



Shire of  
**Nannup**  
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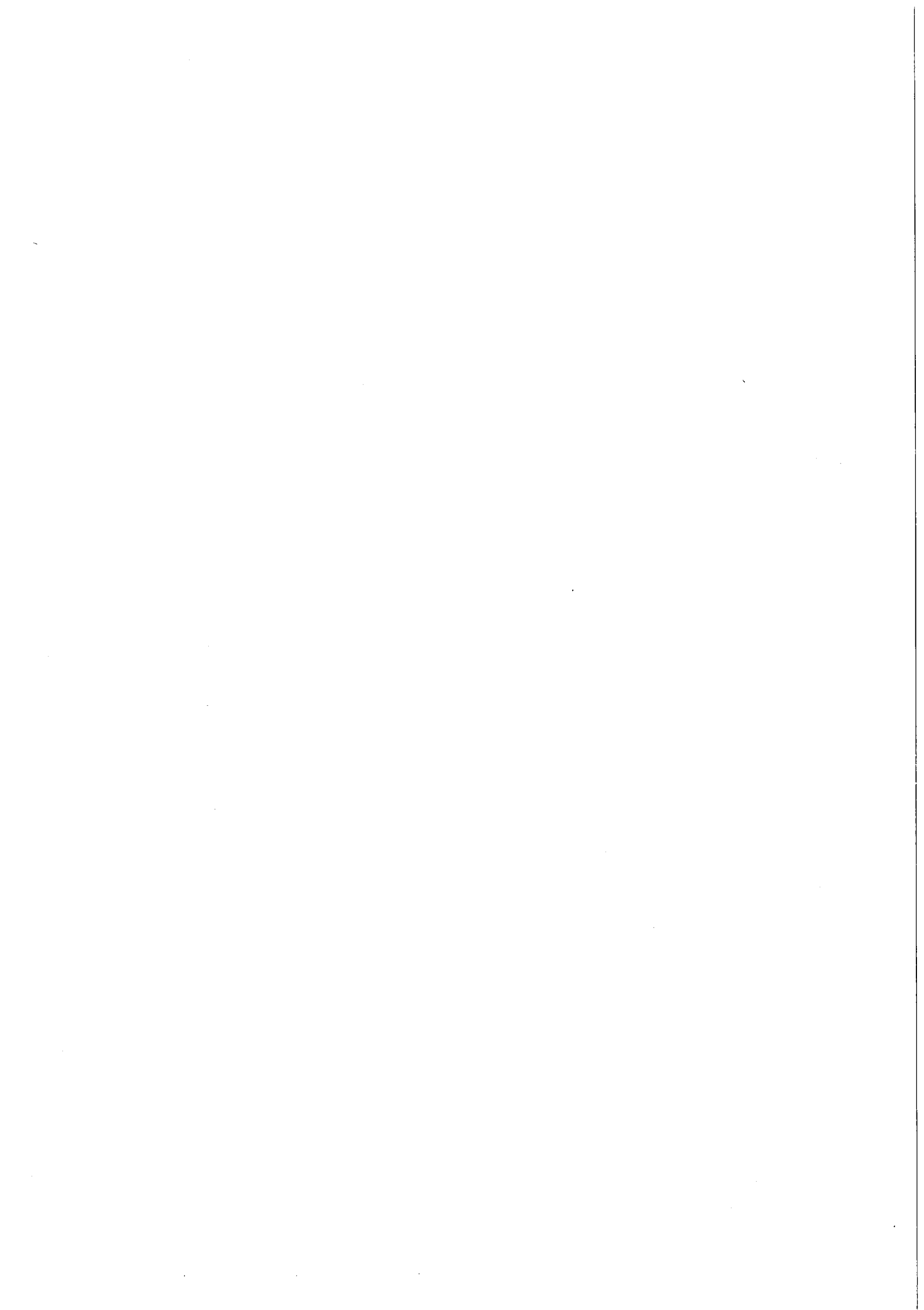
# Minutes

Council Meeting held Thursday 28 November 2013

## CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 58 were confirmed by Council on 23 January 2014 as a true and accurate record.

.....  
Tony Dean  
SHIRE PRESIDENT



# Minutes

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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson declared the meeting open at 16.15 hours.

**ATTENDANCE:**

Councillors; Dean, Dobbin, Gilbert, Longmore, Lorkiewicz, Mellema, Slater and Steer

Vic Smith - Acting Chief Executive Officer

Chris Wade – Manager Infrastructure

Steve Thompson – Consultant Planner

**VISITORS: 8**

**APOLOGIES: None**

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

None.

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Mr A Mailes

Q13. Are you allowed to put a tip on your property?

A13. A person shall not deposit rubbish or refuse on any land other than a "refuse disposal site"

To obtain permission to operate a "refuse disposal site" you will have to contact the Department of Environmental Regulation (SW Branch). "Refuse Disposal Sites" are governed under Part V of the Environmental Protection Act 1986.

In addition, the application will be subject to the Shire of Nannup Planning Local laws and Division 2 - Disposal of refuse of the Health Local Laws.

**4. PUBLIC QUESTION TIME**

Ms P Fraser

Q1. Thank you for running the Argentine ant workshop, why didn't many people attend?

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Shire President responded;

A1. It was advertised on boards and in the Telegraph, unfortunately you can't make people attend.

Q2. Why did the Shire President not state correctly in a radio interview when he knew about the Nannup Timber Mill workers were being retrenched before it was made public? What has the Shire done in response to the announcement?

Shire President responded;

A2. That he knew 1 week before it was made public.

Shire President then gave an outline of the work done by Council to date in providing assistance the affected workers.

Ms R Stallard

Q3. What progress has been done regarding Gussie's Mill reserve?

Manager Infrastructure responded;

A3. The Community Development Officer is currently sourcing a suitable grant and the guidelines of that grant will determine the direction of the works that can be done.

Q4. Do Shire's townsite boundary and Main Road's townsite boundary differ? If yes, why do they differ?

A4. This question was taken on notice.

Q5. In regard to the old Post Office site in Warren Road, will this be replaced in a similar style?

A5. Yes, it will need to comply with the Main Street guidelines and other planning policies.

Ms J Laughton

Q6. In reference to item 12.2, recommendation 7 '*Approval is given once the Memorandum of Understanding is signed and returned*', why is this condition relevant?

Manager Corporate Services responded;

A6. There are legal implications with you leasing the building and lodging the application.

Q7. Does Council have a street cleaner?

Manager Infrastructure responded;

A7. We use a contractor twice a year.

Q8. Does the Shire clean the pavements and how often is it done?

Manager Infrastructure responded;

A8. There is no regular cleaning scheduled for pavements, which is done by the gardeners and shop owners.

Ms P Twiss

Q9. Are there any properties that do not pay rates?

Manager Corporate Services responded;

A9. Only properties for legal reasons, etc school, churches, etc.

Mr L Gilchrist

Q10. Am I entitled to a refund for the Council nomination?

A10. This question was taken on notice.

#### **5. APPLICATIONS FOR LEAVE OF ABSENCE**

None.

#### **6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

#### **7. DECLARATIONS OF INTEREST**

There were 2 declarations of Interest presented during the meeting.

There were 2 declarations of Interest presented during the meeting.

1. Cr Dobbin. Item 12.7 financial.
2. Cr Longmore Item 12.7 impartiality.

#### **8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

##### **9044 STEER/SLATER**

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 24 October 2013 be confirmed as a true and correct record.

**CARRIED 8/0**

#### **9. MINUTES OF COUNCIL COMMITTEES**

The minutes of the following Committees of Council are attached for acceptance.

Bush Fire Advisory Committee

**9045 MELLEMA/LONGMORE**

The Bush Fire Advisory Committee minutes be accepted.

**CARRIED 8/0**

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

None.

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

Argentine ant workshop  
Food and Wine Tourism Strategy meeting  
South West Local Government Emergency Management Alliance meeting  
Community shed cheque presentation by Minister Redman



# BUSHFIRE ADVISORY COMMITTEE MINUTES

## 1.0 DECLARATIONS – Nil

## 2.0 ATTENDANCE

Rob Bootsma	(Nannup CESO)
Don Boothey	(DPaW Blackwood)
Mark Scott	(Balingup Rd FCO)
Malcolm Cole	(Carlotta FCO)
Rod Simmonds	(DPaW Warren)
Jeff Bennett	(DPaW Donnelly)
David Vines	(Scott River FCO)
John Gaunt	(Peerabeelup FCO)
John Patman	(Chief BFCO)
Andrew Wright	(A/DO DFES LSW)

## APOLOGIES

Chris Wade	(Deputy CBFCO/Infrastructure Manager)
Robin Mellema	(Deputy CBFCO)
Vic Lorkiewicz	(East Nannup FCO)

## 3.0 QUESTION TIME FROM THE PUBLIC – Nil

## 4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Bushfire Advisory Committee Minutes: 1<sup>st</sup> July 2013, Attached

Accepted – Mark Scott

Seconded – Malcolm Cole

## 5.0 MATTERS ARISING FROM PREVIOUS MINUTES

- 5.1 External Mobile Antenna at the Darradup Fire Shed – The meeting discussed further enquiries with improving the mobile reception with Telstra – Mr Boyd Brown to be contacted **(RB)**
- 5.2 Staging Area/Control Point/Scribes – Individuals are available and have not been utilised to date, Rob to find out who has been approached **(RB)**
- 5.3 Fire Break Inspector – Will probably be employed to carry out inspections this fire season but will ask Chris Wade **(RB)**
- 5.4 Carlotta Fire Shed – See general Business
- 5.5 Fire Appliance Drivers License Numbers – contact each brigade Captain **(RB)**
- 5.6 ESL finances to be completed for final summary **(RB)**

## 6.0 REPORTS

- 6.1 Chief BFCO reported, waiting for the season to stop raining so that brigades can start their prescribed burns. Too wet to attempt any burning. ABC forms are required for a brigade to carry out any burns using shire fire appliances. It also covers for insurances, equipment, individuals and liability.
- 6.2 Deputy Chief's BFCO – Nil
- 6.3 Shire FCO – Nil
- 6.4 CESO/Training Coordinator – Reports attached
- 6.5 Shire EO – Nil

6.6 Brigades FCO

Carlotta FCO – Brigade meeting still no electrical power connection WPC to be contacted  
More painting is required to complete internal painting

Other Brigade FCO's – Nothing to report from the Winter season

6.7 DFES – Andy introduced himself to the meeting as the A/DO LSW. Andy distributed the new Incident Reporting Forms (Triplicate) explaining the process to filling them out. Also mentioned that the CESO will enter them onto FIRS (Fire Incident Reporting System) with DFES once he receives them.

6.8 VFRS – Nil

6.9 BFR Facilitator – Nil

6.10 DPaW – report attached  
Jeff Bennett(Donnely District) – Mentioned that DPaW will be hosting open days for the public and interested individuals; 14/10/2013 Manjimup, 15/10/2013 Bridgetown, 16/10/2013 Northcliffe & 17/10/2013 Pemberton.

Don Boothey(Blackwood District) – Report attached

Rod Simmonds(Warren District) – Presented a power point presentation

6.11 SES – Nil

**7.0 GENERAL BUSINESS**

- Discussions regarding Terese leaving the shire to retire in Albany.
- General discussions amongst meeting members regarding upcoming fire season.
- Talked about the Ground Controller practical sessions with regards to staff and equipment availability and weather conditions.

**8.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED – Nil**

**9.0 CLOSURE OF MEETING – 21:35 hrs**

Next Meeting shall be 2<sup>nd</sup> December 2013 at 19:30 at Shire Office

**Shire of Nannup**

**7<sup>th</sup> October 2013**

**Bush Fire Advisory Committee – Report ,**

**Rob Bootsma – Community Emergency Services Officer**

Firstly, most of you have been informed that I have replaced Terese as the Community Emergency Services Officer. Prior to the new contract it was the Community Emergency Services Manager. DFES does not have managers anymore in their structure. So the new contract was reworded to reflect DFES's structure.

I have met with some of you in my travels with Chris Wade and John Patman. I want to be able to help you in any way possible to improve your brigades function and retention of members by providing a good work place for you to operate from. Some brigade sheds require improvements to enable this to happen. I would like to meet with your executive committee members, possibly at a brigade meeting and discuss any issues you may have.

A brief summary of who I am. I was the Chief Bush Fire Control Officer in Augusta-Margaret River, I live in Rosa Brook and it takes me between 36-40 minutes to drive to Nannup, depends if I have to detour around Mowen Road roadworks. I am a volunteer for Bush Fire Service and also a Volunteer Fire and Rescue Service member. I have experience as an Incident Controller, Operations Officer, Sector Commander, Public Information Officer and Volunteer Liaison Officer roles. Recently Augusta-Margaret River received funding for additional appliances during the ministerial announcement of the Capes Region. I have worked closely with volunteers, Local Government, DFES, DPaW and other government groups and higher level enquiries resolving issues relating to better preparing communities and volunteer fire fighters.

As you are aware, Nannup is surrounded by State Forest and all fire fighters regardless of agency need to work together to protect our communities we live, work and have our families. Fire fighters have an extensive knowledge with their communities and also understanding the weather and fire activity in their areas. I will advocate for local knowledge input when it comes to emergencies in communities to government bodies at all levels. My experience is that local knowledge has not been a priority at major fire incidents. This has been relayed to DFES as the Hazard Management Agency (HMA) who has ultimate control of all fires in the state. Measures have been put in place to allow local knowledge to be recognized.

I am here to support you and not take control or interfere at fire incidents unless asked to do so. Most fire fighters don't want to be burdened with the reporting function of fires to the various government departments and therefore I can assist with that process to help you if you require it. We are now accountable for our actions and therefore documentation is part of that process.

This report is basically an introduction of who I am and what I stand for. I look forward to working with you. I am a phone call away if you want to discuss any issues or we can meet somewhere at your choosing

**7<sup>th</sup> October 2013**

**Shire of Nannup**

**7<sup>th</sup> October 2013**

## **Bush Fire Advisory Committee – Report**

### **Rob Bootsma – Training Coordinator**

Training has been on hold since Terese became unwell. I have been liaising with DFES LSW Manjimup Office for next year's training calendar. Between the other shires and city the Training Coordinators have elected to carry out scheduled shire/city training for new members throughout the year. Depending on numbers and location, there will be training available all year round within our region.

There is a pathway for interested volunteer fire fighters if they wish to seek further competencies with fire fighting or deciding on a career with the industry. If any of you want more information you can get information on the DFES website or contact me and I can access it for you. Previously this information was not available on the website. This is a new initiative and the Western Australian Fire and Emergency Services Academy (WAFESA), it was formally called FESA Training Centre Forestfield, has developed this software. The pathway is in the early stages but developing all the time. There were Training Workshops from all agencies within DFES that provided input with the project; I was invited as a participant in the workshops.

Regarding training, I am a DFES Trainer/Assessor and can present; Introduction to Fire Fighting, Bushfire Fire Fighting, Crew Leader, DFES Driving Instructor for On and Off Road. I am currently scheduled for WAERN Advanced training looking to get my TRK. While I was the Chief Bush Fire Control Officer, together with the Deputy Chief Bush Fire Control Officer in Augusta-Margaret River and brigade Training Officers got together to develop a Training Manual to assist the Training Officer and the brigade members. This manual is not complete as I speak but key areas of training were identified. Once the Training Manual is complete this would provide a standard for training competencies and give some training ideas and competencies. The basic training course over two days provides limited practical exercises and experience; therefore the brigades are left to provide that. Brigades vary with the delivery and therefore the Training Manual concept was created to fill that need. If Nannup Brigades would like a copy to look at I will organize it for you.

There are courses available and at the moment and the Ground Controller course looks like it may be cancelled due to low numbers. I indicated that the shire of Nannup has no trained Ground Controllers. I am qualified as a Ground Controller but as a backup. I would like to see at least four individuals nominate for the course. The Ground Controller course is the theory component and DPaW when funds, aircraft and personnel are available provide the practical experience. Fire Bombers and Air Attack are used to combat fires extensively and are deployed more frequently as an effective suppression method. The Margaret River Fire as an example, fixed and rotary wing

bombers were used very effectively to the tune of 250,000 litres and 400,000 litres respectively. Without their involvement there may have been a lot more devastation.

**From:** Boothey, Don  
**Sent:** Monday, 7 October 2013 4:17 PM  
**To:** Boothey, Don  
**Subject:**

Completed a massive amount of pre-season training:

- Map reading
- Radios
- Burn over drills
- Attendance at Bush Fires
- Safety at fires refresher
- Spot weather forecasts
- Defensive structural firefighting
- Fire appliance operations

Department is looking at improvements to fire trucks:

- Radiant heat shielding curtains
- Review and redesign blanket storage systems in trucks
- Remove fire prone insulation from inside trucks
- Install heat shielding on wiring and remove plastics from trucks

New employees are about to have interviews this week and will start by end of month. Should have around 50 AWU Employees on deck this season.

Started a burn on the sand country at Yelverton last week. Still wet but burnt reasonable well. Moisture being sucked up by sand and leaf litter drying quickly.

Styles tower up again with 2 water bombers out of BY and 2 Bell Helli Tax out of BSN. These will replace the larger one from the last couple of years.

We will work hard to get the Barrabup Burn off this year as it adds protection to town on bad days with NW Winds.

## **Don Boothey**

*District Fire Coordinator  
Department of Parks and Wildlife  
Blackwood District  
Kirup  
Ph: 97316232  
Fax: 97316366  
Mob: 0429641141  
E-mail: [Don.Boothey@dpaw.wa.gov.au](mailto:Don.Boothey@dpaw.wa.gov.au)*

## 12. REPORTS OF OFFICERS

AGENDA NUMBER:	12.1
SUBJECT:	Local Planning Policy No. 13 – Car Parking and Vehicular Access: Submitted for final adoption
LOCATION/ADDRESS:	Applies throughout the municipality
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 9
AUTHOR:	Steve Thompson, Consultant Planner
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995)
DATE OF REPORT:	8 November 2013

- Attachments: 1. *Local Planning Policy No. 13 Car Parking and Vehicular Access* – recommend final adopted version
2. Submission
3. Current Local Planning Policy No. 3 (LPP 003) Installation of Standard Crossover and Local Planning Policy No. 13 (LPP 013) Car Parking

### BACKGROUND:

This report sets out the public consultation outcomes and seeks Council's final adoption of *Local Planning Policy No. 13 - Car Parking and Vehicular Access*. The recommended adopted version of the policy is set out in Attachment 1 which incorporates minor amendments from the version that was publicly advertised. Recommended amendments are outlined in "highlight" or "strikeout".

The Council at its meeting on 22 August 2013 resolved:

"That Council:

1. Support the public release of draft *Local Planning Policy 13 – Car Parking and Vehicular Access* outlined in Attachment 2 and require the draft policy to be publicly advertised in accordance with the requirements set out in the *Shire of Nannup Local Planning Scheme No. 3* with an increased advertising period of six weeks.
2. Will reconsider draft *Local Planning Policy 13 – Car Parking and Vehicular Access* following the close of the public submission period and will determine whether or not to adopt the policy with or without modification.
3. Adopt the technical details of current Policy LPP 003 as a Works Policy, with details relating to crossover subsidies modified to confirm that:

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- applicants/landowners who received planning approval incorporating a condition relating to constructing or upgrading a crossover are not eligible for a subsidy; and
- subdividers are not eligible for a subsidy for freehold (green title) or strata title lots.

4. Adopt the Council's *Disability Access and Inclusion Plan* as an Administration Policy when updated."

In accordance with the Council resolution, the Shire administration consulted extensively for a 6 week period by:

- writing to and inviting comments from relevant stakeholders and government agencies;
- placing public notices in local papers on multiple occasions;
- placing details on the Shire website; and
- having information available at the Shire office.

The Shire received one submission, which raised no objection and requested a minor modification to the draft policy. This submission is outlined in Attachment 2.

By way of background, the Council does not have a comprehensive Local Planning Policy relating to car parking and access. Council's current policies relating to crossovers and car parking are set out in Attachment 3.

Current LPP 003 provides useful technical details on crossover construction standards which are supported, however there is no guidance as to what standard to apply for new subdivision or development applications. It is suggested that the crossover construction standards are more appropriate as a Works Policy rather than as a Local Planning Policy.

As outlined in section 14 of the *Car Parking and Vehicular Access Policy* (Attachment 1), some modifications compared to current LPP 003 are suggested as to limitations on the crossover subsidy. This includes clarifying that applicants/landowners who received planning approval incorporating a condition requiring the construction or upgrading of a crossover are not eligible for a subsidy and subdividers are not eligible for a subsidy.

Current LPP 013 is essentially the Council's *Disability Access and Inclusion Plan* and it provides limited guidance in assessing subdivision or development applications. In effect, the Council does not have a planning policy on car parking. The *Disability Access and Inclusion Plan* is not a Local Planning Policy and it is suggested this is more appropriate as an Administration Policy.

The provision of onsite car parking, for the use of the owners/operators, workers, customers and visitors to each lot, is a basic planning requirement to ensure public

convenience, traffic management and the general amenity of an area. The *Shire of Nannup Local Planning Scheme No. 3 (LPS3)* accordingly sets out the specific parking requirements for a range of development uses.

In the past, the standard of car parking and access for various developments (especially commercial and industrial developments) have on occasions created dust, drainage and safety impacts. In some cases, the standard of unsealed car parking does not enhance an area's amenity. For instance, the standard of car parking could be counter-productive to enhancing areas such as the town centre.

**COMMENT:**

Overview

It is suggested that Council is now in a position to finally adopt *Local Planning Policy No. 13 - Car Parking and Vehicular Access* where it is recommended that Council adopts the version as set out in Attachment 1 which is slightly amended from the advertised version. It is suggested these changes assist to provide increased clarity.

Considering the extensive consultation that occurred on the draft policy, which resulted in one submission, it can only be assumed that there is overall acceptance of the policy.

An adopted policy will assist the Council in determining planning applications and in providing its recommendations to the Western Australian Planning Commission on subdivision applications.

Summary of Policy

The policy:

- outlines where sealed car parking areas are required and where unsealed car parking is appropriate;
- sets a standard of sealed crossovers from sealed roads for new development and for subdivision applications;
- requires car parking areas and vehicular access to be properly constructed and drained;
- provides guidance on the location and design of car parking, vehicular access, loading and unloading bays, special purpose bays and crossovers;
- provides guidance in relation to cash-in-lieu payments and reciprocal parking;
- requires proponents to appropriately justify applications where development standards are requested to be varied;
- outlines where new subdivision roads and battleaxe access legs are to be sealed and where unsealed roads/access is appropriate; and



- highlights that the Policy is not intended to be retrospectively applied to provide upgraded car parking or access standards to service existing development.

#### Key issues

Key issues associated with the policy include what zones or types of development does the Council want to see sealed car parking, access ways and battleaxe access legs and where should sealed crossovers be required? The advertised and recommended adopted policy sets out that sealed car parking areas are generally in the Town Centre, Mixed Use, Residential and the Future Development zones and for the Special Use Zone (within and adjoining the Nannup town site). Sealed parking is required in the front setback area of the Industry zone (generally for use by customers/visitors). Sealed car parking is not a requirement in rural areas and in the Special Residential or Special Rural Zone. The policy supports sealed crossovers off sealed roads regardless of the zone.

#### Developer's Responsibility

The provision of car parking is a necessary one given the traffic that each new and/or expanded development generates and the expectation of patrons that parking will be available to them at the places they attend. It is suggested that the responsibility to provide parking for the on-going needs of business and other activities should be the responsibility of those generating the demand (the developer) and should not fall to Council. If car parking is not provided by the developer, the responsibility and cost to provide the car parking is shifted to the Shire ratepayer through the need to provide and maintain more public car parking.

#### Town Centre Parking

In preparing the policy, consideration has been given that in planning for moderate population growth and increasing levels of business activity in the town centre, there will in time be increased demand for street parking and parking spaces in public car parks. It is suggested that the responsibility to provide parking for the on-going needs of business and other activities in the town centre should generally be the responsibility of those generating the demand and should not generally fall to the Council. It is accepted that there may be a need for the Council to provide public parking facilities, from time to time, which are over and above funds received from cash-in-lieu payments from developers.

It is a principle of this policy, that each new building/development will provide parking at the rate specified in LPS3 unless, in very exceptional cases, the Council is satisfied that there are mitigating circumstances that justify an exemption in part or in whole.

To assist in encouraging appropriate new development in the town centre, consideration should be given to reviewing the car parking standards in LPS3. It is proposed that this be reviewed through a proposed amendment to LPS3 in 2014.

*The Cost of Providing Parking*

The cost of providing car parking has and will be questioned. Reasons include that the viability of businesses in the municipality may not be as great as elsewhere and, therefore, there is limited capacity to carry overheads such as parking areas, especially if they are required to be sealed and drained.

There are sound practical reasons for requiring a high standard of surfacing to parking areas, not the least of which is their attractiveness to potential users. Parking areas where lower order surfaces deteriorate and become uneven, potholed or muddy will be less likely to be used. This in turn impacts on the appearance of the area and can, in time, have implications on whether people choose to invest, shop or visit in the area.

Gravel surfaces, for example, are prone to deterioration with the prospect that gravel or mud is carried onto roads as vehicles leave the respective sites and can create hazards.

*Parking and Crossovers in Industrial Areas*

The policy seeks a balanced approach to car parking in industrial areas. In particular, the policy seeks to progressively improve the appearance of industrial areas versus sealing large car parking areas. In this regard, the policy sets out that exemptions can be made to the requirement for a fully sealed surface over all areas likely to be used for traffic movement and parking on Industry zoned land. A need is still seen, however, for parking areas to be sealed (in the front setback area) and drained together with the driveways and access crossovers linking parking areas to the street. This would only apply to new built development (and not a change of use) and it would not be applied retrospectively. For minor additions and minor new development, the Shire would seek a balanced outcome for upgrading car parking and access related to the scale of the development.

*Rescinding existing Local Planning Policies LPP 003 and LPP 013*

It is recommended that current Local Planning Policies LPP 003 and LPP 013 be rescinded given they are now superfluous.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005* and LPS3. Section 2.4 of LPS3 provides the ability to prepare, amend or rescind a Local Planning Policy.

**POLICY IMPLICATIONS:**

Local Planning Policies are non-statutory documents which provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by

the policy but is required to have regard to the policy it determine planning applications.

**FINANCIAL IMPLICATIONS:**

The provision of car parking is an impost upon new developments but nevertheless is considered a necessary one. This is because the traffic that each development generates and the expectation of patrons of various facilities that parking will be available to them at the places they attend. If the car parking is not provided by the development, the responsibility and cost to provide the car parking is shifted to the ratepayer through the need to provide and maintain more public car parking (particularly relevant for the town centre).

The provision of sealed crossovers is also an impost upon new developments.

There were budgeted costs to the Shire in advertising the draft policy.

**STRATEGIC IMPLICATIONS:**

The policy, if adopted, will assist:

- the decision-making of the Council and the Shire administration;
- to inform applicants/landowners of Council requirements; and
- to raise community and stakeholder awareness.

**RECOMMENDATION:**

That Council:

1. Adopt *Local Planning Policy No. 13 – Car Parking and Vehicular Access* as set out in Attachment 1.
2. Advise Main Roads Western Australia of the above and thank them for their input into the process.
3. Rescind *Local Planning Policy No. 3 Installation of Standard Crossover (LPP 003)* and include the technical specifications from this policy in Policy WRK7 and rescind *Local Planning Policy No. 13 Car Parking (LPP 013)*.
4. Advise the Western Australian Planning Commission of the above.

**9046 GILBERT/DOBBIN**

That Council:

1. Adopt *Local Planning Policy No. 13 – Car Parking and Vehicular Access* as set out in Attachment 1.
2. Advise Main Roads Western Australia of the above and thank them for their input into the process.
3. Rescind Local Planning Policy No. 3 Installation of Standard Crossover (LPP 003) and include the technical specifications from this policy in Policy WRK7 and rescind Local Planning Policy No. 13 Car Parking (LPP 013).
4. Advise the Western Australian Planning Commission of the above.

**CARRIED 5/3**

Voting for the motion:

Dean, Dobbin, Lorkiewicz, Longmore and Steer.

Voting against the motion:

Gilbert, Mellema and Slater.

## SHIRE OF NANNUP

Policy Number:	LPP 013
Policy Type:	Local Planning Policy
Policy Name:	Car Parking and Vehicular Access
Policy Owner:	Chief Executive Officer

**OBJECTIVES**

The objectives of this Policy are to:

1. complement the car parking and vehicular access provisions of the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)*;
2. establish guidelines that will achieve the construction of well-designed car parking areas including providing appropriate access, circulation and manoeuvrability conditions, providing an appropriate number and adequate size of car parking bays to meet the needs of new development, and ensuring vehicular and pedestrian safety;
3. set out the requirements and standards for the development of vehicle parking areas associated with developments and land uses;
4. set out design and general construction standards for car parking spaces and manoeuvring aisles appropriate to differing situations;
5. provide for the management and convenience of vehicle parking for all developments and land uses at a scale and to a standard consistent with the amenity of a progressive town and district;
6. clarify when sealed crossovers are required for new subdivision and development;
7. improve the level of amenity and visual appearance of residential, commercial, industrial and other areas of the municipality through site development requirements;
8. outline the opportunities and limitations for variations to car parking and access requirements; and
9. set out the circumstances where landscaping for parking areas will be a requirement of planning approval.

**DEFINITIONS**

In this Policy, the following definitions apply:

"Agriculture zone" – includes the Agriculture, Agricultural Priority 1 – Scott Coastal Plain, Agriculture Priority 2, Cluster Farming and Coastal Landscape zones.

"AS 2890 - Australian Standard AS/NZS 2890.1.2004 – Parking Facilities – Part 1 – Off Street Car Parking published by Standards Australia in 2004 and reissued incorporating Amendment No 1 in August 2005 (and any associated updates).

"Car Parking" - the provision of off-street parking spaces for cars in accordance with LPS3 and this Policy.

"Crossover" - a constructed traffic way connecting a public road to the private property boundary that connects with the internal site circulation driveway, parking manoeuvring aisle or domestic driveway and which may carry one or two-way traffic.

"Gross Floor Area" – in relation to a building means the aggregate of the total floor area of each level of the building including the thickness of external walls but excluding the space set aside for car parking or access thereto.

"Kerbed" - parking areas or spaces around which a barrier kerb is constructed to provide support for the surface of the car park and/or to separate parking areas from footpaths, landscaped areas or other spaces not designed to carry vehicles.

"Lined Out" - the marking out of each car parking space by painted lines and/or contrasting paving inserts or other means to identify each bay or the corners thereof to guide users as to manner in which the car park is intended to be used and to show the limits of each bay. The term also applies to the provision of directional arrows on the sealed surface denoting the direction of traffic movement within the car park.

"Manoeuvring Aisle" - the area at the rear of each car parking space used to manoeuvre vehicles into and out of such spaces all of which combined comprise an access driveway providing access to the individual bays.

"Off-Site Parking" - the provision of car parking accommodation on a different lot to that on which the new development that gives rise to the need for the parking accommodation is to occur.

"R Codes" - the *Residential Design Codes* adopted by the Western Australian Planning Commission including any updates.

"Reciprocal parking" - where parking facilities serve separate uses or a mixed use development and the parking demand generated by the various uses do not coincide.

"Sealed" - the use of impenetrable surfaces such as sprayed bitumen (two coat seal), bituminous concrete (hot-mix or asphalt), insitu concrete, paving bricks or blocks, or pea gravel seal on a compacted gravel base.

### **Application of the Policy**

This Policy applies throughout the municipality and will be applied to Planning Applications and Subdivision Applications.

This Policy applies to all developments including new development, alterations or extensions to existing development, new site uses, additional uses, extension of uses or change of uses as considered appropriate by Council.

### **Links to Local Planning Scheme and other documents**

This Policy relates to various requirements set out in LPS3, Council's Local Planning Strategy, the R Codes and relevant Australian Standards.

The provision of onsite parking is a requirement of LPS3 for new development and for various changes in land use (especially if the proposed use is expected to increase the demand for car parking spaces and/or lead to increased traffic impacts). The number of car parking spaces to be provided in relation to a range of different land use types is set out in ~~the~~ Schedule 11 of LPS3.

## **POLICY**

### **1. General**

No development shall be occupied or a use commenced on a lot unless and until the on-site vehicle parking areas, associated access driveways and the crossover/s, as set out in the Planning Approval, have been constructed and completed, and the parking bays clearly defined or marked out to the specification and satisfaction of the Council. The Council will support performance bonds to assist in enabling earlier occupation for the development and/or use.

There is a presumption in this Policy in favour of parking areas and crossovers being sealed and suitably drained. Unless otherwise set out in this Policy or approved by the Council, car parking spaces, vehicular manoeuvring areas and access ways are to be sealed for new development within the Nannup townsite and in urban zones e.g. the Town Centre, Mixed Use, Industry, Residential and Future Development zones and for the Special Use Zone (within and adjoining the Nannup townsite).

There is a presumption in this Policy for crossovers to be sealed onto sealed roads.

Except for a single house and certain group dwelling proposals, all car parking spaces should be designed ~~such that~~ vehicles can enter and leave the site in a forward direction. Additionally, car parking should be designed so that both ingress and egress from each space can be achieved in one movement.

Tandem car parking is not supported for commercial or industrial development. Although generally discouraged, Council may permit tandem parking in some forms of residential development.

An existing building extended, with or without a change of land use, may be required to comply, wholly or partly, with the provisions of this Policy. The Council shall determine the extent of car parking required in each case, having regard to the degree of extensions and the nature of the altered land use.

Where redevelopment of an existing approved building is proposed, then the gross floor area of the existing building will be deleted from the gross floor area of the new building for determining additional car parking requirements (i.e. provided that existing parking bay numbers are retained, additional parking is only required for new floor space established). This provision is therefore not intended as a control or means to achieve retrospective provision of car parking to service an existing development, provided the land use remains the same (there is no intensification of car parking and traffic).

An applicant shall have regard, as appropriate, for the on-site provision of parking for owners/operators, staff, customers, people with disabilities, in addition to loading spaces and special purpose bays.

The Council may through issuing planning approvals or making recommendations on subdivision applications, require applicants to provide reciprocal rights of access to facilitate parking and access arrangements with adjoining owners.

Where a Planning Application proposes access to a road under the control of Main Roads Western Australia (which means the State Government's lead agency that is responsible for managing highways and the primary road network should it be renamed), the location and standard of access are to be to the satisfaction of the Council and Main Roads Western Australia.

## 2. Location and Availability

In most situations, car parking will be provided on-site. On-site car parking shall be situated in locations readily accessible to staff, clients, residents and visitors, as the case may be to the satisfaction of the Council.

The number of on-site car parking spaces required to be provided for a particular use is set out in Schedule 11 of LPS3 or in the R Codes. The Council reserves the right to define a car parking requirement for uses not detailed according to the merits of the particular development proposed.

Unless otherwise set out in LPS3, premises and/or proposals with more than one use will be determined on the basis of floor area for the use.

Unless otherwise set out in LPS3, the car parking standard to be applied by the Council is gross floor area.

## 3. Residential Development

The R Codes, adopted into LPS3, specify parking and access requirements for residential development together with the requirement to provide landscaping for parking areas where the number of parking bays is 6 or more. Council will require compliance with those standards.

The R Codes stipulate that provision be made on-site for vehicles to be able to leave a residential site without reversing onto the street where the driveway serves five or more dwellings.

In the Residential Zone and in areas classified as "Residential" in a Special Use Zone, all resident car parking areas should be located behind the building line. Visitor car parking will be considered in front of the building line, but only where suitable landscaping will screen the car parking and there will be no adverse effects on streetscape or traffic movement.

All parking for residential development, whether free-standing or as a component of retail/commercial development, shall be provided on-site.

## 4. Non-Residential Development

LPS3 sets out the provision to be made for parking for various non-residential land uses. Except as otherwise provided in LPS3 and this Policy, the Council will expect compliance with these standards.

In the Town Centre and Mixed Use Zones, except for resident car spaces and staff car spaces expressly agreed to by the Council, all car parking areas must be freely available to the general



public. Closure of car parks, at certain times, for reasons of security or other agreed reasons may be approved by the Council.

In the Nannup town centre, preference is given to creating a continuous commercial facade fronting the street (usually with a nil/zero setback from the front property boundary) making the use of the rear part of the site, behind the building, suitable for parking. Where rear service lanes are available, this arrangement is particularly convenient. Unless constrained by existing development, the Council expects that car parking will be located at the rear of commercial lots where a lot adjoins a service lane.

In the Town Centre and Mixed Use Zones, the Council will require the loading and unloading areas ~~to be designed~~ to be designed to ensure that loading/unloading occurs on-site (not on the street) and vehicles are able to exit and re-enter the street both in a forward gear.

In the Industry Zone, where front setbacks are normally applied, parking areas combined with site landscaping can be provided close to the street for the convenience of visitors, customers and employees.

In the cases of uses not included in Schedule 11 of LPS3 or where requested by the applicant, the Council will determine the number of parking spaces to be provided in each case having regard to:

- the nature of the proposed use;
- the number of employers and employees likely to be employed or engaged with the proposed use of the land;
- the likely demand for visitor parking;
- the orderly, proper and sustainable planning of the area in which the development is to occur;
- the times of peak usage and opportunities to share parking; and
- any other matter considered relevant by the Council.

#### 5. Loading and Unloading Spaces

In addition to the provision of car parking spaces, the Council may also require loading and unloading to be provided on the subject land, where goods need to be despatched from or delivered to the premises by truck. The Council may require the provision of these spaces to be marked exclusively for the use of delivery and services vehicles.

Loading bays ~~must~~ be situated such that commercial vehicles can be positioned wholly within the bay when loading and that loading activities can occur without undue disruption to, or access to, other car parking spaces.

Parking dimensions for trucks and buses should be determined by using the swept path templates as appropriate.

The minimum dimensions to be provided for a sealed loading and unloading area ~~shall~~ be ~~not less than~~ 7 metres long and 3.5 metres wide ~~and~~ with a minimum height clearance of 3.5 metres. Depending on the anticipated length of heavy haulage vehicles, the dimensions may need to be greater to ensure usability.

## 6. Special Purpose Bays

In addition to the provision of car parking spaces, the Council may where relevant require the provision of:

- areas for parking of vehicles for people with disabilities;
- parking bays marked exclusively for the use of motor cycles, delivery and services vehicles, taxis, buses, coaches, courier services and for other relevant forms of motorised transport; and
- bicycle racks to promote sustainable transport.

All disabled parking bays are to be designed and constructed in accordance with *AS2890.1 – 1993 Carparking – Appendix C – Guidelines for the Provision of Parking Spaces for People with Disabilities* (or any updates).

The Council will determine the number of special purpose bays to be allocated for vehicles listed above and bicycles racks depending on the nature of the development.

## 7. Off-Site Parking

Where parking cannot be provided on the lot the subject of the Planning Application, but where an opportunity exists to provide the required parking on adjoining or nearby land, the Council will consider whether or not to approve such an arrangement.

The prerequisite to any such arrangement is that the proponent of the development that gives rise to the need to provide parking:

- has control over the land (which is not the subject of the Planning Application);
- can set in place legally binding provisions that will ensure that the land will continue to be available for parking while the development operates and/or in perpetuity; and
- will enter into a legal agreement with the Shire to maintain the land for parking purposes and not to sell, lease or otherwise dispose of the land unless other equivalent provision is made elsewhere to the satisfaction of the Council.

The Council may be prepared to accept car parking on adjoining or nearby land in the same ownership, provided that the adjoining or nearby land is:

- appropriately zoned; and
- amalgamated with lands the subject of the proposed development; or
- subject of appropriate title restrictions to ensure its continued availability for the car parking use.

Specific Council approval is required for any such arrangement. Applicants are required to provide relevant information for planning approval under LPS3 setting out the full details of the way in which the above requirements will be met. The costs of preparing and adopting legal agreements under this provision will be borne by the applicant.

## 8. Cash-in-lieu of Car Parking

Clause 5.5 of LPS3 sets out the method of calculation of cash-in-lieu payments for car parking and vehicular manoeuvring. In summary, the payments relate to what it would have cost in terms of the land value along with sealing and draining the car parking spaces and vehicular manoeuvring areas.

The Council may accept a cash-in-lieu payment, in lieu of the provision of that required number of parking spaces and vehicular manoeuvring within any zone. Realistically, it is only expected that a cash-in-lieu payment would apply in the Town Centre Zone or the Mixed Use Zone. The Council will consider cash-in-lieu of parking spaces on the lot as set in clause 5.5 of LPS3. Additionally, the applicant should demonstrate to the satisfaction of the Council that:

- the minimum vehicle parking requirements cannot reasonably be provided on the site, or
- in the interests of the town centre development, it would be better served by providing a portion or all of the vehicle parking requirement off site; and
- the surrounding parking facilities can accommodate the parking demand generated by the development to the satisfaction of the Council. This may require the preparation of a traffic/car parking management study by a suitably qualified professional.

Should the Council accept a cash-in-lieu payment, the following applies:

- the payment is not less than the estimated cost of constructing (sealing) and draining the car parking spaces and vehicle manoeuvring areas required by LPS3, R Codes or as determined by Council, plus the value of the land which would have been occupied by the area required for parking and vehicular manoeuvring areas. Land values are determined through valuations provide by Landgate or by a licensed valuer at the developer's cost;
- the Council having purchased land for a car park, or having provided a public car park in close proximity, or have a firm commitment to do so; and
- payments made under this clause being paid into a special fund to be used for the provision of public car parking facilities and the Council using these funds to provide public car parks, including on-street and off-street, in the vicinity of the land in respect of which the parking requirement arose (typically in the Nannup town centre).

The Council can set cost per car parking bay is set out in the Council's annual review of land value in its adopted Fees & Charges Manual (although this generally will not include vehicular manoeuvring areas).

Where desirable to facilitate the conservation of a heritage place, or to enhance or preserve heritage values of a place included on the Municipal List or within a Heritage Precinct, a cash-in-lieu payment may be provided up to a maximum of 100% of the car parking and vehicular manoeuvring costs.

The Council will consider options from the proponent to offset costs and partially meet off site car parking requirements, such as the proponent constructing the bays itself on Shire land and/or reserves subject to the location and the detailed design being approved by the Council.

## 9. Reciprocal Parking

The Council may consider reciprocal parking arrangements where it is convinced that the demand for parking by the uses proposed will not coincide. This is where the applicant can suitably demonstrate that various uses, within a single property, or where justified in adjoining or nearby properties, operate at different times of the day/ [REDACTED] or different days of the week, such that the same parking areas can be used by more than one land use. Any such relaxation will be dependent upon the Council being satisfied that the arrangement will prevail for the duration of the uses concerned.

Where reciprocal parking is proposed, the Council must be satisfied that:

- the parking facilities serving the proposed use [REDACTED] will be located on the one lot, or that parking arrangements are permanent (e.g. legal agreement, easement, registering appropriate caveats on title or any other formal arrangement that the Council may require); and
- parking demand in the immediate and long term can be satisfied; and
- no conflict will occur in the operation of the land uses for which the joint use of parking facilities is proposed; and
- the uses being served by the parking arrangements are compatible (i.e. no overlap demand for parking facilities).

If land uses change, such that the parking area is in demand at the same time, then Council may require ~~the~~ revised parking arrangements to meet the changed circumstances [REDACTED].

## 10. Modifying Development Standards and Requirements for Parking

Where, in the opinion of [REDACTED] Council, conditions are such as to render full compliance with the provisions of this Policy impractical, the Council may permit such departures as are considered to be warranted in the circumstances of the case.

Clause 5.6 of LPS3 allows [REDACTED] Council to modify the requirements of LPS3, including car parking standards, but may only do so where it is fully satisfied that:

- approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality; and
- the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.

In order for the Council to consider whether to modify a car parking requirement, it must determine that the above matters are met. It is also incumbent upon the Council to ensure that it acts in fairness and equity between land owners and does not set an unreasonable precedent for similar applications from others.

Given the above, the Council will require the proponent to appropriately justify modifications to development standards and requirements for car parking provision.

The Council considers that the availability of adjoining and/or nearby on-street parking does not in itself constitute a reason to vary the Policy given circumstances and demands will change over time.

#### 11. Dimensions for Parking Spaces, Manoeuvring Aisles and Access Driveways

The dimensions for parking bays and manoeuvring aisles in differing locations are set out in AS 2890 and Austroads Part 11 (February 2008) and any associated updates. To provide general guidance to prospective developers and applicants, a table and diagram of parking spaces and manoeuvring areas are found in Attachments 1 and 2 to this Policy.

For more specific information, proponents of new development proposing a small number of car parking bays (usually less than 10) should contact the Shire to determine the dimensions that should be used for the parking and access in their particular instances to ensure compliance. For larger car parking areas, proponents are encouraged to seek professional design services.

The dimensions detailed in this Policy are generally minimum requirements. Individual circumstances may require the use of dimensions different from those specified in order to provide satisfactory access, manoeuvrability conditions e.g. topography or the provision of special purpose bays.

#### 12. Construction Standards for Parking Areas

There is a presumption in this Policy in favour of all parking areas being sealed, drained and line-marked to the satisfaction of the Council. With the exceptions set out below, all car parking areas, access driveways and crossovers will be required to be sealed, drained and as appropriate lined-marked or suitably defined to the satisfaction of the Council. The exceptions are parking for:

- development in Agricultural zones, the Special Residential Zone, ~~and~~ the Special Rural Zone [REDACTED] (although there is a requirement to seal crossovers that access sealed public roads);
- areas used for parking, circulation and manoeuvring of vehicles on Industry zoned land other than those areas required for customer parking, associated access ways and crossovers; and
- a single dwelling in the Residential Zone or areas classified as "Residential" in the Special Use Zone.

Car parking situated in yard areas or generally behind the front building line within the Industry Zone may be constructed to a suitable non-sealed standard e.g. gravel, subject to dust and drainage being effectively controlled. All car parking bays within front setbacks and/or associated with public use and/or showroom/front office use [REDACTED] ~~shall~~ be sealed and drained to the Council's satisfaction.

All car parking, vehicle access ways, loading and unloading bays and turning and manoeuvring areas in the Town Centre [REDACTED] and [REDACTED] Mixed Use Zone shall be sealed and drained to the specification and satisfaction of the Council.

Sealed car parking and vehicular access are required for home businesses and commercial uses in the Residential Zone or areas classified as "Residential" in the Special Use Zone.

Draining car parks may involve the provision of a sump connected to the Shire's main drainage system or ~~such~~ other arrangements to the satisfaction of the Council. The drainage design should seek to treat and detain water on-site so that as much water as possible will soak into the ground, with any surplus water being piped or directed off-site. The drainage shall not be connected to the Shire main drainage without the written authorisation of the Shire and shall be constructed to the Council's satisfaction and standards.

Staff, resident and visitor car parking ~~shall~~ ~~be~~ be appropriately marked and/or signposted to the satisfaction of the Council.

For more detailed requirements on the construction of parking areas and width and construction of crossovers, these are set out in the adopted *Guidelines for Subdivisional Development* prepared by the Institute of Public Works Engineering Australia.

### 13. Pedestrian Movement between Parking Areas and Buildings

The Council will seek to ensure there are safe and convenient routes for pedestrians, including disabled persons, between car parks and buildings on each development site.

### 14. Vehicular Access/Crossovers

The Council requires that points of entry to and exit from properties/car parking areas onto the street suitably address the safety of all road users, road geometry, sight lines and visibility. The respective positions of street furniture such as poles, street lamps and street trees will also be taken into account.

The width of any such access ways/crossovers will be determined by matters including the numbers of vehicles proposed within the car park and the frequency of movements into and from the land in accordance with AS2890. Generally, crossovers will be required to accommodate simultaneous traffic movements into and out of the land.

Unless appropriately justified by the applicant and agreed to by the Council, parking areas ~~will not be approved where there is no provision for turning~~ a vehicle ~~within the site~~ except ~~where no more than two vehicle bays are to be provided~~.

The Council will require crossovers to be suitably located (to maximise sight distances and safety), constructed and drained. Any gates and fencing are to be suitably located and designed to ensure there are sufficient areas to enable vehicles to park in the crossover and/or on the property without impeding traffic or compromising safety onto the adjoining road.

Where new development and subdivision is proposed, the Council will require sealed crossovers onto existing sealed roads, unless the proponent demonstrates exceptional circumstances to the satisfaction of the Council. If the road is gravel, the Council will allow an unsealed crossover which will need to be constructed and drained to the Council's satisfaction.

A vehicular driveway (ingress and/or egress) should:

- be located such that any vehicle turning from the street into the driveway or into the street from the driveway can be readily seen by the driver of an approaching vehicle and

be clear of all obstructions which may prevent drivers from having a timely view of pedestrians/ [REDACTED];

- have separate entry/exit if it is likely that it will be used simultaneously by vehicles both entering and leaving the site and obstruction to traffic in the street could occur;
- be located to the street with the lowest traffic volume; and
- be [REDACTED] more than 6 metres from an intersection.

Road safety and turning radii will be taken into account in deciding the position of a crossover.

[REDACTED] ~~Twinned crossovers~~ [REDACTED] ~~are required,~~ wherever possible and practical.

~~especially~~ [REDACTED] ~~on main roads~~ [REDACTED] ~~which are the responsibility~~ of Main Roads Western Australia.

The access way should be not less than 4 metres in width, but if the size or shape of the lot makes the provision of any access way of that width impractical or unreasonable, the Council may permit a narrower access way but in no case less than 3 metres in width.

Where laneway access is provided to the rear of a site in the Town Centre or Mixed Use Zones which is not sealed, this is to be [REDACTED] upgraded [REDACTED] to provide an effective servicing function. This should be read in conjunction with *Local Planning Policy No. 20 Developer and Subdivider Contributions*.

Where there is conflict between a proposed crossover and public utilities services, such as drainage pits and structures, services inspection pits, power or light poles, traffic medians and street trees, the Council may set the position of the crossover access onto the road, require its construction and/or repair and maintain the crossover as provided for under Schedule 9.1 (7.2) of the *Local Government Act 1995*.

Any alterations for the removal/relocation of the conflicting public utilities will be at the owner's cost and subject to the approval of the service authority concerned.

Owners/designers are advised to take into account Shire services, public utility services and street trees.

The Council will contribute (or subsidise) up to half the cost of a standard crossover (one crossover to a property) subject to the crossover being deemed by the Shire administration to conform to the Council specifications. This is subject to the following:

- the subsidy applies to only one crossover per lot;
- proponents must make application for their crossover in writing to the Shire and gain necessary approval/s for the location and design prior to any works being undertaken;
- the subsidy is claimed within 6 months of completion of the crossover;
- the Council will not meet the cost of culverts, alteration to services or tree removal;
- reconstruction of an existing crossover to a property will not attract a subsidy;
- applicants/landowners who received planning approval incorporating a condition relating to constructing or upgrading a crossover are not eligible for a subsidy; and
- subdividers are not eligible for a subsidy for freehold (green title) or strata title lots.

As required, the crossover subsidy rates will be set annually by the Council through its adopted fees and charges.

The landowner is responsible for the maintenance of crossovers to the satisfaction of the Council.

The Council will request, where considered appropriate, that the Western Australian Planning Commission impose a condition requiring the subdivider to construct crossovers prior to the clearance of titles. In particular, the Council will require that crossovers are sealed where the crossover accesses a sealed road, and/or suitably constructed/upgrade~~d~~ [redacted] where access is from an unsealed road. The Council will seek to ensure crossovers are appropriately located and constructed by subdividers.

#### 15. New public roads created through subdivisions

Where a subdivider proposes to create a new public road, the Council will require the road to be suitably designed by a professional engineer and then suitably constructed and drained to the satisfaction of the Council. The road is to be consistent with the *Guidelines for Subdivisional Development* prepared by the Institute of Public Works Engineering Australia and/or *Liveable Neighbourhoods*.

Where the proposed lots are 3.99 hectares or less, the road/s needs to be suitably sealed and drained by the subdivider to the satisfaction of the Council.

For lots that are between 4 and 9.99 hectares, the Council will require that a sealed road is provided where more than 5 lots are created. For lots that are between 4 and 9.99 hectares, where 4 or less lots are created or have the potential to be created from the road, the Council will consider unsealed roads unless there is steeper topography or other ground conditions that create safety issues and/or higher levels of on-going maintenance.

For lots that are 10 hectares or more, the Council will accept unsealed roads.

#### 16. Battleaxe access legs

The Council will require sealed battleaxe access legs for lots in the Town Centre and Mixed Use [redacted] Industry, Residential, and Future Development zones and for the Special Use Zone (within and adjoining the Nannup townsite) unless suitably justified [redacted].

The Council supports unsealed battleaxe access legs in other zones provided they are designed and constructed to enable year round access by two-wheel drive vehicles.

#### 17. Landscaping Parking Areas

Car parking areas, particularly large parking lots, can be unattractive. The provision of landscaping can assist to reduce visual impacts. The use of shade trees and landscaping strips can assist provide visual relief from extensive areas of bitumen, or other forms of sealing or construction agreed to by the Council.



The Council will require that car park design and construction include adequate provision for landscaping. Landscaping comprising screen, feature and shade trees and shrubs as appropriate to the satisfaction of the Council.

In residential areas, the R Codes require specific landscaping proposals to be implemented where parking areas accommodate six or more vehicles.

For commercial and industrial developments in the Industry Zone, the Council will require at least 5% of the site area to be landscaped. The purposes of this landscaping are to:

- soften the impact of development;
- screen parking and other visually unattractive areas from view from the street; and
- improve the streetscape.

The Council will normally require the landscaping to be provided along the street frontage (as a minimum) to act as a screen for parking areas where located within the front setback.

Where an individual open car park contains 10 or more parking bays for a non-residential use, one parking bay in 10 shall be set aside and planted with trees and/or shrubs consistent with the site landscaping to provide shade and visual relief.

#### 18. Implementation

The Council may require the lodgement of performance guarantees/bonds against the satisfactory construction, completion and establishment of car parking areas, vehicular access, crossovers and associated landscaping. To achieve effective implementation of planning conditions, the performance guarantee/bonds are to be paid prior to the issue of a Building Permit for new/expanded buildings or prior to occupation for a change of use.

The amount of the bond will be determined by the Council and can be set in its annual fees charges.

Crossover construction or reconstruction may be required as a condition of subdivision, development and/or as a condition of issue of Building Permit where it is deemed by the Council that the work is necessary.

The Council may construct the crossover, if not constructed by the owner/agent within 6 months of practical completion or occupation of the building, for which payment of a crossover bond has been made. Where Council carries out the construction, the owner may not claim a subsidy.

### **ADMINISTRATION**

#### Application Requirements

Applications for Planning Approval for new development should provide, in addition to the details of the proposed development, a plan/s at a suitable scale with dimensions shown, which sets out for the entire lot the subject of the application, the following:

- the area to be or already covered by buildings or other structures;
- details of land to be allocated to car parking and other parking;

- details of the position of all access driveways and access crossovers;
- details of pedestrian movement systems between the car park and the building/s; and
- areas to be provided for landscaping and shade trees.

In giving consideration to a Planning Application, the Council will require the applicant to:

- clearly indicate on the application form the type of land use that will operate from the land;
- the number of persons to be employed / involved in the operation of the land use; and
- other matters set out in this Policy.

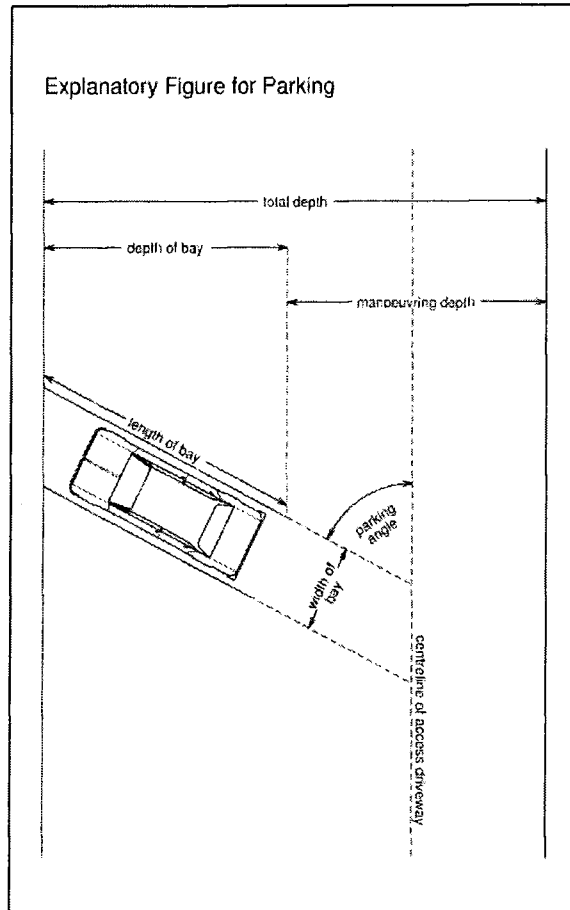
Based on the above information, the Council as part of its development assessment will set out or estimate the expected parking needs of the proposed land use/development.

Related Policies:	
Related Procedures/Documents:	
Delegation Level:	CEO, Manager Infrastructure, Building Surveyor
Adopted:	
Reviewed:	

**Attachment 1 - Parking dimensions**

Parking Angle	Width of Bay (m)	Length of Bay (m)	Depth of Bay (m)	Minimum Manoeuvring Depth (m)	Minimum Total Depth (m)
(a) One-Way Access					
90°	2.6	5.5	5.5	5.9	11.4
75°	2.6	5.5	6.0	5.3	11.3
60°	2.6	5.5	6.1	5.0	11.1
45°	2.6	5.5	6.1	3.6	9.7
30°	2.6	5.5	4.8	3.3	8.1
00° (parallel parking)	3.0	6.7	3.0	3.0	6.0
(b) Two-Way Access					
90°	2.6	5.5	5.5	6.0	11.5
75°	2.6	5.5	6.0	6.0	12.0
60°	2.6	5.5	6.1	6.0	12.1
45°	2.6	5.5	6.1	6.0	12.1
30°	2.6	5.5	4.4	6.0	10.4
00° (parallel parking)	3.0	6.7	3.0	6.0	9.0

Attachment 2 - Explanatory figure for parking





ABN: 50 860 676 021

Enquiries: Paul Davies on 9724 5662  
 Our Ref: 04/9418  
 Your Ref: ADM9

11 September 2013

Chief Executive Officer  
 Shire of Nannup  
 PO Box 11  
 NANNUP WA 6275

SHIRE OF NANNUP RECEIVED			
Ref: WRK23		No. 349	
13 SEP 2013			
CEO	AO	LIB	FMO
MCS	EO	PUB	YO
MM	CDO		RO
MIS	CR: Wendy		

Dear Sir,

### DRAFT LOCAL PLANNING POLICY NO 13 CARPARKING AND VEHICULAR ACCESS

I refer to your correspondence of 5 September 2013 and advise that Main Roads has no objection to the proposed Local Planning Policy No 13 subject to the following comments.

It is requested that the statement regarding twinned crossovers included in Section 14 Vehicle Access/ Crossovers be modified to two statements as follows:

"Dual crossovers should be provided, wherever possible and practical.

Crossovers/ access to main roads are required to be located, designed and constructed to the specifications and satisfaction of Main Roads WA".

If you require any further information please contact Paul Davies on 9724 5662.

Yours faithfully,

Paul Davies  
 ROAD CORRIDOR PLANNING MANAGER

<b>Policy Number:</b>	LPP 003
<b>Policy Type:</b>	Local Planning Policy
<b>Policy Name:</b>	<b>Installation of a Standard Crossover</b>
<b>Policy Owner:</b>	Chief Executive Officer

**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

The objectives of this policy is:

1. To meet the requirement for Local Government to subsidise the installation of a standard crossover to 50% of the Council estimated cost.
2. To define what constitutes a "standard Crossover" (*the Specification*).
3. 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 hot mix bituminous overlay in accordance with the Council's Standard Industrial Crossover Specifications to provide access from a dedicated road to the property boundary.*

## **POLICY**

1. Council will pay a subsidy of 50% of the estimated cost of Council's relevant **urban standard crossover** requirement with the subsidy capped at \$1,000.
2. The subsidy will only be paid for the first (1<sup>st</sup>) 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.
3. 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.
4. The subsidy will only be paid upon completion of the crossover and after being inspected and authorised by the Shire;
5. 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.

6. 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	<ol style="list-style-type: none"> <li>1. LPP002 Crossover &amp; Driveway Specification <u>LPP003 Attachment 1a.docx</u></li> <li>2. LPP002 Shire of Nannup Stormwater Management Procedure <u>LPP002 Attachment 1.docx</u></li> </ol>
Delegation Level:	CEO, CEO to MI
Adopted:	OM 22 April 2010.
Reviewed:	29 Sept 2012



<b>Policy Number:</b>	LPP 013
<b>Policy Type:</b>	Local Planning Policy
<b>Policy Name:</b>	<b>Car Parking</b>
<b>Policy Owner:</b>	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)  
 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

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

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*.

<b>Related Policies:</b>	
<b>Related Procedures/ Documents</b>	Shire of Nannup Disabilities and Inclusion Plan 2006 <a href="#">Attachments\Community Access and Inclusion Plan.doc</a>
<b>Delegation Level:</b>	CEO, CEO to MDS
<b>Adopted:</b>	OM 22 April 2010.
<b>Reviewed:</b>	

**Shire of Nannup  
Ordinary Council Meeting Minutes: November 2013**

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AGENDA NUMBER:	12.2
SUBJECT:	Advertising Signs - Nannup Bowling Club
LOCATION/ADDRESS:	Reserve 3708 bound by Warren Road, Forrest Street and Grange Road, Nannup
NAME OF APPLICANT:	Nannup Bowling Club
FILE REFERENCE:	RES 3708
AUTHOR:	Steve Thompson, Consultant Planner
REPORTING OFFICER:	Vic Smith - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995)
DATE OF REPORT:	8 November 2013

- Attachments: 1. Original information from applicant  
2. Submissions  
3. Supplementary information from applicant  
4. Extract of Local Planning Policy No. 18 Signs and Advertisements

**BACKGROUND:**

The Nannup Bowling Club has lodged a Planning Application seeking permanent approval for various advertising signs to be installed at the Bowling Club on Reserve 3708.

Details originally submitted by the applicant are provided in Attachment 1. The applicant originally proposed four types of signs in different portions of the site which the applicant calls "zones". The signs are:

- a series of 0.6 metre high x 1.2 metre wide signs which have a combined total width of approximately 40 metres (zone 1);
- buntings on light pole (zone 2);
- a sign above the weather shelter in "heritage" style to read "Nannup Bowling Club Inc." (zone 3); and
- a moveable sign for events (position not shown).

The signs are not proposed to be illuminated.

Reserve 3708 is vested with the Shire for the purpose of recreation. The Management Order provides the Shire with the power to lease (or sub-lease or licence) the whole or portion of the reserve for up to 21 years. The Shire has sent the Nannup Bowling Club a Memorandum of Understanding which if signed will expire in 2018.

### Consultation

The Shire administration invited public comment on the Planning Application by writing to 14 adjoining/nearby landowners (all landowners facing onto Reserve 3708), placing a public notice in local papers, placing details on the Shire website and at the Shire office. The Shire consulted extensively, especially compared to most other Planning Applications for signs, given the site's highly prominent location in the town centre, on the "village green" and on Shire managed land.

The Shire received two submissions on the Planning Application which are outlined in Attachment 2. One submission raises no objection while the other raises objections for amenity/visual impact reasons. The submission which opposes the Planning Application highlights that retaining Nannup's character is critical for tourism. In particular, the objector sets out that the proposed signs would be out of character with the area's unspoilt appearance.

In accordance with established practice, the Shire administration has liaised with the applicant since the receipt of submissions. The applicant has in turn provided supplementary advice which is provided in Attachment 3.

### Planning framework

The site is reserved as "Public Purpose" in the *Shire of Nannup Local Planning Scheme No. 3* (LPS3).

Outlined below are relevant clauses from LPS3:

"1.6.1 The local government's general aim is to recognise the unique qualities and characteristics of the Scheme Area and safeguard its natural resources, whilst promoting sustainable development through diversified residential, commercial, industrial, agricultural, timber, tourist and resource based activities."

"1.6.2 The local government's general intentions are –

(d) To manage the use and development of land by means of zoning and development controls to achieve compatibility between land uses, and the preservation, and where possible the enhancement of visual amenity of urban and rural uses.

(f) To safeguard and enhance the character and amenity of the built and natural environment of the Scheme Area."

### **"5.8.14 Control of Advertisements**

#### 5.8.14.1 Objectives

The objectives of the provisions for the control of advertisements are –

- (a) to ensure that the visual quality and character of particular localities and transport corridors are not eroded;
- (b) to minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;
- (c) to prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of their colours, height, prominence, visual impact, size, relevance to the premises on which they are located, number and content;
- (d) to minimise clutter of advertising signs; and
- (e) to promote a high standard of design and presentation in outdoor advertising.

#### 5.8.14.2 Power to Control Advertisements

- (a) For the purpose of this Scheme and subject to sub-clause 5.8.14.1, the erection, placement and display of advertisements and the use of land or buildings for that purpose is development within the definition of the Act requiring, except as otherwise provided, the prior approval of the local government. Such planning approval is required in addition to any licence pursuant to the local government's relevant Local Law or policy.
- (b) Application for the local government's approval pursuant to this Part shall be submitted in accordance with the provisions of Clause 9.1 of the Scheme and shall be accompanied by a completed Additional Information Sheet in the form set out in Schedule 7 giving details of the advertisement(s) to be erected, placed or displayed on the land.

#### 5.8.14.4 Consideration of Applications

Without limiting the generality of the matters which may be taken into account when making a decision upon an application for consent to erect, place or display an advertisement, the local government shall examine each such application in the light of the objectives of the Scheme and with particular reference to the character and amenity of the locality within which it is to be displayed, including its historic or landscape significance and traffic safety, and the amenity of adjacent area which may be affected."

**Shire of Nannup  
Ordinary Council Meeting Minutes: November 2013**

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*Local Planning Policy No. 18 Signs and Advertisements* provides guidance for assessing sign applications. An extract of the policy is set out in Attachment 4. *Local Planning Policy No. 8 Nannup Main Street Heritage Precinct* provides guidance for signs in the town centre.

**COMMENT:**

As outlined in *Local Planning Policy No. 18 Signs and Advertisements*, there is a policy presumption to not support signs on Shire managed land. The policy does support some exceptions (e.g. moveable signs) and requires signs to be used for purposes approved by the Council.

From the Shire administration's assessment, no objection is raised relating to the signage in zone 2 (buntings on light pole), zone 3 (sign above the weather shelter in "heritage" style to read "Nannup Bowling Club Inc.") and the moveable sign for events and recommends that they be conditionally approved. The signs are considered compatible with the character of the area and planning conditions can assist to address various issues.

It is suggested that the key issue relates to the signs in zone 1 (signage 0.6 metres high and 1.2 metre wide with a combined total width of approximately 40 metres). Initially the applicant proposed that the zone 1 signs to be permanent, while more recently (Attachment 3) the applicant proposes that the signs be moveable/temporary and only brought out for events.

The following table summarises reasons for and against the proposed signs in zone 1. The table is not intended to be exhaustive, however it may assist the Council in its decision making.

<b>Reasons for the proposed signs in zone 1</b>	<b>Reasons against the proposed signs in zone 1</b>
<ul style="list-style-type: none"> <li>• The signs are not illuminated.</li> <li>• The signs are arguably not distracting to motorists.</li> <li>• Visual impact is minimal when viewed from Old Templemore Antiques and planning conditions can assist to minimise impacts (including no advertising on the eastern side – towards Grange Road).</li> <li>• Given only one objection was received following extensive consultation, it can only be</li> </ul>	<ul style="list-style-type: none"> <li>• The signs are located in a highly visible location in the town centre on the "village green" and in the vicinity of the war memorial. There are limited locations in the town centre that are as visually significant.</li> <li>• Impact on views and loss of amenity – especially impacts on a key tourist route when viewed from Warren Road by walking, cycling or driving.</li> <li>• Inconsistent with Nannup's "garden village" character (if the signs were permanent and not moveable).</li> </ul>

**Shire of Nannup**  
**Ordinary Council Meeting Minutes: November 2013**

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<p>implied that other nearby landowners and community members raise no objection and consider the proposed signs appropriate.</p> <ul style="list-style-type: none"><li>• Other reasons are outlined in Attachment 1 and 3 as set out by the applicant.</li><li>• The applicant now proposes that the signs in zone 1 only be brought out for events.</li></ul>	<ul style="list-style-type: none"><li>• An objection was raised by a nearby landowner (see Attachment 2 which sets out reasons for the objection including that it will spoil the area and it will have a detrimental impact on Nannup's tourism industry).</li><li>• It may create a precedent on Shire managed land which needs to be carefully considered.</li></ul>
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It is highlighted that the Shire administration would have recommended refusal if the signs in zone 1 were proposed to be permanently displayed as originally proposed by the applicant for amenity and precedent reasons. The applicant's revised position (Attachment 3) has provided sufficient justification from the Shire administration's perspective to recommend conditional approval. Accordingly, the Shire administration recommends that the zone 1 signs be approved subject to various conditions including a temporary approval of 2 years. On this basis and following assessment against LPS3 and Council's Local Planning Policies, the Shire administration recommends that the Planning Application be conditionally approved.

While noting the above, the Council is able to refuse the Planning Application and could do so largely for loss of amenity and precedent reasons. As Councillors are aware, the applicant has the ability to lodge a Right of Review (previously called an "appeal") to the State Administrative Tribunal should the Council refuse the Planning Application.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005 and LPS3*

**POLICY IMPLICATIONS:**

Local Planning Policy 18 and 8 are non-statutory documents, which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies it determining the Planning Application.

**FINANCIAL IMPLICATIONS:** None

**STRATEGIC IMPLICATIONS:** None

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council approve the Planning Application for the proposed advertising signs in zone 1 (0.6 metre high with a combined total width of approximately 40 metres), buntings on light pole (zone 2), a sign above the weather shelter in "heritage" style to read "Nannup Bowling Club Inc." (zone 3) and a moveable sign for events on Reserve 3708 bounded by Warren Road, Forrest Street and Grange Road, Nannup subject to the following conditions:

1. The approval for the signs in zone 1 and zone 2 are limited to 31 December 2015.
2. The signs in zone 1 are to be moveable and limited to active events only.
3. The signs in zone 1 are to have no advertising on the eastern side facing Grange Road.
4. The sign in zone 3 is to use heritage colours consistent with *Local Planning Policy No. 8 Nannup Main Street Heritage Precinct* with details to be approved by the local government prior to erection of the sign.
5. No sign is illuminated.
6. All signs are well maintained to the satisfaction of the local government.
7. Approval is given once the Memorandum of Understanding is signed and returned.

Advice

- A) In relation to Condition 1, a new Planning Application will be required should the applicant seek to extend the approval for the signs in zones 1 and 2 beyond 31 December 2015. There is no time limit for the sign in zone 3 provided planning conditions are met and the Nannup Bowling Club have a lease and/or agreement from the local government to use Reserve 3708.
- B) In relation to Condition 3, the rear of the signs (facing east or towards Grange Road) should ideally be green in colour to assist in enhancing the area's amenity.
- C) In relation to Condition 6, this includes promptly addressing any possible graffiti or damage to the signs.

- D) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal.

**9047 LONGMORE/MELLEMA**

That Council approve the Planning Application for the proposed advertising signs in zone 1 (0.6 metre high with a combined total width of approximately 40 metres), buntings on light pole (zone 2), a sign above the weather shelter in "heritage" style to read "Nannup Bowling Club Inc." (zone 3) and a moveable sign for events on Reserve 3708 bounded by Warren Road, Forrest Street and Grange Road, Nannup subject to the following conditions:

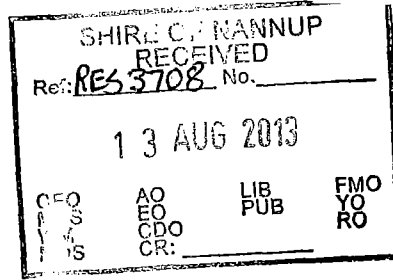
1. The approval for the signs in zone 1 and zone 2 are limited to 31 December 2015.
2. The signs in zone 1 are to be moveable and limited to active events only.
3. The signs in zone 1 are to have no advertising on the eastern side facing Grange Road.
4. The sign in zone 3 is to use heritage colours consistent with *Local Planning Policy No. 8 Nannup Main Street Heritage Precinct* with details to be approved by the local government prior to erection of the sign.
5. No sign is illuminated.
6. All signs are well maintained to the satisfaction of the local government.
7. Approval is given once the Memorandum of Understanding is signed and returned.

**CARRIED 5/3**

Voting for the motion:  
Dean, Longmore, Lorkiewicz, Mellema and Slater.

Voting against the motion:  
Dobbin, Gilbert and Steer.





## APPLICATION FOR PLANNING APPROVAL

**OWNER DETAILS:**

Name NANNUP BOWLING CLUB INC / SHIRE OF NANNUP  
 Address WARREN ROAD, NANNUP Post Code 6275  
 Phone (work) ..... (home) 0429 371 952 Fax ..... E-Mail jenjan46@yahoo.com.au  
 Contact Person for Correspondence Peter Russell  
 Signature [Signature] Date 13/8/2013  
 Signature [Signature] Date 200813

The signature of the landowner(s) is required on all applications.  
 This application will not proceed without that signature.

**APPLICANT DETAILS:**

Name Jenny Laughton (PO Box 57)  
 Address 9 - Nannup Bowling Club Post Code 6275  
 Phone (work) 0403 044 747 (home) ..... Fax ..... E-Mail .....  
 Contact Person for Correspondence Jenny Laughton  
 Signature [Signature] Date 13/8/2013

**PROPERTY DETAILS:**

Lot No. .... House/Street No. .... Location No. Reserve 3708  
 Diagram or Plan No. .... Certificate of Title No. .... Folio Warren Road, Nannup WA 6275  
 Diagram or Plan No. .... Certificate of Title No. .... Folio .....  
 Title Encumbrances (e.g. easements, restrictive covenants) .....  
 Street Name Warren Road Suburb Nannup  
 Nearest Street Intersection Forrest Street  
 Existing Building/Land Use Bowling Club  
 Description of proposed development and/or use Advertising Signs  
 Nature of any existing buildings and/or use Bowling  
 Approximate cost of proposed development .....  
 Estimated time of completion .....

**OFFICE USE ONLY**

Acceptance Officer's Initials: ..... Date Received: .....  
 Council Reference No: ..... Delegated Authority  Council Decision Required

**SCHEDULE 7 – ADDITIONAL INFORMATION FOR ADVERTISEMENTS**

NOTE: TO BE COMPLETED IN ADDITION TO THE APPLICATION FOR PLANNING APPROVAL FORM

1. Description of property upon which advertisement is to be displayed including full details of its proposed position within that property:

*Along the edge of the bowling Green, parallel to Grange Road and above the shelters along Forest Street.*

2. Details of Proposed Sign:

(a) Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):

*Metal sheeting attached to railing along the bowling greens*

(b) Height: *600mm* Width: *1200mm* Depth: *Metal sheeting*

(c) Colours to be used: *various - depends on who advertise!*

(d) Height above ground level (to top of advertisement): *600mm*  
(to underside):

(e) Materials to be used: *Metal*

Illuminated: Yes / No

If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:

3. Period of time for which advertisement is required: *is not ongoing*

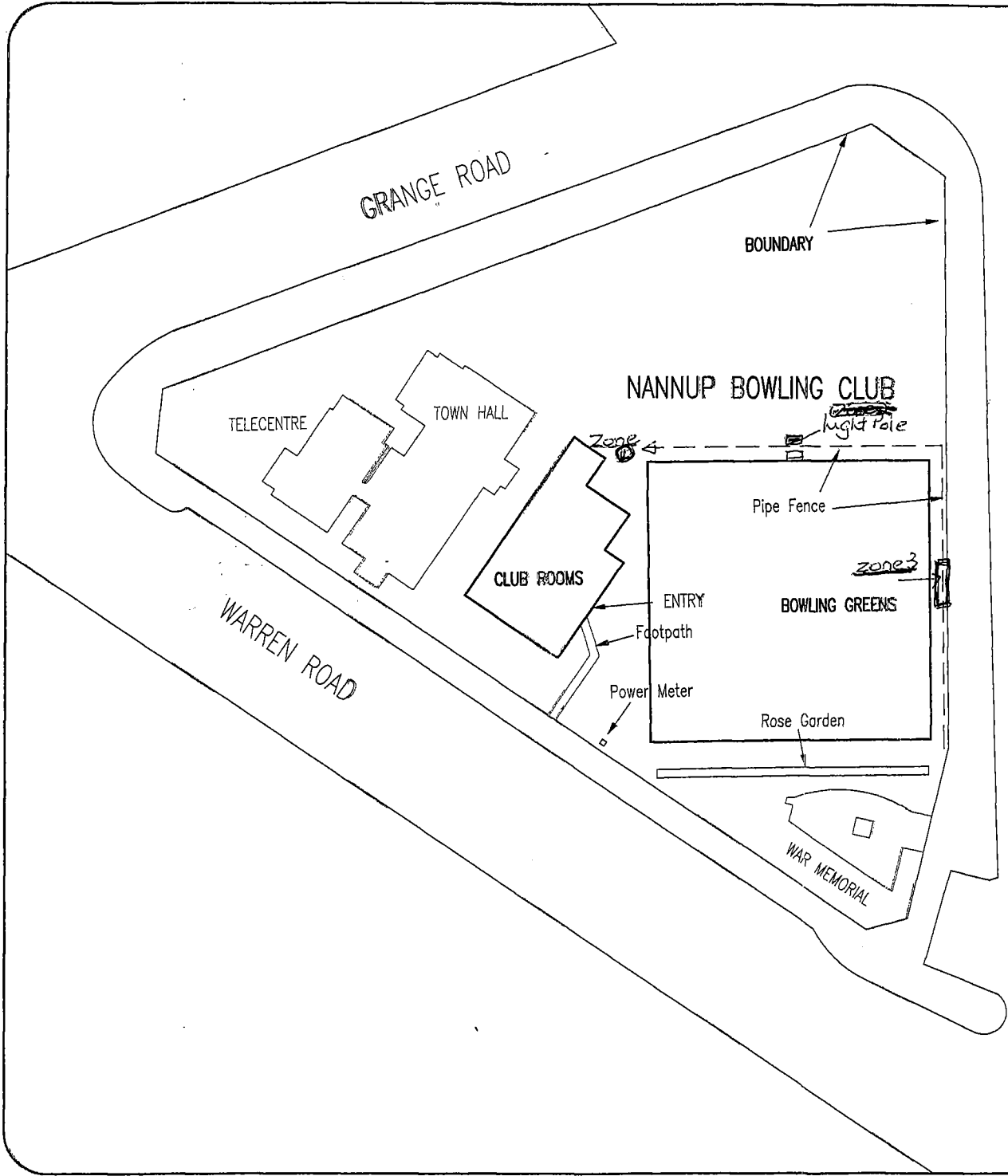
a) Details of signs (if any) to be removed if this application is approved:

*None at the moment*

Note: This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 6 above.

Signature of Advertiser(s): *[Signature]*  
(if different from land owners)

Date: *13 August 2013*



GRANGE ROAD

FORREST STREET

GRANGE ROAD

TELECENTRE

TOWN HALL

NANNUP BOWLING CLUB

CLUB ROOMS

ENTRY

Footpath

Power Meter

Pipe Fence

BOWLING GREENS

Rose Garden

WAR MEMORIAL

BOUNDARY

Light Pole

zone 4

zone 3

WARREN ROAD



SCALE BAR

NANNUP BOWLING CLUB  
SITE LOCATION PLAN

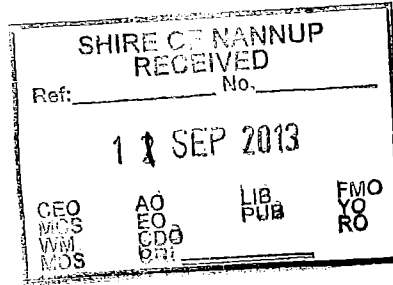


MAX ARVIDSON - DRAUGHTSMAN  
24 WALTER ROAD  
NANNUP 6275  
PHONE 08 97 560 260

**E-MAILED**

TO ST 12/9/13 wk.

# NANNUP BOWLING CLUB (INC.)



PO Box 57  
NANNUP 6275  
Western Australia  
Ph/Fax: (08) 9756 0056

11 September 2013

Shire of Nannup  
Planning Dept  
Adams Road  
NANNUP WA 6275

Dear Wendy

Please find attached a copy of the photograph indicating as to where the advertising signs are to be erected.

**Signage to be erected on Zone 1**

Along the Pipe fence on East end of the Bowling green  
Size of the signage will be 600mm high x 1200mm long

**Signage to be erected on Zone 2**

East end light pole  
Double sheath pulley on light pole (is part of Bowling clubs lighting), for colourful buntings

**Signage to be erected on Zone 3**

Above weather shelter, southern end HERITAGE SIGN to read NANNUP Bowling Club Inc.....As to when the Club was established.

The NBC would also have a moveable sign on our grounds, advertising events that are held in the club eg. Grand Final, Corporate Day bowls, Pennants games etc.

Yours Sincerely

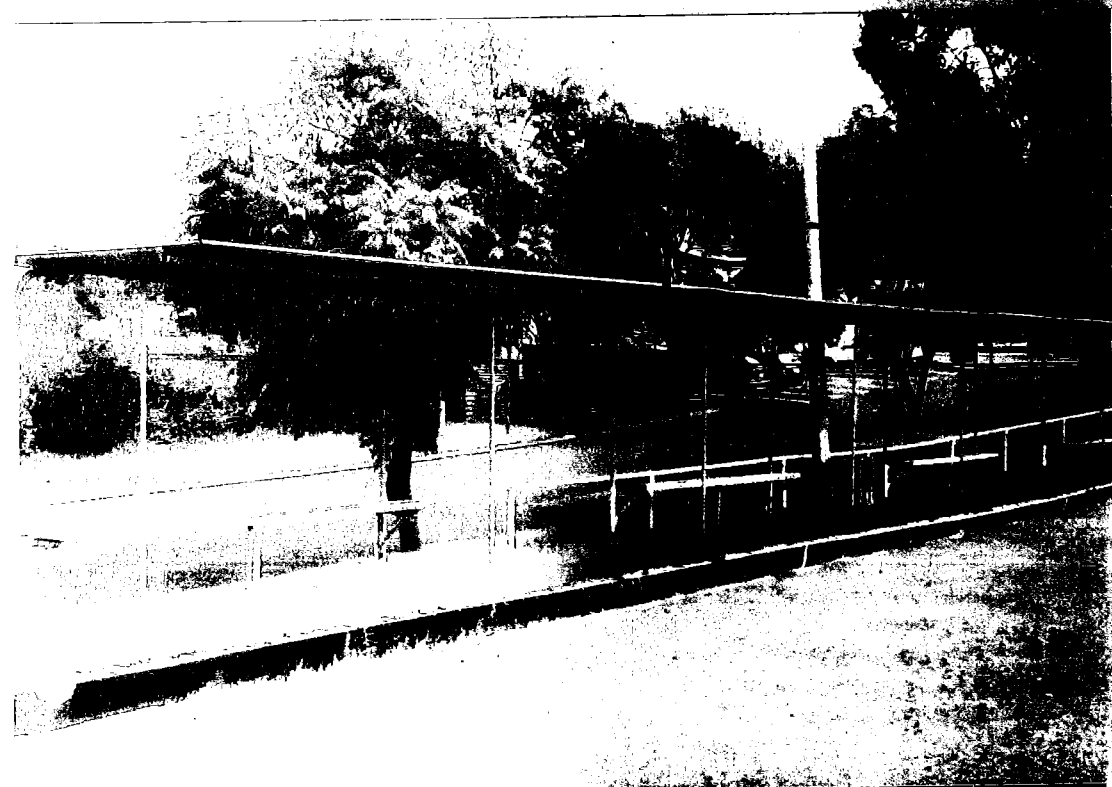
A handwritten signature in cursive script, appearing to read "Jenny Laughton".

Jenny Laughton  
Secretary

For and on behalf of the Nannup Bowling Club Inc.  
Encl:- Copy of Photos & plans

NANNUP BOWLING  
CLUB INC.

Re-Advertising  
Signs.

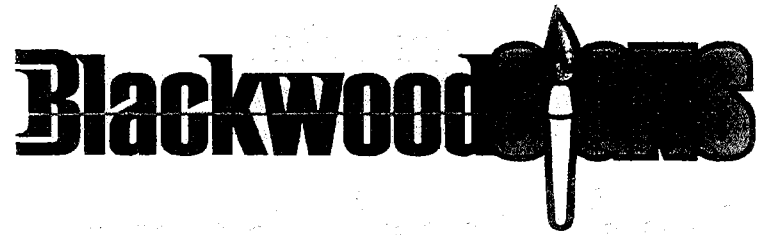


← zone 3.



← zone 2.

← zone 1



Designed exclusively for

Nannup Bowls Club

Contact name

Jenny Laughton

Contact phone

...

Email

jenjan46@yahoo.com.au

Date

25 November 2013



Job specifications

Mock up version of what advertising signage may look like at the bowling green. The majority of the sign panels are 1200mm x 600mm, with the two larger signs being 2400mm x 600mm.



© All artwork designed by Blackwood Signs is governed by international copyright laws and remains the property of Blackwood Signs and can not be reproduced in any form with out first purchasing the rights or obtaining written permission from Blackwood Signs.

**OLD TEMPLEMORE ANTIQUES.  
LOT 5 GRANGE ROAD.  
NANNUP.**

**To: Mr. R.Jennings,  
Chief executive Officer.  
Nannup Shire Council.  
7<sup>th</sup> October 2013.**

SHIRE OF NANNUP RECEIVED			
Ref: RES3708		No. 2013/405	
8 - OCT 2013			
CEO MCS WM MDS	AO EO CDO CRI	LIB PUB <i>Planner</i>	FMO YO RO

**Ref: RES3708. Proposed Bowling Club Signs.**

**Dear Sir,**

**In response to your letter dated 20<sup>th</sup> September 2013 Pat and I are totally opposed to any signage being erected on the bowling club pipe fence or other structure that is outside the Shire's Local planning policy LPP 018.**

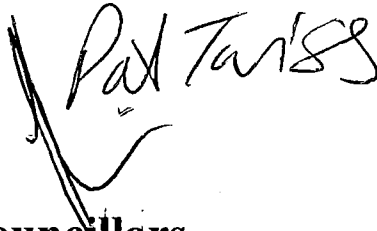
**Our business faces directly onto the bowling club and any signage would be totally out of character with the unspoilt appearance of the buildings and surroundings of that area. For twenty years our customers have returned time and time again and the common theme for returning, other than our business, is the unspoilt nature of Nannup and its buildings. They regularly compare Nannup with other towns that are either cluttered with commercial signage or have altered or removed their historical buildings.**

**I enclose a copy of my response to a request for comments on the Shire's policy dated May 2012. I still**

**await a response to the letter and am disappointed to see no action taken so far to control or restrict commercial signage. If approval is given to the Bowling Club's proposal Pat and I both feel that the Shire is not serious in its statements or intentions on retaining the very valuable appearance and nature of Nannup as one of the most attractive country towns in West Australia. Approval of this proposal would make any future control almost impossible.**

**Yours Sincerely,**

**Pat and Joe Twiss**

A handwritten signature in black ink that reads "Pat Twiss". The signature is written in a cursive style and is positioned to the right of the typed name "Pat and Joe Twiss".

**c/c Nannup Shire Councillors.**



A.J.TWISS.  
P.O. BOX 59.  
NANNUP,  
W.A. 6275  
23<sup>RD</sup>. MAY 2012

SHIRE OF NANNUP			
RECEIVED			
Ref: RESSTOR	No. 2013/406		
TPL II			
8 - OCT 2013			
CEO	AO	LIB	FMO
MCS	EO	PUB	YO
WM	CO		RO
MBS	ER:	planner	

**REF : LOCAL PLANNING POLICY LPP 018 .Signs and Advertisements.**

Dear Sir,

I am pleased to submit comments on the proposed local planning policy for Signs and Advertisements recently received in the mail.

The general outline of the proposal was part of the Nannup Streetscape submission many years ago and I understood that this was approved by the Shire at that time but was simply not being policed. If this is not the case or if this is a review of that submission I am in total support of the policy and make the following comments for your consideration :

Over the past few years there has been a proliferation of both private and public road and building signage in Nannup such that the main street appearance is rapidly losing the appeal presented by the fine old character buildings that give the town its unique character.

The proposed policy is only of value if all existing signs be removed that do not comply with the requirements and I would appreciate confirmation that this will apply and that sufficient manpower , authority and time be allocated by the Shire to carry out the initial and ongoing policing of the policy. To often we see paper policies with no teeth or lack of willpower to enforce the policy.

The policy document was vague on allowable or existing signage on the walls or roofs of buildings . An example here would be the "Lotto" sign on the post office building or the " Shed " sign on my building. In all cases my personal feelings are that any sign that detracts from the aesthetic appeal of the town should be removed or reduced in size of colour if this is required.

**The Shires record on signage is poor and I give two examples :**

**1. Interpretive signs ?**

**The visual**

**pollution over the past few years caused by the variety in size , information and location of signs , particularly around the river walks must by now be an embarrassment to the Shire.**

**There appears to be very little overall planning in this area and certainly a lack of ongoing maintenance. I suggest a removal of all signs from the river walk and if it is felt that visitors need to identify bushes , trees or wildlife that this information be available in booklet form from the tourist centre.**

**2. Road signs and structures.**

**Whilst realizing that the self congratulatory road building signs are not the responsibility of local Shires surely after many years it is common sense to remove these ,particularly in one case in town where the road referred to has been rebuilt on more than one occasion. I suggest in the same context there be an overall assessment of the aesthetic appeal or otherwise of the ever growing number of art forms in the area wether they be in the form of sculpture or street furniture. It almost appears as if someone is forever searching for things! To place around the town and river which are totally out of context with the heritage nature of Nannup.**

**I thank you for the opportunity to comment on the proposal and look forward to a successful policy approval and implementation.**

**Yours Sincerely .**

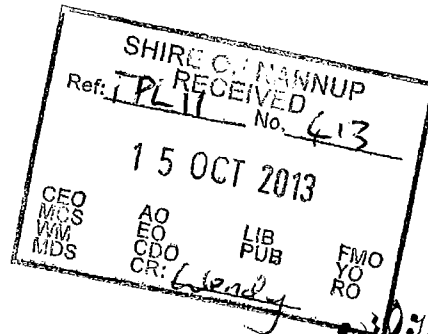
**Joe Twiss**

A handwritten signature in black ink, appearing to be 'Joe Twiss', written over the typed name. The signature is fluid and cursive, with a long horizontal stroke at the end.

HOLBERRY HOUSE

No 14 Grange Road, Nannup, Western Australia, 6275. PO Box 99, Nannup, WA 6275  
T: 61 8 97 561 276 F: 61 8 97 561 394  
E: holberryhouse@wn.com.au www.holberryhouse.com

13.10.13.



Dear Wendy,

Thank you for the opportunity to comment on the proposed signage at the Nannup Bowling Club.

As proprietors of Holberry House we do not believe that this proposal impacts on our business or property and we have no objections from this perspective.

As a community member I would trust that a style guide with colour palette in consideration of the streetscape and heritage feel of the main street would be considered and that a maintenance / graffiti / replacement schedule be introduced. Otherwise the signs may have the capacity to dramatically alter the beautiful vista of the main street with signage out of context with a historical town.

Thank you for the opportunity to comment,

Louise Stokes

## NANNUP BOWLING CLUB (Inc.)



SHIRE OF NANNUP			
RECEIVED			
Ref: R/S	3708	No.	433
- 4 NOV 2013			
CEO MCS VWL MBS	AO ED CDB DRI	LIB PUB	FMO YO RO
Wendy			

PO Box 57  
NANNUP 6275  
Western Australia  
Ph/Fax: (08) 9756 0056

3 November 2013

Steve Thompson  
Consultant Planner  
c/- Shire of Nannup

} sent to Steve via email on 4 NOV 2013

cc:- Wendy Kennedy  
Shire of Nannup

Dear Steve,

Thank you for meeting with Peter Russell and myself on the 24 October 2013 and running through, the application for the Nannup Bowling Club.

### Signage to Zone 1

The Nannup Bowling Club (NBC) has requested for these signs to be erected, along the pipeline, on the East end. As we, (NBC) are seeking Sponsorship from business that are new to the Town. The signs are to be erected in **Zone 1**, 600mm in high x 1200mm long. The signs will not impede on the drivers travelling on the main street (Warren Road) and may not be able to view the signs from that distance. The signs will not intrude on the beautiful vista. NBC will have all the back of erected signs painted green to blend into the colour of the grass.

The NBC is seeking sponsorship to enable the upkeep of the bowling greens. As, water, fertilisers and soils, maintenance of mowing equipment increases in price, NBC need these sponsorship funds to help maintain the greens. As the NBC has a small membership and funds are limited. If NBC does not raise more funds to enable the up keep of the Club and its surrounds, NBC will have no choice but to limit what is spent on the greens. This will have an unsightly appearance and not have any vista as the club is in a central and prominent location. This will not be very attractive to visitors to our town. NBC can have an alternative suggestion and have these signs displayed when the NBC have events at the Club and store the signs away after the events.

**Signage to Zone 2**

Display of coloured buntings on a pulley system on the light pole, located on the east side on our grounds (part of our lighting) The buntings will be displayed on days that the clubs have events

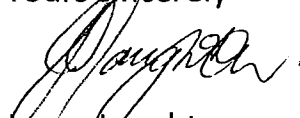
**Signage to Zone 3**

This will be a HERITAGE SIGN in the heritage colours erected on the southern end stating as to when the Club was established.

The Nannup Bowling Club will be presenting a visual presentation to enable the view of what the signs would look like and the impact they will have.

The NCB hopes that the above information is sufficient to gain approval for the signs.

Yours sincerely



Jenny Laughton

Secretary

For and behalf of the Nannup Bowling Club Inc.

## **Extract of Local Planning Policy No. 18 Signs and Advertisements**

### **OBJECTIVES**

The objectives of this Policy are to:

1. ensure that existing and future signage is maintained at a level which produces a positive image of the Shire of Nannup;
2. encourage advertising which complements the natural and urban environment whilst minimising any negative impacts;
3. promote a high standard of design and presentation;
4. minimise clutter of advertising signs;
5. control the erection of signs (size, type, location and quality) so as to minimise the proliferation of signs, prevent visual pollution and not detract from the amenity of an area;
6. prohibit advertising which is superfluous or unnecessary by virtue of their colours, height, prominence, visual impact, size, relevance to the premises on which they are located, number and content;
7. ensure that the visual quality and character of localities and transport corridors are not eroded;
8. minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;
9. provide further interpretation of LPS3 in the assessment of applications for signs;
10. set out guidelines that will assist in the regulation and control of signage;
11. provide increased certainty for advertisers, landowners, the community and others and to assist in providing greater consistency in decision making by the Council; and
12. facilitate the effective and timely processing of sign applications where in accordance with this Policy.

### Town Centre Zone and Heritage Area

In the Town Centre Zone and/or the Heritage Area (subject to the Nannup Main Street Heritage Guidelines set out in *Local Planning Policy No. 8*), the following will apply:

- consistency with the “garden village” character and “working timber town” identity;
- be compatible with existing development and the Heritage Area including being respectful of the scale, form and style;
- the use of under verandah signs and “shingles” is encouraged;
- signage is contained to the building walls and parapets. No additional structures will be permitted for roof mounted, signs over roofs or above parapets;
- signs are allowed on verandah fronts provided they are no higher than half of the parapet behind;
- stand-alone pylon signs, such as petrol station signs, may be acceptable where they are on, or close to, the front boundary and do not exceed the height or the proposed building;

- external illuminated signs are supported, however flashing illuminated or reflective signs are not supported; and
- advertising for franchises/corporate images are not supported where they affect the town's established character or subdue its rural image.

#### Signs within Road Reserves and on Shire Managed Land

Generally, the Council does not support signs being located in road reserves and on Shire managed land. Exceptions to this are moveable signs (section 11 of this Policy), real estate signs outside of townsites and adjacent to various zones (section 12) and directional signs (section 14).

Public open space and reserves within the municipality on land managed by the Shire, shall not be used for the erection of signage except for purposes as approved by Council.

#### Signs Within Places of Heritage Value

The Council will have regard to the placement of signage on or within places of heritage value and buildings set out in the Council's Heritage List, National Trust list, National Estate register or within a Heritage Area. Further, the Council will consider:

- the historic appropriateness of the materials;
- style design and lettering of the sign; and
- whether it is affixed in such a way that it causes no damage to the building and may be removed without leaving evidence of it having been affixed.

**Shire of Nannup  
Ordinary Council Meeting Minutes: November 2013**

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AGENDA NUMBER:	12.3
SUBJECT:	Planning Compliance procedures
LOCATION/ADDRESS:	Applies throughout the municipality
FILE REFERENCE:	FNC 10
AUTHOR:	Steve Thompson – Consultant Planner
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.70 of the Local Government Act 1995
DATE OF REPORT:	11 November 2013

**BACKGROUND:**

Direction is sought from Councillors regarding ways to increase the effectiveness and efficiency of applicants complying with planning (development) approvals. In particular, this is generally for low-key planning applications and where the conditions are typically for installing landscaping and sealing crossovers.

The preferred suggested approach is modifying certain planning conditions to require the payment of a “performance bond” by the applicant prior to the issue of a Building Permit. Once the work associated with the condition has been appropriately met e.g. sealing the crossover, the bond will be returned.

The issue under consideration is not stopping an unapproved development or removing an unapproved structure, where there is an immediate health and safety issue or where there is immediate threat of environmental harm e.g. unauthorised clearing of native vegetation.

By way of background:

- there is no compliance issue for the subdivision process. Subdivision conditions need to be suitably met by the applicant/landowner to the satisfaction of the Shire and other agencies before new titles are created;
- various types of development do not require the submission of a Planning Application e.g. single dwelling compliant with LPS3 setbacks;
- for certain types of development e.g. commercial uses, there is a requirement for a Certificate of Classification / Occupancy which provides a system to review whether planning and other conditions have been appropriately met prior to occupation;
- Shire of Nannup practice has generally been to provide the applicant a 2 year period to meet the conditions of the planning approval. For example, a standard condition is “The vehicular crossover between the subject land



and XX is to be designed, constructed, sealed and drained to the satisfaction of the Shire prior to XX”;

- there are various applicants who are not in compliance with one or more planning conditions. Unless planning compliance procedures change, ideally via performance bonds, but also as required through other methods, the number of applicants who are non-compliant will increase in the coming years;
- the Shire administration has adopted a structured and negotiated approach with applicants in seeking to address non-compliance. However, a number of applicants who have received planning approval have chosen not to comply with the conditions even after a period of time. This is after they have been given multiple opportunities to address the planning conditions via phone calls and letters. The reason for non-compliance varies. A common reason is apparent difficulties in securing contractors and higher cost associated with contractor’s travel expenses. Other applicants have advised the crossover will be delayed following the completion of all building works on the site;
- while a negotiated approach which gives multiple opportunities to address matters is generally preferred, there is a financial cost to the Shire administration and there is an associated “opportunity cost” with Shire resources. Considerable time and effort can be used in seeking to achieve the intended outcomes and this time is not being used to progress strategic matters and projects. Accordingly, there is a need to find the best approach to applicants meeting conditions in a timely manner which does not create a significant burden on Shire resources;
- there are various “tools” that can be used to address non-compliance including Planning Infringement Notices and legal action through the courts. A more cost effective approach is however modifying relevant planning conditions to require performance bonds; and
- the Council at its meeting on September 2012, in relation to Planning Infringement Notices, in part resolved to “note the Shire administration will continue to seek compliance of the Local Planning Scheme and planning approvals with landowners and applicants through negotiation. However where resolution cannot be reached by negotiation, a Planning Infringement Notice/s may be issued or a recommendation that legal action be pursued through the courts”.

**COMMENT:**

A) Overview

There is a need to ensure statutory compliance and treat all ratepayers and residents in the Shire equitably as required by legislation. This includes meeting planning conditions and for development to be consistent with LPS3. It is also suggested there is a need to ensure that planning compliance

matters for other planning applications are efficiently and effectively addressed from a Shire resourcing perspective.

*B) Appropriateness of Local Planning Policy requirements*

As a starting point, the Council needs to be satisfied that its Local Planning Policies are appropriate e.g. requiring sealed crossovers from sealed roads, sealed parking generally in the town centre and the Residential Zone, and landscaping on portions of the site in accordance with the LPS3. From the Shire administration's perspective, the policies relating to these matters are considered appropriate. They reflect better practice which will assist to improve the amenity of the district and support a growing and progressive community.

*C) Statutory responsibility to ensure conditions are addressed*

If a planning condition is included, the Shire has a statutory responsibility to ensure that the condition is addressed. "Ignoring" the non-compliance is not a sound option given it does not fulfil the Shire's statutory responsibilities, it can raise liability/risk issues, or it can create a perception that the Shire is treating some applicants inconsistently.

*D) Suggested way forward for future planning applications*

It is suggested that planning conditions associated with crossovers be modified for example from:

"The vehicular crossover between the subject land and XX is to be designed, constructed, sealed and drained to the satisfaction of the Shire prior to XX."

to the following conditions and advice:

"A vehicular crossover between the subject land and XX is to be located, designed, constructed, sealed and drained at the proponent's expense to the satisfaction of the Shire prior to occupation."

"The payment of a bond to the Shire for \$XXX prior to the issue of a Building Permit, for the installation of the new sealed crossover."

"In relation to Condition X, the bond will be returned once the work has been met to the satisfaction of the Shire."

A similar approach would be applied to landscaping and other relevant matters.

*E) Performance bond amounts*

In terms of the performance bond amount, it is suggested that the amount applied is generally the estimated market price. It is highlighted that the Shire does not want to be responsible for undertaking the works to meet the

condition other than as a last resort. It is suggested that in appropriate circumstances, the Shire's Chief Executive Officer uses discretion to lower the performance bond amount provided that applicants have a financial incentive to appropriately undertake the work in a timely manner.

The performance bond will generally be a standard applied across the municipality unless there are known site specific considerations that add to the cost. When the local government imposes the performance bond, it will not be undertaking a site specific cost estimate for the crossover, landscaping etc. It is highlighted, for example, that individual crossover costs will vary depending on considerations including the crossover length, construction materials, slope, extent of drainage required and distance from Nannup.

The suggested performance bond amount for crossovers in 2013/14 is:

- \$3,000 for single crossovers to residential/rural living properties;
- \$6,000 for double crossovers to residential/rural living properties;
- \$5,000 for single commercial/industrial crossovers;
- \$7,500 for double commercial/industrial crossovers; and
- the amount required to implement landscaping plans would be on a case by case basis.

The amounts would be regularly reviewed based on prices from contractors, applicants and advice from the Shire's Manager Infrastructure.

*F) Considerations with performance bonds*

The proposed approach of performance bonds for certain conditions, payable prior to the issue of a Building Permit, could create cash-flow implications for some applicants. This is acknowledged and will need to be monitored. There are expected to be similar cash flow issues for some applicants at any time in the building process. It is highlighted there is limited "leverage" for the Shire to obtain a bond on a planning condition if not linked to the issue of the Building Permit. Alternatively, applicants can always put up alternative suggestions as to how they will appropriately give assurances that they will address planning conditions in a timely manner. The local government can then consider these on their merits, however it is suggested this would only apply in limited circumstances.

The percentage of dwellings and outbuildings requiring Planning Approval is low, with most only requiring a Building Permit. Applicants can save money for instance by upgrading the crossover prior to submitting the Planning Application. There is the opportunity for the Shire to subsidise the upgrading if it is not associated with the Planning Application.

*G) Self-certifying forms*

Relating to the above, is the introduction of a Shire administration procedure where applicants complete a form which states whether or not all planning conditions have been complied with and/or when outstanding conditions will be

suitably fulfilled. This could be attached to the planning approval. This "self-certification" approach assists to increasingly place the onus on the applicant to ensure the conditionally approved planning application has been appropriately implemented.

*H) Suggested way forward for existing non-compliant planning approvals*

The Shire administration's preference is to continue to seek compliance with LPS3 and planning approvals by negotiation. There are however limits to the extent that the Shire should negotiate with an applicant who is in breach of the planning approval. Where opportunities have been provided for the applicant to address the outstanding condition/s as set out in the planning approval period, the options include:

- payment of a performance bond, with the value set by the Shire administration to reflect the estimated market cost, within 60 days of issuing. Payment of the performance bond will address the immediate non-compliance, with the applicant to arrange the works to be undertaken in the next 12 months. The Shire's correspondence will seek written applicant consent that if the works are not undertaken within 12 months, that the Shire will arrange the works to be undertaken. Further, that any additional costs related to meeting the works (fulfilling the condition) will be invoiced to the applicant;
- issuing a Planning Infringement Notice/s;
- entering details of non-compliance on the Shire's property management system. The non-compliance could be reported to prospective purchasers as part of their due diligence process; and
- legal action via the courts may be required in a limited number of cases. Council agreement will be sought for legal action through the courts.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005, Planning and the Development Regulations 2009 and LPS3.*

Clause 11.4.1 of LPS3 states:

***"Person Must Comply with Provisions of Scheme***

11.4.1 A person must not:

- (a) contravene or fail to comply with the provisions of the Scheme;
- (b) use any land or commence or continue to carry out any development within the Scheme Area:
  - (i) otherwise than in accordance with the Scheme;

- (ii) unless all approvals required by the Scheme have been granted and issued;
- (iii) otherwise than in accordance with any conditions imposed upon the grant and the issue of any approval required by the Scheme; and
- (iv) otherwise than in accordance with any standards laid down and any requirements prescribed by the Scheme or determined by the local government under the Scheme with respect to that building or that use.

11.4.2 Any person who fails to comply with any of the provisions of the Scheme is guilty of an offence and without prejudice to any other remedy given herein is liable to such penalties as are prescribed by section 10 of the Town Planning Act.

*Note: Section 10(4) of the Town Planning Act provides that a person who:*

- (a) contravenes or fail to comply with the provisions of a town planning scheme; or*
- (b) commences or continues to carry out any development which is required to comply with a town planning scheme otherwise than in accordance with that scheme or otherwise than in accordance with any condition imposed with respect to the development by the responsible authority pursuant to its powers under that scheme,*

*is guilty of an offence”.*

Under Part 13, Division 1, s. 215 (7) of the *Planning and Development Act*, non-compliance with a direction given, regarding a development contravening a planning scheme is an offence. Section 223 of the *Planning and Development Act* states that a penalty for offence:

“Unless otherwise provided, a person who commits an offence under this Act is liable to a penalty of \$200 000 and, in the case of continuing such an offence, a further fine of \$25,000 for each day during which the offence continues.”

There is a need for on-going resourcing given the Shire is statutorily obliged to ensure applicants comply with planning approvals.

**POLICY IMPLICATIONS:**

Nil at this stage. In time, there maybe a need to prepare a Local Planning Policy relating to compliance.

**FINANCIAL IMPLICATIONS:**

The Council budgets funds for planning legal costs which include enforcing compliance with LPS3 and planning approvals.

**STRATEGIC IMPLICATIONS:**

If the planning compliance procedures are not effective and efficient there is an "opportunity cost" with Shire administration resources not being directed to progress strategic matters and projects.

**RECOMMENDATION:**

That Council:

1. Endorse the use of "performance bonds" for planning conditions, generally related to sealing crossovers and installing landscaping, with payment to be paid prior to the issue of a Building Permit.
2. Note that certain planning conditions will be modified or added to require the payment of a "performance bond" prior to the issue of a Building Permit. Once the work associated with the condition has been appropriately met, the bond will be returned.
3. The performance bond amount is generally the estimated average market cost as determined by the local government, unless there are known site specific considerations that add to the average market cost or if the Shire's Chief Executive Officer determines that a lower amount is warranted for the application.
4. Endorse the approach of a "self-certification" form for applicants.
5. Endorse the following methods for addressing existing non-compliant planning approvals:
  - (i) payment of a performance bond, with the value set by the Shire administration to reflect the estimated market cost (unless a lower amount is determined by the Shire's Chief Executive Officer), within 60 days of issuing. Payment of the performance bond will address the immediate non-compliance, with the applicant to arrange the works to be undertaken in the next 12 months. The Shire's correspondence will seek written applicant consent that if the works are not undertaken within 12 months, that the Shire will arrange the works to be undertaken. Further, that any additional costs related to meeting the works (fulfilling the condition) will be invoiced to the applicant;
  - (ii) issuing a Planning Infringement Notice/s;

- (iii) entering details of non-compliance on the Shire's property management system. The non-compliance could be reported to prospective purchasers as part of their due diligence process; and
- (iv) legal action via the courts.

#### **9048 GILBERT/SLATER**

That Council:

1. Endorse the use of "performance bonds" for planning conditions, generally related to sealing crossovers and installing landscaping, with payment to be paid prior to the issue of a Building Permit.
2. Note that certain planning conditions will be modified or added to require the payment of a "performance bond" prior to the issue of a Building Permit. Once the work associated with the condition has been appropriately met, the bond will be returned.
3. The performance bond amount is generally the estimated average market cost as determined by the local government, unless there are known site specific considerations that add to the average market cost or if the Shire's Chief Executive Officer determines that a lower amount is warranted for the application.
4. Endorse the approach of a "self-certification" form for applicants.
5. Endorse the following methods for addressing existing non-compliant planning approvals:
  - (i) payment of a performance bond, with the value set by the Shire administration to reflect the estimated market cost (unless a lower amount is determined by the Shire's Chief Executive Officer), within 60 days of issuing. Payment of the performance bond will address the immediate non-compliance, with the applicant to arrange the works to be undertaken in the next 12 months. The Shire's correspondence will seek written applicant consent that if the works are not undertaken within 12 months, that the Shire will arrange the works to be undertaken. Further, that any additional costs related to meeting the works (fulfilling the condition) will be invoiced to the applicant;
  - (ii) issuing a Planning Infringement Notice/s;

**Shire of Nannup  
Ordinary Council Meeting Minutes: November 2013**

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- (iii) entering details of non-compliance on the Shire's property management system. The non-compliance could be reported to prospective purchasers as part of their due diligence process; and
- (iv) legal action via the courts.

**CARRIED 8/0**



**Shire of Nannup**  
**Ordinary Council Meeting Minutes: November 2013**

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AGENDA NUMBER:	12.4
SUBJECT:	Development Assessment Panel: Local Government Nominations
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	Department of Planning
FILE REFERENCE:	ADM 27
AUTHOR:	Robert Jennings – Chief Executive Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	5 November 2013

Attachment: 1. Correspondence from Department of Planning

**BACKGROUND:**

The Department of Planning have written to the Shire (see Attachment 1) seeking to update the local government nominations for the South West Joint Development Assessment Panel (DAP) following the Local Government elections.

The Council, at its meeting on 28 February 2013 resolved the following:

**8904 GILBERT/MELLEMA**

*That Council, under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011, nominate the following elected members of the Council to sit on the South West Joint Development Assessment Panel:*

1. *Councillor Dean and Councillor Camarri as Development Assessment Panel members.*
2. *Councillor Steer and Councillor Lorkiewicz as Alternate Development Assessment Panel members.*

**CARRIED 8/0**

As Councillor Camarri has retired, a new member is now required to fill the position.

**COMMENT:**

The *Planning and Development (Development Assessment Panels) Regulations 2011*, which established the operational framework for DAPs, were gazetted on 24 March 2011. The Shire of Nannup is part of the South-West Joint DAP.

Each DAP has five members which consist of three specialist members, one of which is the presiding member and two local government members. Local representation is crucial to DAPs.

The role of a DAP member is to determine Development Applications within the certain type and value threshold through consistent, accountable and professional decision making.

The Council is required to nominate four elected members, comprising two panel members and two alternate panel members, to sit on the South West Joint DAP as required. Councillors Dean, Steer and Lorkiewicz are still valid and only the one position needs to be filled.

Following the receipt of all local government nominations, the Minister for Planning will consider and appoint all nominees for up to a two year period.

Appointed local members will be placed on a local government member register and will be informed of any DAP training dates. It is compulsory that all DAP members attend the training before they are allowed to sit on a DAP. Local DAP members may be entitled for expenses to be covered in their attendance at training and meetings.

**STATUTORY ENVIRONMENT:**

*Planning and Development (Development Assessment Panels) Regulations 2011.*

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

While applicant fees are payable to the Shire, it does not always reflect the true cost in assessing development applications by the Shire administration.

**STRATEGIC IMPLICATIONS:**

It is not anticipated that many development applications submitted to the Shire of Nannup will reach the levels required to be determined by the DAP. It is expected that future development applications within the Shire the Nannup, which are considered by the DAP, will be of strategic significance to the district.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council, under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, nominate the following elected member of the Council to sit on the South West Joint Development Assessment Panel:

1. Councillor Dean and Councillor \_\_\_\_\_ as  
Development Assessment Panel members.
  
2. Councillor Steer and Councillor Lorkiewicz as  
Alternate Development Assessment Panel members.

**9049 LORKIEWICZ/MELLEMA**

That Council, under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, nominate the following elected member of the Council to sit on the South West Joint Development Assessment Panel:

1. Councillor Dean and Councillor Slater as Development Assessment Panel members.
  
2. Councillor Steer and Councillor Lorkiewicz as Alternate Development Assessment Panel members.

**CARRIED 8/0**



Our ref: DP/13/00682  
Enquiries: Karen Newman  
Telephone: 6551 9604

## URGENT

### ALL LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS

### LOCAL GOVERNMENT ELECTIONS

### DEVELOPMENT ASSESSMENT PANEL REPRESENTATIVES

It has been brought to my attention that a number of Local Government Councilors representing the Development Assessment Panels for their respective authorities will be candidates at the forthcoming Local Government elections to be held on Saturday, 19 October, 2013.

Please be aware that Councilors currently representing your respective Joint Development Assessment Panel (both local government members and alternate members), appointed by the Minister for a term of up to two years to 26 April, 2015, will retain their positions as representatives of the JDAP to which they have been appointed, unless they are not returned on Saturday, 19 October, 2013

This notification is to draw your attention to the *Planning and Development (Development Assessment Panels) Regulations 2011*, particularly to Regulations 29 and 32 which read as follows:

#### **29. Term of Office**

- (1) A DAP member holds office for the term specified in the member's instrument of appointment.
- (2) The term of office specified in an instrument of appointment must not exceed 2 years.

#### **32. Casual Vacancies**

- (1) The office of a DAP member becomes vacant if the member –



*a. Dies, resigns or is removed from office under this regulation; or*

*(2) A DAP member may at any time resign from office by giving a written resignation to the Minister.*

I trust the above information clarifies the position regarding your local government representatives on the Development Assessment Panels. If you have any further queries regarding the above, please do not hesitate to contact Ms Karen Newman on 6551 9604 or email at [karen.newman@planning.wa.gov.au](mailto:karen.newman@planning.wa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Eric Lumsden'.

Eric Lumsden PSM  
DIRECTOR GENERAL

16 October, 2013.

**Shire of Nannup  
Ordinary Council Meeting Minutes: November 2013**

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AGENDA NUMBER:	12.5
SUBJECT:	Disability Access and Inclusion Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	WLF 5
AUTHOR:	Louise Stokes, Community Development Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	4 November 2013

Attachment: 1. Disability Access and Inclusion Plan

**BACKGROUND:**

At the September 2013 meeting, Council resolved to receive the final draft of the Shire of Nannup Disability Access and Inclusion Plan and advertise it for public comment. Copies were made available at the Shire Office and on the Shire website. Stakeholders were involved in the review process.

**COMMENT:**

No feedback has been received during the public comment period; however extensive feedback was received from stakeholders during the development of the draft document which was incorporated into the Disability Access & Inclusion Plan.

**STATUTORY ENVIRONMENT:** None

**POLICY IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:** None

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2013 – 2023:

6. *Our Community Leadership: To do what is right for the people-for betterment of the majority of community*

**RECOMMENDATION:**

That Council adopt the Shire of Nannup Disability Access and Inclusion Plan implementing actions as funding or budget allocations permit.

**9050 LORKIWICZ/MELLEMA**

That Council adopt the Shire of Nannup Disability Access and Inclusion Plan implementing actions as funding or budget allocations permit.

**CARRIED 8/0**



Shire of  
**Nannup**  
rest • connect • grow

## DISABILITY ACCESS AND INCLUSION PLAN

JULY 2013- 2018

This plan is available in alternative formats such as large print, on compact disc or electronic format by email on request.  
This plan is available on the Shire website: [www.nannup.wa.gov.au](http://www.nannup.wa.gov.au)

Endorsed by Council.....



## BACKGROUND

### The Shire of Nannup

Nannup is a scenic community of 1302 people nestled in the beautiful Blackwood River Valley 300 kilometres south of Perth, and centrally located between the towns of Busselton, Margaret River, Manjimup and Bridgetown.

Historically, Nannup was a timber milling town and, while timber is still a major industry, the area's natural beauty, together with its unique character and heritage, is becoming a popular tourist draw card in the South West region.

The Shire of Nannup manages and maintains public infrastructure facilities including roads, paths, drains, community buildings and recreation spaces. The Shire also provides a range of services such as shire staffed office services, library, community and recreation facilities and programs. The quality of this infrastructure is vital to the social and economic well-being of the shire as a whole community, as it enhances the lives of all people, especially those community members and visitors that have disabilities and diverse needs.

### People with Disability in the Shire of Nannup

The residential population of the Shire of Nannup is currently estimated at 1302 (2011 Census) with a 0.8% annual growth. According to the Australian Bureau of Statistics (ABS Survey of Disability, Aging and Carers (2006), 20.6% of Australians, or more than 1 in 5 people, identify themselves as having some form of disability. In the past two years there has been a 60% increase in the number of families moving to the Shire with children with disability who are registered with DSC or currently being assessed.

### Planning for Better Access and Inclusion for People with Disabilities

The Shire of Nannup Disability Access & Inclusion Plan (DAIP) for 2013-2018 has been designed to meet the requirements of the Western Australian Disability Services Act (1993 amended 2004), the Commonwealth Disability Discrimination Act (1992) and the Equal Opportunity Amendment Act, Western Australia (1998, amended 1988). It responds to new initiatives by the State and Federal governments in recent years and sets the stage for responding to diversity by expanding upon previous disability service plans and the Disability Service Commission Strategic Plan 2010 – 2015 to incorporate the needs of all members of the community. It has a particular focus on nurturing a community where diversity, difference and a sense of identity is respected and valued. These values are underpinned by a commitment from the council to the creation of fair and equitable access for all residents and visitors to the shire. The plan is subject to annual review and may be amended and extended as priorities and needs change.

The vision of the DAIP is for an accessible and inclusive community and the format will concentrate on seven key areas:

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Outcome 2: People with disability have the same opportunities as other people to access the buildings and facilities of a public authority.

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

#### The Shire of Nannup's role in Access & Inclusion

The Shire of Nannup is responsible for a range of functions, facilities and services in the region including:

##### Services to property:

Construction and maintenance of council owned buildings  
Construction and maintenance of roads, footpaths and cycle facilities  
Land drainage and development  
Waste collection and disposal  
Litter control and street cleaning  
Planting and caring for street trees  
Bush fire control.

##### Regulatory services:

Planning of road systems, sub-divisions and town planning schemes  
Building approvals for construction, additions or alterations to buildings  
Ranger services, including dog control  
The development, maintenance and control of parking.  
Provision and maintenance of outdoor playing areas, parks, gardens, reserves  
Provision and maintenance of facilities for sporting and community groups  
Public library and information services  
Environmental health services

### General administration:

Provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licences.

### Processes of government:

Ordinary and special council and committee meetings  
Electors meetings and election of council members  
Community consultations.

### Responsibilities in relation to external developers:

A key responsibility of the Shire of Nannup is that of ensuring that developers meet the mandatory access requirements of:

- Building Code of Australia
- Disability (Access to Premises Buildings) Standards 2010, under the Disability Discrimination Act 1992
- Australian Standard 1428 – Design for Access and Mobility

### Responsibility for Implementing the Disability Access & Inclusion Plan

It is a requirement of the Disability Services Act that public authorities must take all practical measures to ensure that the Disability Access and Inclusion Plan is implemented by its officers, employees, agents and contractors. Implementation of the Disability Access and Inclusion Plan is the responsibility of all areas of Council. Some actions in the Action Plan will apply to all areas of Council while others will apply to a specific area. The Action Plan sets out who is responsible for each action.

### Review of the 2011 – 2013 Disability Access & Inclusion Plan

Outcomes of the 2011- 2013 Disability Access & Inclusion Plan includes:

- A large print section has been integrated into the main library with individual spine signage,
- Audio books, e books and music CD's have been purchased for library.
- Discussion has been held with the hospital for residents to access library on weekly basis or to initiate a book delivery service to the hospital.
- Free internet is offered in the Shire library
- An audit of the town site footpaths has been completed and priorities for upgrading, replacement and construction have been identified and included in the Nannup Bike & Footpath Plan.
- Sensor lighting has been erected around the Shire building.
- An audible loop has been installed into Council Chambers.
- Line marking has been undertaken on all ACROD bays in the townsite.
- The Shire office front door has been modified so that it is not as heavy when opening and closing.

- The FROGS Early Learning Centre has been completed to BCA standards. The carpark has one universal access bay and ramps have been incorporated into the design.
- The Shire has participated in the 'You're Welcome' program and education sessions have been rolled out to business operators.
- Traffic management plans for events now include consideration for ACROD parking and people with disabilities.
- Workshops have been held for staff on "Dealing with Challenging Behaviours" and "Enhancing Access".
- Press releases have been issued in the Nannup Telegraph and on the Shire website to advise that information is available in different formats. Agencies that liaise with families and people with disability have also received this information.

### Consultation

The Access & Inclusion Plan 2013-2018 replaces the previous plan and was developed with input sought from:

- Shire of Nannup elected members
- Shire of Nannup staff
- Count Me In Working Party
- Agencies and organisations working with or supporting people with disability or aged and their carers who live or work in the Shire of Nannup
- Families of People with disability, aged and their carers who live or work in the Shire of Nannup
- Residents and ratepayers of the Shire of Nannup.

Comment on the Access & Inclusion Plan 2013-2018 was sought by way of written submissions, during public consultation or by appointment with the author. The opportunity to comment on the Plan was promoted through media releases, public notices, the Shire's website and direct mail to identified stakeholders. The adopted Plan is available for download from the Shire's website, for viewing at all Shire public libraries, and copies made available on request. The adoption of the new Plan was promoted through media releases, public notices and the Shire's website.

### Communicating the Disability Access and Inclusion Plan to Staff and People with Disabilities

- Council has a copy of the Disability Access and Inclusion Plan available on the Shire of Nannup website. The plan is available by alternative formats such as large print, on compact disc or electronic format by email on request.
- The plan is provided to Agencies that assist families with people with disability and several of the families sit on the Council's 'Count Me In' Working Party so have access to the DAIP.
- The adoption of the new Plan was promoted through media releases, public notices and the Shire's website.

## Review, Reporting and Evaluation Mechanisms

### Review and Reporting

- An appointed Council Officer will undertake an annual review of the Disability Access and Inclusion Plan in consultation with people with disability within the community, community groups and organizations that provide direct and indirect services to people with disability, event management organizers and Council staff.
- Prior to 31 July each year, an annual report will be lodged with the Disability Services Commission reporting on progress made by the local government authority and any agents/contractors in relation to achieving the six desired Disability Access and Inclusion outcomes and strategies employed by Council to inform its agents/contractors of its Disability Access and Inclusion Plan.
- Contractors and agents will be provided a copy of the DAIP with the signing of the their contract or as part of their induction process. There will also be information in the contract that the DAIP is located on the Shire website.
- Council will fulfil the Disability Services Act requirement to lodge a copy of any amendments to the Disability Access and Inclusion Plan with the Disability Services Commission.

### Evaluation

- Council will receive any status reports on the Community Access and Inclusion Planning process to be used in seeking feedback from the community.
- Elected members of Council and Council officers will also be requested to provide feedback on how well they believe the strategies are working and to make suggestions for improvement.

OUTCOME 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

STRATEGY	BARRIERS	ACTION	TIMEFRAME	RESPONSIBILITY
Library	People not aware that Shire staff will provide assistance in the library	Place sign on main counter indicating that assistance is available.	Ongoing	MCS
		Shire staff move around counter to help borrowers.	Ongoing	MCS
		Integrate large print section into main library with individual spine signage	Ongoing	
		Investigate installing large computer screen with interactive keyboard	2015	MCS
		Continue to purchase audio books, e books and music CD's for library.	Ongoing	MCS
		Investigate opportunity for hospital residents to access library on weekly basis or delivery service to hospital and Danjangerup Cottages	2013	MCS

STRATEGY	BARRIERS	ACTION	TIMEFRAME	RESPONSIBILITY
Building Standards	Counter is too high	Staff to assist people with disability around public side of counter	2013/14	MCS
		Check plans prior to approval for compliance with Australian Standards as best practice.	Ongoing	CEO
Australia Day Breakfast	Access	Ensure event is accessible and people with disability are encouraged to attend	Ongoing	CDO
Count Me In program	Access	Count Me In Programs to be held in venues that are fully accessible	Ongoing	CDO/ YO
	Programs are of interest	Consultation held with families of people with disability to encourage active participation	Ongoing	CDO/ YO

OUTCOME 2: People with disability have the same opportunities as other people to access the buildings and facilities of a public authority.

STRATEGY	BARRIERS	ACTIONS	TIMEFRAME	RESPONSIBILITY
Footpaths	Existing footpaths not user friendly to people with mobility problems	Continue to upgrade footpaths as part of the maintenance program and construct new footpaths to BCA standards	Ongoing	MI
	Lack of tactile markers	Tactile markers to be purchased and laid onto footpaths	2014-15	MI
Main Shopping Precinct	Traffic speed through town	Traffic calming measures are installed as part of the Main Street upgrade	2013-16	MI
		Ensure BCA standards applied with the Main Street upgrade	2014-15	MI
Access to Council Facilities	Heavy door at entrance to recreation centre difficult to open	Ensure when Recreation Centre upgrade occurs, consideration is given to car-parking, toilets, showers and entrance	2014-16	CEO
	Difficult to load/unload stores and catering supplies	Incorporate loading bay and service entry into redevelopment plans	2014-16	CEO



STRATEGY	BARRIERS	ACTIONS	TIMEFRAME	RESPONSIBILITY
Tenders and Contractors		Ensure tender documents and contractors agreements have relevant planning and legislative information relating to Disability codes	Ongoing	ALL SENIOR STAFF
Access to Council Facilities	Not automatic door	Assist people to enter the building if required	Ongoing	MCS
Playground upgrades	Lack of 'All Abilities' play equipment	All new and redeveloped playgrounds are to incorporate design features (not just access pathways) that improve accessibility and inclusion of children with disability	Ongoing	MI
Ablution Upgrades	Limited disabled access to public facilities	All new and redeveloped ablution and shower facilities under Council jurisdiction to have BCA standard facilities	Ongoing	MI
Caravan Park Upgrade	Disabled parking, access and facilities	Upgrades to the Shire of Nannup Caravan Parks to ensure facilities, access and services are to BCA standards	2013-15	MI
Youth Centre	Access	Upgrades to the Youth Centre in the new Recreation Precinct to ensure facilities, access and services are to BCA standards	2014-2016	CEO

OUTCOME 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

STRATEGY	BARRIERS	ACTIONS	TIMEFRAME	RESPONSIBILITY
Accessible toilets	Signage	Ensure signage is installed and maintained at facilities	Ongoing	MI
ACROD Parking Bays	Faint line marking on bays	Line marking to be undertaken on all ACROD bays in the townsite.	Ongoing	MI
Event Applications	Language	Event applications are written in language that is clear and easily understood.	Ongoing	CDO
		Assistance is provided to people with disability to complete the application form if requested	Ongoing	CDO
		Traffic management plans for events include consideration for ACROD parking and people with disability	Ongoing	MI

Customer Service	People with access issues not readily able to locate facilities which are access friendly	Appropriately market throughout community that alternative formats can be made available including large print, computer disc, etc	Ongoing	MCS
		Undertake You're Welcome Initiative	Ongoing	MCS
		Include strategic direction in Shire's Corporate Plan relevant to review and implementation of Disability Access and Inclusion Plan	Ongoing	CEO

OUTCOME 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Customer Service	Potential for Council Officers and Councillors to be unsure of how to deal with people with certain disability	All staff and Councillors are provided with the information required to understand their obligations in equitable customer service for people with a disability as part of their induction	Ongoing	MCS/MI
		Workshops held bi-annually for Council staff and residents "Dealing with Challenging Behaviours" and "Enhancing Access"	Ongoing	MCS

**OUTCOME 5:** People with disability have the same opportunities as other people to make complaints to a public authority

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Ensure grievance mechanisms are accessible	Language	Consult with Service Providers to ensure clients are aware of process for making grievance and any assistance they may require.	Ongoing	MCS
		Regularly advertise in Shire Notes that Council information can be made available in alternative formats upon request.	Ongoing	MCS
		Advertise on the Shire website that Council information can be made available in alternative formats upon request.	Ongoing	MCS

OUTCOME 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Ensure people with disability have access to public consultation	Access to documentation	Enquire with CRC if link to Shire website can be placed on interactive screen	2015	MCS
		Regularly advertise in Shire Notes that Council information can be made available in alternative formats upon request.	Ongoing	All Staff

OUTCOME 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Recruitment strategies	Awareness of positions available	The Shire's equal employment opportunity plan is reviewed annually to ensure the recruitment processes meet the needs of people with disability	Ongoing	MCS
		Adaptive equipment and work processes are provided to staff or prospective staff where reasonable and practical	Ongoing	MCS
Opportunities for employment	Awareness of positions available	All job vacancies are promoted via the supported employment network	Ongoing	MCS

<b>Effective From:</b>	1 December 2013
<b>Expires on:</b>	30 June 2018
<b>Next Review:</b>	June 2015
<b>Adopted by Council:</b>	28 November 2013

**Shire of Nannup**  
**Ordinary Council Meeting Minutes: November 2013**

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AGENDA NUMBER:	12.6
SUBJECT:	Bulk Fuel Supplies
LOCATION/ADDRESS:	Shire Depot
NAME OF APPLICANT:	N/A
FILE REFERENCE:	WRK10
AUTHOR:	Chris Wade – Manager Infrastructure
REPORTING OFFICER:	Chris Wade – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	7 November 2013

Attachments: 1. WALGA Information sheet  
2. Policy WRK 10

**BACKGROUND:**

Council's current fuel supplies are obtained on a rotating basis between the two town fuel suppliers, subject to prices being relatively close as per Policy WRK 10. The rotation basis is 3 monthly.

Council's diesel usage is approximately 100,000 litres annually which does not take into account the extra fuel used by machinery on Mowen Road. A relatively small volume of unleaded fuel is also used for senior officers' vehicles and small plant.

Over recent years there has been the odd issue of fuel quality, fuel availability, fuel availability during power outages, after hour supplies and Risk Management issues with accessibility for Council's larger plant and trucks.

**COMMENT:**

The Western Australian Local Government Association has now added fuel supplies, oil and lubricants and bulk fuel infrastructure to its preferred supplier panel. This offers a considerable saving on all of the above mentioned items without the requirement to tender these items.

Officers have sought quotes from both of the regional bulk fuel distributors for the following items;

- Bulk storage tank for shire depot,
- Fuel management system,
- Bulk diesel supply and
- Supply of oil and lubricants



The current diesel price per litre in town is \$1.64, to which the suppliers apply a \$0.01 per litre discount. The quoted price from the bulk fuel suppliers is \$1.4978 delivered plus \$0.067 per litre surcharge for a 5,000 litre bulk tank and fuel management system, which at the conclusion of a 3 year contract will become a Council asset and the surcharge will stop.

Bulk fuel supplies will allow for continuity during emergencies and after hours for both Council plant and bushfire brigade vehicles, if required. It will also resolve some of the issues raised by staff with trucks and large plant interactions with pedestrians and smaller vehicles in the service stations. Another major cost saving will be the reduction in banking up of vehicles waiting to fuel up at the service stations especially during the construction season when staff are on overtime rates.

The administration component of a new bulk fuel management system should not have any significant impact on staff after a settling in period. The bulk storage tank will be a self bunded type, alleviating any issues with spills and be of a size that will not class it as a dangerous goods area and require extra environmental measures. The fuel management system will provide a secure system similar to Council's current system with each vehicle allocated an operating device to initiate the bowser and monitor usage.

Taking into account that the use of unleaded fuel from the local service station is minimal Policy WRK 10 will need to be revoked; the vehicles and plant that require unleaded fuel can be managed individually and discretionally by staff.

Overall if the officer's recommendation is supported there will be a general cost saving to Council's future expenditure which in turn will be a benefit to the local economy.

**STATUTORY ENVIRONMENT:** None

**POLICY IMPLICATIONS:**

Policy WRK 10 Local Fuel Supplies will need to be revoked if the officer's recommendation is adopted.

**FINANCIAL IMPLICATIONS:**

Annual saving of approximately \$7,430 for fuel supplies and there will also be savings on the cost of oils and lubricants. Time savings will also apply but are an unmeasurable quantity.

**STRATEGIC IMPLICATIONS:** None

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council:

1. Support a 3 year bulk fuel supply contract
2. Council revoke Policy WRK 10 Local Fuel Supplies outlined in Attachment 2

**9051 LONGMORE/MELLEMA**

That Council:

1. Support a 3 year bulk fuel supply contract

**CARRIED 6/2**

Voting for the motion: Gilbert, Longmore, Lorkiewicz, Mellema, Slater and Steer  
Voting against the motion; Dean and Dobbin.

**9052 MELLEMA/STEER/SLATER**

That Council consider revoking Policy WRK 10.Local Fuel Supplies

**CARRIED 6/2**

Voting for the motion: Gilbert, Longmore, Lorkiewicz, Mellema, Slater and Steer  
Voting against the motion; Dean and Dobbin.

**9053 LONGMORE/MELLEMA**

2. Council revoke Policy WRK 10 Local Fuel Supplies outlined in Attachment 2

**CARRIED 6/2**

Voting for the motion:  
Gilbert, Longmore, Lorkiewicz, Mellema, Slater and Steer

Voting against the motion;  
Dean and Dobbin.



8 August 2013

Our Ref: CO31\_12

Mr Robert Jennings  
 Chief Executive Officer  
 Shire of Nannup  
 (DX 69426) PO Box 11  
 NANNUP WA 6275

SHIRE OF NANNUP			
RECEIVED			
Ref: _____		No. _____	
12 AUG 2013			
CEO MCS WM MDS	AO EO CO CO	LIB PUB	FMO YO RO

Dear Robert

### New Preferred Supply Panel – Fuel (Bulk), Fuel Card Services and Oils & Lubricants

WALGA is pleased to announce the establishment of its newest Preferred Supplier Panel for the provision of **Fuel (Bulk), Fuel Card Services and Oils & Lubricants**.

This Preferred Supply Panel has been developed in conjunction with the National Purchasing Network and combines the aggregated purchasing power of more than 350 Local Governments (WA, VIC, QLD, SA, NT and TAS).

The new Contract leverages exceptional pricing and supplier choice for Local Governments across the various fuel, oils and lubricant categories as follows:

- **Bulk Fuel** – discounts of up to **15 centres per litre** on an extensive range of bulk petroleum products including Diesel, ULP, PULP and Biodiesel blends. *Preferred Suppliers include BP Australia, Caltex, United, Oil Tech Fuel, Refuelling Solutions, ARfuels and National Biodiesel.*
- **AdBlue & Aviation Fuel** – discounts of up to **20% off normal rates** for the bulk purchase of AdBlue and **5 cents per litre** off the price of Aviation Fuel. *Preferred Suppliers include AUSblue, Caltex, Oil Tech Fuel, Valvoline and Yara.*
- **Fuel Card** – discounts of up to **5 cents per litre** off bowser prices. *Preferred Suppliers include BP Australia, Caltex, United and Oil Tech Wholesale.*
- **Oils & Lubricants** – discounts of up to **50% off normal rates** for a range of engine and gear oils, automotive fluids and chemicals, lubricants, coolants, specialised hydraulic equipment, fluid transfer equipment, lubrication equipment and installation services. *Preferred Suppliers include Caltex, Castrol, Valvoline, Gulf Western Oil, Hi-Tech Oils and Oil Tech Wholesale.*
- **Bulk Fuel Infrastructure** – significant discounts on the installation of new, replacement or upgraded infrastructure. *Preferred Suppliers include BP Australia, Caltex and United.*

The new Contract can be accessed via eQuotes. For assistance or additional information, please contact Dale Chapman on 9213 2095 or by email at [dchapman@walga.asn.au](mailto:dchapman@walga.asn.au)

Yours sincerely

**Ricky Burges**  
 Chief Executive Officer

Local Government House  
 15 Altona Street  
 West Perth WA 6005  
 PO Box 1544

West Perth WA 6872

Telephone: (08) 9213 2000

Facsimile: (08) 9322 2611

Email: [info@walga.asn.au](mailto:info@walga.asn.au)

Website: [www.walga.asn.au](http://www.walga.asn.au)

<b>Policy Number:</b>	WRK 10
<b>Policy Type:</b>	Works
<b>Policy Name:</b>	<b>Local Fuel Supply</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority Shire of Nannup

## POLICY

That Council access fuel through the two local fuel outlets unless impractical to do so. The State Fuel Supply contract is to be checked periodically prior to every quarterly period commencing January, April, July and October with the cheapest supplier being chosen subject to the following conditions:

- 1.1 That if there is less than 2 cents per litre difference on average in the supplier price from both outlets, then the fuel supply is to rotate on a three monthly (quarterly) basis between the two local outlets.
- 1.2 If a margin of greater than 2 cents per litre on average is apparent in the State Fuel Supply contract of both local suppliers, then the cheapest local supplier be chosen for that forthcoming three month period."

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 27 February 2003
Reviewed	OM 25 February 2010
Revoked	OM 28 November 2013

**Shire of Nannup  
Ordinary Council Meeting Minutes: November 2013**

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Cr Dobbin declared a financial interest due to being involved in the modifications of the building and left the meeting at 17.20 hours.

Cr Longmore declared an impartiality interest due to being involved in the Nannup Music Club committee for the following item.

**9054 GILBERT/MELLEMA**

Cr Longmore to stay, participate and vote on item 12.7– Supper Room Door Installation.

**CARRIED 6/0**

AGENDA NUMBER:	12.7
SUBJECT:	Supper Room Door Installation
LOCATION/ADDRESS:	Town Hall
NAME OF APPLICANT:	Nannup Music Club
FILE REFERENCE:	ASS7/RES3708
AUTHOR:	Chris Wade – Manager Infrastructure
REPORTING OFFICER:	Chris Wade – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	12 November 2013

- Attachments: 1. Drawing  
2. Nannup Music Club request letter  
3. Nannup Music Club email  
4. Public Comments

**BACKGROUND:**

The Nannup Music Club (NMC) currently lease the Supper Room from Council. Part of the verbal agreement with the club during the lease negotiations was the installation or modification of a door in the building to assist with disabled access, natural lighting and marketing visibility and also internal building modifications. This agreement was a significant component of the lease being accepted by the NMC and creating an income for Council from one of its assets. Currently there is only a door on the north eastern side of the building that is operational. Council officers engaged a contractor to install a new door on the Warren Road facade of the building after seeking feedback from both the Nannup Historical Society and Old Templemore Tearooms, being neighbouring properties. Both provided positive support. The NMC decided that internal modifications were not required once they occupied the building.

Separate officer discussions included a commitment that no changes would be made to the front of the building without undertaking widespread public consultation.

**COMMENT:**

Since the contractor has started the internal component of these works, Council officers have been approached by concerned residents to seek further public comment as they believe it is not in character of the building. The contractor has been asked to put a hold on any further works until this public comment period has closed. Council received 11 comments, 5 positive and 6 negative, which are outlined in Attachment 4. Officers now present the decision for Council's consideration.

Further communication from The NMC has been received since the public comment period requesting support for the installation of another window on the same front facade. This request was also part of officers' initial discussions with The NMC but due to cost was not pursued any further. The NMC has indicated they will cover any cost for the window purchase and installation. It is difficult to include this request as it was received after the public comment.

**STATUTORY ENVIRONMENT:** None

**POLICY IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:**

The cost of the works is expected to be \$3,000 and is included in the funds carried forward from 2012/13 budget.

**STRATEGIC IMPLICATIONS:** None

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council;

1. Support the installation of a new door on the Warren Road facade of the Supper Room in the theme of the current door on the other side.
2. Not support the installation of another window in the same facade.

**9055 GILBERT/MELLEMA**

That Council;

**Shire of Nannup  
Ordinary Council Meeting Minutes: November 2013**

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1. Support the installation of a new door on the Warren Road facade of the Supper Room in the theme of the current door on the other side.

**CARRIED 5/2**

Voting for the motion;  
Dean, Gilbert, Longmore, Mellema and Steer

Voting against the motion;  
Lorkiewicz and Slater

**9056 GILBERT/MELLEMA**

Discharge recommendation 2;

That Council;

2. Not support the installation of another window in the same facade.

**CARRIED 6/1**

Voting for the motion;  
Dean, Gilbert, Longmore, Mellema, Slater and Steer

Voting against the motion;  
Lorkiewicz.

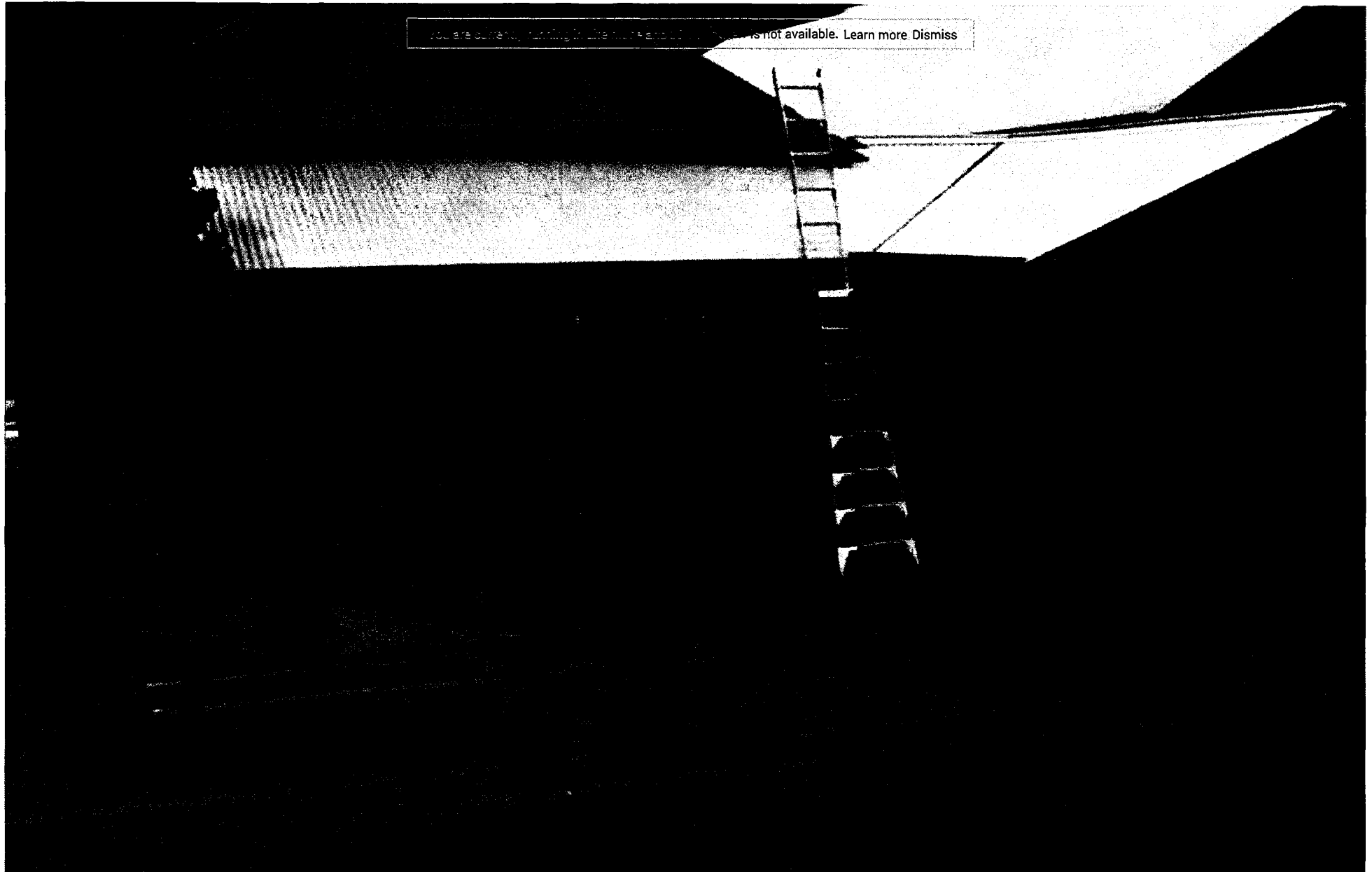


Image capture: Nov 2009 State Route 104 © 2013 Google



**ATTACHMENT 2**



Shop 3/ 33 Warren Road  
PO BOX 216  
NANNUP WA 6275

Telephone 08 9756 1511  
Email [info@nannupmusicfestival.org](mailto:info@nannupmusicfestival.org)  
Website [www.nannupmusicfestival.org](http://www.nannupmusicfestival.org)  
ABN 61 571 633 904

*sent 16.10.2012*

10<sup>th</sup> October 2012

To all Members of Nannup's Historical Society,

The Nannup Music Club is on the move and will shortly be taking on the lease of the Supper Room (old Telecentre on the corner of Warren and Grange Road.)

With the continuing growth of the Club especially the Music Festival, this offers a much larger space to operate from.

At present the entrance to the supper room is through a door at the side of the building. This door is not user friendly and not wheelchair accessible. The Music Club would like to put a door on the Warren Road (main rd) side of the building as well as two windows each side of the door.

This would enable much better access to the building and the additional windows would help to create a much lighter working area and also help reduce the need for constant lighting during the day reducing power usage.

The doors and windows would be compatible with the nature and style of the building.

The Nannup Music Club would like to ask for your support with these proposed changes to the supper room.

It would be appreciate if you could send a letter of support before Friday the 19<sup>th</sup> October to:

Robert Jennings  
Nannup CEO  
Adam Street  
Nannup WA 6275

If you require any more information please do not hesitate to contact me at the Music Club on 9756 1511 home 9756 0308 or mob. 0427 560 305

Thank you so much for your support

Kind regards

A handwritten signature in black ink, appearing to read "M. Longmore".

Maggie Longmore  
Nannup Music Club Chair & Festival Coordinator

**Nannup Music Festival 1<sup>st</sup> to 4<sup>th</sup> March 2013**

Chris Wade

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**From:** Maggie Longmore [mlongmore@westnet.com.au]  
**Sent:** Wednesday, 6 November 2013 10:02 AM  
**To:** Chris Wade  
**Cc:** Robert Jennings; 'Nannup Liquor'  
**Subject:** RE: Supper room

**Importance:** High

Hi Chris

Thanks very much for that and the prompt reply.  
Yes the Music Club understands that the Shire has to do the right thing by the people of Nannup and realistically that is what the Music Club is doing

The Town Hall and the Supper room have been altered over the years especially with the addition of the veranda so we do not see the installation of a door in the front altering the aesthetic of the building  
In our negotiations with you regarding the door the Shire said that they would pay for the installation of the door but not for the two windows that we also proposed at the time, as we did not feel in a financial position to pay for the installation of windows and thought to leave these to a later date and have some fundraising to do it. We now feel it may be better to do the whole job and install the windows and the door together, especially as the decision now has to be made by Council.

We would like to propose that the Councillors and Shire officers have a site visit to the Music Club so that they can get a good understanding of the reasons behind the request .  
This visit could be done on the day of the next council meeting .

Cheers Maggie

Maggie Longmore  
Chair Nannup Music Club & Festival Coordinator  
mlongmore@westnet.com.au  
Tel/Fax (08)9756 0308  
Mob 0427 560 305

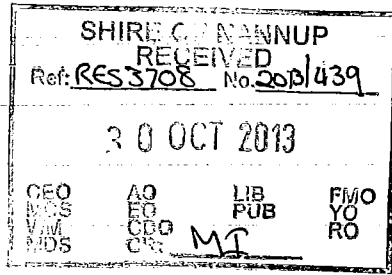


*Nannup Music Festival*  
*February 28th to 3rd March 2014*  
*www.nannupmusicfestival.org*

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**From:** Chris Wade [mailto:chris@nannup.wa.gov.au]  
**Sent:** Tuesday, 5 November 2013 2:53 PM  
**To:** Maggie Longmore  
**Subject:** RE: Supper room

Hi Maggie,



49 George Rd  
Nannup  
29.10.13

CEO

Nannup Shire

Dear Sir,

I strongly object to the proposed alterations to the supper room.

They are totally unnecessary and will destroy the integrity of the building.

Rather than ratepayers paying for alterations, the present tenants could find accommodation more suited to their requirements.

Yours faithfully,  
Julie Kay.

<b>SHIRE OF NANNUP</b>	
Received in Good Order.....	
Computations Checked.....	
Prices Charged Fair & Reasonable.....	
Authorised For Input.....	

SHIRE OF MANNUP			
RECEIVED			
Ref: Res 3708	No. 421		
23 OCT 2013			
CEO SUS WIND WINDS	AO FO CDO CR:	LIB PUB	FMO YO RO

Val Gazzola  
Mannup.

Dear MR

*J. Jennings*

heard to-day

that the Shire is going to cut a part of the front wall of the old supper room, at the Town Hall.

For I can't understand why they say its for wheelchairs or light or to let people know that the Music Festival club are in there, because the side door, doesn't seem to ~~encourage~~ encourage people to come in.

Well they found the door OK, for the telecentre and wheelchairs went in there OK.

Its seems a Shame to ruin the front, just for those ~~few~~ few things

2

I only hope they leave the old building as it is we haven't got many left in Mannup. and its such a shame. The old Post office should never have been taken down, Mannup want be Mannup anymore the way things are going. Maggie Longmore came to the history meeting one day and spoke about the sliding doors but I was there and not all agreed.

From Val Gatzold  
could you please give a copy to all councillors

Please - a copy to all Councillors.

The C.E.O.  
Nannup Shire  
Mr Jennings,  
Dear Sir,

SHIRE OF NANNUP	
RECEIVED	426
Ref: RES 5788	No. 426
22 OCT 2013	
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RITA STALLARD  
LOT 104 EN/1 RD. 6275  
22-10-13

Re-The Town Hall Supper Room.

As you are aware, approx. one year ago the 'Music Festival' organisation wanted to install double doors in the front of the Supper Room to allow for more light. [As per your word, that was not done].

Now, I believe the Music Festival org. want double glass doors in the front so that the organisation is more easily noticed.

Both these goals are achieved by enlarging the already existing double doors at the side of the building, plus appropriate, removable, footpath signage, (as per other businesses in town.)

The extremely large advertising sign on the front of the Supper Room (in the angle of the gable) already states who, what & where.

As there is regrettably no longer a community representative Shire Heritage Committee to advise Council, I understand support for the alterations was sought from the Nannup Historical Society. [If we still had a Heritage Committee, the Historical Society would of course be represented on same as would other conservation & preservation minded citizens.]

2

However, the Historical Society whilst giving support in principle, wisely added the proviso that the alterations "are in keeping & harmonise with the existing facade of the surrounding buildings."

Well, if one looks at the existing facade: -  
The Town Hall & Supper Room & Bath have a uniform look at the moment - the same size window in the middle of each front wall facing the main road & in keeping with the use & era of the halls.

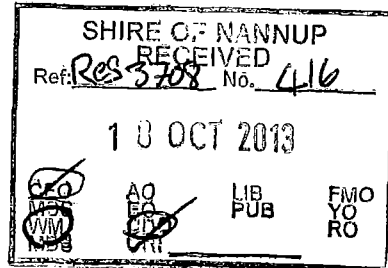
Double doors in the front of the Supper Room would defeat the concept of the walkway from the Town Hall to seating in the Supper Room.

The Shire of Nannup Municipal Inventory, prepared for the Shire by the firm "Heritage & Conservation Professionals", pages 60 & 61 confirm the 'Heritage Council database; Nation Trust classified' listings of the significance of the Town Hall & Supper Room.

The quoted management is: - Highest level of protection appropriate: recommended for entry into the State Register of Heritage Places; provide maximum encouragement to the owner to conserve the significance of the place.

As the Shire is the owner of the Town Hall & Supper Room & guardian of them for the people, I urge you to provide the highest level of protection & not alter the facade or relevance.  
I remain, Ailsa Stoddard.

Jan Brenkman  
34 Carey Street,  
Nannup W.A. 6275



17<sup>th</sup> October, 2013

Mr. Robert Jennings,  
CEO Shire of Nannup,  
Adams Street,  
Nannup 6275.


Dear Sir,

**RE: NANNUP SUPPER ROOM (NOW IN USE BY NANNUP MUSIC CLUB)**

I wish to advise I have no objections to the proposed alterations to include an entrance doorway into the building from Warren Road, provided this is done in a manner in keeping to the original style of architecture.

I also wish to point out that from my experience as a volunteer at the information bay in Brockman Street for the 2013 Music Festival, I repeatedly had to direct visitors to the position of the entry to the Music Club Rooms. A new doorway obvious from the main street seems a most sensible idea.

Yours faithfully,

  
Jan Brenkman



Robert Jennings, CEO Nannup Shire Council

re.: Alterations to Supper room

Dear Sir and Councillors

I am writing to comment on the proposed (though already approved by council) adding of an extra entrance facing Warren Road to the building now in use by the Nannup Music Club.

I have no objection to this alteration, provided it will be in keeping with the existing features of the building, as indeed it will be.

I hope therefore that you will take into consideration this view, even though you appear to only canvas for objections if I have read the notice correctly.

Yours etc.

Wouter J Brenkman

34 Carey St

Nannup

Retired, and actively supporting Nannup festivals to promote the town of Nannup

Member of Nannup Music Festival

Member of Nannup Arts Council



**Mr Robert Jennings  
Nannup CEO  
Adam Street  
Nannup 6275**

**16<sup>th</sup> October 2012**

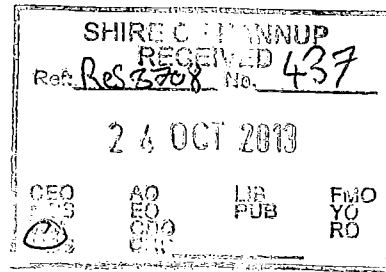
**Dear Mr Jennings**

**The Nannup Historical Society support the Nannup Music Club's move to The Supper Building with the proposed alterations, provided they are in keeping and harmonise with the existing façade of the surrounding buildings.**

**Yours sincerely**

**Margaret Gibb  
Secretary  
Nannup Historical Society**

Untitled



The Shire of Nannup

RE; ANOTHER DOOR FOR THE SUPPER ROOM

I see no need for another door on the supper club room, why would you mess up the front of such a nice old building, leave it as it is. Nannup's attraction is its uniqueness, don't destroy it.

Im sure there are other things more pressing to spend money on.

Keri Firth

*Tony's Copy*

PO Box 59  
Nannup WA 6275  
23<sup>rd</sup> September 2013

CEO  
Mr. Robert Jennings,  
Nannup Shire Council.

Dear Mr. Jennings,

It has been brought to my attention that the Council has given permission to change the Supper Room building at the historical Town Hall area.

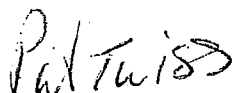
Apparently the Music Festival Club has requested that a double glass door be built into the Warren Road side because people do not know where they are 10 metres at the most, on the Grange Road side of the building.

It is a presumption of the Committee that they think they can have a building changed for a festival held once a year, and it is absolutely irresponsible of Shire Councilors and others to agree to such a change in an historic building in this prime area of town.

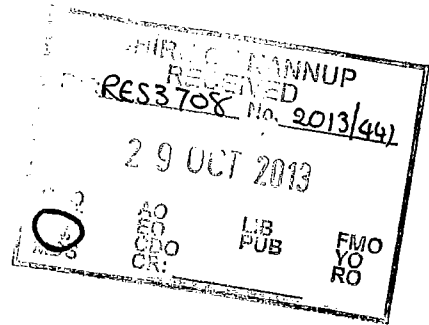
People visit and enjoy Nannup for the old world feeling of lovely old buildings and gardens. Please think again on the very unnecessary decision that had been made.

Yours sincerely

Pat Twiss



Copies to Councilors T. Dean, C. Gilbert, Norm Steer



Chief Executive Officer  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275

Dear Robert,

### **Supper Room Proposed Work**

I would like to provide comment on the proposed works to the front of the "Supper Room". Please note that I am not making these comments in relation to the current tenants of the facility, (ie. the Nannup Music Club). My comments are based on the basis that any major structural works to the building will remain long after the Music Club have outgrown these premises and moved on.

I **strongly object** to the construction of a doorway at the front of the "Supper Room" building on the grounds that the works will negatively impact on the historical integrity of the facility. The new doors will detract from the traditional façade and do not offer any visual benefit to the building. The Supper Room has been a part of the building heritage of Nannup since it was built in the early 1900's and as such it is important that the style and architecture of buildings such as this one is maintained. In the absence of ANY heritage listing of buildings in Nannup (which would effectively protect our iconic buildings from ad-hoc renovations and dramatic changes to the original structure such as this proposal), it is important that the Shire take a conservative approach to structural works on community owned iconic facilities.

From an operational aspect (drawing on experience as a previous tenant of the facility for over 12 years) the existing door on the side of the building was never a disadvantage to attracting visitors/clientele into the building. I understand the request for the new entry was made as part of lease negotiations prior to occupancy and therefore I question what research initiated the belief that this structural change would be of benefit to the tenant other than anecdotal evidence.

If the installation of a 4th doorway to these premises is in response to the current tenants expecting a decline in visitations (in comparison to visitations they recorded in their previous location), then it should be more accurately attributed to the higher numbers of 'walk-by' clients at their previous premises (in the main shopping precinct) rather than access to their premises (situated at the quieter end of town). An additional doorway will not address this situation, regardless of where the doorway is located. Adequate directional signage would be a more realistic benefit to the tenant's service.

Floor substructure issues were identified in the Supper Room premises in 2001 and allocated funding in subsequent Council budgeting (although each year funding was

subsequently reallocated to 'higher priority areas'). This identified area of need would surely be a higher priority for expenditure of ratepayer funds rather than an unsubstantiated need by the tenant for installing a 4<sup>th</sup> doorway into the facility.

It should also be noted that the existing decking at the front of the building is approximately 150mm higher than the floor level inside the premises. The installation of a door at the front will necessitate the construction of a ramp either lowering into the doorway, or within the floor space of the premises creating trip hazards and water ingress issues.

During our tenancy the front of the building was renown for flooding (both before and after the addition of the front veranda) and the installation of a doorway/ramp at the front of the premises would only add to the issue of water impacting the substructure.

I believe works have already commenced on the proposed doorway, and I hope that this is not an indication of the regard Council have for community comment and that the works are a fait accompli. Advertising for comment when works have already commenced indicates to the community that Council has made a decision on its actions regardless of community feeling. This results in loss of community ownership and community disconnection. This is already a growing issue in our community and fosters an increase in community apathy verified in comments heard within the community such as "why bother letting the Shire know what I think. They have already decided what they are going to do anyway". As the proposed works were part of the negotiation process between the Shire of Nannup and the Nannup Music Club for the lease of the "Supper Room", and as the building is community owned, I would expect that any 'agreement' should have had a stipulation that any works would only be supported "**subject to community comment**".

I request that Council carefully consider future changes to this facility and any of our community owned iconic Nannup buildings on an ongoing basis. I appreciate the opportunity to provide my comment on this 'proposal'.

Regards

Cheryle Brown

SHIRE OF NANNUP			
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30 OCT 2013			
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WM	CDO		RO
MDS	CR:	MT	

121 Warren Road  
 Nannup 6275  
 29<sup>th</sup> October 2013

The Shire President  
 Shire of Nannup  
 Adam Street  
 Nannup 6275

SHIRE OF NANNUP	
Received in Good Order:	.....
Computations Checked:	.....
Prices Charged Fair & Reasonable:	.....
Authorised For Input:	.....

Dear Sir

Re: Proposed Door Fronting Warren Road at the Town Hall

We would like to write in support of a door being put in the front wall of the supper room at the Town Hall.

This would greatly enhance the functionality of the room for use as Music Club offices, particularly during the Music Festival when the existing door is inconspicuous and impractical.

The proposed style for the new door would be in keeping with the heritage nature of the building.

Yours faithfully

*Louise Furniss*

*Brett*

Brett and Louise Furniss