential/Mixed Use/Town Centre/Industrial) land owners to temporarily reside on their property during the construction of a permanent residence.

Definitions:

Temporary Accommodation: Accommodation for a period no longer than 12 months within a building that meets the requirements of the *"Residential Accommodation – Minimum Internal Requirements"*

Policy

2. For those people desiring to build in the Shire of Nannup the following conditions apply for Council to approve temporary occupation of sheds or other dwellings while a permanent residence is being constructed.
3. Please note any violation of the following conditions may lead to the withdrawal of approval to occupy the temporary accommodation.
 - a. Planning Approval for "temporary accommodation" being granted by Council.
 - b. The issuing of a building license for the shed or other dwelling proposed to be occupied for temporary accommodation.
 - c. The issuing of a building license for the proposed permanent residence to be constructed on the same lot as the temporary accommodation.
 - d. The residence must be constructed to top plate height within 6 months of the issuing of the Building License.
 - e. The residence must be completed within 12 months of the issuing of the building license.

f. Minimum standards for residential accommodation are to be complied with as follows:

1. The minimum floor area shall be 55sqm, unless special dispensation is granted by the Council. Under the former Uniform Building By-Laws the minimum floor area required in a Class 1 building was 40sqm plus WC, laundry and cooking facilities to be provided in accordance with the Health Act. Average floor area for these non-habitable rooms was approximately 15sqm, hence the minimum floor area of 55sqm.
2. The internal area of all residential dwellings shall be partitioned and lined into separate habitable and non-habitable areas. The minimum internal facilities to be provided are separate cooking and food preparation area, WC, bathroom, laundry facilities and sleeping quarters.
3. The WC and bathroom shall be partitioned and enclosed separately from the remainder of the internal accommodation.
4. All residential development shall conform to the provisions of the Building Code of Australia and the Health Act.
5. Effluent disposal for all residential accommodation shall comply with the provisions of the Health Act and Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1975

4. An inspection by Council's Manager Development Services must be made prior to occupancy of the temporary accommodation.

5. No approval for Temporary Accommodation will be granted for lots in the Nannup Townsite.

Related Policies:	
Related Procedures/ Documents	
Delegation Level:	CEO, CEO to MDS
Adopted:	
Reviewed:	



Policy Number:	LPP.011
Policy Type:	Local Planning Policy
Policy Name:	Development in Flood Prone Areas Policy
Policy Owner:	Manager Development Services

Authority Shire of Nannup Local Planning Scheme No.3

Objectives:

1. To restrict the subdivision of residential land within flood prone areas;
2. To clearly indicate to State Land Services Councils opposition to the release of land within designated flood prone areas within the Shire.

Definitions:

Flood Prone Areas: Relates to that land as identified by the Department of Water as being within the '1 in 25' and '1 in 100' year flood zones.

Policy

3. This policy applies to individual flood prone residential lots that currently exist within the Shire of Nannup. It is not intended to support any subdivision that will create further flood prone lots for development nor is it intended to support the release of flood prone land by the Department of Regional Development and Land (State Land Services).
4. Flood prone land within the district is identified by the Blackwood River Flood study, Twenty five (25) year and one hundred (100) year flood levels are identified.
5. The prime reference for the flood prone land is Local Planning Scheme No3 which states:
 - a. 6.2.2.1 (b) *A person shall not carry out any development on land (or portion(s) thereof) identified as flood prone land on the Scheme map or on other land which, in the opinion of the Council, may be liable for flooding, unless:*
 - (i) *the floor of any dwelling house or other habitable building is, or will be, raised a minimum of 500 millimetres above the 1 in 100 year flood level identified for the land;*

- (ii) *the base of the septic/leach drain system is to be a minimum 300mm above the 1 in 100 year flood level identified for the land and fitted with appropriate devices to prevent back flow of effluent or ground water. This requirement may be removed if an approved alternative treatment unit was installed instead of a conventional septic tank/leach drain effluent disposal system;*
 - (iii) *where the proposed development is for residential purposes an engineering certification is to be submitted. This certification is to ensure that the dwelling has been designed taking into account the potential forces of flood waters; and*
 - (iv) *where the proposed development is for residential purposes a licensed survey shall be submitted confirming the floor height of the building compared to the identified flood level for the portion of the subject land. This survey is to be carried out and submitted for Shire endorsement upon completion of the sand pad or stumping network of the proposed building. No further works on the proposed building are to be commenced until Shire endorsement of the survey information has been given.*
- b. *6.2.2.2 Notwithstanding sub-clause 6.2.2.1(b)(i), land identified by the Blackwood River Flood Study 1983 as being within the 1 in 25 year flood level will not be permitted to be developed for residential purposes unless such development is connected to the reticulated sewerage network.*
- c. *6.2.2.3 Where proposals are received for the development of extensions or additions to existing residential development sited within a flood risk area, the requirements of Item 6.2.2.1 (b) (i) will be waived where such extensions/additions do not exceed 25 per cent of the floor area of the existing building.*
- d. *6.2.2.6 Any decision made by Council in pursuance of this clause is deemed to be a decision made in "good faith" and the Council is hereby forever indemnified against any claim made by any person and relating to any loss whatsoever arising from such a decision.*

Related Policies:	LPS No 3 Amendment No7
Related Procedures/ Documents	
Delegation Level:	CEO, CEO to MDS, BS
Adopted:	OM 09 June 1994
Reviewed:	OM 28 June 2001 OM 23 August 2001



Policy Number:	LPP.012
Policy Type:	Local Planning Policy
Policy Name:	Chalet Development in Agriculture, Agriculture Priority 1&2, Cluster Farming, Coastal Landscape, and Special Residential Zones.
Policy Owner:	Manager Development Services

Authority Health Act 1911
 Local Government Act 1995
 Shire of Nannup Local Planning Scheme No.3
 Building Code of Australia

Objective:

1. To approve high quality chalet accommodation in the non-urban areas whilst conserving the rural character and primary production values of the District.

Definitions:

2. Nil

Policy

Introduction

3. With regard to the broad objectives of this Policy the following specific objectives for the approval of chalet accommodation are:
 - a. To avoid conflict between rural and non-rural landowners.
 - b. To establish suitable guidelines and controls for chalet accommodation to ensure that development approval does not become a basis for future unplanned urban development with consequent demands on Council for additional services.
 - c. To establish suitable guidelines and controls for chalet accommodation outlining minimal infrastructure standards required by Council for development approval to be granted.
 - d. To encourage links between chalet accommodation and established rural pursuits (ie. farm stays) so as to diversify economic base and retain development at a low key nature.

Farming, Coastal Landscape and Special Residential zones, but not permitted in the Industry, Mixed Use, Residential, Special Rural or Town Centre zones.

Holiday Accommodation – Compliance with BCA

5. Development Approval for chalets will be conditional upon compliance with the Building Code of Australia provisions.

Number of Chalets to be Developed

6. Council may permit a minimum of 2 Chalets and up to 5 Chalets to be constructed at an approved site.

Guidelines for the Assessment and Approval of Chalet Accommodation

7. Council may require rezoning of the site for chalet development for the following reasons:-

- a. For development proposals of five (5) or more chalets rezoning to “Special Use” zone will be required. Amendment documents to be prepared at the applicant’s expense, plus relevant Council rezoning fee, and shall specify the following minimal information:
 1. number of chalets proposed,
 2. any other associated land uses,
 3. any proposed staging of development
 4. development controls
 5. management controls
 6. any required upgrading of public infrastructure to cater for proposals (including dedication of suitable road access).
- b. If in the opinion of Council the development proposal will significantly alter the existing land use of the site to establish that the Chalets become the predominant use.
- c. If in the opinion of the Council the development proposal will have a significant environmental impact on surrounding land or natural features (ie. Rivers, wetlands, dunal systems or state forest).
- d. When considering an application for chalet accommodation Council shall have regard for the suitability of the land for the proposed use including but without limiting the:
 1. Capability of the land for agriculture and rural pursuits.

2. Capability of the land to accept the use, by reason of soil type and stability, access to adequate roads and services, drainage, disposal and absorption of effluent.
 3. Density of the proposed development.
- e. Standard conditions which will be imposed on all Development Approvals for chalet accommodation are: -
1. The preparation of plans to comply with the Building Code of Australia and the issuing of a building licence. Demonstration that satisfactory arrangement can be made for effluent disposal.
 2. The design and materials of the chalets to blend into the landscape of the area.
 3. The position of access to the development on to the public road to be located in a position and of a standard satisfactory to the Council. This may require the dedication and upgrading of the public road to the satisfaction of Council at the cost of the applicant.
 4. Provision being made for fire protection to the satisfaction of Council.
 5. Prior to the granting of development approval it must be demonstrated that any dogs belonging to or associated with occupants of chalets can be adequately controlled to prevent any possibility of disturbance to farm animals in the area.
 6. Chalets must be provided with a source of potable water for drinking and cooking purposes. Development applications should include preliminary details regarding the water source, storage and distribution conditions or treatment methods proposed.

Note:

1. Prior to occupation of the chalets, evidence of water supply suitability must be provided. In most cases supporting evidence of chemical and microbiological sample analysis, conducted by a NATA (National Association of Testing Authorities) approved laboratory will be required to show compliance with current Australian drinking water guidelines. Further routine sampling may be required by Council to ensure compliance with the Health Act 1911.
2. These are standard conditions and it is to be noted that additional conditions may be imposed on a development approval if there is a need to address a particular circumstance.

Rating

8. If the development of chalet accommodation changes the predominant use of a lot from a rural agricultural base to a non-agricultural base the Council may change the rating of such a lot from Un-improved Value to Gross Rental Value.

Related Policies:	
Related Procedures/ Documents	
Delegation Level:	CEO, CEO to MDS
Adopted:	OM 24 September 1992
Reviewed:	OM 22 February 1996



Policy Number:	LPP.013
Policy Type:	Local Planning Policy
Policy Name:	Car Parking Policy
Policy Owner:	Manager Development Services

Authority Local Government (Parking for the Disabled) Regulations 1988
 Shire of Nannup Local Planning Scheme No.3
 State Planning Policy 3.1 Residential Design Codes (Variation 1)
 Shire of Nannup Parking & Parking Facilities Local Law 2007
 AS 2890.1-1993 Car Parking – Appendix C - *Guidelines for Provision of Parking Spaces for People with Disabilities*

Objective:

1. This policy provides guidelines for persons who wish to undertake retail/wholesale/office business activities to provide adequate disabled car parking for their developments within Nannup Townsite.

Definition:

Disabled Parking: That is to be provided for the use of disabled staff and customers associated with the development. The carpark shall be provided within the lot boundaries of the development or may be within the road reserve adjoining the development if approved by Council.

Policy

2. All disabled parking bays are to be designed and constructed in accordance with the provisions of the *State Planning Policy 3.1 Residential Design Codes (Variation 1)* and the *Australian Standard AS 2890.1-1993 Car Parking – Appendix C – Guidelines for the Provision of Parking Spaces for People with Disabilities*.

Related Policies:	
Related Procedures/ Documents	Shire of Nannup Disabilities and Inclusion Plan 2006
Delegation Level:	CEO, CEO to MDS
Adopted:	
Reviewed:	



Policy Number:	LPP.014
Policy Type:	Local Planning Policy
Policy Name:	Mobile Shop/Temporary Premises/Street Stall Policy
Policy Owner:	Manager Development Services

Authority Local Government Act 1995
 Health Act 1911
 Shire of Nannup Local Planning Scheme No.3
 Australia New Zealand Food Standards

Objectives:

1. To regulate the operation of Mobile Shop/ Temporary Premises and Street Stalls to ensure that there is no disruption to local businesses and/or to pedestrian traffic.
2. To ensure a consistent approach to the operation of retail and wholesale premises.

Definitions

Mobile Shop/Temporary Premises: Retail or wholesale premises that is movable and operates from the road reserve or Council reserve and stops sufficient time only to affect a sale. It cannot remain stationery at any time to anticipate sales.

Stall: Includes a mobile shop/temporary premises or stall that has been given Council approval to remain stationery in the Road Reserve, Reserve or private land for a period on not exceeding three days.

Market Day: The fortnightly market in Warren and Brockman Street excluding special events (i.e Nannup's Music Festival, Garden Festival)

Policy

3. All persons intending to establish or operate any Mobile Shop/Temporary Premises, Street Stalls, either in conjunction with or independent of any Market Day, are required to make application to Council for approval. This is additional to any other Council approvals for events and relates to the operation of the stalls and temporary premises.

4. Application is to be made on the application form – Conditions for approval for operating street stalls/temporary premises. The person making the application is responsible and accountable for the operation of the stall/ temporary premises.

5. Council has approved “Market Days” and on the Road Reserve in Warren Road and Brockman Street under the following conditions:

- a. A nominated person is to be responsible for the “Market Day”.
- b. The area is to be left free of litter, stalls, signs and equipment at the end of the trading day.
- c. Recipients of donations from the stalls shall be bonafide charities, sporting associations or community groups.
- d. Stall holders shall not locate outside business premises unless consent of that business has been received.
- e. No stall shall obstruct the passage of pedestrian traffic, which may lead to pedestrians being forced to use the road instead of the footpath.
- f. All stall holders are liable for the health and safety of the public and shall ensure that there are no “hazards” caused and are liable should their stall contribute to any incident.
- g. Markets are permitted fortnightly and to operate only between the hours of 8am and 2pm.

6. Should the sale of food be considered the document “*Food Regulations 2009*” is to be provided and standard conditions are to apply:

- a. General Conditions: *Stalls/Sausage Sizzles/All Pre-packaged Foodstuff from Registered Premises.*
- b. General Conditions: *Temporary Food Premises.*
- c. A copy of a current of their “Certificate of Registration” is to be provided from the local government that they have notified that they are selling food in accordance with the Food Act 2008 and Food Regulations 2009.

7. Before any approval is given the applicant is to:

- a. Sign and sign the Shire of Nannup’s Standard Occupational Health and Safety Rules.
- b. Provide a copy of their public liability insurance.

Attachments:

1. Schedule 1: Application for a Mobile Shop/Temporary Premises/Street Stall
2. Schedule 2: Food Regulations 2009
3. Schedule 3: Nannup's Standard Occupational Health and Safety Rules.
4. Schedule 4: General Conditions: Stalls/Sausage Sizzles/All Pre-packaged Foodstuff from Registered Premises
5. Schedule 5: General Conditions: Mobile Shops/Temporary Premises/Street Stalls

Related Policies:	Nil
Related Procedures/ Documents	<ol style="list-style-type: none">1. Application form: Conditions for approval for operating stalls/temporary food premises;2. General Conditions: Stalls/Sausage Sizzles/All Pre-packaged Foodstuff from Registered Premises;3. General Conditions: Temporary Food Premises (Mobile Shops/Food Vendors)4. For information: Food Regulations 2009
Delegation Level:	CEO, CEO to MDS
Adopted:	
Reviewed:	



15 Adam Street,
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Telephone: (08) 9756 1018
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Shire of Nannup

Our Ref: HLT 10

**APPLICATION FORM - CONDITIONS FOR APPROVAL FOR MOBILE
SHOPS/TEMPORARY PREMISES/STALLS**

APPLICANT NAME:
(Nominated person responsible for the stall/market/event and accountable)
ADDRESS:

TELEPHONE:

PROPOSED SITE LOCATION (ADDRESS/PREMISES):

.....

PROPOSED DATES:

TYPE OF GOODS FOR SALE:

**DETAIL HOW YOU WILL BE DEALING WITH THE FOLLOWING FOOD
SAFETY ISSUES:**

1. Food protection (during transport and operation)

.....
.....
.....

2. Refrigeration of food (during transport and operation)

.....
.....
.....

3. Thorough cooking or reheating (readily perishable foodstuffs)

.....
.....
.....

4. Handling of food (gloves, tongs)

.....
.....
.....

5. Separation of food and money handling

.....
.....
.....

6. Handwashing facilities

.....
.....

APPROVED SHIRE FUNDRAISING SITE YES / NO

Or APPROVED BY WORKS MANAGER (TO OPERATE ON FOOTPATH OR
ROAD RESERVE)

.....
Signed

And APPROVED BY ADJACENT SHOP OWNER NEAREST THE STALL SITE

.....
Signed

Or APPROVED BY PROPERTY OWNER (TO OPERATE ON SHOP
FRONTAGE /PRIVATE PROPERTY

.....
Signed

FINAL APPROVAL BY DATE:

Attachments:

1. General Conditions: Stalls/Sausage Sizzles/All Prepackaged Foodstuff
from Registered Premises.
2. General Conditions: Mobile Shops/Temporary Premises/Stalls
3. For Information: Food Regulations 2009

ATTACHMENT 2

GUIDELINES ONLY: BASED ON MINISTRY OF HEALTH ADVICE: **FOOD REGULATIONS 2009**

Temporary food premises: Includes mobile shop, food vending vehicles, demountable stalls, stands and the like in the open or another structure used for the purpose of selling any article of food and any area adjacent thereto.

1. Duration

1.1 Temporary food premises at functions exceeding one day's duration shall consist of food vending vehicles which comply with the Food Regulations 2009.

1.2 Except that where the food is factory packaged in hermetically sealed containers, such food may be sold from an open food stall set up and operated in accordance with the requirements outlined for Temporary Food Premises at one (1) day or less functions or consist of a food stall of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material.

1.3 Temporary food premises at functions exceeding three (3) consecutive days duration shall consist of food vending vehicles only, which shall be constructed and fitted out in accordance with the Food Regulations 2009.

2. General

2.1 A one day food stall shall consist of a food stall of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material.

2.2 Where a one day food stall is erected on unsealed ground a suitable impervious material shall be laid over the ground area of the stall.

2.3 Events which are held on Council controlled property require approval from the Council prior to the event.

2.4 Smoking and animals are prohibited in areas where food is prepared, stored or cooked.

2.5 Food shall be sited at a distance of not less than 20m from stalls handling products which by their nature are liable by way of odour, dust, flames or any other characteristics to contaminate or taint any food offered for sale.

3. Food staff

3.1 To be clean and free from infectious disease.

3.2 To wear clean washable, protective clothing, e.g. uniform, aprons etc.

3.3 To have head adequately covered, e.g. hat, net, scarf.

3.4 To wear disposable gloves or use utensils for food handling where practicable.

3.5 To have access to adequate hand wash facilities.

3.6 To have access to an approved sanitary facility.

4. Washing facilities

4.1 Separate hand washing facilities and utensil washing facilities shall be provided within the stall (e.g. two plastic dishes of sufficient capacity for adequate cleaning of hands and utensils and a supply of hot and cold water shall be immediately available to the food stall). Disposal of all wastes are to be to the Councils satisfaction.

4.2 Hand towels, liquid soap and detergent shall be provided in each food stall where washing facilities are required.

5. Protection of food

5.1 Food that is to be delivered must be in approved food handling vehicles or containers.

5.2 Disposal eating and drinking utensils only shall be used.

5.3 All food stalls inside the stall shall be stored 750mm above the ground and covered or in closed containers.

5.4 Raw food and cooked food to be stored and handled separately to prevent cross contamination.

5.5 Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of sandwich display type counters, Perspex glass sneeze guards or clear plastic siding to the stall.

5.6 All condiments such as sauce, mustard, etc shall be contained in squeeze type dispensers or individual sealed packs.

5.7 All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.

5.8 Drinking straws, paper cups, spoons, etc, shall be enclosed in suitable dispensers or otherwise protected from contamination.

5.9 Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

6. Food temperature control

6.1 All takeaway foods prepared at the stall shall be for immediate sale and consumption unless a suitable food warmer or food display, maintaining the food at a temperature above 60°C (hot foods) or below 5°C (cold foods), is provided.

6.2 Pre-prepared food products or pre-cooked food consisting wholly or in part of fresh cream, custard, trifle or any similar food shall not be sold from a one day food stall, unless stored or displayed under refrigerated conditions as prescribed in 6.1.

6.3 All raw food and perishable foods such as steaks, sausages, hamburger patties, frankfurts etc shall be stored in a portable cooler together with an adequate supply of ice or a cooling medium.

6.4 The sale of pre-cooked chicken or pre-cooked chicken pieces or pre-cooked rice from a one day stall is not permitted.

6.5 Cold foods to be reheated on a stove or microwave prior to placement in bains marie.

6.6 Raw foods that are potentially hazardous shall be stored at below 5°C and protected from contamination.

7. Cooking

7.1 Cooking and heating equipment shall not be within the reach of the public.

7.2 All heating and cooking equipment including open flame barbecues and cooking plates shall be located within the stall or otherwise suitably protected from contamination.

7.3 Raw foods awaiting cooking and foods which have been cooked shall not be displayed, stored or held outside the stall except in enclosed containers providing cooking conditions in accordance with.

7.4 The cooking area shall be kept free of dust borne contamination and droplet infection (e.g. coughing, sneezing by the public).

7.5 A fire extinguisher of adequate size shall be provided convenient to every stall where open flame is carried out.

7.6 Where cooking is carried out adequate provisions shall be made to protect the stall walls from heat, flame and splashing.

8. Rubbish disposal

8.1 Suitable garbage receptacles shall be provided near the stall for the public to Dispose of used take away food containers and the like.

8.2 Adequate arrangement shall be made for the storage and daily or more frequent removal of garbage generated inside and outside the food stall.

9. Open food stalls

9.1 Open food stalls consisting of tables only or tables and trestles, where permitted by these standards, shall be used only for the sale of factory pre-packaged food in airtight sealed containers (e.g. Canned or bottled soft drinks, canned foodstuffs).

9.2 No perishable food shall be sold from an open food stall except packaged milk, packaged milk products and pre-wrapped ice cream, all of which shall be provided with approved means of appropriate temperature storage.

9.3 Provision shall be required for screening or shielding the stall to protect any perishable from direct sunlight.

9.4 All pre-packaged foodstuffs shall be labeled in accordance with the provisions of the relevant State legislation.

<p>SHIRE OF NANNUP</p> <p>Occupational Health And Safety Procedures</p> <p>Procedure No. 7.5</p>
<p>CONTRACTORS CHECKLIST</p>

The Shire of Nannup requires you to comply with the Occupational Safety and Health Policy, Safety Rules and this Contractor Checklist. Before commencing any work, ensure you fully understand and comply with the following. Safety is for everyone's protection.

1. You have provided to Council proof of adequate insurance cover for the following; Workers Compensation, Motor Vehicles and Mobile Equipment, Public Liability, Personal Accident (Self Employed Contractors only).
2. You have been provided with a copy of the Shire of Nannup's Occupational Safety and Health Policy and Safety Rules.
3. Contractors have ensured that any task requiring a qualification or license is allocated to the person or persons who can clearly identify themselves as having such qualification or license as required to complete the task.
4. All of your workers are provided with personal protective equipment.
5. First aid kits are provided in each of your work vehicles.
6. All of your workers are instructed in the use of items found in the first aid kits.
7. All of your workers are instructed in the use of available fire fighting equipment such as extinguishers, hoses and blankets.
8. All of your workers are aware of correct road signage procedures and adequate signage is available for the work.
9. All work places are kept in a clean and tidy condition.
10. All of your workers are aware that they must report any accident, near miss or hazardous situations.
11. All of your workers are aware of the following statement;

ANY CONTRACTOR OR THEIR EMPLOYEE, CONTRADICTING THE SHIRE OF NANNUP'S GUIDELINES AND POLICY MAY BE REQUIRED TO LEAVE THE PREMISES OR WORKSITE AND MAY BE REFUSED RE-ENTRY. THE SAID CONTRACT MAY BECOME NULL AND VOID.

Policy adopted by Council at its meeting of 26 October 2000

Policy reviewed by Council at its meeting of 26 February 2004

CONTRACTORS SAFETY AGREEMENT

On behalf of the contractor named below, I confirm that the Shire of Nannup has provided me with the following;

- Shire of Nannup's Occupational Safety and Health Policy
- Shire of Nannup's Safety Rules
- Shire of Nannup's Contractor Checklist

I understand that the above mentioned documents summarise the rules and conditions under which this contract has been granted.

I acknowledge that I and all persons employed by the Contractor are required to comply with the Shire of Nannup's operating rules and that failure to do so is sufficient grounds for cancelling the contract should the Council choose to exercise this option.

Contractors Name: _____

Company Name: _____

Business Address: _____

Telephone: _____ Mobile: _____

Contractor Status: Employer _____
(Please tick as appropriate) Sole Trader _____

Contractor's signature

Date

Insurances, qualifications and licenses viewed:

Responsible Officer (Shire of Nannup) signature

Date

ATTACHMENT 4

General Conditions

Stalls/Sausage Sizzles/All prepackaged foodstuff from registered premises

1. If permission is granted to locate the stall/temporary food premises on a footpath, stalls should usually be sited on the outer side of the footpath except where there is insufficient room to set them up without obstructing pedestrian flow. Under no circumstances are pedestrians to be forced to use the road way.
2. They must not obstruct pedestrian or vehicular traffic nor restrict the viewing of shop windows at the site.
3. The stalls/temporary food premises must be kept clear of all fire hydrants and markers so that these are clearly visible at all times and the hydrants themselves are readily accessible to the Fire Service.
4. The stalls/temporary food premises must be adequately protected from sun, wind and rain, and if it is intended to offer foodstuffs for sale, the additional conditions relating to the sale of food must be observed (Attached: Conditions Temporary Food Premises)
5. All persons associated with the stall/ temporary food premises must comply promptly with any requests or instructions from Shire Officers or members of the Police Force.
6. At the conclusion of the day's activities the stall/ temporary food premises must be completely dismantled, all construction material removed from the public street and the site left in a clean and tidy condition.
7. Any damage caused to the public street will be made good by the Council at the expense of the stall organisers.
8. All liability for claims for damages that may arise from the positioning of the stalls/ temporary food premises on public footways rests with the holder of this permit.
9. The Shire has approved Council owned land and reserves, including road reserve and footpath areas of Warren Road and Brockman Street as permitted use for the purpose of market days held fortnightly between the hours 8am and 2pm.
10. Applicants are advised that they are to comply with the relevant legislative requirements, Food Act 2008 and Food Regulations 2009 and the Food Safety Standards Australia New Zealand, chapter 3.

ATTACHMENT 5

General Conditions Mobile Shops/Temporary Premises/Street Stalls

1. A suitable vehicle that has;
 - i. Non-absorbent readily cleaned interior finishes, including work surfaces and storage areas.
 - ii. Smooth flooring covered up the walls to a height of 75mm.
 - iii. Adequate lighting and ventilation.
 - iv. Sufficient size to facilitate orderly operations, storage and thorough cleaning.
2. A sink and hand basin with an adequate supply of hot and cold water be provided in the event of any food preparation being carried out on the vehicle or where unsealed food (other than food prepacked on registered food premises) is sold.
3. A tank to receive drainage water from any fittings as in (2) including suitable approved provision for discharging the waste water.
4. Adequate refrigeration for storage of readily perishable foods.
5. Any food sold from the vehicle must be prepared on registered food premises.
6. A suitable base for the vehicle for cleaning and servicing purposes.
7. Specific street sites for vehicle will require the prior approval of the Shire's Works Officer and Main Roads Board.
8. All applications for a Temporary Food Premises require the applicant to provide such information as is necessary for proper consideration of the application, including but not limited to:
 - i) Vehicle registration;
 - ii) Electrical certificate;
 - iii) LPG cylinder annual inspection certificate - from a registered craftsman gasfitter;
 - iv) A copy of the applicant's public indemnity or liability insurance.
 - v) Supplying (on request) the evidence of their good character (personal/business reference/s).
9. Must comply with the Food Act (2008) and Food Regulations 2009.

10. Any approval shall be valid for not more than one year from their date of issue and if not revoked may be renewed, however is not transferable to another person.
11. The approval applies only to the vehicle whose registration number is specified on the licence and shall carry the licence at all times while engaged in trading and shall show it to any Police Officer, or Shire Officer on demand.
12. The licensee or operator shall operate any temporary food premises in such a manner as to avoid causing any nuisance, annoyance or danger to any person.
13. The name of the licensee and details of the product for sale shall be displayed on any stall or vehicle used in connection with the mobile trading.
14. All LPG cylinders must be stored securely outside the temporary food premises and a total of no more than 100kg LPG nett content. If the temporary food premises are likely to be unattended at any time while in a public place, the cylinders shall be secured against tampering.
15. No premises shall locate within 50 metres of any intersection or pedestrian crossing where people visiting the site may be placed in danger.
16. The licensee or operator shall remove any litter from the surrounding area of the temporary food premises that has been generated by the activities of his/her operations.



Policy Number:	LPP.016
Policy Type:	Local Planning Policy
Policy Name:	Overflow Camping Areas
Policy Owner:	Manager Development Services

Authority Caravan and Camping Grounds Act 1995
 Caravan and Camping Grounds Regulations 1997
 Shire of Nannup Local Planning Scheme No3
 Shire of Nannup Health Local Laws 2003 cl2.4

Objective:

1. To provide additional areas for caravan and/or camping use during peak accommodation periods associated with community events.

Definitions:

Applicant: A community group or community organisation operating within the Shire of Nannup.

Facilities: The provision of additional toilets, ablution, fire services, rubbish and waste water disposal facilities in accordance with the minimum standards/conditions set by Council.

Nannup Recreation Ground: The area referred to as the "Old Hockey Grounds" within Reserve 9185 and situated between the main recreation centre building and Warren Road.

Nannup Foreshore Park: The area to the south of the amphitheatre structures along the discontinued railway reserve 24774 between the high water mark of the Blackwood River and the service track on the eastern boundary of the reserve.

Policy

2. Council will consider applications from organisations/community groups for the use of reserves in the town site for camping and/or caravan use only after it is demonstrated that both the Brockman Street and Balingup Road Caravan Parks are, or would be, fully booked due to seasonal factors or special events.

3. Should the applicant demonstrate full bookings then the Chief Executive Officer be authorised to permit camping in the Community Centre grounds, subject to:

- a. Camping must be confined to approved areas at the Nannup Recreation Ground or Nannup Foreshore Park or, where Council determines, any other site.
- b. All Bonds and Fees to be charged as resolved by Council (refer to Council's list of adopted Fees and Charges) to be paid at the time of submitting application.
- c. No open campfires or BBQs allowed.
- d. All costs of additional facilities/services are to be the responsibility of the applicant including drop off, pick up, cleaning or other servicing costs required.
- e. The overflow camping approval is only for the duration of the event and no more than three consecutive nights.
- f. Compliance with the Shire of Nannup's' "Overflow Camping Facilities – Minimum Standards/Conditions attached.

Attachment:

- 1. Overflow Camping Facilities – Minimum Standards/Conditions

Related Policies:	
Related Procedures/ Documents	Overflow Camping Facilities - Minimum Standards/Conditions
Delegation Level:	CEO, CEO to MDS
Adopted:	
Reviewed:	



OVERFLOW CAMPING FACILITIES – MINIMUM STANDARDS/CONDITIONS

1. **Operative Period:** Camping is not to exceed three (3) nights.
2. **Facilities:** The facilities are calculated on an average of 4 persons per site. Note: two camping sites equate to “one site” and Vehicles providing own facilities (Toilets and Showers) maybe excluded from totals for facilities. (Attached basis for facilities)
3. **Site:** Tent/Camping Sites must have a minimum area of 25 square metres.
4. **Distances between Caravans, Camps & Buildings:** There is to be at least 3 metres between:
 - a. a caravan, annex or camp or camp or any other site
 - b. any building on the facility; or
 - c. an access road
5. **Access:** All weather two way road access to all caravan or camping sites shall be at least 6 metres wide, or one way 4 metres.
6. **Fire Prevention and Protection:** A fire management plan is to be prepared including and not limiting:
 - a. Fire breaks (In accordance with Fire Break Notice 2009/10).
 - b. Response and evacuation plan.
 - c. Provision for fire fighting, adequate volume of water on-site with appropriate appliances, or alternative arrangements.
7. **Rubbish:** There is to be at least one rubbish bin with a capacity of not less than 80 litres for every five sites. Bins will be emptied as necessary to prevent overflow of refuse or a nuisance being created.
8. **Potable Water:** An unlimited supply of drinking water is to be provided.
9. **Waste Water Disposal:** Having regard for the temporary nature of the facility, all waste is to be disposed of without causing a nuisance. Septic tanks and leach drains servicing the ablution and toilet facilities as per the Health Department of Western Australia requirements. The number of facilities for an overflow camping ground are as follows:

No of Sites	Toilets			No of Showers each sex	No of Hand Basins each sex
	Male		Female		
	No of pedestals	mm of urinal trough	No of pedestals		
1-10	1	0	1	1	1
11-17	1	600	1	1	1
18-20	2	600	2	1	1
21-25	2	600	2	2	2
26-34	2	1200	2	2	2
35-50	2	1200	3	2	2
51-75		1800	4	3	3
76-100	4	2400	5	4	4

Note:

1. In calculating the number of sites above, two camping sites are equal to one caravan site and for each 600mm of urinal trough, a toilet may be provided instead,
 2. Caravans or Recreational Vehicles containing independent toilet and ablution fixtures, with sufficient fresh water and waste-water storage capabilities can be excluded from calculations based on the above table, However, such vehicles shall be generally accommodated in a dedicated area and the supervisor must record the vehicle type and registration number.
 3. At least one hand basin must be provided in a toilet block for the use of each gender.
 4. Where the lot is used for no more than two consecutive nights per license period, the requirements for showers will not apply.
 5. An adequate supply of running water must be provided for all ablution facilities.
10. Supervision: As per "duties of license holder" provided with suitable on-site supervision. As a minimum, supervision must be provided when clients are booking-in and a phone help/contact number, which is accessible throughout the license period, must be posted for the notice of all patrons.



Policy Number:	LPP.018
Policy Type:	Local Planning Policy
Policy Name:	Sign Policy
Policy Owner:	Manager Development Services

Authority: Shire of Nannup Local Planning Scheme No3 c5.8.14.2 (a)

Objective:

1. To control the proliferation, quality, size, type and location of signage within the Shire of Nannup.

Definitions:

2. Nil

Policy

3. Council may, in accordance with the Shire of Nannup Local Planning Scheme No.3 provisions and the Shire of Nannup Advertising Signage Procedure LPP.019, approve advertising, directional or other signage on land within its district subject to the following conditions:

- a. A development application for the erection of signage is required to be submitted for approval;
- b. Full details, including the size, number of signs required, wording, colour/s, location and height above ground etc are to be provided as part of the application;
- c. Development approval is in addition to any other licence/approval required by the Council and/or other State Government agency.

Related Policies:	
Related Procedures/ Documents:	LPP.019 Advertising Signage Procedure
Delegation Level:	CEO, CEO to Manager Development Services, Building Surveyor
Adopted:	
Reviewed:	



LPP.018: ADVERTISING SIGNAGE PROCEDURE

Procedure Purpose:

1. To control the type, size and location of advertising and other types of signage within the Shire of Nannup.

Introduction

2. Reference to signage outside of Council's control in this policy is made for information purposes only and all signage approvals that come under Council's control shall be in accordance with the Local Planning Scheme No.3 (LPS No3).

3. Some principles to be given consideration during the approval process are:
 - a. A minimalist approach is taken aimed at signage clarity and reducing the proliferation of signs.
 - b. That where signage that no longer fits into the policy is phased out and removed.
 - c. That Council take into account the historic and garden village theme of Nannup when taking direction on this matter.
 - d. That in reducing the proliferation of signs the large overall directional board developed opposite the Tourist Information Centre, is utilised as central facility.

4. Sign Categories:

- a. **Shire Signage:** Includes Street nameplates, directional signage such as "Arboretum" or nearby town directional signage such as "Manjimup", entrance statement signage, locality identifying signage, parking control signage including "school bus" signs, roadwork signage and tourism signage instigated by Council.
- b. **Road Reserve Directional Signage for Private Business:** Refers to generally blue/white or brown/white fingerboard type signage paid for by private businesses and located within a Council road reserve. Often appearing in "stacks" of signs.
- c. **Property Signage:** Control mechanism is LPS No3. Development control mechanisms are in place and cover commercial, industrial, residential and any other prevailing land use. Council's Manager Development Services administers Council's Local Planning Scheme.

- d. **Main Roads WA Regulatory & Directional Signage:** Controlled by Main Roads WA with limited input from local government and refers to speed signs, stop signs and almost all other regulatory traffic type signs. Large directional signs and all signage when on a main road come into this category. Council has no jurisdiction in this area.
- e. **Temporary Event Signage:** Refers to advertising signage, generally in the road reserve, highlighting a specific event or occasion. May also include signage on private property. Examples include advertising for festivals, shows, sporting events and even banners across the main street. These signs are rarely consistent in style or size as they are normally privately made to suit an occasion.
- f. **Portable Business Signs:** This signage refers to what are commonly known as "Sandwich Boards" or A-Frame type structures generally within the Nannup townsite. The signs are normally located within the road reserve in the main street of Nannup and are provided by business operators. Some signs exist outside of the townsite and can extend to larger informal structures. These signs are generally advertising more so than directional in nature.
- g. **Advertising Information Boards:** Single location advertising just to the south and north of the Nannup townsite. Businesses pay for signage, which must be approved by Council.
- h. **Industrial Zone Sexton Way:** A stack sign is provided at the Industrial Zone which businesses are to use double sided signs with blue/white or brown/white signage paid for by private businesses and located within a Council road reserve. No other signs are permitted in the Road reserve.

5. **Unclassified Signage:** Signage that does not come under any of the above categories a to f above is identified in this area. All signage in this category, if proposed to be positioned within a Council controlled road reserve must have the prior approval of Council before being erected.

Control Mechanisms

- 6. **Shire Signage**
 - a. Street nameplates are to be green lettering on yellow background with the flower symbol present as a standard feature.
 - b. Directional signs to other townsites are to be green with white lettering.
 - c. Service and community directional signs are to be blue with white lettering and must comply with any relevant legislation or standards in place.
 - d. Other Shire signage may be installed or removed from time to time at the full discretion of Council providing that all relevant legislative controls and standards are met.

8. Road Reserve Directional Signage for Private Business.

- a. All signage is subject to Council approval in accordance with this policy, which may be amended from time to time at Council's discretion.
- b. As responsibility for road reserves remains with Council, all signage approved per this policy is to be installed by Council's workforce and paid for by the applicant prior to ordering. Actual costs for materials and installation are to be charged including GST. No administration fee is applicable.
- c. Signage approved per this policy is to be white lettering on blue background, except in the instance of a bonafide tourist venture which is to be white lettering on a brown background. The determination of a "bonafide tourist venture" is at the sole discretion of Council with the onus on the applicant to demonstrate the tourist venture if a white on brown sign is requested.
- d. All directional signs shall be in accordance with the relevant Australian Standard. All symbols must be of approved international standards.
- e. Road verge directional signage must be non-advertising in nature.
- f. Directional signs along signposted routes are to be provided only where the road user is required to turn into another road to follow the route to the destination, or where turning into the destination itself. No directional signs are to be provided where the signposted route continues along the same road through intersections. Directional signs are to be placed opposite the intersecting road junction unless impractical to do so.
- g. Directional signs are to include the distance to a property on the sign if the property is more than one kilometre from the sign. The distances shall be listed on any sign stack in order from top to bottom, shortest distance at the top to longest at the bottom.
- h. Existing generally double-sided directional signs located in stacks at the following locations are permitted to remain until the business referred to ceases to exist, changes name, or the signage falls into a state of disrepair.
 - 1. Corner of Warren Road and Grange Road.
 - 2. Corner of Balingup Road and Grange Road.
 - 3. Corner of Warren Road and Kearney Street.
 - 4. Corner of Vasse Highway and Brockman Highway.
- i. There will be no charge to businesses who have "stack" signs replaced with similar signage at the Information Board opposite the Nannup Visitors Centre. Council reserves the right to still permit directional signage for businesses at current "stack" locations. A maximum of six directional signs is permitted at any one stack location.
- J. Directional signs shall be permitted outside of the Nannup townsite on the intersections of direct feeder roads to subject properties and within the road

reserve immediately adjacent to the subject property provided it does not interfere with service lines or road maintenance avenues. Warning signs not less than 100 metres and not more than 500 metres from the property on each side of the road are permitted.

- k. Directional signs are to be approved only if Council considers that the proposed location of the sign does not detract from the aesthetic values of the immediate locality.
- l. The Shire of Nannup is not responsible for the maintenance or upkeep of directional signage for private business (including theft or vandalism) approved per this policy.
- m. Council reserves the right to remove any directional signs should they fall into disrepair or are erected without Council approval.

9. **Property Signage:** Advertising signage located on buildings (private property) in the Central Business District is permitted in accordance with the LPS No3 and the principles of the Nannup Main Street Heritage Precinct Design Guidelines. Normal approval processes apply.

10. **Main Roads WA Regulatory & Directional Signage:** Council has no jurisdiction in this area and therefore no consideration is given to this aspect of signage per this policy.

11. **Temporary Event Signage.**

- a. Temporary event signage is permitted at the discretion of Council. The signage is permitted to be advertising or directional in nature. As the standards vary considerably in the types of signs requested to be erected for temporary events, Council shall consider each application on its merits. There shall be no charge for making any such application.
- b. The two main factors that Council is to take into account when assessing applications are principally safety and aesthetics.
- c. Each application must stipulate a timeframe that the sign is to display for and the location(s) where the signage will be.
- d. Council reserves the right to remove any temporary event signage that is erected without approval.
- e. Council will remove any temporary event signage at the applicant's expense if the signage has not been taken down two (2) weeks following an event.

12. **Portable Business Signs:** A portable sign is one that is not fixed to a building, post, wall, fence or the like and is located within the road reserve. The sign is to advertise a product or service available from that business and is in general immediately adjacent to its location. Where there is some distance between the

proposed advertising sign and the business location, Council may apply discretion in the approval process. The onus is on the applicant to justify to Council why a portable business sign(s) should be approved that is not immediately adjacent to a business. Portable business signs are subject to a once off approval from Council.

Specifications:

- a. Maximum overall height of sign is 900 mm.
- b. Maximum width of sign is 700 mm.
- c. Sign to be displayed only whilst business is open to the general public. (Sign is to be removed at the conclusion of trading.)
- d. Sign must not adversely impact on the flow of vehicles or pedestrian traffic on the street or footpath.
- e. A limit of one (1) sign per business.
- f. Sign must not contain any offensive material or wording.

Location

- a. Signs can be located in the following positions adjoining properties or at a location a greater distance away with Council approval.
- b. On the road reserve 'footpath' within 1 metre from the property boundary.
- c. On the road reserve 'footpath' within 1 metre from the road pavement or kerbing.

Application

- a. There is no standard application form and no fee payable to seek approval for portable signs. The applicant must pay for or manufacture the sign. In approving any portable sign application under this policy Council is to state the following in the approval letter:

"No claim shall be made against the Nannup Shire Council, its servants or agents (and any cost and expenses incurred as a result) through the erection, existence or operation of a portable advertising sign".

- b. Council's decision on approval shall be final.

Guidelines for Assessment

13. Council will assess applications received giving consideration to:

- a. Proposed location.
- b. Design, size, colours, wording content and shape.
- c. Possible reduction in sight distance for vehicular traffic.
- d. Affect that the proposed sign may have on the area's amenity.
- e. Any distraction that the proposed sign may have on traffic.
- f. Amenity and safety for both vehicular and pedestrian traffic.

14. **Existing Signs:** Existing signs at the time of policy adoption do not have to apply for a new approval provided that they comply with the specifications and locations contained within this policy. Business proprietors whose signs do not comply at the time of this policy adoption will be written to seeking compliance within a period of six (6) months of the date of policy adoption. If compliance is not achieved within that timeframe the signs will be removed.

15. **Non Compliance:** All portable signage that does not comply with this policy and is placed within the road reserve, or is not maintained to the satisfaction of Council will be removed.

16. **Advertising Information Boards:** Three locations are available for advertising using information boards:

- a. Structure opposite the Nannup Visitors Centre in Brockman Street.
- b. Current Information Board located just to the north of the Nannup townsite on Vasse Highway western side.
- c. Current Information Board located just to the south of the Nannup townsite on Warren Road western side.

17. Except where item 8.f of this policy applies, signage applications for space on any of the above information boards are subject to Council approval. All applicants must bear the cost of the sign, which is to be of a standard size to fit on the information board. All applications are to be considered by Council on their merits and Council's decision on approval is final. Signage depicting businesses not within the Nannup Shire district are not permitted.

18. **Unclassified Signage:** Unclassified signage includes signs that Council has no jurisdiction over or any other signage that Council may approve that does not come under any of the above categories. Examples include emergency service signage, community facility signage not initiated by Council, specific tourism attraction signage generally initiated by CALM or the WATC, fire control signage and other service authority signage such as water, electricity or telephone. Where applicable, Council approval processes apply.