



City of
Geraldton-Greenough
Climate of Opportunity

CITY OF GERALDTON-GREENOUGH COUNCIL POLICIES

This is a controlled document of the City of Geraldton – Greenough

Originated date: 11th Sept 2007

Version: 4

Mayor City of Geraldton-Greenough.....

Signature Chief Executive Officer.....

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**CITY OF GERALDTON-GREENOUGH
EXECUTIVE POLICIES**

<p>CITY OF GERALDTON- GREENOUGH</p> <p>POLICY - PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD</p>	<p>Version: 1</p> <p>Originated Date: 13 November 2007</p> <p>Review Date: Annually</p>
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PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD

OBJECTIVE

To recognise and reward the dedication, commitment and achievements of long serving employees of the City of Geraldton-Greenough and to encourage staff retention. This policy conforms with the requirements of Sec 5.50 of the Local Government Act that requires Council to make and publicly advertise a policy that contemplates making payments to employees in addition to contract or award.

SCOPE

The payment of a gift or cash payment by the Council of the City of Geraldton-Greenough to all employees of the City that have been employed for a minimum period of five (5) continuous years.

POLICY STATEMENT

The City of Geraldton-Greenough acknowledges that in recognition of the dedication and contribution by long term employees of the City of Geraldton-Greenough, Council delegates to the Chief Executive Officer the authority to make a payment to employees in addition to contract or award in accordance with this policy. The payment may be in the form of a cash payment or gift to approved employees following their resignation from the City under the following criteria:

- a) Minimum period of five (5) years continuous employment with the City.

The following employee categories are applicable to the following values however the CEO shall have sole discretion to authorize any payment:

1. All employees:
 - 5 years service - \$1,000
 - More than 5 years of service a base of \$1,000 plus \$200 for each year in excess of 5 years of service.

- More than 20 years service the CEO is to recommend a payment or gift to Council for approval.

2. Functions:

All employees of the City of Geraldton-Greenough having obtained the minimum ten years of continuous employment will qualify for a staff function for presentation of an additional payment. The cost value of such function shall be set by the Chief Executive Officer.

REFERENCES

Local Government Act 1995 – Section 5.50

RESPONSIBILITIES

Chief Executive Officer

ADOPTION

11 December 2007.

**CITY OF GERALDTON-GREENOUGH
TECHNICAL SERVICES POLICIES**

<p>CITY OF GERALDTON-GREENOUGH</p> <p>MOTOR VEHICLE/PLANT REPLACEMENT</p>	<p>Version 1</p> <p>Originated Date: 11th Sept 2007</p> <p>Review Date: Annually</p>
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MOTOR VEHICLE/PLANT REPLACEMENT

OBJECTIVE

To maintain the vehicle and plant fleet in accordance with the City's replacement plan aimed to achieve optimum operational and replacement costs.

SCOPE

Office Staff Vehicles

All sedans and station sedans will be in accordance with the following provisions

All vehicles purchased shall be on the basis of:-

- appropriateness for intended use
- anticipated resale value
- economic operation
- Staff salary package provisions.
- All vehicles to be replaced in accordance with a five (5) year plan to be subject to Annual review and Council adoption.
- All vehicles are only to be replaced on demonstrated needs and function basis.

All vehicles purchased shall meet the following guidelines:

- CEO and Directors Vehicle
 - A vehicle negotiated as part of the employment contract.
- Managers Vehicles
 - Sedans or Utilities to meet the position work needs (Station Sedans only to be provided for work usage needs)
 - Mid Range Vehicles with four or six Cylinder Engines
 - Automatic Transmission
 - White or approved colour

- Supervisors / Inspection Vehicles
 - Utilities or Sedans to meet the position work needs
 - Four Cylinder Engines
 - White in colour

- General Specifications

The minimum standard specifications for vehicles will have the following fitted:

- Laminated Windscreens
- Window tinting in accordance with Australian Standards, Road Traffic Regulations and with a minimum 5 year guarantee
- Tow bar with steel ball and 7 pin utilux plug socket (where required for position duties)
- Mud flaps to all wheel arches
- Two external adjustable mirrors
- Power steering
- Factory fitted integrated air-conditioning
- Steel belted radial 'H' standard tyres
- Other factory fitted standard extras

Works Vehicles/Plant

Vehicle and heavy plant to be replaced in accordance with an adopted five year replacement plan and in accordance with the following changeover guidelines will be considered:-

VEHICLE /PLANT	REPLACEMENT
Light Vehicles (up to 1.49 tonne)	Up to a maximum of 4 years (up to 1.49 tonne) or 60,000kms whichever occurs first
Commercial Light Vehicles (1.5 to 3.00 tonne)	Up to a maximum of 4 years or 60,000 km whichever is cost/effective
Medium Trucks (3 to 8 Tonne)	5 years or 100,000 kms or whichever is cost effective.
Heavy Trucks (6 wheel or 8 wheel)	5 or 6 years or 100,000 kms whichever is cost effective
Light Loaders	5 years or 5000 hours whichever is cost effective.
Backhoes	5 years or 5000 hours whichever is cost effective.
Heavy Loaders	7 years or 8000 hours whichever is cost effective.
Grader	7 years or 8000 hours whichever is cost effective.
Rubber Tyre Rollers	10 years or 10,000 hours whichever is cost effective
Vibration Road Roller	5 -7 years depending on maintenance costs

Rubbish Trucks inclusive of compactor	5 -7 years depending on maintenance costs
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NOTE: With small specialty units (i.e. vehicles fitted with specialty equipment) exchange of vehicles to be evaluated on cost effective extension of these units for a further period to cover the costs associated with fitting the attachments. And that;

- All vehicles to be replaced in accordance with a Replacement Plan having minimum 5 year duration. The plan is to be based on an economic replacement analysis.
- The Replacement Plan shall be the subject of an annual review and consequently adopted by Council.
- All vehicles and plant items are only to be replaced on a demonstrated needs basis. A plant cost ledger and up to date kilometrage report will accompany plant vehicle replacement proposals.
- All trucks to be classified by their carrying capacity for the purpose of this policy.
- In the evaluation of purchasing light Works Vehicles (change over of 4 years or 60,000km), that whole of life operating and capital costs be considered to determine the optimum fuel type engine with an environmental allowance of up to \$1,000 in support of LPG engines.
- Minimum standard fittings to Works Vehicles shall include:-
 - White or approved external colour.
 - Laminated windscreens
 - Window tinting in accordance with Australian Standards, Road Traffic Regulations and with a minimum 5 year guarantee.
 - Tow hitch/bar with steel ball and 7 pin utilux plug socket.
 - Matching sun visor.
 - Mud flaps to all wheel arches.
 - Two external adjustable mirrors.
 - Power Steering.
 - Factory fitted integrated air-conditioning.
 - 1.5kg ABE dry powder rechargeable fire extinguisher fitted by Council.
 - Tyres as specified
 - Factory fitted radio.

POLICY STATEMENT

Office Staff and Elected Member Vehicles

All sedans and station sedans to be replaced in accordance with an adopted 5 year replacement plan.

Works Vehicles/Plant

Vehicle and heavy plant to be replaced in accordance with an adopted five year replacement plan.

Council may approve a "non-standard" vehicle where warranted either as a result of the requirements of the position or safety factors relating to the physical dimensions of the driver.

All vehicles and plant will be equipped with permanent adhesive City emblems, except where full private use has been granted with staff employment provisions.

REFERENCES

City of Geraldton-Greenough Vehicle and Plant Replacement Plan

RESPONSIBILITIES

The Elected Members are responsible for allocating funds for the replacement of vehicles and plant.

Director Technical Services is responsible for preparing annual and five year replacement plans.

Manager to implement the Replacement Plan according to budget allocations.

ADOPTION:

Version 1

11th Sept 2007

ASSET MANAGEMENT

OBJECTIVE

The intent of this Asset Management Policy is to set out a broad framework to ensure a co-ordinated corporate approach to asset management within our organisation.

It also provides clear direction in the provision and management of all City of Geraldton Greenough assets that ensures sustainable outcomes and agreed levels of service, for present and future stakeholders.

SCOPE

The City of Geraldton - Greenough delivers a variety of services to the community and in doing so, must ensure that the assets supporting these services are managed in a way that promotes maximum performance for the most cost-effective 'whole of life' cost.

The City's infrastructure assets include physical features with City Road and Park / Recreational Reserves such as roads, drainage, buildings, parks, pathways, play grounds, etc and represent a substantial investment to support modern living in our community. It is imperative that the City employs best practice management skills and practices to ensure that City services are delivered economically and sustainably.

POLICY STATEMENT

The City will undertake to provide the agreed level of service of the assets and services it is responsible for, in a whole-of-life and economically sustainable manner. Budgeting priority will be given to the maintenance and renewal of existing assets and services, and adequate resources will be provided to manage these assets in a cost effective and timely manner.

In accordance with the “International Infrastructure Asset Manual”, the Policy considers an “Asset”, by definition, to be:

“A physical component of a facility which has value, enables services to be provided and has an economic life of greater than twelve (12) months.”

As part of Councils consideration of asset management, Council will follow the following key principles;

- Prior to consideration of any major works for renewal or improvement to an asset, undertake a critical review of the need of that asset;
- Will consider the “whole of life” cost for all new assets and for any major renewal or improvements and incorporate into Councils long terms financial plan;
- Undertake to develop industry standard asset management plans that are financially sustainable.
- Involve and consult with the community and key stakeholders on determining Levels of Service and asset service standards.
- Manage its assets utilising a corporate team approach using a multi discipline cross-functional Service & Asset Management (SAM) working group.
- Ensure asset information is accurate and up to date allowing for appropriate asset planning, both in the short and long term, and for informed decision making to occur;
- Allocate appropriate resources to ensure AM practices can be undertaken and the timely maintenance and renewal and or upgrade of those assets so that “life cycle” costs are optimised (existing and new assets);
- Continually seek opportunities for multiple use of assets;

Implementation of asset management as an organisational philosophy will occur through the Asset Management Practices Improvement Strategy.

This policy applies to Council, Councillors, Executive Management, Staff, Committees of Management and the Community involved in the operations, maintenance, refurbishment, renewal, upgrading and development of Council's existing and new infrastructure assets.

REFERENCES

Annual Budget allocations
Forward City Financial Plan

RESPONSIBILITIES

Technical Services Department-----Asset management Team in liaison with
Corporate Services ----Finance Team

ADOPTION:

Version 1

9th Oct 2007

**CITY OF GERALDTON-GREENOUGH
CORPORATE SERVICES POLICIES**

CITY OF GERALDTON-GREENOUGH

Version 1

STRATEGIC PLANNING POLICY

Originated Date: 11th Sept
2007

Review Date: Annually

STRATEGIC PLANNING POLICY

OBJECTIVE

To enable the City of Geraldton-Greenough to plan for the future as part of the good corporate governance requirements which is transparent, accountable, just, fair, democratic, participatory and responsive to all Stakeholders needs.

SCOPE

This Policy applies to whole of organisation

POLICY STATEMENT

The City of Geraldton-Greenough is committed to undergoing a strategic planning process on a regular basis. The City of Geraldton-Greenough as a core process has embraced interacting with all stakeholders, the general community and consideration of different perspectives as it adds value to development, risk management and strategic planning process.

The Strategic Planning process will become much more outward in its focus and to balance issues and democracy with inter-governmental relationships and partnerships. The issues such as infrastructure and ecological sustainability will be considered at both local and regional basis.

The planning process will be flexible, adaptable, self-managing and entrepreneurial. The plan will design for and will change according to the unique economic and social conditions of the local and regional area.

The process will involve analysis of all available information and data to identify areas requiring Strategic, Risk Management or Operational and Economic efficiencies and effectiveness. The planning process will include internal assessments, audits, and external reports commissioned by the City, government, regional and community inputs

Plans to be developed will be:

Strategic

- Strategic Plan to set the direction for the next five years
- Strategic Human Resource Plan, which identifies the skills, competencies and number of staff, required carrying out the strategic plan over time.
- Strategic Financial Plan which identifies the capital, recurrent, returns on investments and forward estimates needed to implement the Strategic Plan.
- Risk Management and Continuous Improvement Plan.
- Change Management Plan to implement the Strategic Plan.

Operational

- Asset Management Plan, which includes infrastructure assets, equipment, Plant, Vehicles and Property, purchasing, disposal, capital replacement and maintenance expenditures with forward estimates of recurrent, capital expenditures as well as possible income sources.
- Annual budgets to support the objectives of the plan.

ACCOUNTABILITY STATEMENT

The Council will be publicly accountable for performance and decisions and committed to performing its functions in an impartial, ethical and professional manner through:

- Maximum compliance and cooperation with legislative requirements and
- Ethical principles.
- The use of performance data to inform decision-making and plan for continual improvement, with timely collection and analysis of comparative, accurate data and performance information.
- Well-defined criteria established how officers would be answerable for their performance and decisions as well as mechanisms to ensure these standards are met.
- Reliable and valid assessment, monitoring and reporting of performance
- Responsible management of financial, human and information resources.
- The Strategic Plan will be reviewed each year in September.

REFERENCES

Risk Management Standard
Local Government Act 1995
Governance Manual

RESPONSIBILITIES

Elected Members
Chief Executive Officer, Executive, Senior Managers

REPORTING

The CEO will present to Council for review and adoption a 5 year Strategic Plan for the City.

ADOPTION:

Version 1

11th

Sept

2007

CITY OF GERALDTON-GREENOUGH

Version 1

RISK MANAGEMENT POLICY

Originated Date: 11th Sept
2007

Review Date: Annually

RISK MANAGEMENT POLICY

OBJECTIVES

- To implement the Risk Management Standard AS/NSZ 4360
- To define the organization's tolerance to risk and communicate it throughout the organization
- To communicate with the community about the organization's approach to risk.
- To protect the reputation of the organization and develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects
- To develop a Risk Management Plan that is aligned to the Strategic planning process.
- To reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control.

SCOPE

This policy covers all the operations of the City of Geraldton-Greenough.

POLICY STATEMENT

The City of Geraldton-Greenough is committed to managing risk in the organisation and will implement the AS/NZ 4360: 2004 Risk Management, as the minimum standard.

It is understood by the organization that Risk Management is the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, and analyzing, evaluating, treating, monitoring and communicating risk.

The Risk Management Committee has been established who will be responsible for developing a Risk Management Plan for the organisation. The committee will report back to the Executive Management Group, or CEO, on a monthly basis on the progress of the risk management program implementation. The CEO recognises that adequate resources are needed to implement the risk management program.

The Risk Management Committee is to ensure that all of the risk management processes are fully documented and managed through the records management system.

REFERENCES

AS/NZS 4360: 2004 Risk Management

RESPONSIBILITIES

Managers and/or Directors are responsible for:

- Ensuring that the CEO has implemented the Risk Management Standard AS/NZS 4360.
- Reviewing the Risk Management Policy and Plan annually.
- Annual performance review of the risk management implementation with the CEO.

CEO is responsible for:

- The full implementation of AS/NZS 4360 throughout the organization.

Risk Management Committee is responsible for developing:

- A risk management plan for the organization
- Establishing the risk tolerance level of the organization for adoption by Management
- Reporting to Council on the implementation progress of the risk management standard on a monthly basis.
- Communicating the policy to all employees.
- Displaying a copy of the policy on staff notice boards.
- Ensuring that Risk Management is a standard agenda item at all meeting including toolbox meetings.
- Development of Risk Management skills through training and education.
- Identifying and measuring performance indicators for risk management that cascade from the risk management plan to position descriptions and performance appraisals.
- Establishing and Maintaining the Central Risk Register
- Establishing and maintaining the Strategic Risk Planning Register

Management is responsible for:

- Identifying and assessing all the potential risks in their area of responsibility.
- Collating, assessing, treating and reporting to the Risk Management Committee of all areas and tasks under their responsibility.

Employees are:

- To comply with the organization's Risk Management Policy and Procedure.
- To attend the risk management training.
- Actively participate in the risk management program and organizational performance review and evaluation program.
- Actively participate in the organization's continuous improvement program

REPORTING

The Risk Management Committee will provide a report to Management on the Risk Management Standard AS/NZS 4360 implementation and review outcomes.

DOCUMENTATION

The Risk Management Committee will ensure that all risk management processes are fully recorded throughout the organization.

ADOPTION:

Version 1

11th Sept 2007

CITY OF GERALDTON-GREENOUGH

Version 1

**LEGAL REPRESENTATION ON COSTS
INDEMNIFICATION**

Originated Date: 11th Sept
2007

Review Date: Annually

LEGAL REPRESENTATION ON COSTS INDEMNIFICATION

OBJECTIVE

To protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions.

SCOPE

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

POLICY STATEMENT

The City may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

The City will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments and criticisms leveled at their conduct in their respective roles.

Members or employees are not precluded, however from taking their own private action. Further, the City may seek its own advice on any aspect relating to such comments and criticisms of relevance to it. The legal services the subject of assistance under this policy will be provided by the City's solicitors.

Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the City.

REFERENCES

Local Government Act
Local Government Insurance Services

RESPONSIBILITIES

The CEO is responsible for administering this policy in liaison with the City Insurers.

ADOPTION:

Version 1

11th Sept 2007

<p>CITY OF GERALDTON- GREENOUGH</p> <p>SIGNIFICANT ACCOUNTING POLICY</p>	<p>Version; 2</p> <p>Originated Date: 8th April, 2008</p> <p>Review Date: Annually</p>
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SIGNIFICANT ACCOUNTING POLICIES

OBJECTIVE

The significant accounting policies will be used in the preparation of various financial reports namely annual budgets, monthly financial reports and the annual/financial report.

SCOPE

This policy applies to all accounting approaches associated with the operation of the City of Geraldton-Greenough.

POLICY STATEMENT

(a) Basis of Accounting

Financial reports will be prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended). Financial reports will be prepared on the accrual basis under the convention of historical cost accounting.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at separately in the financial report.

(c) 2006/2007 Actual Balances

No balances from 2006/07 are disclosed as the City of Geraldton-Greenough was established on 1 July 2007.

(d) Rounding Off Figures

All figures shown in the financial report other than a rate in the dollar, are rounded to the nearest dollar.

(e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of rates.

(f) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(g) Superannuation

The City of Geraldton-Greenough contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.

(h) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(i) Trade and Other Receivables

Collectibility of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectable.

(j) Fixed Assets

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

Revaluation

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and

accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(k) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	40 years
Furniture and Equipment	10 years
Plant and Major Equipment	10 years
Light Plant and Equipment (Light vehicles)	5 years
Computer Equipment	5 years
Tools	5 years

The assets above will have a minimum written down value of 5% or greater of their historical cost and this value will be assessed at each reporting date, being consistent with AASB 136 Impairment of Assets and the policy on Revaluation.

Infrastructure Assets

Roads – The current written down value will be determined based on data compiled using “PARMS” and “RoMAN”.

This is brought to account at replacement value, less a provision for depreciation. The replacement value is calculated using average construction costs current as at balance date. The provision for depreciation is calculated by proportioning the replacement value of each road section by the percentage of expired life to total life for each road section.

Road pavement depreciation expense is calculated by reference to the difference between the provision for depreciation as at the start and end of the reporting period.

All other infrastructure assets:

Bridges	75 years
Bus Shelters	20 years
Carparks	20 years
Crash Barriers	10 years
Culverts	50 years
Cycleways	50 years
Dams, Reservoirs and Weirs	75 years
Water Supply and Drains	75 years
Drinking Fountains	15 years

Kerbs and channels	50 years
Playground Equipment	15 years
Seats and Benches	10 years
Stockyards	50 years
Street Lights	25 years
Sewerage Piping	100 years
Water Reticulation / Irrigation	20 years
Airport - Runway	40 years
Airport apron and carpark	30 years
Footpaths – Slab	20 years
Footpaths – Concrete	50 years

All other infrastructure assets are depreciated at an annual per centum rate calculated by reference to the useful economic life appropriate to the asset and based on the historical cost of those assets.

(l) Investments and Other Financial Assets

Financial Assets in the scope of AASB 139 'Financial Instruments: Recognition and Measurement' are classified as either financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments, or available-for-sale financial assets. When financial assets are recognised initially, they are measured at fair value, plus, in the case of investments not at fair value through profit or loss, directly attributable transaction costs. The Council determines the classification of its financial assets after initial recognition and, when allowed and appropriate, re-evaluates this designation at each financial year end.

(m) Land Held for Resale

Land purchased for development and/or resale is valued at the lower of costs and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

(n) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever they carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

An impairment loss is a non-cash transaction and consequently, has no impact on the financial report.

(o) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(p) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

- a. Wages, Salaries, Annual Leave, Sick Leave and Long Service Leave (Short-term Benefits). The provision for employees' benefits to wages, salaries, annual leave, sick leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.
- b. Annual Leave and Long Service Leave (Long-term Benefits).

The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date represents the present value of the estimated future cash outflows to be made by the employer resulting from the employer's service to balance date.

(q) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities for the portion that relates to the next year and non-current liabilities for the balance.

REFERENCE

Not applicable

RESPONSIBILITIES

All inside staff of the City of Geraldton-Greenough
City of Geraldton-Greenough Finance staff

ADOPTION:

Version 1

Amended (Version2)

25th Sept 2007

8th April 2008

CITY OF GERALDTON-GREENOUGH PURCHASING POLICY	Version 1 Originated Date: 9 th Oct 2007 Review Date: Annually
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PURCHASING POLICY

OBJECTIVE

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To deliver a best practice approach and procedures to internal purchasing for the City of Geraldton-Greenough.
- To ensure consistency for all purchasing activities that integrates within all the City of Geraldton-Greenough operational areas.

SCOPE

The purchasing thresholds are in accordance with the City of Geraldton-Greenough purchasing procedures.

POLICY STATEMENT

All officers and employees of the City of Geraldton-Greenough shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the City of Geraldton-Greenough.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the City of Geraldton-Greenough's Purchasing Procedures;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;

- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the City of Geraldton-Greenough by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.
- A commitment to sustainable procurement and where appropriate the City shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts.

REFERENCES

City of Geraldton-Greenough Purchasing Procedures

Local Government Act 1995

Local Government (Functions & General) Regulations 1996, as amended
WALGA (Preferred Supplier Arrangements)

RESPONSIBILITIES

All staff of the City of Geraldton-Greenough

ADOPTION:

Version 1

9th October 2007

CITY OF GERALDTON-GREENOUGH	Version 1
EQUAL OPPORTUNITY POLICY	Originated date: 11 th Sept 2007
	Review Date: Annually

EQUAL OPPORTUNITY POLICY

OBJECTIVE

To provide an enjoyable, challenging, involving and harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability based solely on merit.

SCOPE

This policy applies to whole of organization.

POLICY STATEMENT

The City will comply with the Equal Opportunity Act 1984.

All employment training with this Council will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such training.

All promotional policies and opportunities with this Council will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability to meet the minimum requirements for engagement.

This Council recognises its legal obligations under the Equal Opportunity Act 1984 and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital, pregnancy, race, disability, political or religious convictions.

REFERENCES

Equal Opportunity Act 1984

RESPONSIBILITIES

All managers are responsible for implementing and complying with this policy

All employees must comply with the policy.

ADOPTION:
Version 1

11th Sept 2007

<p>CITY OF GERALDTON- GREENOUGH</p> <p>OCCUPATIONAL HEALTH AND SAFETY POLICY</p>	<p>Version 1</p> <p>Originated date: 11th Sept 2007</p> <p>Review Date: Annually</p>
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OCCUPATIONAL SAFETY AND HEALTH

OBJECTIVE

The objectives of this policy are to achieve;

- The minimisation of workplace injury and disease.
- The provision and maintenance of a safe workplace, plant and systems of work.
- The identification, elimination and/or control of workplace hazards.
- The provision of information, supervision and training to employees to ensure work is performed safely and to a high standard.
- A safety culture where best practice initiatives are entrenched in daily work activities.
- Compliance with the relevant Occupational Safety and Health legislation, standards, codes of practice and appropriate national standards.

The Occupational Safety and Health aims and targets for the City of Geraldton - Greenough shall not be limited to the above listed objectives.

SCOPE

All staff, contractors, volunteers and elected members of the City of Geraldton-Greenough.

POLICY STATEMENT

The City of Geraldton - Greenough is committed to providing a safe and healthy working environment for all employees, contractors, volunteers and visitors by conforming to current legislation, regulations, codes of practice and appropriate national standards. To achieve this, the Council has allocated responsibilities and accountabilities to all levels of persons with the City of Geraldton - Greenough to ensure the optimum implementation of the occupational safety and health program.

To fulfill the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed. Other City of Geraldton - Greenough processes will be supportive of the Safety and Health Policy.

Where work practices are introduced, reviewed, or changed they will be tested against the City of Geraldton - Greenough Safety and Health policy to ensure compliance. Safety is a major consideration when implementing any changes to work practices within the City of Geraldton - Greenough.

REFERENCES

Occupational Safety and Health Act
Occupational Safety and Health regulations

RESPONSIBILITIES

Recognising the potential risks associated with hazards that may be present in the workplace, the Council of the City of Geraldton - Greenough will take all practicable steps to provide and maintain a safety and healthy work environment for all employees.

The Chief Executive Officer is responsible for the implementation and monitoring of this policy.

Management is responsible for the effective implementation of the City of Geraldton - Greenough safety and health policy;

- Must observe, implement and fulfill its responsibilities under the Acts and Regulations which apply to local government;
- Must ensure that the agreed procedures for regular consultation between management and those with designated and elected safety and health functions;
- Must ensure that all specific policies operating within the City of Geraldton - Greenough e.g. fire and evacuation, purchasing, training, first aid and systems of work, are periodically reviewed and consistent with City of Geraldton - Greenough safety and health objectives;
- Must provide information, training and supervision for all employees in the correct use of plant, equipment, chemicals and other substances used throughout the City of Geraldton - Greenough;
- Must be informed of incidents and accidents occurring to City of Geraldton - Greenough employees, contractors, volunteers and visitors so that safety and health performance can be accurately accessed.

Supervisors

Are responsible for ensuring all employees, contractors, volunteers and visitors adopt and maintain safe work practices and control hazards where practicable.

- Ensure employees, contractors, volunteers and visitors use the correct and appropriate Personal Protective Equipment for the relevant task.

- Ensure operators of plant and machinery (including contractors) are adequately trained in the equipment use and hold the appropriate certification and licenses.
- Ensure all City of Geraldton - Greenough plant and equipment is maintained in a safe working condition.
- Ensure all City of Geraldton - Greenough plant and equipment is maintained in a safe working condition.
- Ensure employees are provided with the appropriate information to meet legislation requirements about potential hazards in the workplace.
- Investigate report and address risks, hazards, incidents and accidents in the workplace.

Employees

- Have a duty to take care and are responsible for their own safety and health and of others affected by their actions at work;
- Must comply with the City of Geraldton - Greenough safety procedures and supervisors directions;
- Must not willfully interfere with or misuse items or facilities provided in the interests of safety, health and welfare of City of Geraldton - Greenough employees, contractors, volunteers or visitors;
- Must, in accordance with City of Geraldton - Greenough procedures for accident and incident reporting, promptly report potential and actual hazards and accidents or incidents to their supervisor and/or elected safety and health representatives.

Contractors, Volunteers Visitors and Elected Members

Contractors, volunteers, visitors and elected members to the City will be required to take every practicable step to meet the safety requirements set by the City of Geraldton - Greenough.

ADOPTION:

Version 1

11th Sept 2007

<p>CITY OF GERALDTON- GREENOUGH</p> <p>INVESTMENT POLICY</p>	<p>Version; 1</p> <p>Originated Date: 2nd April 2008</p> <p>Review Date: Annually</p>
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INVESTMENT POLICY

OBJECTIVE

To invest the City of Geraldton – Greenough’s surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity and the return of investment.

- Preservation of capital is the principle objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council’s risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Investments that are currently held at the City of Geraldton – Greenough which may not comply with this policy are exempt until such time as they have matured or redeemed under Council decision.

SCOPE

This policy applies to all investments associated with the operation of the City of Geraldton-Greenough.

POLICY STATEMENT

- (r) Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14
- The Trustees Act 1962 – Part III Investments
- Local Government (Financial Management) Regulations 1996 – Regulation 19, 28 and 49
- Australian Accounting Standards Board (AASB)

(s) Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day to day management of Councils Investment to the Director of Corporate Services.

(t) Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are able to manage the investment portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

(u) Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

(v) Approved Investments

Without approvals from Council, investments are limited to:

- State / Commonwealth Government Bonds
- Interest bearing deposits
- Bank accepted / endorsed bank bills
- Commercial Paper
- Bank negotiable Certificates of Deposits
- Managed Funds with a minimum long term Standard and Poor (S&P) rating of 'A' and short term rating of 'A2'

(w) Prohibited Investments

Unless explicitly authorized by Council, this investment policy prohibits any investments in:

- Derivative based instruments
- Principal only investments or securities that provide potentially nil or negative cash flow
- Stand alone securities issued that have underlying futures, options, forward contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

(x) Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

- i. Portfolio Credit Framework – limit overall credit exposure of the portfolio.
- ii. Counterparty Credit Framework – limit exposure to individual counterparties / institutions.
- iii. Term to Maturity Framework – limits based upon maturity of securities.

Overall Portfolio Limits:

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A1+	100%	100%
AA	A1	100%	100%
AA-	A2	60%	80%

Counterparty Credit Framework:

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below. Only multiple investments in AAA or A1+ institutions can be made from the table below.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A1+	45%	50%
AA	A1	35%	45%
AA-	A2	20%	40%

If any of the City of Geraldton – Greenough’s investments are downgraded such that they no longer fall within the investment policy; they will be divested as soon as practicable.

Investments fixed for greater than 12 months are to be approved by Council and reviewed on a regular term and invested for no longer than 5 years.

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints

Overall Portfolio Term to Maturity Limits

Portfolio % < 1 year	100 Max; 40% Min
Portfolio % > 1 year	60%
Portfolio % > 3 year	35%
Portfolio % > 5 year	25%

Individual Investment Maturity Limits

ADI	5 Years
Non ADI	3 Years

*(ADI – Approved Deposit – taking Institution)

(y) Investment Advisor

Should the City of Geraldton – Greenough's wish to employ the services of an investment advisor it must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

(z) Benchmarking

Performance benchmarks need to be established.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced / Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3 year periods (depending upon composition of fund)

(aa) Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure to total portfolio, maturity dates and changes in market value.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Councils behalf as at 30 June each year and reconciled to the Investment Register.

REFERENCE

Department of Local Government and Regional Development Operational Guideline No.19 Investment Policy

RESPONSIBILITIES

City of Geraldton Finance Staff

ADOPTION:

Version 1

2nd April 2008

**CITY OF GERALDTON-GREENOUGH
TOWN PLANNING POLICIES**

<p>CITY OF GERALDTON-GREENOUGH</p> <p>TEMPORARY ACCOMMODATION (CONSTRUCTION) CAMPS</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 16th July 2007</p> <p>Review Date; Annually</p>
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TEMPORARY ACCOMMODATION (CONSTRUCTION) CAMPS

Local Planning Policy

1.0 PURPOSE

2.0 SCOPE

3.0 OBJECTIVE

4.0 POLICY STATEMENT

4.1 Definitions

4.2 Location of Camps

4.3 Density of Development

4.4 Variety of Accommodation

4.5 Design Requirements & Building Materials of Structures

4.6 Landscaping & Aesthetics

4.7 Fencing

4.8 Water Supply

4.9 Stormwater Drainage

4.10 Effluent Disposal & Toilet Facilities

4.11 Laundry Facilities

4.12 Rubbish Disposal

4.13 Lighting

4.14 Emergency Services, Fire, First Aid

4.15 Parking Provisions

4.16 Internal Road Standards

4.17 Road Frontage Standards

4.18 Signage

4.19 Public Transportation Provisions

4.20 Recreation & Community Facilities

4.21 Liquor Licensing

4.22 Catering & Meal areas

4.23 Telephones

4.24 Review of Development

4.25 Removal of Structures and Rehabilitation of Site

4.26 Keeping of Pets

5.0 REFERENCE

6.0 RESPONSIBILITIES

7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVES:

- 3.1 To provide advice for potential developers of temporary accommodation or construction camps.
- 3.2 To ensure that developers are aware of the requirements in providing, managing and removal of the camps.
- 3.3 To establish guidelines to be used in considering any applications proposed for the development of these camps.
- 3.4 To specify a time period for approval of these camps.

4.0 POLICY:

4.1 Definitions

For the purpose of this policy:

“Accommodation Unit” means a cluster of a maximum of 4 accommodation rooms.

“Ancillary Buildings” means any buildings associated with the construction camp not used for the purposes of accommodation (ie. bar area, dining hall, kitchen, offices etc.).

“Temporary Accommodation Camp” or **“Construction Camp”** means any camp used for duration of more than 6 months, though not necessarily in the one location, for the accommodation of a workforce of more than 25 persons in conjunction with:

- a. the construction of a railway line or siding;
- b. the construction, structural alteration or demolition of:
 - i. a building;
 - ii. a dock, wharf, jetty, pier, breakwater, tunnel, dam, viaduct, reservoir, pipeline, gas holder; and
 - iii. waterworks or sewerage works.

- c. the preparation of an area for mining operations; and
- d. any other work that requires a temporary resident work force, but does not include:
- e. camps used for defence purposes; and
- f. wayside camps for drovers or teamsters.

Temporary accommodation or construction camps have been divided into 2 types, being:

TYPE A Camps which are located in close proximity to existing urban or resident populations, typically on land zoned for residential or commercial purposes, at the discretion of the local government.

TYPE B Camps which are considered to be remote from existing urban or resident populations, typically on land zoned rural or pastoral uses, at the discretion of the local government.

4.2 Location of Camps

The particular location of any proposed camp is at the discretion of the local government and will depend on the capability, suitability and appropriateness of the site for the proposal. In general, unless the local government grants approval otherwise, temporary accommodation or construction camps shall not be located:

- a. in a position or area that would adversely affect residential, rural residential or rural smallholdings uses or lifestyles or that would detract from any particular scenic or visual attraction;
- b. adjacent to recognised tourist routes, unless suitably screened or designed for permanent use;
- c. within any environmentally sensitive areas or buffer zones; and
- d. the local government would give favourable consideration to proposals which enhance existing tourist accommodation facilities.

4.3 Density of Development

4.3.1 Type A camps should not exceed 200 accommodation rooms.

4.3.2 Type B camps shall not exceed 500 accommodation rooms.

4.3.3 The overall density of development of the camp should not exceed 100 persons per hectare.

4.3.4 The local government may consider variations to the above requirements, subject to the proponent providing adequate justification for the proposed variation(s) to the satisfaction of the local government.

4.4 Variety of Accommodation

- 4.4.1 Council's preference is for the camp(s) to provide for a variety of accommodation (married and single) units within any camp to promote good social integration and well being in keeping with local community aspirations and standards.
- 4.4.2 Council's preference is for geographically separated areas for single and married accommodation.

4.5 Design Requirements & Building Materials of Structures

- 4.5.1 All materials used and construction of accommodation and ancillary buildings shall be in accordance with the Building Code of Australia 1996 and Health Act (Construction Camp Regulations).
- 4.5.2 The use of reflective cladding materials on the buildings shall not be permitted.
- 4.5.3 The building materials shall be of the earth brown, vegetation green or local landscape colours range to blend with the surroundings.
- 4.5.4 The use of second hand materials is not supported in Type A camps.
- 4.5.5 The local government may consider approval to use second hand materials and/or buildings in Type A camps, and all applications to do so must be accompanied by the following information:
- a. photographs clearly showing four separate elevations of the used buildings;
 - b. an inspection report from an approved Building Surveyor; and
 - c. the standard building and site plans as would be required for such an application.
- 4.5.6 Each accommodation unit must be designed such that each accommodation room meets the following criteria:
- a. the ventilation and air space is to be in accordance with the requirements of the Health Act 1911 Construction Camp Regulations;
 - b. adequate provisions are to be made for heating and cooling systems for each accommodation room;
 - c. an en suite is to be provided for each accommodation room within Type A camps, though the local government may consider the use of shared ensuite facilities between 2 accommodation rooms. The ensuite shall contain a shower, toilet and hand basin. Each ensuite shall have a door that opens outwards or can be readily removed

from the outside. In the case of a shared ensuite, the door/s must be capable of being locked.

The requirements for the ensuite must be in accordance with the Health Act 1911 and the Building Code of Australia 1996;

- d. each accommodation room should be provided with a bed, clothes storage, table/desk and any other necessary furniture, as may be required;
 - e. each accommodation room is to have at least 2 double power points; and
 - f. each accommodation room is to be provided with both natural and artificial light, in accordance with the requirements of the Health Act 1911 Construction Camp Regulations.
- 4.5.7 Adequate provisions are to be made for verandahs for each accommodation unit or alternatively, the supply of common covered outdoor areas, to the satisfaction of the local government.

4.6 Landscaping & Aesthetics

- 4.6.1 All accommodation units, ancillary buildings and car parking areas will be setback in accordance with the Town Planning Scheme.
- 4.6.2 All boundary setback areas with frontage to roads will be required to be landscaped with appropriate fast growing trees and shrubs, to the satisfaction of the local government.
- 4.6.3 The internal camp area is to be landscaped for screening and shade purposes, in accordance with an approved landscape plan, to the satisfaction of the local government.
- 4.6.4 Landscaping works are to be commenced within 30 days of the completion of construction of the camp, and are to be maintained by the developer/manager of the camp throughout the duration of the camp. The local government may require that a bond be provided to ensure that the landscaping is maintained.
- 4.6.5 The developer is to provide footpaths which are a minimum of 1.2 metres wide between all accommodation units, outdoor areas, ancillary buildings, car parks and bus bays. The footpaths shall be shown on the site plan at the time of making the application. The materials used to construct such footpaths are to be to the satisfaction of the local government.

4.7 Fencing

The developer is to install uniform boundary fencing, such as plain post and wire around the property boundary, to the satisfaction of the local government.

4.8 Water Supply

- 4.8.1 Arrangements are to be made with the Water Corporation so that connection to a water supply service will be available to the proposed camp.
- 4.8.2 In the event that no reticulated water supply can be provided to the land, arrangements are to be made to provide an adequate water supply of potable water. Potable water is defined as water in which the levels of physical, chemical and microbiological constituents does not exceed the guideline values set out in the National Health and Medical Research Council and Australian Water Resources Council publication "Guidelines for Drinking Water quality in Australia 1987", which has been approved by the local government subject to any conditions which may be laid down by the Commissioner for Health.
- 4.8.3 All tanks and vessels used for the storage of drinking water shall be so constructed and covered as to prevent water stored therein from becoming polluted or contaminated.
- 4.8.4 The potable water supply shall be of a capacity to provide a minimum of 80 litres per person per day.

4.9 Stormwater Drainage

All stormwater from roofed and paved areas shall be collected and disposed on site to the satisfaction of the local government.

4.10 Effluent Disposal & Toilet Facilities

- 4.10.1 All ablution facilities shall be connected to an appropriate approved effluent disposal system, in accordance with the requirements of the Department of Environment & Conservation and the Health Department of Western Australia.
- 4.10.2 In addition to the ablution facilities provided for each accommodation room, suitable provisions are to be made for ablution facilities in common areas (ie. bar areas, dining rooms, offices etc.).

4.11 Laundry Facilities

- 4.11.1 Minimum laundry facilities shall be provided to the following scale:

Up to 100 persons	1 unit to 10 persons
Over 100 up to 200 persons	1 unit to 12 persons
Over 200 up to 300 persons	1 unit to 15 persons

or

otherwise in accordance with the Health Act (Construction Camp Regulations).

- 4.11.2 Such laundry facilities will include:

a. at least 1 washing machine connected to hot and cold running water;

- b. a trough with a drain plug and hot and cold running water;
- c. at least 0.3 metres of bench space for ironing clothes, with access to a power point;
- d. an electric clothes drier or 60m of washing line;
- e. supplied with artificial light.

4.12 Rubbish Disposal

- 4.12.1 The developer/manager of the facility will be required to negotiate with the local government for the provision of rubbish disposal services.
- 4.12.2 The developer/manager is to provide at least 1 common area for rubbish collection which may be easily accessed by the local government. This area is to contain bin wash down areas and be appropriately setback and screened from adjoining buildings, to the satisfaction of the local government.
- 4.12.3 Bins to be provided in all common areas.
- 4.12.4 All putrescible waste is to be disposed of in 240 litre MGB's. All others wastes are to be disposed of in skip bins.

4.13 Lighting

- 4.13.1 Appropriate night time security lighting is to be provided within the camp site to the satisfaction of the local government.
- 4.13.2 All lighting shall be required to adopt shading measures and be directed to minimise any unnecessary light spill and impacts on the surrounding locality.

4.14 Emergency Services, Fire, First Aid

- 4.14.1 Type A camps will be required to provide emergency fire services in accordance with relevant legislation.
- 4.14.2 Type B camps will be required to make adequate provisions for emergency fire services, including fire breaks, fire fighting equipment and water supplies in accordance with the relevant legislation.
- 4.14.3 The local government will require that the proponent prepare emergency fire procedures plan.
- 4.14.4 The proponent will be required to make suitable provisions for first aid facilities in accordance with Health Department regulations.
- 4.14.5 All emergency services shall be adequately marked and located to ensure emergency vehicle access.

4.15 Parking Provisions

- 4.15.1 Car parking shall be determined upon application.

4.15.2 Provisions shall be made for bus parking and pick-up / set-down areas within the site, or as required.

4.15.3 All car parking areas shall be located, designed and constructed to the satisfaction of the local government.

4.16 Internal Road Standards

4.16.1 All internal roads shall be a minimum of 4m in width and designed and constructed to the satisfaction of the local government.

4.16.2 A one-way system of vehicle movement throughout the site and a maximum speed of 8 km/h is preferred.

4.17 Road Frontage Standards

The local government will consider the existing road network adjacent to the development site and may require that the developer construct, upgrade the existing road(s) and/or contribute towards the additional maintenance of the existing roads(s) if it is considered that the development of the site for these purposes and subsequent additional vehicle movements warrants such action.

4.18 Signage

4.18.1 Signage shall be in accordance with the Town Planning Scheme and relevant Policy requirements.

4.18.2 A 1800mm x 1800mm information sign shall be provided at the entrance to the development site to indicate such information as:

- Owner of the site
- Manager of the site
- Specific Rules for the Camp Area
- Map of the Camp Area
- Emergency Contact Phone Number(s)

4.19 Public Transportation Provisions

It is preferred that workers are transported to and from the work site by a coach or bus service.

4.20 Recreation & Community Facilities

It is preferred that the workers utilise the recreation and community services available within the existing towns and settlements throughout the region when the camp is located within reasonable proximity to these facilities.

4.21 Liquor Licensing

4.21.1 It is preferred that the workers utilise the liquor outlets available within the existing towns and settlements throughout the region when the camp is located in reasonable proximity to these facilities.

4.21.2 On-site facilities will be subject to the standards under the relevant legislation.

4.22 Catering & Meal areas

All kitchen and meal areas shall comply with the relevant standards as prescribed by the Health Act and other relevant legislation to the satisfaction of the local government.

4.23 Telephones

It is preferred that an adequate number of public phones be provided throughout the camp.

4.24 Review of Development

4.24.1 The local government shall undertake regular inspections of the camp and surrounding area and provide written notification to the camp manager of any breaches or problems identified during the inspection.

4.24.2 The camp manager shall rectify those breaches or problems immediately, unless the local government grants an extension in accordance with a written request from the camp manager which details the reasons for the extension being requested.

4.25 Removal of Structures and Rehabilitation of Site

4.25.1 The local government shall require that all temporary structures, waste disposal facilities, roads, parking areas and drainage facilities are permanently removed from the site at the cessation of the Planning Consent granted by the local government for the camp.

4.25.2 The local government shall require that the site is left in a neat and tidy condition following the removal of the structures and may require the revegetation of the site.

4.25.3 The local government shall require a written agreement be provided by the developer/manager to this effect.

4.26 Keeping of Pets

No pets are to be kept within the camp area and the local government will require that a written agreement be provided by the developer/manager to this effect.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

7.0 ADOPTION:

Version 1 (draft for advertising)
(final approval)

14th August 2007
23rd October 2007

CITY OF GERALDTON-GREENOUGH	Version; 2
ANCILLARY ACCOMMODATION	Originated Date; 12 th August 2008
Local Planning Policy	Review Date; Annually

ANCILLARY ACCOMMODATION

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To allow for a regional variation to the Residential Design Codes for Part 7.1 – Special Purpose Dwellings.
- 3.2 To limit the visual impact of ancillary accommodation by controlling building size, materials and location.
- 3.3 To provide design criteria for ancillary accommodation.
- 3.4 To provide a clear definition of what constitutes “ancillary accommodation”.

4.0 POLICY STATEMENT:

- 4.1 “Ancillary Accommodation” is defined in the Residential Design Codes as:

“Self-contained living accommodation on the same lot as a single house that may be attached or detached from the single house occupied by members of the same family as the occupiers of the main dwelling”.

Although the term “Self-Contained” is not defined by the Residential Design Codes, it is clearly evident that this form of development is intended for independent living. Therefore, for the purpose of this policy, ancillary accommodation shall have (as a minimum) its own kitchen, bathroom and lavatory facilities.

- 4.2 For the purposes of permissibility, ancillary accommodation will be considered under the use class for a single house and will require planning approval.
- 4.3 Ancillary accommodation shall only be occupied by members of the same family as the occupiers of the main dwelling and a legal agreement shall be lodged with the local government stating that:
 - The ancillary accommodation shall only be occupied by members of the same family as the occupiers of the main dwelling; and
 - In the event of the property being sold, the owner will ensure that the prospective owner supplies the local government with a similar legal agreement.
- 4.4 As ancillary accommodation is an “additional dwelling”, applications are to be considered after the completion of the main dwelling, however applications may be determined where the main dwelling and ancillary accommodation are built concurrently.
- 4.5 Setbacks shall comply with the relevant Scheme provisions and/or Residential Design Codes, but in any event the ancillary accommodation should not be further than 10m from the main dwelling.
- 4.6 Ancillary accommodation should be constructed of similar material and exterior finish as the main dwelling on the lot.
- 4.7 For land coded Residential R10 and higher, the maximum plot ratio area shall be as per the Residential Design Codes (60m²) with a maximum of 120m² of total roof area (inclusive of verandahs/patios and carports etc.).
- 4.8 For land coded Residential R5 and lower, the maximum plot ratio area shall be 70m² with a maximum of 140m² of total roof area (inclusive of verandahs/patios and carports etc.).
- 4.9 For other zoned land the maximum plot ratio area shall be 80m² with a maximum of 160m² of total roof area (inclusive of verandahs/patios and carports etc.).

4.10 Additional car parking shall be provided in accordance with the Residential Design Codes (1 additional car parking space).

4.11 Any variations to setbacks or size limits requires consultation with effected landowners and/or occupiers and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Variation to setbacks and maximum separation distance where neighbour consent given (Clause 4.5).
- b. Variation to materials and exterior finish (Clause 4.6).
- c. Variation to size limits to a maximum of 15% where neighbour consent given (Clause 4.7, 4.8 & 4.9).

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007
Version 2	(for advertising)	26 th August 2008
	(final – no objections received)	26 th August 2008

CITY OF GERALDTON-GREENOUGH	Version; 1
BED & BREAKFAST	Originated Date; 1 st July 2007
Local Planning Policy	Review Date; Annually

BED & BREAKFAST

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Definition
 - 4.2 Permissibility
 - 4.3 Location
 - 4.4 Car Parking
 - 4.5 Facilities
 - 4.6 Signage
 - 4.7 Water Supply
 - 4.8 Application Requirements
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To specify standards of residential accommodation suitable for use for bed & breakfast purposes.

- 3.2 To ensure that this type of alternative tourist accommodation does not compromise the amenity of the area.
- 3.3 To ensure that the standard of accommodation is in accordance with the expectations of tourists.
- 3.4 To ensure the community is suitably consulted regarding any application for bed & breakfast proposals.
- 3.5 To provide guidance in the exercising of discretion with regard to bed & breakfast establishments.

4.0 POLICY STATEMENT:

4.1 Definition

For the purpose of this policy a “Bed & Breakfast” means a dwelling used by a resident of the dwelling to provide accommodation for persons (generally for no more than 6 persons or 1 family) away from their normal place of residence on a short-term commercial basis, where occupation by any person is limited to a maximum of 3 months in any 12 month period, and includes the provision of breakfast.

4.2 Permissibility

- 4.2.1 For the purposes of permissibility, where the use “Bed & Breakfast” is not specifically listed in a Town Planning Scheme it shall be treated, and processed, as a use not listed with relevant provisions of the Scheme applicable.
- 4.2.2 Notwithstanding the above bed & breakfasts are considered most appropriate in residential, rural residential, rural smallholdings and rural zones / areas.

4.3 Location

- 4.3.1 In respect of residential and rural residential land, the dwelling should be adjacent to, or within, reasonable proximity to a main access road within the town. Where the facility is not on a main access road the site should be easily accessible by motor vehicle from the town centre and should not require a series of directional signs.
- 4.3.2 In respect of rural smallholdings and rural land, the property must be connected to the road system within the district. The local government may be prepared to approve establishments served by a gravel road, providing the applicant acknowledges that no demands will be made to the local government for the future upgrading of the road.
- 4.3.3 In determining the suitability of a bed & breakfast proposal, the local government shall take into consideration the proximity to adequate public transport facilities, footpaths, cycleways, shopping facilities and tourist/recreational facilities.

4.4 Car Parking

- 4.4.1 Provision should be made for off-street parking at the rate of 1 car parking bay per guest room.
- 4.4.2 For establishments in urban areas that abut sealed roads then the access and car parking area should also be sealed to the approval of the local government.
- 4.4.3 For establishments in rural areas the access and car parking area should be constructed to a compacted gravel and/or limestone condition, to the approval of the local government.
- 4.4.4 In areas where driveways are steeply inclined, or stabilisation problems are likely to occur, the local government may require sealing of the access and car parking area to avoid stabilisation and erosion problems occurring at a later date.

4.5 Facilities

- 4.5.1 Where the existing standard of dwelling is considered by the local government to be inappropriate, consent to the facility may not be granted until substantial progress to upgrade the dwelling is completed. Establishments may also need upgrading in accordance with relevant building regulations (eg. disabled access).
- 4.5.2 As breakfasts are to be provided food preparation areas may need to be upgraded in accordance with the relevant health regulations.
- 4.5.3 The dwelling must provide separate bedrooms for guests and separate toilet and bathroom facilities. While it is desirable for provision of a separate guests lounge room, laundry and breakfast/dining area to be made, this is not essential.
- 4.5.4 Guest rooms shall not be self-contained (ie. no cooking or laundry facilities will be permitted in the rooms), however ensuite and bathroom facilities may be provided within each room.

4.6 Signage

Signposting will be limited to a sign not exceeding 0.2m² (ie. 1.0m X 0.2m) on the property frontage. The height of the sign from ground level should not exceed 1.5m. Operators of bed & breakfast facilities will be expected to send directional maps to patrons and tourist bureaus and use other methods for directional purposes rather than relying on signage. To this end directional signage is generally not supported in residential areas.

4.7 Water Supply

Residences which are intended for use as bed & breakfast accommodation must be either connected to a reticulated water supply or, alternatively, be serviced by a rainwater tank of at least 92,000 litres capacity. The capacity of this tank may be reduced should the local government be satisfied that on-site groundwater supplies are of acceptable potability and quantity/reliability.

4.8 Application Requirements

It is considered that bed & breakfasts in urban areas may cause a loss of privacy and amenity due to the regular presence of unknown vehicles and people in a residential area. To this end the onus is on the proponent to demonstrate to the approval of the local government that the proposal will not adversely affect the amenity of adjoining landowners. In this regard the local government will consider the outlook of rooms and other guest facilities to be utilised, the siting of car parking bays, and the location of the access to the site to mitigate head light glare.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Consideration of permissibility in other zones / areas (Clause 4.2.2).
- b. Increase in signage size (Clause 4.6).
- c. Reduction in capacity of rainwater tank (Clause 4.7).

ADOPTION:

Version 1

(draft for advertising)

10th July 2007

(final – no submissions received)

10th July 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>CARETAKER'S DWELLINGS IN INDUSTRIAL AREAS</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 1st July 2007</p> <p>Review Date; Annually</p>
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CARETAKER'S DWELLINGS IN INDUSTRIAL AREAS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To ensure that there is no shift from the accepted limited accommodation concept of caretaker's dwellings, to the establishment of a significant residential community.
- 3.2 To ensure that residential living does not impose constraints on the lawful use of land for industrial purposes nor compromise the integrity of industrial areas.
- 3.3 To acknowledge that such accommodation is appropriate for industrial landowners from a financial and security point of view, whilst equally recognising that the physical environment in industrial areas is potentially unsafe and unattractive for residents.

- 3.4 To provide for caretaker's dwellings in industrial areas in limited circumstances and subject to appropriate planning controls.

4.0 POLICY STATEMENT:

- 4.1 For the purposes of this policy a "Caretaker's Dwelling" means a dwelling on the same site as a building, operation, or plant and occupied by a supervisor of that building, operation or plant.
- 4.2 This policy is only applicable where the Town Planning Scheme includes caretaker's dwellings as permissible uses in industrial zones.
- 4.3 A caretaker's dwelling should be incidental to the predominant industrial use of the site.
- 4.4 Only 1 caretaker's dwelling is permitted on a lot and that dwelling should be on the same lot as the associated industrial use.
- 4.5 A caretaker's dwelling is to have a total floor area that does not exceed 100m² measured from the external face of walls.
- 4.6 Open verandahs may be permitted but must not be enclosed by any means unless the total floor area remains within the 100m² referred to in Clause 4.5.
- 4.7 All applications for a caretaker's dwelling on industrial land will require consultation with effected landowners and/or occupiers.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Determine what is considered incidental (Clause 4.3).
- b. Variation to size limit to a maximum of 15% where neighbour consent given (Clause 4.5).

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>COMMERCIAL RECREATIONAL TOURISM ACTIVITY ON CROWN LAND</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 16th July 2007</p> <p>Review Date; Annually</p>
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COMMERCIAL RECREATIONAL TOURISM ACTIVITY ON CROWN LAND

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Background
 - 4.2 Application of Policy
 - 4.3 General Agreement Terms
 - 4.4 Matters to be Considered in Assessing & Determining Applications
 - 4.5 Specific Restrictions
 - 4.6 Applications for Approval
 - 4.7 Processing of Applications
 - 4.8 Agreements
 - 4.9 Fees
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To ensure that commercial activities on reserves do not diminish the recreational amenity of residents or visitors who are attracted to the municipality for its natural beauty and environment.
- 3.2 To ensure ecologically sustainable use and protection of reserves for the benefit and enjoyment of future generations.
- 3.3 To retain reserves (where appropriate) as places for passive and/or active recreation for residents and visitors.
- 3.4 To regulate the level and intensity of commercial activities on reserves as necessary to ensure that it does not destroy the value and nature of the activity and the resource on which it is based.
- 3.5 To enable appropriate (limited) opportunities for commercial tourism operators to provide services and facilities to the public to enhance their visit to the municipality.
- 3.6 To provide criteria for assessing and determining applications.

4.0 POLICY STATEMENT:

4.1 Background

- 4.1.1 Town Planning Schemes require that planning approval from the local government is required PRIOR to the use or commencement or carrying out of development on reserved land within the municipality.
- 4.1.2 The local government has a responsibility to manage the lands entrusted to it for their intrinsic values and for the appreciation and benefit of present and future generations. In doing so, the local government recognises that the municipality has a beautiful and diverse natural environment which provides recreational, aesthetic and spiritual as well as material benefits for both residents and visitors alike.
- 4.1.3 It is recognised that reserves have the capacity to satisfy an important portion of the public demand for outdoor recreation and tourism, and in so doing contribute significantly to the social, physical and economic well-being of the municipality.
- 4.1.4 With public demand for beaches/rivers and reserves rapidly increasing, the local government must take every care to protect them and the safety and comfort of people who use them.

4.2 Application of Policy

- 4.2.1 This policy applies to all 'recreational' Crown reserves and immediate ocean/river foreshore and beach areas within the municipality including UCL and Crown land not managed by the local government.

- 4.2.2 A 'recreational' reserve, for the purposes of this Policy, is deemed to be those reserves or UCL areas within the municipality that are predominantly used, or intended to be used for recreation purposes.
- 4.2.3 The main areas the policy applies to are those commercial tourism operations which receive a commercial gain or reward from the use of the reserve or UCL. Examples include guided tours/safaris, active recreational pursuits (sandboarding, off-road vehicles, cycling, horse riding etc.) or the use of reserves or UCL for a hire site (boat, jet ski etc.).
- 4.2.4 Activities are not limited to those taking place wholly on the reserve or UCL but also include activities that involve crossing the reserve or UCL, or transferring people or items on, off or over the reserve or UCL. This includes the embarking or disembarking of people/items from or to water based activities adjoining the reserve or UCL (eg. tour boats, canoeing, river cruises etc.).
- 4.2.5 Scenic tours that simply traverse a reserve or UCL as part of a longer journey or passive recreational activities are generally exempt from this policy.

4.3 General Agreement Terms

- 4.3.1 Applicants for commercial recreational tourism activities/hire sites are to apply to the local government for planning approval by way of an Agreement. The local government will assess applications for allocation of sites and for permission to operate in context to compliance with specified criteria and any public comments it may receive.
- 4.3.2 All Agreement terms will be valid for a maximum of 3 years, coinciding with the nearest financial year.
- 4.3.3 Existing Agreement holders and other applicants must apply for renewal of the Agreement no later than 31 March of the application year.
- 4.3.4 At the end of the second year, a new application (and advertising) will be required. The local government will not automatically re-issue Agreements and activities will be reviewed upon expiry of the permitted period, and where agreement numbers are limited for a particular activity or area, renewal may be subject to a competitive application process.
- 4.3.5 An operator must ensure that the Agreement is not held inactive and will be expected to carry out the approved activity during the peak tourist season. Failure to commence the activity by 01 January each year of the Agreement will result in immediate revocation of the Agreement and agreements may be entered into with other applicants to ensure that the approval is utilised.
- 4.3.6 The Agreement holder must continue to operate until the end of peak season in each year (eg. Christmas school holidays and Easter holidays) or the Agreement could be cancelled for the next year or used as a factor not favouring renewal.

4.4 Matters to be Considered in Assessing & Determining Applications

4.4.1 General

- 4.4.1.1 The natural systems should be able to sustain the form of recreation or activity which is proposed.
- 4.4.1.2 The activity should be compatible with the vesting purpose of the land and with the preservation values of the land, eg. they do not impinge upon rare or fragile ecosystems, or impair key features of the landscape, or increase visitor pressure on land to an unacceptable level and do not detract from the reasonable enjoyment of the land by the public.
- 4.4.1.3 Generally the widest range of activities consistent with the reserve purpose should be allowed. Uses that impair other forms of use to an unreasonable extent or place the safety of others in jeopardy should be controlled or eliminated. In certain instances, for safety reasons, priority use may be allocated to specialised recreation activities at sites that are uniquely suited to those activities (eg. jet ski hire).
- 4.4.1.4 Sites that are likely to suffer environmental/stability problems from increased human activity or have a high conservation value will be excluded.
- 4.4.1.5 The local government will endeavour, within the resources available to it, to provide an appropriate level of supervision of activities on the reserve or UCL. This is particularly important where natural and cultural values may be impaired. If this cannot be done, the activity should where practicable be restricted, relocated or eliminated.
- 4.4.1.6 The activity should enhance the appropriate use of, enjoyment, understanding and appreciation of the land.
- 4.4.1.7 The activity should meet all statutory and industry requirements relevant to the operation including compliance with statutory town planning requirements (ie. zoning provisions, development control, Scheme purposes and objectives) and any relevant strategic planning report recommendations.
- 4.4.1.8 If an application is received for an existing activity by a previous Agreement holder of that activity and on the same site, the local government will give preference to the previous Agreement holder where no recorded breach of any condition has been noted by the local government.

4.4.2 Land-Based Activities

- 4.4.2.1 If the local government's roads, car parks or dual use paths are to be used, then the activity will be assessed in terms of whether it will create a danger to other users of the accessway/areas or will create an obstruction to traffic movement or will result in a major loss of car parking spaces.

- 4.4.2.2 Where appropriate, activities should be located adjacent to constructed public car parking areas and public conveniences (within 100 metres). The applicant may be required to contribute towards the construction of the public facilities. Approved applications may be required to contribute towards the upkeep of the local public infrastructure and facilities if considered necessary as a consequence of that activity.
- 4.4.2.3 If the beach is to be used then the activity must be determined as compatible with the beach environment.
- 4.4.2.4 Hire sites adjacent to foreshore areas must be related to the hire of beach-related equipment. A range of complementary operations may be permitted in the same vicinity if there are sufficient facilities and impacts are minor.
- 4.4.2.5 Beach site activities are not to damage, or lead to degradation of, coastal or other natural environment. All applications for beach sites are to be assessed to ensure that community demands outweigh commercial demands. Passive and informal recreation use of the beach will be the dominant use.
- 4.4.2.6 All activities are to demonstrate that they will not create a public nuisance to adjacent residential areas in context of noise, traffic, etc. and not create a conflict with the main beachgoers.
- 4.4.3 Water-Based Activities
- 4.4.3.1 Permission will be given to the use of the beach area for guided tours/hiring of water based equipment, provided the applicant is prepared to comply with the terms of any licence of the relevant authority of the water body.
- 4.4.3.2 The activities are not to dominate the main informal water-based activity, conflict with the designated water based activity or create a public danger.
- 4.4.3.3 All activities must be located adjacent to constructed public car park areas and public conveniences.
- 4.4.3.4 The activity is not to damage, or lead to the degradation of, the coastal or marine environment.
- 4.4.3.5 All activities are not to create a public nuisance to nearby residents, or affect residential amenity and is not to create public nuisance to other regular water-based activities.
- 4.4.3.6 In the case of jet ski hire activity and other motorised craft, signage shall give adequate notice of warning that the particular area is not suitable for informal recreation use.

4.4.4 Information from the Applicant

In assessing and determining applications, the local government will be guided by the following selection criteria:

- Demonstrated successful experience in the activity to a high professional standard;
- Demonstrated history and experience of environmentally acceptable operations;
- Demonstrated appropriate level of knowledge and understanding of local conditions, natural and cultural history, ecological process and possible constraints;
- Demonstrated experience in meeting Agreement conditions, including the prompt payment of fees;
- Demonstrated ability to provide appropriate safety requirements and duty of care responsibilities;
- Demonstrated capability to promote interpretive and educational information that ensures clients are receiving instructions in minimal impact techniques, environmental protection and ethics of appropriate behaviour; and
- Demonstrated \$10 million public liability insurance cover.

4.5 Specific Restrictions

4.5.1 Signage & Structures

4.5.1.1 The local government may permit the use of a maximum of 1 temporary sandwich board sign or similar in the immediate vicinity of an approved activity/hire site for the purposes of marking the location of the activity. All other advertising signs are subject to a separate application for planning approval in accordance with the Town Planning Scheme.

4.5.1.2 The use of bunting, fencing, sheds or other similar structures for activities is generally not supported.

4.5.2 Activities & Locations

4.5.2.1 Based on experience of the impacts of previous/similar activities (within or outside the municipality), the fragile nature of certain areas, and/or the dominant public use of certain areas, the local government is of the view that certain activities should not be supported in certain areas and also that a restriction on the number of certain activities in certain areas should be prescribed.

4.5.2.2 These restrictions (if any) are attached to this policy and are based on knowledge and experience at this time and may be amended from time to time by the local government as further knowledge and experience is accumulated.

4.6 Applications for Approval

4.6.1 All applications shall be in writing on the form prescribed in the Town Planning Scheme and are to be accompanied by the appropriate application fee.

4.6.2 Applicants should address the criteria as outlined in Clause 4.4.4 and provide the local government with the following information:

- a. Previous relevant experience of the applicant(s);
- b. Full details of type of service to be operated;
- c. Preferred location of operation (with alternatives);
- d. Diagram of layout of service when in operation showing location of equipment, trailers, signs, operators table etc;
- e. Hours and dates of operation;
- f. Method of operation, eg. hourly hire, 15 minute rides, day trips, and proposed charges to clients;
- g. Type and numbers of equipment to be hired/used including details of make, age, special features etc;
- h. All of the intended safety measures – ie. marker buoys, rescue boats, signs etc;
- i. A cover note or similar statement from an insurance company indicating a willingness to promote insurance coverage (minimum \$10 million public liability coverage required);
- j. Any on-site storage requirements (if permitted);
- k. Intended signage (may require additional separate approval); and
- l. Any additional information specific to the individual service to be provided.

4.6.3 Applications are to be lodged no later than 31 March of the application year. The local government may process and determine late applications, but will not guarantee that Agreements will be available for the peak holiday season.

4.7 Processing of Applications

4.7.1 Where the land is NOT under the care, control and management of the local government, the consent of the owner (ie. the Crown via the Department for Planning & Infrastructure, DPI) is required to process the application.

4.7.2 All applications will be advertised in accordance with the Town Planning Scheme procedure prior to final determination.

4.7.3 Applications will be referred to any relevant statutory authorities.

4.7.4 All applications will be considered with respect to the matters as are relevant to the site and the proposed activity.

4.7.5 Successful applicants will be advised in writing that prior to commencement of the activity, they must enter into an Agreement and pay the relevant costs. Conditions to be incorporated into the Agreement will be specified. Successful applicants will need to promptly respond stating that they agree with the conditions and will pay all costs, fees, etc. associated with preparing the Agreement by 30 June of the application

year. A list of unsuccessful applicants will be retained in case of revocation of agreement of the successful applicant.

4.8 Agreements

- 4.8.1 The local government will prepare all Agreements.
- 4.8.2 All Agreements will commence on 01 July and terminate on 30 June the third year (or other time as stipulated by the local government).
- 4.8.3 For land NOT under the care, control and management of the local government, a draft Agreement will be forwarded to the DPI for consent prior to execution.
- 4.8.4 Copies of the Agreement will be prepared and stamped with 1 copy to be forwarded to the applicant, 1 copy to be forwarded to the DPI (if required) and 1 copy to be retained by the local government.
- 4.8.5 The Agreement should be signed prior to the commencement of the permitted period to which the agreement relates.
- 4.8.6 The Agreement will include an automatic termination clause, if the activity is found to breach any of the conditions of the Agreement.

4.9 Fees

- 4.9.1 Applying for Planning Approval by way of an Agreement
- 4.9.1.1 \$175 (No GST is applicable)
- 4.9.1.2 This fee excludes advertising costs (eg. advert in newspaper, sign on site etc.) which are charged separately.
- 4.9.2 Agreement Preparation Fees and other costs
- 4.9.2.1 \$150 (GST inclusive)
- 4.9.2.2 Standard 'template' Agreements should cover most 'simple' applications however, should the local government consider that an application is 'complex' and warrants legal preparation of the Agreement then these legal costs will be charged to the applicant.
- 4.9.3 Reserve User Fee
- 4.9.3.1 \$500 (per year, GST inclusive)
- 4.9.3.2 As commercial activity will increase the number of visitors on reserves, and as these commercial operators will benefit by commercial gain from the use of the reserve or UCL, it is considered appropriate to charge a fee for the use of the land.
- 4.9.3.3 Revenue collected from these fees will be used for management, including the improvement of visitor services and facilities and the protection of the natural environment.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register.

7.0 ADOPTION:

Version 1

(draft for advertising)
(final approval)

14th August 2007
23rd October 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>COMPLIANCE & ENFORCEMENT OF PLANNING LAWS</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 24th June 2008</p> <p>Review Date; Annually</p>
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COMPLIANCE & ENFORCEMENT OF PLANNING LAWS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Raising a Concern
 - 4.2 Discretion as to the Enforcement of Planning Laws
 - 4.3 Enforcement Procedure
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To encourage the community to make their concerns known in a constructive and effective manner.
- 3.2 To clearly prescribe the process and procedures for dealing with compliance and enforcement issue related to Planning laws.

4.0 POLICY STATEMENT:

4.1 Raising a Concern

4.1.1 A concern must be put in writing with your name, address and phone/email contact. The reason that we ask for the concern to be put in writing is to ensure that your concern is presented fairly in your own words.

4.1.2 Details enable us to contact you in the event we may require additional information or wish to notify you of the outcome of the investigations. If required you may be asked to monitor the times at which the problem occurs, this provides sufficient information for the local government and enable us to take the appropriate actions to rectify the situation. If normal procedures fail to rectify the problem, legal action may be necessary, in this event you may be required to appear as a witness at the court proceedings.

4.1.3 All concerns will be treated confidentially where appropriate.

4.1.4 Your concern will not be dealt with if the local government is of the opinion that:

- a. The person aggrieved does not have a sufficient personal interest in the matter raised in the concern; or
- b. The concern is vexatious or not made in good faith.

4.1.5 If you wish to raise a concern anonymously, then this is treated as a comment as we are unable to advise you of the outcome of the investigation.

4.2 Discretion as to the Enforcement of Planning Laws

4.2.1 Section 214 of the *Planning & Development Act 2005* empowers a local government to issue a direction where a development or land use has been carried out unlawfully (eg. without planning approval or in contravention of the conditions of a planning approval). The Act is silent in relation to the factors which the local government should consider in determining whether to exercise its discretion to give a direction and, if it decides to give a direction, as to its terms.

4.2.2 Whilst it may be correct to say that there is a general duty imposed on a local government to enforce laws for which it is responsible, that general duty is not absolute. The facts of a particular matter may be such that it is simply not reasonable or appropriate for a local government to take enforcement action.

4.2.3 The important matters for consideration in the exercise of discretion to take enforcement and/or legal action are:

- a. It is in the public interest of the proper and orderly development and use of land that planning law should generally be complied with. It is expected that, normally, those who carry out development or

subdivision, or use land, should comply with the planning legislation and any applicable approval, licence or other authorisation in relation to that activity.

- b. The impact of the contravention of the Scheme on the affected locality and environment. This includes a consideration of whether the breach complained of is purely technical which would be unnoticeable other than to a person well versed in the relevant law.
- c. The factual circumstances in which the contravention took place. For example, if the local government had in some way condoned or endorsed the unlawful development, it may not be reasonable for the local government to later attempt to enforce its Scheme in relation to the unlawful development.
- d. The time which has elapsed since the development was undertaken unlawfully.
- e. The expense and inconvenience which would be involved in remedying the contravention.
- f. Whether or not the unlawful structure in question is dangerous, or potentially dangerous.
- g. In prosecution proceedings, the onus is on the local government to prove all elements of an offence beyond reasonable doubt. Therefore an additional factor that should be considered when determining whether to initiate prosecution is the strength of the evidence available; that is the prospects of the prosecution succeeding. For example, it may be clear that a breach of the planning law has been committed, but it may be difficult to prove who it was that committed the offence.

4.2.4 It is important to note that a person aggrieved by the “failure of a local government to enforce or implement effectively the observance of a local planning scheme” may make representation to the Minister for Planning & Development to that effect. It is open to the Minister to refer the representation to the State Administrative Tribunal for a report and recommendation. If the Minister is satisfied that a local government has failed to enforce effectively the observance of its scheme, the Minister may order the local government to do all things necessary to enforce the Scheme.

4.3 Enforcement Procedure

4.3.1 Legal proceedings are most often expensive and resource intensive. It is therefore appropriate that every opportunity be given to rectifying the matter or for the contravention to be made compliant. In many instances a person may not be aware of their breach of the Scheme and it may be the first time that it has been brought to their attention.

- 4.3.2 Section 164 of the *Planning & Development Act 2005* allows for the local government to grant its approval under a Scheme for development already commenced or carried out so sufficient time should be afforded for a person to seek a planning approval.
- 4.3.3 The following outlines the general enforcement procedure to be followed, however the manner in which the local government takes enforcement action will ultimately depend on the nature of the matter and the seriousness of the contravention.
- a. The local government will enquire in writing as to the current status of the matter requesting a written response to be received within 30 days.
 - b. Should no response be forthcoming, a formal written (pursuant to Part 13, Division 1, Section 214 of the *Planning & Development Act 2005*) direction will be served to the owner and any other person undertaking the development to stop, not recommence and/or remove the contravening development within 60 days or alternatively submit an application for planning approval for consideration.
 - c. A further written notice will be issued reiterating the seriousness of the matter and granting of a further 30 days and flag likely legal prosecution.
 - d. Refer the matter to Council seeking approval to commence legal action.
 - e. Initiate formal legal proceedings and direct solicitors to commence.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the commencement of legal proceedings (Clause 4.3.3 e).

7.0 ADOPTION:

Version 1	(draft for advertising)	8 th July 2008
	(final – no submissions received)	8 th July 2008

<p>CITY OF GERALDTON-GREENOUGH</p> <p>CONSULTATION FOR PLANNING PROPOSALS</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 1st July 2007</p> <p>Review Date; Annually</p>
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CONSULTATION FOR PLANNING PROPOSALS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Definitions
 - 4.2 General
 - 4.3 Consultation Category Levels and Methods
 - 4.4 Form of Submissions
 - 4.5 Consultation Matrix
 - 4.6 Consideration of Submissions
 - 4.7 Cost of Consultation
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION
- SCHEDULE 1

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To develop a method by which proposals can be classified according to their likely impact.

- 3.2 To clearly define the different levels of consultation that will be undertaken and advice that will be provided in respect of a range of land use and development proposals, to provide the community with adequate and appropriate opportunities to be kept informed and comment on and respond to issues and proposals.
- 3.3 To detail the requirements for consultation based on the level of impact of the proposal.
- 3.4 To outline the process the local government will use when undertaking consultation and considering submissions.

4.0 POLICY STATEMENT:

4.1 Definitions

For the purposes of this policy:

“Adjoining” means any land (or owner of land) which abuts an application site or is separated from the site only by a pathway, driveway, right-of-way or similar thoroughfare (excluding a public road reserve).

“Affected Person” means a person who owns (or occupies) land that adjoins an application site or the enjoyment of which, may be detrimentally affected by the use or development on an application site.

“Nearby Land” means any land (other than adjoining land) which may be adversely affected by a development proposal and, where appropriate, may include owners (or occupiers) within a neighbouring local government.

“Notify” means written communication by the local government or the proponent of a development proposal containing relevant information about the development proposal for the purpose of advice or seeking comment.

“Relevant Information” means the principle details of a development proposal as determined by the author of any notification to be sufficient to describe the proposal and its potential impacts. Each notification is to provide further information as to where and when full particulars of the development proposal can be inspected during the period during which comments are sought.

“Submitters” means those affected persons who have provided written comment on a proposal within the formal comment period, or shortly thereafter at the discretion of the local government.

4.2 General

- 4.2.1 The over-arching principle of this policy is that the local government will advise and consult with the community about initiatives involving proposed new or extended land uses and developments, in an endeavour to ensure openness and accountability in the decision-making processes and to gauge public opinion.

- 4.2.2 The need to engage the community will be based on the degree to which the proposals concerned impact upon the site itself, the land immediately surrounding the site, the locality within which the site is situated or, in some cases, the whole of the settlement concerned or the City in its totality. The degree to which a given property, area, locality or district will be impacted will vary dependent upon the form of land or development involved. Issues that will be taken into account when assessing degrees of impact will include such aspects as the visual impact, noise or disturbance impact, traffic generation and vehicle movement and distribution, community convenience or inconvenience and community expectation with respect to provision of services.
- 4.2.3 In relation to complex issues, the local government will exercise flexibility in determining the level of consultation that is required and the best means by which maximum public feedback may be obtained.

4.3 Consultation Category Levels and Methods

- 4.3.1 The method of consultation used will relate to the likely extent of the impact on the community or the interest likely to be generated by the community with respect to the proposed land use or development and will be selected according to the following categories:

4.3.2 Level A – NO CONSULTATION

No consultation will occur where the proposal:

- a. is determined as having no predictable detrimental impact on the character or amenity of the immediate or general locality;
- b. is determined by the local government as not being required or is precluded under relevant legislation; or
- c. has previously occurred, and only minor modifications or modifications that address concerns previously raised are proposed.

4.3.3 Level B – CONSULTATION WITH OWNERS/OCCUPIERS OF ADJOINING LAND

- a. Where, in respect of any proposal, the Acceptable Development Provisions of the Residential Design Codes are not complied with, the owners/occupiers of land adjoining the application site affected by the non-compliance will be consulted unless the proponent has already undertaken the necessary consultation and secured agreement or obtained comment.
- b. Where (in respect of other proposals) a proposed development will be visible from any road or other public place and/or will be likely to have an impact on the streetscape, visual amenity and ambience of properties in immediate proximity to the site, the owners/occupiers of properties adjoining, and those on the other side of any street immediately opposite the application site, will be consulted.

c. Method of Consultation

- i. The owners/occupiers of properties determined as being potentially affected by a development proposal will be consulted in writing providing a minimum of 14 days (or such other period as may be prescribed by the relevant legislation) for the lodgement of any submissions.
- ii. Where an affected land owner/occupier is consulted by the proponent of a development proposal, evidence of the acceptability of the proposal should be provided by way of a signed letter of no-objection and endorsement by way of no-objection comment, signature, printed name and full address on a copy of the plan(s) submitted for approval.

4.3.4 Level C – CONSULTATION WITH OWNERS/OCCUPIERS OF NEARBY LAND

Where a proposed land use or development is determined by the local government as having the potential to impact on not only the use or enjoyment of land adjoining the application site but also other neighbouring land, the owners/occupiers of those neighbouring properties will be consulted.

a. Method of Consultation

- i. The owners/occupiers of properties determined as being potentially affected by a development proposal (generally owners of all land within a radius of 60m of the boundary of the application site for land within an urban area or within an existing settlement) will be consulted in writing providing a minimum of 14 days (or such other period as may be prescribed by the relevant legislation) for the lodgement of any submissions.
- ii. Dependent upon the level of impact in the area, the local government may also publish a notice of the development proposal in a newspaper circulating in the area inviting comment within a specified period.

4.3.5 Level D – CONSULTATION WITH OWNERS/OCCUPIERS OF LAND IN THE LOCALITY

Where a proposed land use or development is determined by the local government as having the potential to impact upon the use or enjoyment of land within an area or a settlement but not extending to the whole of the municipality or specific interest groups within that area, the community within that area will be consulted.

a. Method of Consultation

The local government shall:

- i. publish a notice of the development proposal in a newspaper circulating in the area;
- ii. arrange for a sign or signs to be placed in a prominent position(s) on the site;
- iii. consult the owners/occupiers of all land within a radius of 100m of the boundary of the application site for land within an urban area or within an existing settlement, or 500m radius for land within a rural area, except where it is determined by the local government that the proposal will not have any significant impact on certain portions of the area;
- iv. consult with the owners/occupiers of land beyond the foregoing areas where, in the opinion of the local government, there will be an impact along key transportation facilities, tourist routes or view-sheds; and/or
- v. consult as necessary with other affected government agencies or statutory authorities as the case requires,

drawing attention to the form of the development proposal and inviting comment within a period not being less than 21 days or, where appropriate, such longer period as may be necessary to comply with relevant legislation.

4.3.6 Level E – CITYWIDE CONSULTATION

Where proposals or projects are of State, regional or citywide significance the community will be consulted in accordance with the “Community Consultation and Engagement Strategy”.

4.4 Form of Submissions

- 4.4.1 To be considered valid, any submission will be required to be signed by the submitter who must provide contact details including an address for correspondence.
- 4.4.2 Reasons for any objection to a development proposal should also be included.

4.4.3 A petition will only be considered valid where it:

- is addressed to the Chief Executive Officer;
- is made entirely by electors of the local government;
- states the request/reason(s) on each and every page of the petition;
- contains the names, addresses and signatures of the electors making the request, and the date each elector signed; and
- states the name of a single person upon whom, and an address at which, notice to the all the petitioners can be given.

4.5 Consultation Matrix

4.5.1 Schedule 1 of this policy outlines the matrix upon which the appropriate level of consultation with affected persons and the community will generally be determined for land use and development proposals.

4.5.2 Where proposals occur that do not clearly fall within the matrix, or where circumstances indicate that the standard level would not be appropriate, the local government shall use its discretion to establish the consultation process required.

4.5.3 Notwithstanding compliance, proposals that are considered to have a substantial impact due to their scale, size or nature may require consultation.

4.6 Consideration of Submissions

4.6.1 While not detracting from the substance of any submission, all submissions received will be summarised when a report is required.

4.6.2 Submissions shall be treated in confidentiality (unless otherwise prescribed by the relevant legislation), however Councillors may request a copy of any/all submissions.

4.6.3 Matters to be taken into account in the consideration of submissions are outlined as follows but must be based on valid planning grounds:

- a. Considerations outlined in the relevant town planning scheme, local government policy or strategy;
- b. Potential for detrimental impact on the enjoyment of nearby properties from such causes as the affect on views to and from the development site, overshadowing, privacy, noise impact, or the scale, height, external appearance and bulk of proposed new developments;
- c. Impact of the proposal on streetscape and the amenity of the locality;
- d. Heritage values or significance;
- e. The adequacy of access, egress, parking and manoeuvring including disabled access;

- f. Traffic generation and probable effect on safety and traffic movement;
- g. Removal of, or increased threat to, natural vegetation;
- h. The assessed fire hazard appropriate to the land and the proposed new land use and development;
- i. Any other environmental consideration including but not limited to potential for soil erosion or land degradation, water quality degradation, or increased environmental risk;
- j. Potential loss of any community service or benefit;
- k. Adequacy of community and public utility services; and
- l. Any other matter relevant to orderly and proper planning.

4.6.4 Once a determination of the matter has been made, a letter will be sent to each submitter (or the notice person in the case of a petition):

- acknowledging receipt of the submission;
- advising of the determination of the development proposal concerned, providing reasons for that determination; and
- advising the name and position of the officer of the local government from whom further information can be obtained.

4.6.5 Where appropriate, in lieu of writing to each submitter, the local government may place an advertisement in the local paper providing public advice as to the outcome of the matter.

4.6.6 For 'E' level consultations, the method of responding to comments received will be determined as part of the consultation strategy.

4.7 Cost of Consultation

The full costs of the consultation requirements specified within this policy are to be met by the applicant.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Accept submissions received shortly after the formal comment period.

b. Determine the consultation level.

7.0 ADOPTION:

Version 1

(draft for advertising)

10th July 2007

(final – no submissions received)

10th July 2007

SCHEDULE 1 – CONSULTATION MATRIX

Development Proposal Type	Consultation Level
Design Guidelines	D
Local Planning Policies	D
Management Plans (local)	C
Outline Development Plans	C
Planning Applications (permitted uses)	A
Planning Applications (discretionary)	B A
Planning Applications (discretionary after advertising)	C D
Residential Design Codes Performance Criteria Assessment	B
Structure Plans	D
Strategic Plans / Documents:	E D
Subdivision Referrals	A
Town Planning Scheme Amendments	D
Town Planning Scheme Review	E
Townsite Plans / Strategies	D

A None

B Owners/Occupiers of adjoining land

C Owners/Occupiers of nearby land

- Within radius of 60m.
- May also publish notice in a newspaper.

D Owners/Occupiers of land in the locality

- Publish notice in a newspaper.
- Sign or signs to be placed on the site.
- Within 100m radius for urban area or 500m radius for rural area
- Beyond foregoing areas where impact along key transportation facilities, tourist routes or view-sheds.
- As necessary with government agencies or statutory authorities.

E Citywide

- “Community Consultation and Engagement Strategy”.

<p>CITY OF GERALDTON-GREENOUGH</p> <p>CONSULTING ROOMS & PROFESSIONAL OFFICES</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 1st July 2007</p> <p>Review Date; Annually</p>
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CONSULTING ROOMS & PROFESSIONAL OFFICES

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Location
 - 4.2 Consulting Rooms in Residential Areas
 - 4.3 Professional Offices in Residential Areas
 - 4.4 Car Parking
 - 4.5 Setbacks
 - 4.6 Landscaping
 - 4.7 Signage
 - 4.8 Consultation
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To provide guidance in the exercising of discretion with regard to consulting rooms and professional offices.

- 3.2 To ensure that these types of uses do not compromise the amenity of residential areas.
- 3.3 To ensure that the development of consulting rooms and professional offices are within areas compatible with these types of activity.

4.0 POLICY STATEMENT:

4.1 Location

- 4.1.1 The Geraldton central area (bounded by Crowther Street, Portway, the North West Coastal Highway and Phelps Street) is considered to be the most appropriate priority area for the establishment of consulting rooms and professional offices (where permissible under the Town Planning Scheme), given its proximity to the commercial CBD and the location to existing major medical centres (hospitals).
- 4.1.2 Other areas, adjacent to established shopping or commercial areas may be considered provided the location would not encourage premature expansion of a shopping or commercial area by proximity and its effect on uses between the centre and the proposed site (ie. the proposed site should preferably be immediately abutting a shopping or commercial area).
- 4.1.3 Areas where the established character is exclusively dominated by residential development and the site is remote from major traffic routes are considered inappropriate.

4.2 Consulting Rooms in Residential Areas

The establishment of a consulting room in a residential area should meet the following standards:

- a. Not be occupied by any more than 4 practitioners;
- b. Have a minimum site area of 1,000m²;
- c. There is satisfactory accessibility and minimal traffic impact on residential streets;
- d. The scale and design of buildings being consistent and compatible with adjoining residential buildings (having regard for any adopted design guidelines); and
- e. Have minimal impact on residential uses in the vicinity.

4.3 Professional Offices in Residential Areas

The establishment of a professional office in a residential area should meet the following standards:

- a. Be occupied by only 1 practitioner with no more than 2 associated staff (eg. nurse, administration);

- b. There is satisfactory accessibility and minimal traffic impact on residential streets;
- c. The scale and design of buildings being consistent and compatible with adjoining residential buildings (having regard for any adopted design guidelines); and
- d. Have minimal impact on residential uses in the vicinity.

4.4 Car Parking

- 4.4.1 Where the site consists of a mixed use (eg. a professional office combined with a residence), car parking shall be calculated and provided for each use separately in accordance with the requirements of the Town Planning Scheme.
- 4.4.2 All car parking and access thereto from the street is to be designed and constructed to the approval of the local government, and where located in a residential area should preferably be located at the rear of the building.

4.5 Setbacks

- 4.5.1 Setbacks for new establishments should be 7.5m for the front and rear boundaries with a side setback of 3m.
- 4.5.2 Where a site has two street frontages, the local government may reduce the street setback to 3m on one street frontage.
- 4.5.3 Where a development for consulting rooms or professional office is a conversion of an existing building which does not conform to the above setback requirements, the local government may permit a variation of any setback provided it can be satisfactorily demonstrated that such variation is necessary to preserve the integrity of the building and will not detrimentally impact on the amenity of the site or the locality.
- 4.5.4 Where development is a conversion of an existing residence or a residential type building is proposed for a new development then the front setback should be as per the Residential Design Codes.

4.6 Landscaping

Landscaping of the front setback area, taking into account a car parking requirement, must be designed, implemented and maintained to the approval of the local government and shall be such as to reduce the visibility of car parking areas from the street.

4.7 Signage

Signage shall be in accordance with the Town Planning Scheme and relevant Policy requirements.

4.8 Consultation

Any professional office proposed to be located in a residential area outside of the Geraldton central area (Clause 4.1.1) and any variation to any part of the above policy will require consultation with effected landowners and/or occupiers and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Approval of car parking standards (Clause 4.4.2).
- b. Approval of reduced setback (Clause 4.5.2 & 4.5.3).
- c. Approval of landscaping (Clause 4.6).
- d. Approval of variations to policy where no objection received (Clause 4.8).

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>DEVELOPMENT ADJACENT TO RAILWAY RESERVES</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 1st July 2007</p> <p>Review Date; Annually</p>
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DEVELOPMENT ADJACENT TO RAILWAY RESERVES

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Existing Railways
 - 4.2 Tallering Peak to Oakajee and Narngulu Proposed Rail Lines
 - 4.3 Consultation
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To ensure that any future residents are protected from the adverse noise and vibration impacts emanating from existing railways.
- 3.2 To prevent incompatible development adjoining the Tallering Peak to Oakajee and Narngulu to Oakajee proposed rail lines and protect future residents from any adverse noise and vibration impacts, thereby meeting the requirements of the Environmental Protection Authority.

4.0 POLICY STATEMENT:

4.1 Existing Railways

- 4.1.1 No residential building may be constructed within 50m of the railway reserve.
- 4.1.2 The above setback may be reduced to 50m from the railway centreline with the approval of the relevant government agency(s) responsible for the railway reserve and its associated infrastructure.
- 4.1.3 Any outbuilding, not for residential use, must have a minimum setback of 20m from the railway centreline.

4.2 Tallering Peak to Oakajee and Narngulu Proposed Rail Lines

- 4.2.1 No residential building, or any building associated with the provisions of short-stay or overnight accommodation, may be constructed within 220m of the centre line, or within the 65dB(a) Noise Contour Line – whichever is the greater.
- 4.2.2 Any ancillary building or outbuilding for non-habitable purposes must have a minimum setback of 150m from the railway centreline.
- 4.2.3 Variations to the above setbacks may be supported by the local government provided that the variations will not have any adverse effect (such as, but not limited to, the impacts on the management of land, the safety of the occupants and potential environmental impacts) upon the occupiers or users of the proposed development and the structural integrity of the proposed building or structure will not be compromised by the variation.

4.3 Consultation

- 4.3.1 The requirements of Clause 4.1 may only be varied through the joint approval of the local government and the relevant government agency(s) responsible for the railway reserve and its associated infrastructure, who have the authority to impose conditions which may assist in reducing any potential impacts.
- 4.3.2 The local government may approve variations to Clause 4.2 subject to the rail line proponents, the Department of Resources Development and the Department of Environment and Conservation raising no objections to the proposed variation.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for approval of variations to policy where no objections received (Clause 4.3).

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007

CITY OF GERALDTON-GREENOUGH	Version; 1
DISPLAY HOMES & SALES OFFICES	Originated Date; 1 st July 2007
Local Planning Policy	Review Date; Annually

DISPLAY HOMES & SALES OFFICES

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To recognise display homes and sales offices as an integral feature of establishing residential estates, yet ensuring their development is done so in an orderly and safe environment.
- 3.2 To set out guidelines for the establishment of display homes and sales offices.
- 3.3 To specify rehabilitation/reinstatement techniques once the home and office have ceased operation.

4.0 POLICY STATEMENT:

- 4.1 To minimise internal, non-residential traffic, display homes and sales offices should be located at the dedicated entrance of a residential estate.

- 4.2 All display homes pertinent to a particular residential stage should be grouped together. The ad-hoc siting of display homes that readily interact with existing residences is not generally supported.
- 4.3 Car parking should be provided at a minimum ratio of 1 car parking lot per 3 display homes with a minimum of 4 on-site car parking bays per home.
- 4.4 A minimum of 4 on-site car parking bays should be provided for each sales office.
- 4.5 Car parking areas on the road verge are not supported.
- 4.6 Car parking areas and access are to be constructed and drained to the approval of the local government.
- 4.7 Where a display home or sales office does not directly abut a car parking lot, the developer is required to install a dedicated pedestrian access, to the approval of the local government, from the nearest car park to the site.
- 4.8 Floodlights shall not be illuminated after 10.00pm with all illumination being confined to the limits of the development, to the approval of the local government.
- 4.9 All signs and hoardings associated with the display home and sales office are to be approved by the local government prior to erection or painting.
- 4.10 After completion of display home and sales office all hardstand material from car parking areas are to be removed.
- 4.11 Any application for a display home and/or sales office that abuts an existing residence will require consultation with affected landowners and/or occupiers and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for approval of minor variations to Clause 4.0.

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007

Last Amended:

CITY OF GERALDTON-GREENOUGH	Version; 1
FAST FOOD OUTLETS	Originated Date; 1 st July 2007
Local Planning Policy	Review Date; Annually

FAST FOOD OUTLETS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Site Requirements
 - 4.2 Drive-Through Car Parking
 - 4.3 Planning Considerations
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

To set out guidelines, (not covered by the relevant provisions of the Town Planning Scheme) for the establishment of fast food outlets.

4.0 POLICY STATEMENT:

4.1 Site Requirements

- 4.1.1 Where a minimum lot area for a fast food outlet is not stipulated in the Town Planning Scheme, the local government will consider each proposal on its merits in recognition of the fact that a minimum lot size requirement

Last Amended:

may vary upon dependant upon location, access or whether the outlet is a 'stand alone' facility or part of a larger (commercial) complex.

- 4.1.2 The maximum site coverage should not exceed 50% and the maximum plot ratio should not exceed 50%.

4.2 Drive-Through Car Parking

Where a drive-through facility is proposed, an on-site queue accessway should be provided to accommodate a minimum of 10 cars (measured from the pick up point). This accessway should not obstruct access to car parking and should not extend onto the external roadway.

4.3 Planning Considerations

When assessing proposals to establish a fast food outlet the local government shall take into consideration the following:

- a. Traffic Safety – the need to minimise disruption to traffic flows, especially at peak hours;
- b. Minimisation of spontaneous impulse driving behaviour;
- c. Limitation of pedestrian/vehicle conflict; and
- d. Impacts on adjoining locality, with particular reference to residential areas, with regard to:
 - trading hours;
 - noise;
 - lighting (ie. light spill);
 - car parking location;
 - cooking odours;
 - service vehicle access;
 - signage;
 - wind blown litter;
 - distance from residential areas;
 - location of bin storage areas;
 - extent of landscaping/setbacks; and
 - preservation of adjoining amenity.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for an increase in site coverage or plot ratio (Clause 4.1.2).

7.0 ADOPTION:

Version 1

(draft for advertising)

(final – no submissions received)

10th July 2007

10th July 2007

CITY OF GERALDTON-GREENOUGH	Version; 1
GREENHOUSES	Originated Date; 1 st July 2007
Local Planning Policy	Review Date; Annually

GREENHOUSES

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

To ensure that the development of greenhouses are within areas compatible with this type of activity.

4.0 POLICY STATEMENT:

4.1 For the purpose of this policy a “Greenhouse” means any temporary structure used to house “Intensive Agriculture” uses associated with the following:

- the production of grapes, vegetables, flowers, exotic or native plants, or fruits or nuts;
- the establishment and operation of plant or fruit nurseries;

- the development of land for irrigated fodder production or irrigated pasture (including turf farms); and
 - Aquaculture.
- 4.2 Greenhouses are not generally considered appropriate in residential or rural residential zoned land (less than 2ha), the Moresby Ranges or in other areas identified as having specific heritage value (such as the Greenough Flats).
- 4.3 Greenhouses should be setback a minimum of 15m from the front and rear property boundary and 5m from the side property boundary.
- 4.4 The uncovered storage of bulk manure is not supported.
- 4.5 Where the local government determines that there could be the potential for on-going conflict issues or in areas where land use is envisaged to change, planning approvals may be limited to a maximum period of 12 months, after which the further renewal of the approval by the local government is required annually. This is the responsibility of the applicant and the local government will not automatically re-issue approvals.
- 4.6 Any application seeking approval for a greenhouse on land zoned residential with a lot area in excess of 2ha, or land zoned rural residential with a lot area less than 2ha, or proposing to vary the setbacks will require consultation with effected landowners and/or occupiers and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Minor variation to setbacks where no objection received (Clause 4.3).
- b. Limit planning approvals for 12 months (Clause 4.5).
- c. Approval of application where no objection received (Clause 4.6).

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>GROUP DWELLINGS</p> <p>Local Planning Policy</p>	<p>Version: 1</p> <p>Originated Date: 11th July 2007</p> <p>Review Date: Annually</p>
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GROUP DWELLINGS LOCAL PLANNING POLICY

- 1.0 PURPOSE
- 2.0 OBJECTIVE
- 3.0 POLICY STATEMENT
 - 3.1 Definitions
 - 3.2 Town Planning Scheme No. 3 (Geraldton)
 - 3.3 Criteria for Assessment
 - 3.4 Application Requirements
 - 3.5 Consultation
- 4.0 SCOPE
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 OBJECTIVE:

- 2.1 To achieve sustainable urban outcomes through higher densities of development around activity centres.
- 2.2 To increase the emphasis on supporting sustainable urban development through land efficiency.
- 2.3 To achieve density targets and lot diversity, particularly around activity centres by facilitating an appropriate amount and variety of medium density (grouped) housing.
- 2.4 To set standards whereby development may be assessed against a lower minimum site area requirement to that prescribed in the Town Planning Scheme.

2.5 To ensure that relaxations to the minimum site area prescribed in the Town Planning Scheme are only approved in accordance with desirable design outcomes.

3.0 POLICY STATEMENT:

3.1 Definitions

For the purposes of this policy “Activity Centre” means an area/site containing civic, institutional, commercial or tourist activity and includes areas with high amenity such as next to established parks.

3.2 Town Planning Scheme No. 3 (Geraldton)

3.2.1 The Town Planning Scheme currently states that except in the City Centre zone, under all codes grouped dwellings will not be permitted on a lot with an area less than the following:

- 2 grouped dwellings/dual occupancy 900m²
- 3 grouped dwellings 1,250m²
- more than 3 grouped dwellings 1,500m²

unless the merits of a particular application justify a variation to this requirement, in which case the minimum lot size may be reduced to the minimum lot size permissible for the proposed number of grouped dwellings under the Residential Design Codes.

3.2.2 Where a development meets the assessment criteria of this policy, a 50% reduction between the minimum site areas as per the Town Planning Scheme and the average site area as stipulated by the Residential Design Codes shall apply as illustrated in the following table:

R CODING / NO. OF GROUP DWELLINGS	SCHEME SITE AREA (MINIMUM)	R CODE SITE AREA (AVERAGE)	VARIATION (50%)	NEW SITE AREA (MINIMUM), SUBJECT TO ASSESSMENT
R30				
2 group dwellings	900m ²	600m ²	300m ² (150m ²)	750m ²
3 group dwellings	1,250m ²	900m ²	350m ² (175m ²)	1,075m ²
More than 3 group dwellings	1,500m ²	1,200m ²	300m ² (150m ²)	1,350m ²
R40				
2 group dwellings	900m ²	440m ²	460m ² (230m ²)	670m ²
3 group dwellings	1,250m ²	660m ²	590m ² (295m ²)	955m ²
More than 3 group dwellings	1,500m ²	880m ²	620m ² (310m ²)	1,190m ²

3.3 Criteria for Assessment

In assessing a group dwelling development, the local government will have due regard to the following criteria, and the applicant should aim to meet (as a minimum, but preferably exceed) those assessment criteria applicable to the individual site.

- a. The site is located in an area identified as a higher density priority area (ie. coded R40) and/or is within 400m (typically a 5 minute walk) of an activity centre;
- b. Fully compliant with the Acceptable Development provisions all of the applicable Residential Design Codes design elements (ie. the development does not attract a performance criteria assessment);
- c. Retains existing substantial or mature vegetation (generally in excess of 3.5m in height);
- d. Maximises the opportunity for views from surrounding properties and allows for view vistas through the development, by way of articulation of roofs (or flat roofs with lower height), increased setbacks and orientation;
- e. Not provided in a 'gated' street format and orientates as much of the development as possible onto public streets;
- f. Allows for passive surveillance of the public domain (streets, parks etc.) and enhances personal safety and perceptions of safety by providing for streets and open spaces to be fronted and overlooked by housing;
- g. Located in an area with an interconnected network of streets which facilitates safe, efficient and pleasant walking, cycling and driving. This should involve an established dual use/foot path system and cul-de-sac locations are not preferred;
- h. Provides a high quality public streetscape environment (eg. shade, shelter, trees, pavement treatment, street furniture, landscaping, urban art etc.), thereby, enhancing the amenity of adjacent housing and developments;
- i. Preserves and/or enhances a building which has heritage significance;
- j. Optimises orientation to suit energy efficient housing;
- k. Minimises earthworks and retaining walls on sloping sites;
- l. Where lot boundaries abut parkland, the boundary should be provided with uniform fencing which addresses appropriate height, character, visual permeability and appropriate relationship to the parkland; and
- m. Incorporates water conservation methods (eg. rainwater harvesting, tanks).

3.4 Application Requirements

Need to adequately address, to the approval of the local government, Clause 3.3.

3.5 Consultation

3.5.1 Advertising is not required for a development comprising 3 or less group dwellings provided it is fully compliant with:

- the Acceptable Development provisions all of the applicable Residential Design Codes design elements (ie. the development does not attract a performance criteria assessment); AND
- the minimum lot size requirements of the Town Planning Scheme;

3.5.2 All other applications for group dwellings will be advertised in accordance with the following:

- Advertising period of 21 days;
- Owners of properties within a radius of 60m of the boundary of the application site will be consulted in writing by the local government (alternatively the proponent may undertake the necessary consultation and secured agreement or obtained comment); and
- The proponent is to arrange for a sign to be placed in a prominent position on the site for the duration of the advertising period.

4.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Increase the consultation level (Clause 3.5, refer to Consultation for Planning Proposals policy).

- b. Administer all aspects of this policy, however should significant doubt exist (in the professional opinion of the officer) over any aspect of the policy, the proposal may be referred to full Council for consideration.

7.0 ADOPTION:

Version 1

(draft for advertising)

24th July 2007

(final – no submissions received)

24th July 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>HERITAGE CONSERVATION & DEVELOPMENT</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 24th June 2008</p> <p>Review Date; Annually</p>
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HERITAGE CONSERVATION & DEVELOPMENT

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Development Control Principles
 - 4.2 Incentives
 - 4.3 Application Requirements
 - 4.4 Consultation
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To conserve and protect places of cultural heritage significance.
- 3.2 To ensure development does not adversely affect the significance of heritage places.
- 3.3 To ensure that sufficient information is provided to enable the local government to make informed decisions.

3.3 To ensure that heritage significance is given due weight in local planning decision making.

4.0 POLICY STATEMENT:

4.1 Development Control Principles

In considering any applications in relation to a place on the local government's Inventory (commonly known as the Municipal Inventory), the local government will apply and have regard to:

- a. The development control principles set out in the *State Planning Policy 3.5 Historic Heritage Conservation*;
- b. The structural condition of a place, and whether a place is reasonably capable of conservation;
- c. The level of heritage significance of a place; and
- d. The advice received from the Regional Heritage Advisor.

4.2 Incentives

4.2.1 The City's Town Planning Schemes contain clauses that allow the variation of any provision of the Scheme where its objective is to ensure the conservation of a heritage place. This provision gives the City considerable freedom to negotiate a suitable heritage outcome with property owners. It not only benefits the property owner but also the community as a heritage place can be conserved and the development potential realised through collaborative and creative planning.

4.2.2 The Heritage Loan Subsidy Scheme has been developed to assist owners of heritage places with funds to undertake conservation works. The scheme makes conserving places of heritage significance easier and more affordable by offering a subsidy (currently set at 4%) on the interest rate on loans for conservation work. Owners of places listed in a local government's Municipal Inventory, State Government's Register of Heritage Places, Commonwealth's Register of National Estate, or National List, or National Trust's List of Classified Places, within participating local government areas are eligible to apply. Participating local governments include the City of Geraldton-Greenough. For more information about the scheme call the Heritage Council of WA on (08) 9221 4177 or 1800 644 177 (free call).

4.3 Application Requirements

The local government may require an applicant to provide one or more of the following to assist the local government in determining the application. This is additional to the information required under the relevant Town Planning Scheme.

4.3.1 Heritage Impact Statement (HIS)

4.3.1.1 If a proposal will have a substantial impact on the exterior fabric of a place on the local government's Inventory, the local government may require a

'Heritage Impact Statement' (HIS) to be submitted addressing three main questions:

- a. How will the proposed works affect the significance of the place or area?
- b. What measures (if any) are proposed to ameliorate any adverse impacts?
- c. Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

Reference should be made to the Heritage Council's publication "Heritage Impact Statements – a guide" for an example/model HIS.

4.3.1.2 If a proposal affects a place that is entered in the State Register of Heritage Places, or a large or complex place of exceptional significance, the local government may require a conservation plan to be prepared.

4.3.2 Structural Condition Assessment (in the case of demolition)

If structural failure is cited as a justification for the demolition of a place in the local government's Inventory, evidence should be provided from a registered structural engineer that the structural integrity of the building has failed, to the point where it cannot be rectified without removal of a majority of its significant fabric and/or prohibitive costs.

4.3.3 Archival Recording (in the case of demolition)

If a proposal is for the demolition or the substantial redevelopment of a place in the local government's Inventory, the local government may require, as a condition of approval, the preparation of an archival record of the place, prior to demolition or commencement of development.

4.3.4 Redevelopment Plans (in the case of demolition)

If a proposal is for the demolition of a place in the local government's Inventory, the local government may require details of the proposed future development/use of the site to be submitted. Information required may include a redevelopment site plan, floor plan(s), elevations and accompanying details on the proposed development/use together with reference to suggested interpretive outcomes which reflect the history of the site.

4.4 Consultation

The Heritage Council of Western Australia provides a regional heritage advisory service to people involved in conserving heritage places in WA. The role of the regional heritage advisers is to provide information and advice on heritage assessments, conservation, funding applications and planning and development applications. For more information about the service call the Heritage Council of WA on (08) 9221 4177 or 1800 644 177 (free call).

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for additional information as per Clause 4.3.

7.0 ADOPTION:

Version 1	(draft for advertising)	8 th July 2008
	(final – no objections received)	8 th July 2008

<p>CITY OF GERALDTON-GREENOUGH</p> <p>HOME BASED BUSINESSES (including Cottage Industry)</p> <p>Local Planning Policy</p>	<p>Version; 2</p> <p>Originated Date; 11th September 2007</p> <p>Review Date; Annually</p>
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HOME BASED BUSINESSES (including Cottage Industry)

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Definitions
 - 4.2 General
 - 4.3 Application Requirements
 - 4.4 Consultation
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To provide clarification as to the different types and scale of home based businesses (or commonly referred to as “home occupations” or “cottage industries”).
- 3.2 To ensure that these types of uses do not compromise the amenity of the area.
- 3.3 To ensure that the activity remains an ancillary use to the main dwelling or the principle land use on the property.

4.0 POLICY STATEMENT:

4.1 Definitions

For the purposes of this a Home Based Business means any/or all of the following:

“Cottage Industry” means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which:

- a. does not cause injury to or adversely affect the amenity of the neighbourhood;
- b. where operated in a residential zone, does not employ any person other than a member of the occupier’s household;
- c. is conducted in an outbuilding which is compatible with the principle use to which land in the zone in which it is located may be put;
- d. does not occupy an area greater than 50m²; and
- e. does not display a sign exceeding 0.2m²;

“Home Business” means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- a. does not employ more than 2 people not members of the occupier’s household;
- b. will not cause injury to or adversely affect the amenity of the neighbourhood;
- c. does not occupy an area greater than 50m²;
- d. does not involve the retail sale, display or hire of goods of any nature;
- e. in relation to vehicles and parking:
 - does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
 - does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight.
- f. does not involve the use of an essential service of greater capacity than normally required in the zone.

“Home Occupation” means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- a. does not employ any person not a member of the occupier’s household;

- b. will not cause injury to or adversely affect the amenity of the neighbourhood;
- c. does not occupy an area greater than 20m²;
- d. does not display a sign exceeding 0.2m²;
- e. does not involve the retail sale, display or hire of goods of any nature;
- f. in relation to vehicles and parking:
 - does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volumes in the neighbourhood;
 - does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight; and
 - does not include provision for the fuelling, repair or maintenance of motor vehicles.
- g. does not involve the use of an essential service of greater capacity than normally required in the zone.

“Home Office” means a home occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not:

- a. entail clients or customers travelling to and from the dwelling;
- b. involve any advertising signs on the premises; or
- c. require any external change to the appearance of the dwelling.

4.2 General

- 4.2.1 Planning approvals for all types of home based businesses shall be limited to a maximum period of 12 months, after which the further renewal of the approval by the local government is required annually. This is the responsibility of the applicant and the local government will not automatically re-issue approvals.
- 4.2.2 Planning approval is not required for a “Home Office” provided the activity is fully compliant with the definition as per Clause 4.1.
- 4.2.3 Planning approvals are issued only to the specific occupier of the particular parcel of land and is not transferable to any other person or to any other land parcel. Should there be a change of the occupier on the land in respect of which the planning approval was issued the approval shall no longer be valid.
- 4.2.4 Operating hours for home based businesses should be determined on the type of business being undertaken and having regard to the objectives of this policy (specifically Clause 3.2).

As a general guide only, operating hours for businesses in residential areas should conform to what are considered normal business hours (generally 8.30am to 5.30pm, Monday to Friday and 8.30am to 1.00pm on Saturday).

- 4.2.5 Where an activity involves the calling of clients or customers these appointments should be limited to 5 per day in accordance with hours as per Clause 4.2.4.
- 4.2.6 With the exception of a home office, activities should not be located on a site which has been intensely developed for group dwellings.
- 4.2.7 All materials and/or equipment used in relation to the activity must be stored within the dwelling, outbuilding and/or rear yard, behind property fences or appropriately maintained screening vegetation.
- 4.2.8 Activities must be ancillary to the principal use of the land as a residence, and are not to be construed as an alternative use.
- 4.2.9 For activities involving the preparation of food for commercial purposes, the domestic premises may need to be upgraded in accordance with the relevant health regulations.
- 4.2.10 Activities involving the following services are not considered appropriate:
- Prostitution or potentially related activities;
 - Spray painting of any kind;
 - Vehicle wrecking/body repairs; and
 - The use of machinery causing excessive noise or processes causing unacceptable aromas, dust levels, rhythmic vibrations or lighting conditions.
- 4.2.11 Any activity involving the retail sale display or hire of goods of any nature is treated as a “Cottage Industry” with the relevant provisions of the Town Planning Scheme applicable.

4.3 Application Requirements

Applications shall include the following information:

- Details of the proposed activity inclusive of any equipment used, proposed hours of operation, employees (if any) and their relationship to the occupier of the dwelling, frequency of clients or customers to the site and any other information considered relevant to the proposal; and
- A site plan showing the dwelling and curtilage of the dwelling depicting where the activity is to take place, including areas for storage and/or administration and car parking provision where necessary.

4.4 Consultation

Unless otherwise provided for in the Town Planning Scheme, an application for a home based business involving a variation to the standards as prescribed in the relevant definition, will require consultation with effected landowners and/or occupiers and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Minor variations to standards prescribed in the definitions where neighbour consent is given (Clause 4.0).
- b. Annual renewal of approvals provided there have been no written complaints received during the 12 month period preceding the request for renewal and there has been no change in the circumstances under which the previous approval was granted (Clause 4.2.1).

7.0 ADOPTION:

Version 1 (draft for advertising)
Version 2 (final approval)

10th July 2007
11th September 2007

CITY OF GERALDTON-GREENOUGH	Version: 1
LOW IMPACT RURAL TOURISM	Originated Date: 1 st July 2007
Local Planning Policy	Review Date: Annually

LOW IMPACT RURAL TOURISM

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Definitions
 - 4.2 General Planning Considerations
 - 4.3 Maximum Scale of Development
 - 4.4 Eco-Tourism
 - 4.5 Water Supply
 - 4.6 Subdivision / Strata Title
 - 4.7 Application Requirements
 - 4.8 Consultation
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To pursue the principle that commercial tourist development should generally occur within the urban areas and that opportunities should be provided for small-scale and low impact tourist accommodation and related activities in rural areas.

- 3.2 To promote orderly and proper planning for, and in rural localities, having regard to the provisions of the Town Planning Scheme.
- 3.3 To emphasise the primacy of the use of rural land as an agricultural resource that should be preserved and protected against any forms of development, including low-impact tourist development, that would adversely affect its continued use for agricultural purposes.
- 3.4 Provide for tourist accommodation in the rural areas in a manner that does not conflict with existing or potential agricultural pursuits.
- 3.5 To establish criteria for low impact tourist development in rural areas to ensure that the environmental attributes, landscape values and the visual and rural character and amenity of the municipality is not compromised.
- 3.6 Optimise both the agricultural and tourism potential of the rural areas without detrimental impact on the inherent natural beauty and value of those areas.
- 3.7 To set out the circumstances under which the local government may approve low impact tourist development in the rural areas of the municipality as provided in the Town Planning Scheme.
- 3.8 To set out the procedures to be observed where low impact tourist development is not incidental or ancillary to the primary rural use of the land.

4.0 POLICY STATEMENT:

4.1 Definitions

For the purposes of this policy:

“Agricultural” encompasses purposes/pursuits associated with agriculture, horticulture and viticulture.

“Low Impact Rural Tourism” means the use and development of land, principally for tourist purposes, in such a manner that does not detract from the rural and natural amenity of the locality, and includes the following criteria:

- located to avoid ridge lines, escarpments or visually exposed sites and situated where vegetation or land form can be utilised for screening;
- sensitively located and designed to promote positive outcomes and positive environmental outcomes and minimise impact on vegetation, water courses, soil quality and existing land uses;
- will not cause a net loss of vegetation;
- scale and nature to be self sustaining on the land, or demonstrate the ability to provide servicing without significant modifications to existing infrastructure;

- the nature of its scale, design, colours, materials, landscaping and use has minimal visual impact on the site and surrounding areas; and
- minimal off-site environmental or social adverse impacts.

“Low Impact Tourist Developments” includes farmstay accommodation that encompasses chalets, cabins, guesthouse and bed & breakfast accommodation where occupation by any person is limited to a maximum of 3 months in any 12 month period. Development is generally of single storey or split level construction and has a character not dissimilar to farm dwellings.

“Chalet” means self-contained premises usually comprising cooking facilities, ensuite, living area and 1 or 2 bedrooms.

“Cabin” means self-contained premises similar to a chalet but may lack ensuite facilities and may comprise only one room.

“Guesthouse” means integrated premises comprising serviced accommodation units and centralised facilities such as dining (not being a public restaurant) and other facilities.

“Eco-Tourism” means ecologically sustainable tourism, which has a primary focus on experiencing natural areas and fosters environmental protection and restoration, and cultural understanding and appreciation of the natural environment.

4.2 General Planning Considerations

- 4.2.1 Land within the rural areas generally has agricultural value worthy of conservation for agricultural purposes. Land uses and developments, including tourism development, which detract from its agricultural productivity must be resisted.
- 4.2.2 The region has high natural amenity values resulting in strong demands for tourist accommodation not only in established settlements but also in the rural areas. Any development not required for agricultural purposes risks erosion of the environmental and landscape qualities tourists wish to visit and enjoy.
- 4.2.3 In terms of economic, social and environmental sustainability, it is vital that the overall qualities, amenity and character of the municipality be preserved. The risks for sustainable development from approving numerous low impact tourist developments (above the maximum scale of development) are that there will not only be an incremental diminution in the rural character and amenity of the areas in which they are to be established, but also a reduction in the primary agricultural production capability of the land.
- 4.2.4 While low impact tourist developments individually may detract little from rural values, the cumulative effect of proliferation will seriously erode the rural ambience they are designed to exploit. While individually each use and development may have little impact upon the area in which it is

located, directional and on-site signage that indicates its presence combined with increased traffic generated on local roads create a general sense that the rural character of the area has been invaded by uses which are not essential to the rural functions of the affected locality.

4.2.5 Low impact tourist developments must therefore:

- a. not produce any poorly understood risks of serious or irreversible environmental damage;
- b. not introduce land use incompatibilities with established or potential agricultural activities on adjoining or nearby land in the locality;
- c. not generate further traffic or require road improvements or signage likely to adversely affect the rural character of the road(s) serving the localities;
- d. not lead to the consolidation of such activities to the point where the rural character or amenity of the locality is seriously compromised;
- e. economically assist, and promote, and form part of the productive agricultural enterprise to avoid potential land use incompatibilities.
- f. utilise noise reduction techniques, filter systems and similar methods of construction to mitigate the affects of agricultural activity on the residents and patrons of the low impact tourist development; and
- g. be appropriately screened from view especially from neighbours, public vantage points such as roads, public reserves and the like by existing vegetation or by effective new landscaping using species indigenous to the area.

4.2.6 Preference will be given to development proposals, that show sensitivity to the local, natural and cultural environment and are ancillary to the agricultural land use, thereby adding to the sustainability of the agricultural industry on that land.

4.2.7 The local government will actively discourage development that:

- a. is situated in visually significant locations, such as on ridges or along unscreened sections of regional or tourist roads;
- b. involves major disturbance of remnant bushland or natural areas;
- c. is located on land of no particular topographical or landscape interest or value; and
- d. is of a development form that resembles urban based tourism such as motels, resorts and the like.

4.3 Maximum Scale of Development

4.3.1 The maximum scale of development that can be accommodated on lots within the rural areas is no more than 3 chalets/cabins or a bed & breakfast facility or a 4 bedroom guest house which accommodates no more than 8 people (or other tourist facilities of similar land use intensity).

4.3.2 Larger scaled developments and land uses will not be approved under this Policy and will require, if found to be justified, an Amendment to the Town Planning Scheme to incorporate a site-specific zoning for the development proposed.

4.4 Eco-Tourism

4.4.1 The use of “eco” (or similar), as a descriptor of a particular low impact tourist development proposal, will not be approved by the local government unless the development provides an eco opportunity. Where this term is arbitrarily used to describe a low impact tourism development it thereby inhibits the risk of misleading or deceiving tourism consumers and creating a false impression that the natural environment is protected from adverse impact by a particular development.

4.4.2 This definition of eco tourism is expanded into a set of core principles, which the local government will use to ascertain whether or not the development proposal deserves a designation of eco (or similar description):

- there will be a focus on giving visitors the opportunity to personally and directly experience nature;
- it will provide opportunities that lead to greater understanding, appreciation and enjoyment of the natural environment;
- it will incorporate best practice for environmentally sustainable tourism;
- it will contribute directly to the conservation of natural areas;
- it will provide ongoing contributions to the local community;
- it will be sensitive to, interpret and involve the culture(s) existing in the area consistently meets consumer expectations; and
- it will be marketed and promoted honestly and accurately so that realistic expectations are formed.

4.5 Water Supply

4.5.1 A potable water supply of minimum 92,000 litres per annum must be available to the development. Acceptable means of water supply include collection of roof water into holding tanks (subject to minimum roof areas and annual rainfall calculations) or a roof water supply augmented by a suitably treated and sustainable supply of groundwater or springwater.

- 4.5.2 The use of existing dams for the provision of potable water supply is not generally acceptable and will only be considered if the dam is proven supply of water of appropriate quality and quantity. In these cases, stringent controls will apply to the area of dam catchment within the development site but the local government cannot take responsibility for ongoing quality and quantity of water, due to possible use of the area within the catchment outside of the development site which could impact the water supply.

4.6 Subdivision / Strata Title

Subdivision and/or strata subdivision of rural land on which tourism development is proposed or existing will not be supported. Such proposals are not considered appropriate because they create circumstances where tourist activities can be operated independently of the principal agricultural or rural use of the land, thereby fragmenting the productive agricultural land and leading to an increased likelihood of land use incompatibilities.

4.7 Application Requirements

- 4.7.1 A written report of how the proposal can fit in with the locality. This means showing a sympathetic and well-mannered design without unreasonable impacts either on the agricultural, natural or cultural environment and that any impacts will be contained within the site.
- 4.7.2 A written report stating how the proposal will satisfy the tourist occupants. The development must be shown to be safe from fire and other hazards (internal and external) and provides a high level of amenity and services to the tourist occupants.
- 4.7.3 A written report demonstrating how the operation of the development will continue to attend to matters of environmental concern, rural amenity and the well being and safety of the tourist occupants (once the development is established).
- 4.7.4 A comprehensive site analysis plan will be required to assist staff to understand the constraints and opportunities on the lot on which the development is proposed. The site analysis should:
- a. clearly identify the proposed development site in relation to the naturally and built existing features both on the subject land and on the adjoining land;
 - b. should demonstrate that the development concept can fit in with the existing setting; and

c. the following information must be included on the site analysis plan:

- North point;
- Property boundaries and key dimensions;
- Contours and major physical features;
- Existing vegetation;
- Creek lines and wetlands;
- Distances and any sightliness to adjoining dwellings;
- Views; and
- Location of existing services.

4.8 Consultation

Unless otherwise specifically provided for in the Town Planning Scheme, all applications for low impact tourist development will require consultation with effected landowners and/or occupiers and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register.

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>MOTOR VEHICLE WRECKING PREMISES</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 1st July 2007</p> <p>Review Date; Annually</p>
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MOTOR VEHICLE WRECKING PREMISES

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

To set out guidelines that address impacts on overall amenity of the industrial area and the safety and health issues associated with the trade.

4.0 POLICY STATEMENT:

- 4.1 The portion of the lot on which the vehicles are to be broken down and stored is to be screened from streetview by a solid fence at least 1.8m in height.
- 4.2 The vehicles stored on the premises shall be stacked in neat rows to the approval of the local government such that they are not visible from the street.
- 4.3 No vehicles are to be stored one on top of the other.

- 4.4 The premises are to be kept in a neat and tidy condition at all times by the owner/occupier to the approval of the local government.
- 4.5 Complementary landscaping is to be provided, both within the property and along the road verge, where it is considered by the local government to be appropriate.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to determine compliance with Clauses 4.2, 4.4 & 4.5.

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>OUTBUILDINGS</p> <p>Local Planning Policy</p>	<p>Version: 2</p> <p>Originated Date: 11th September 2007</p> <p>Review Date: Annually</p>
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OUTBUILDINGS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 OBJECTIVE
- 3.0 POLICY STATEMENT
 - 3.1 Definitions
 - 3.2 Standards
 - 3.3 Consultation
- 4.0 SCOPE
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 OBJECTIVE:

- 2.1 To allow for a regional variation to the Residential Design Codes for Element 10 – Incidental Development.
- 2.2 To provide a clear definition of what constitutes an “outbuilding”.
- 2.3 To ensure that outbuildings are not used for permanent habitation or commercial purposes by controlling building bulk (size and height).
- 2.4 To limit the visual impact of outbuildings.
- 2.5 To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding areas.
- 2.6 To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.

3.0 POLICY STATEMENT:

3.1 Definitions

An “Outbuilding” is defined in the Residential Design Codes of WA as:

“an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.”

For the purposes of this policy the following clarification is provided:

“Enclosed” means the enclosure of any side of an outbuilding, including the roof being clad with a non-permeable material. The use of permeable materials such as open lattice or shade cloth does not constitute an enclosed side.

eg. an enclosed side includes walls with a number of openings (windows etc.).

eg. a shade sail is not considered an outbuilding.

eg. an open sided, roofed patio completely detached from the dwelling is considered an outbuilding.

eg. a non-enclosed addition to an existing outbuilding (verandah, patio or carport etc.) shall constitute an extension to that outbuilding.

“Non-habitable” means a Class 10 building as defined under the BCA.

Note: For a structure detached from the dwelling to be considered “habitable” it must be built to a Class 1 standard as prescribed under the BCA (ie. must contain ablution, kitchen, laundry facilities etc.).

“Detached” means detached in the sense of “not belonging”, “standing apart” or “not contiguous” to another building and being of a “free standing” nature.

Note: If a new structure is proposed to be connected to any part of an existing habitable building (ie. via verandah, walkway, breezeway, carport, garage etc.) then for it NOT to be considered an outbuilding it must be constructed in the same materials and finish to the existing habitable building, and to the Class 1 building standards under the BCA. If not then the proposed structure shall be considered an “attached” outbuilding.

3.2 Standards

3.2.1 Pre-fabricated garden sheds, “cubby houses”, kennels and other animal enclosures (such as aviaries) less than 9m² in total aggregate area and less than 2.1m in height (measured from natural ground level) are exempt from this policy.

3.2.2 Maximum standards for outbuildings are as follows (these area requirements do not override the open space requirements of Table 1 of the R-Codes or any specific Scheme requirement):

- a. Residential R10 and higher density – 120m² in area or 20% in aggregate of the site area, whichever is the lesser, with a maximum wall height of 3.0m and a total maximum height of 4.5m measured from natural ground level.
- b. Residential R5 and lower density – 180m² in aggregate area with a maximum wall height of 3.5m and a total maximum height of 5.0m measured from natural ground level.
- c. Rural Residential & Rural Smallholdings – 240m² in aggregate area with a maximum wall height of 4.0m and total maximum height of 6.5m measured from natural ground level.
- d. Rural land (generally less than 20ha) adjacent to settlements, subject to future increase in density or in an area of visual prominence or heritage/high landscape amenity shall be subject to this policy with maximum standards for outbuildings determined on lot size in accordance with c. above.

Other rural land that is remote from existing settlements is exempt from this policy.

- e. Regardless of zoning, in the case of lots with the potential for further subdivision, outbuildings may be approved by the local government that meet the maximum standards comparable with the size of the lot.
 - eg. A lot zoned R12.5 that is 2,000m² in area may (subject to the discretion of the local government) have an outbuilding of 180m² approved.
- f. In considering applications of this type due regard will be given to the objectives of this policy, and in order to protect the future amenity of the lots once subdivided, the local government may impose a condition of approval requiring that a legal agreement be lodged with the local government requiring that in the event of further subdivision of that property the outbuilding must be removed or reduced in size to conform with this policy.

3.2.3 The erection of an outbuilding on vacant residential land shall not be approved unless one of the following requirements has been satisfied:

- a. The residence has been completed up to, and including, the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and shed are poured concurrently);
or

- b. The applicant has provided written evidence of a signed building contract with a registered builder for the construction of a residence upon that lot, and a commitment date that is within 6 months by that builder for the commencement of construction of the residence; or
- c. In the case of an owner builder, the applicant shall complete and lodge with Council a Statutory Declaration providing a commitment to construct a residence and an accompanying commencement date that is within 6 months. Council will also require the applicant to lodge a bond of \$500 that will be repaid to the applicant upon completion of the final inspection of the residence, to ensure the applicant's compliance.

The approval of the Outbuilding, prior to the residence, will be subject to the shed not being used for habitable purposes and the applicant completing the fencing of their side and rear property boundaries for the purpose of lessening the visual impact of the building from neighbouring properties and the road to the satisfaction of Council.

- 3.2.4 Other than for general storage and/or agricultural purposes an outbuilding shall not be used for any commercial or industrial use (with the exception of an approved home based business) without the prior approval of the local government.

The storage of accumulated personal items and any items in connection with a commercial or industrial operation (eg. cray pots, building materials, etc.) is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards prescribed in Clause 3.2.2.

- 3.2.5 Regardless of zoning, on lots of 4ha or less, an outbuilding is to be located entirely behind any existing dwelling on the lot unless the outbuilding is consistent in design and constructed in the same materials and colours as the dwelling.
- 3.2.6 Other than on rural land greater than 20ha, the use of second hand cladding materials will not be permitted.
- 3.2.7 Masonry constructed outbuildings shall be constructed of similar material and exterior finish as the existing dwelling on the lot.
- 3.2.8 Other than on rural land greater than 20ha, all non-masonry construction of outbuildings in excess of 60m² in area are to be constructed of a colour so as to complement the dwelling on the lot and/or the visual character of the landscape (in general non-reflective buildings materials consistent with the character of the area, however zincalume roofing may be permitted).

3.3 Consultation

Any variation to any part of the above policy will require consultation with effected landowners and/or occupiers and neighbour consent should preferably be given.

4.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s), the Planning & Development Act 2005 and the Residential Design Codes of WA.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Approval of larger outbuildings where no objection received (Clause 3.2.2 g).
- b. Approval of second hand cladding materials (Clause 3.2.6).
- c. Approval of variation to colours (Clause 3.2.8).

7.0 ADOPTION:

Version 1 (draft for advertising)
Version 2 (final approval)

24th July 2007
11th September 2007

CITY OF GERALDTON-GREENOUGH	Version; 2
PARKING OF COMMERCIAL VEHICLES IN RESIDENTIAL & RURAL RESIDENTIAL AREAS	Originated Date; 12 th August 2008
Local Planning Policy	Review Date; Annually

PARKING OF COMMERCIAL VEHICLES IN RESIDENTIAL & RURAL RESIDENTIAL AREAS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Definitions
 - 4.2 Amenity
 - 4.3 Parking Location
 - 4.4 Use
 - 4.5 Access
 - 4.6 Post Approval Considerations
 - 4.7 Application requirements
 - 4.8 Consultation
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To ensure that the parking of such a vehicle will not adversely affect the amenity of the locality nor have any adverse effect upon the occupiers or users of properties in, or inhabitants of, the locality of the land on which the vehicle is parked.
- 3.2 To set out the criteria against which an application will be assessed and standards that should be observed such that commercial vehicles can be parked in residential and rural residential zones without compromising the above.

4.0 POLICY STATEMENT:

4.1 Definitions

For the purposes of this policy a "Commercial Vehicle" means any vehicle designed or used for commercial/industrial purposes which exceeds a load capacity of 3 tonnes, or a height of 3m, or a length of 6m (inclusive of attachments), and may include any utility, truck, bus (including bus converted for recreational purposes), trailer, tractor, any wheeled attachment or article designed or used for commercial/industrial purposes.

4.2 Amenity

- 4.2.1 The parking of a commercial vehicle should not adversely impact upon the amenity of the locality. Amenity is considered to relate to what can be reasonably expected in the subject residential/rural residential environment. Amenity can be affected by the undue generation of noise, fumes, odours and the like. Visual amenity is another component which relates to the manner in which the property is viewed from the street or adjacent properties.
- 4.2.2 Minor maintenance of a commercial vehicle whilst parked at a residential/rural residential property will only be considered where it can be demonstrated to the satisfaction of the local government that such maintenance will not impact on the amenity of the locality, and can be suitably managed to ensure all wastes are disposed of appropriately.
- 4.2.3 Activities such as spray painting, panel beating or mechanical repairs that have the potential to adversely impact upon the amenity of the locality by the emission of noise, odours, by-products or otherwise, will not be permitted to be undertaken on a commercial vehicle parked in a residential/rural residential zone.

4.3 Parking Location

- 4.3.1 The commercial vehicle must be parked entirely within the subject property, and should be contained behind the building setback line.
- 4.3.2 Preferably the vehicle should be parked to the rear of the residence and screened from view of the street and from neighbouring properties.

PARKING OF COMMERCIAL VEHICLES IN RESIDENTIAL & RURAL RESIDENTIAL AREAS

- 4.3.3 Only 1 commercial vehicle will be permitted to be parked on a residential/rural residential property, unless it can be demonstrated that an additional commercial vehicle can be parked on the property in compliance with the objectives of this policy.

4.4 Use

- 4.4.1 The local government is unlikely to support the parking of a commercial vehicle that is, or has been, used for the commercial transportation of animals, disposal of liquid wastes, or other dangerous, hazardous or contaminated substances (which either requires a special permit for their transportation, or which if spilled or discharges from the vehicle would either cause pollution or pose a danger or threat to the health or inhabitants of the locality).
- 4.4.2 Applications are only considered on the principle that the parking of the commercial vehicle is incidental to the predominant residential use of the property and therefore the parking of commercial vehicles on vacant land, or where no residence exists, are considered to be a land use application in themselves and contrary to the objectives of this policy.

4.5 Access

Access to the property on which the commercial vehicle is to be parked is to be via a crossover which has been constructed to the specifications of the local government. The parking of the commercial vehicle should not preclude domestic vehicles from parking at the property.

4.6 Post Approval Considerations

- 4.6.1 Where a commercial vehicle owner/driver who has been granted approval to park a vehicle on a lot damages a road, kerb and/or footpath when entering or leaving the lot, the owner/driver shall be responsible for the cost of repair.
- 4.6.2 If a commercial vehicle owner/driver, who has been granted approval to park a vehicle on a lot, wishes to replace the vehicle with a different type of commercial vehicle, or park the vehicle in a different location to that approved, a new application is required.

4.7 Application Requirements

- 4.7.1 A covering letter that provides details as to the purpose of the vehicle (what commercial/industrial activity the vehicle is used for), the length, width, height and carrying capacity of the vehicle and envisaged departure and arrival times.
- 4.7.2 A photograph(s) of the commercial vehicle proposed to be parked at the property.

4.8 Consultation

Any application seeking approval for the parking of a commercial vehicle in a residential or rural residential zone will require consultation with effected landowners and/or occupiers and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:

- a. Approval of minor maintenance of commercial vehicle (Clause 4.2.2).
- b. Approval of additional commercial vehicle(s) to a maximum of 2 vehicles only where no objections received (Clause 4.3.3).

7.0 ADOPTION:

Version 1	(draft for advertising) (final approval)	14 th August 2007 23 rd October 2007
Version 2	(for advertising) (final – no objections received)	26 th August 2008 26 th August 2008

CITY OF GERALDTON-GREENOUGH	Version; 1
PLANNING APPROVALS	Originated Date; 1 st July 2007
Local Planning Policy	Review Date; Annually

PLANNING APPROVALS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Term of Planning Approval
 - 4.2 Extension of the Term of Planning Approval
 - 4.3 Renewal of Planning Approval
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

To provide clarification and consistency on the differing types of planning approvals and the extension or renewal of those approvals.

4.0 POLICY STATEMENT:

4.1 Term of Planning Approval

Where the local government grants planning approval for the development / use of land:

- a. the development / use approved is to be substantially commenced within 2 years, or other such period as specified in the approval, after the date of determination; and
- b. the planning approval lapses if the development has not substantially commenced before the expiration of that period (or any extension period granted).

4.2 Extension of the Term of Planning Approval

- 4.2.1 A written request must be made to the local government for an extension of the term of planning approval at any time prior to the expiry of the approval period or within 14 days from the expiration of the approval.
- 4.2.2 An extension request shall not be assessed as if it were a new application and may be granted by the local government for a maximum period of up to 2 years.
- 4.2.3 Only 1 extension request shall be granted for a planning approval after which a new application for planning approval is required.
- 4.2.4 Factors relevant to extension requests include any changes to the planning framework or any changes in the locality, which will influence whether an extension is granted, and if so the extension period.

4.3 Renewal of Planning Approval

- 4.3.1 Renewal of a planning approval makes it effective for an additional period and may be sought where temporary or time limited approvals are granted.
- 4.3.2 A temporary or time limited planning approval is where the local government grants approval for a limited period (such as a home based business) and is different to the term of the planning approval which is the period within which the development / use must commence.
- 4.3.3 A written request must be made to the local government for a renewal of the planning approval at any time prior to the expiry of the approval period or within 14 days from the expiration of the approval.
- 4.3.4 A renewal request shall be reassessed as if it were a new application and may be granted by the local government for a maximum period of up to 2 years.
- 4.3.5 Factors relevant to renewal requests include any changes to the planning framework or any changes in the locality, which will influence whether a renewal is granted, and if so the renewal period.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the issuing of extensions and renewals (Clauses 4.2 and 4.3).

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007

CITY OF GERALDTON-GREENOUGH	Version; 1
RELOCATED BUILDINGS	Originated Date; 1 st July 2007
Local Planning Policy	Review Date; Annually

RELOCATED BUILDINGS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Definitions
 - 4.2 Location
 - 4.3 Cladding
 - 4.4 Conditions
 - 4.5 Bonds/Guarantees
 - 4.6 Application Requirements
 - 4.7 Consultation
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To ensure the relocated building presentation is of an acceptable standard to that of the locality.
- 3.2 To ensure that any relocated buildings does not detract from an existing (or reasonably desired) streetscape.

- 3.3 To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.

4.0 POLICY STATEMENT:

4.1 Definitions

- 4.1.1 For the purposes of this policy a “Relocated Building” means a dwelling or outbuilding that has been previously constructed/located on a different property yet has the ability to be dismantled in whole (or in part) for the purpose of being transported and sited on another property.
- 4.1.2 A purpose designed, new transportable building (eg. a “kit home”) is not considered a relocated building when first being located on a lot. Subsequent moving of the building is subject to this policy.

4.2 Location

In general, relocated buildings are not considered appropriate in the “Urban Precinct” areas of the Town Planning Scheme as they would be contrary to the objectives of those areas. In addition, in newly created subdivisions, it is often the case that design guidelines are attached to the sale of the land which may prohibit the placement of a relocated building on the property. The onus is on the applicant to source if this is the case, as the local government does not administer these types of guidelines.

4.3 Cladding

All external asbestos cladding shall be removed from the relocated building prior to it being transported, and (unless specific approval is given otherwise) be replaced with new material.

4.4 Conditions

Buildings that are relocated are often in poor condition and as such the local government may impose conditions to ensure the building presentation is of an acceptable standard to enhance the streetscape appearance. Such conditions may include (but are not limited to) the following:

- a. need for additional setbacks over and above the prescribed minimum and the need for screening/landscaping;
- b. a bond/bank guarantee and legal agreement to ensure the external appearance of the relocated building has completed to the approval of the local government;
- c. the space between the ground level and the floor level being suitably enclosed; and
- d. the roof and/or walls being clad of non-reflective materials and be consistent or complimentary in colour with the surrounding natural landscape features or desired streetscape.

4.5 Bonds/Guarantees

Prior to the issue of any building licence for a relocated building the local government shall require the lodging of:

- a. a bond amount equivalent to 20% of the estimated value of the approved works to be undertaken to ensure the building presentation is of an acceptable standard, with a minimum amount of \$5,000 for residential houses;
- b. a bond amount equivalent to 10% of the estimated value of the approved works to be undertaken to ensure the building presentation is of an acceptable standard, with a minimum amount of \$1,000 for other buildings (such as sheds or the like); and
- c. a legal agreement stating that the bond will be forfeited if the approved works are not carried out within the approved timeframe.

4.6 Application Requirements

- 4.6.1 Photographs will need to be submitted that clearly illustrate the in-situ condition and appearance of the entire building (all sides and roof).
- 4.6.2 Clear and concise details of proposed works to be undertaken to ensure the relocated building presentation is of an acceptable standard to that of the locality. This will generally include elevations of the proposed finished works.
- 4.6.3 A clear timeframe for the completion of the above works, with such time frame to be as short as practicable and a maximum of 12 months.
- 4.6.4 Any other additional information required to demonstrate that the building will be aesthetically acceptable and comply with the objectives of this policy.

4.7 Consultation

The local government may choose to advertise an application should it be concerned at the appearance or proposed location of the relocated dwelling.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to advertise any application (Clause 4.7).

NOTE: All applications for relocated buildings will be referred to full Council for consideration.

7.0 ADOPTION:

Version 1

(draft for advertising)

(final – no submissions received)

10th July 2007

10th July 2007

CITY OF GERALDTON-GREENOUGH	Version; 2
SEA CONTAINERS	Originated Date; 11 th September 2007
Local Planning Policy	Review Date; Annually

SEA CONTAINERS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To establish guidelines for the assessment of proposals to place sea containers or other similar relocatable storage unit on land within the municipality.
- 3.2 To ensure an acceptable standard of development is achieved that does not detrimentally affect the amenity of the locality.

4.0 POLICY STATEMENT:

- 4.1 For the purposes of this policy a "Sea Container" shall include other similar relocatable 'box-type' storage units. A sea container modified for the purpose of human habitation is exempt from this policy but subject to the necessary approvals for a dwelling (eg. Residential Design Codes assessment).

- 4.2 The placement of a sea container or other similar relocatable storage units on land requires the planning approval of the local government as it is considered to fall within the definitions of 'building' and therefore, 'development' under the Town Planning Scheme. Planning approval is not required where the structure is being used for the temporary storage of plant, machinery or building equipment on a building site where a building license is current and construction is taking place (12 months maximum).
- 4.3 It is considered that sea containers (or other similar relocatable storage units) can have an adverse effect on the visual amenity of an area, and therefore there is a need to ensure appropriate development standards in order to safeguard the visual impact of sea containers on the streetscape.
- 4.4 For the purposes of assessment and approval, the local government will classify a sea container or other similar relocatable storage units as an outbuilding ancillary to the approved use of the land.
- 4.5 The placement of a sea container or other similar relocatable storage unit will not be permitted on land zoned residential.
- 4.6 Other than on Industrial land no more than 1 sea container is permitted and shall not exceed 6m in length, 2.4m in width and 2.6m in height.
- 4.7 In order for the local government to issue planning approval, the applicant must address that the proposed sea container or other similar relocatable storage unit will (at a minimum):
- a. not result in a detrimental impact on the amenity of the land or any adjoining land or development;
 - b. not impinge on any boundary setbacks, as required by the Town Planning Scheme or be located in front of the building line or be visually prominent from any public road;
 - c. not compromise any associated approved development or use by:
 - impinging on any car parking bays required to satisfy the minimum car parking requirement for the associated approved development or use;
 - being located within an existing service yard or bin storage area;
 - obstructing any existing access or visual truncation provided to an accessway, pedestrian or traffic;
 - d. be in good repair with no visible rust marks, a uniform colour to complement the building to which it is ancillary or surrounding natural landscape features; and

- e. be appropriately screened (vegetation or otherwise), where considered necessary by the local government, in order to meet a. above and the objectives of this policy.

4.8 Other than on Industrial land an application for a sea container, or similar relocatable storage units will require consultation with affected landowners and/or occupiers and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to approve applications for sea containers on industrial, commercial, rural residential, rural smallholdings and rural land only.

7.0 ADOPTION:

Version 1 (draft for advertising)
Version 2 (final approval)

10th July 2007
11th September 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>TELECOMMUNICATIONS INFRASTRUCTURE</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 1st July 2007</p> <p>Review Date; Annually</p>
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TELECOMMUNICATIONS INFRASTRUCTURE

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Radio/TV Communication Structures
 - 4.2 Satellite Dishes
 - 4.3 Aerials in Residential Areas
 - 4.4 Consultation
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To ensure the placement of radio masts, towers, aerials, satellite dishes and other like structures do not adversely affect the amenity of the surrounding area and the streetscape.
- 3.2 To ensure that telecommunications infrastructure does not cause interference to any domestic or other commercial electrical appliance in the vicinity as a result of emission from the structure or any appliance connected or related to it.

4.0 POLICY STATEMENT:

4.1 Radio/TV Communication Structures

The assessment of applications shall have regard to the following:

- a. The intent of use (be it for domestic or commercial purposes).
- b. For domestic purposes a maximum height restriction of 9m shall apply measured from the mean site level of the lot (ie. the mid level point of the site having calculated the highest and lowest points of the site). For the height limit to be exceeded, technical justification and or exceptional circumstances will need to be demonstrated to the approval of the local government.
- c. For commercial purposes height restrictions shall have due regard to the technical operational needs of the structure, information to be provided and justified by the applicant and any other relevant authority.
- d. Particular regard shall be had to the visual impact of the communication structure on the subject site, the street and the immediate locality in terms of its design structure, bulk, colour, height and general appearance.
- e. Other matters to be taken into consideration shall include the topography of the site and the general locality, the character of the area with respect to buildings and other structures (existing land uses – residential, commercial, industrial), streetscape, vegetation (type and density of trees).
- f. Implications with regard to obstruction of views of owners of adjoining properties, particularly scenic views in residential areas, shall be assessed with some degree of emphasis on the protection of the residential amenity of the residents of the immediate area.
- g. All communication structures shall be located behind the front (building) setback, preferably at the rear of the site. Only in exceptional circumstances will approval be given for a location in the front setback area where screening will be required.
- h. Submissions received from property owners and occupiers deemed to be affected by the proposed communication facility.

4.2 Satellite Dishes

- 4.2.1 Small satellite dishes associated with television reception (eg. "Foxtel" dishes) are exempt from this policy.
- 4.2.2 Satellite dishes are not generally considered appropriate in areas identified as having specific heritage value (such as the Greenough Flats).
- 4.2.3 The overall height of the satellite dish installation should not exceed 4m.
- 4.2.4 The satellite dish should not be sited closer than 1.5m from the rear property boundary and 1m from the side property boundary.

4.2.5 The satellite dish must be situated to the rear of the existing residence.

4.3 Aerials in Residential Areas

4.3.1 Aerials in residential areas are to be a whip like aerial mounted on metal tubing.

4.3.2 The metal tubing should be free standing with stays, or mounted on the roof.

4.3.3 The whip aerials are not to exceed 10m from ground level to the highest point, inclusive of any support metal tubing.

4.4 Consultation

4.4.1 Unless the Town Planning Scheme allows otherwise, all applications for telecommunications infrastructure shall be advertised.

4.4.2 Any variation to any part of the above policy will require consultation with effected landowners and/or occupiers and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to approve applications where no objections received (Clause 4.4).

7.0 ADOPTION:

Version 1	(draft for advertising)	10 th July 2007
	(final – no submissions received)	10 th July 2007

<p>CITY OF GERALDTON-GREENOUGH</p> <p>RESIDENTIAL DESIGN CODES – SETBACK VARIATIONS</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 21st July 2008</p> <p>Review Date; Annually</p>
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RESIDENTIAL DESIGN CODES – SETBACK VARIATIONS

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
 - 4.1 Definitions
 - 4.2 Standards for Patios
 - 4.3 Standards for Carports
 - 4.4 Rear Setbacks
 - 4.5 Truncation Setbacks for Corner Lots
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

- 3.1 To allow for a regional variation to the Residential Design Codes for Design Element 6.2 – Streetscape Requirements, specifically:
 - a. Part 6.2.1 – Setback of Buildings Generally; and
 - b. Part 6.2.3 – Setback of Garages and Carports

- 3.2 To allow for a regional variation to the Residential Design Codes for Design Element 6.3 – Boundary Setback Requirements, specifically Part 6.3.1 – Buildings Setback from the Boundary.
- 3.3 To provide additional Acceptable Development Criteria under the Residential Design Codes for the following:
- a. Part 6.2.1 – Setback of Buildings Generally;
 - b. Part 6.2.3 – Setback of Garages and Carports; and
 - c. Part 6.3.1 – Buildings Setback from the Boundary.

4.0 POLICY STATEMENT:

4.1 Definitions

“Patio” is defined in the Residential Design Codes of WA as:

“a water impermeable roofed open-sided area.”

“Carport” is defined in the Residential Design Codes of WA as:

“a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable.”

For the purposes of this policy both “Patio” and “Carport” must be attached to the dwelling. An open sided, roofed patio or carport completely detached from the dwelling is considered an outbuilding (refer to “Outbuildings” Local Planning Policy).

“Setback” is defined in the Residential Design Codes of WA as:

“the horizontal distance between a wall at any point and an adjacent lot boundary, measured at right angles (90 degrees) to the boundary.”

4.2 Standards for Patios

4.2.1 In addition to the Acceptable Development Criteria for Part 6.3.1 of the Residential Design Codes, the following shall apply:

- a. Residential densities R10 and lower – the setback to the side boundary may be reduced to 900mm (subject to compliance with the BCA) provided affected neighbour consent is given.

Planning application required.

- b. Residential R12.5 and R15 – the setback to the side boundary can be reduced to 900mm (subject to compliance with the BCA) provided affected neighbour consent is given.

No planning application required.

- c. Residential R17.5 and higher density – the setback to the side and/or rear boundary can be reduced to 900mm (subject to compliance with the BCA) provided affected neighbour consent is given.

No planning application required.

- 4.2.2 A planning application is required for all Residential land where patios do not comply with the secondary street setback requirements of Table 1 of the Residential Design Codes.

4.3 Standards for Carports

- 4.3.1 In addition to the Acceptable Development Criteria for Parts 6.2.3 and 6.3.1 of the Residential Design Codes, the following shall apply:

- a. Residential densities R10 and lower – the setback to side boundary may be reduced to nil (subject to compliance with the BCA) provided affected neighbour consent is given.

Planning application required.

- b. Residential R12.5 and higher density – the setback to the side and/or rear boundary can be reduced to nil (subject to compliance with the BCA) provided affected neighbour consent is given.

No planning application required.

- c. All Residential land – carports may be built to within 1.5m of the primary street boundary where vehicles are either parked at right angles or parallel to the street alignment.

Planning application required.

- 4.3.2 A planning application is required for all Residential land where carports do not comply with the applicable secondary street setback requirements of Table 1 of the Residential Design Codes.

4.4 Rear Setbacks

In addition to the Acceptable Development Criteria for Part 6.3.1 of the Residential Design Codes, the following additional Acceptable Development Criteria shall apply:

Residential densities R10, R12.5 and R15 – the rear setback requirement of Table 1 of the Residential Design Codes can be reduced by up to 50% provided affected neighbour consent is given.

No planning application required.

4.5 Truncation Setbacks for Corner Lots

In addition to the Acceptable Development Criteria for Part 6.2.1 of the Residential Design Codes, the following additional Acceptable Development Criteria shall apply:

All Residential land – setbacks to corner truncations will be treated as if the lot was rectangular (ie. without the truncation), however the minimum setback from the truncation is required to be consistent with the applicable secondary street setback requirement of Table 1 of the Residential Design Codes.

No planning application is required.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to approve applications for variations to the Residential Design Codes.

7.0 ADOPTION:

Version 1	(draft for advertising)	26 th August 2008
	(final – no objections received)	26 th August 2008

<p>CITY OF GERALDTON-GREENOUGH</p> <p>RESIDENTIAL DESIGN CODES – BUILDINGS ON BOUNDARY VARIATION</p> <p>Local Planning Policy</p>	<p>Version; 1</p> <p>Originated Date; 21st July 2008</p> <p>Review Date; Annually</p>
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RESIDENTIAL DESIGN CODES – BUILDINGS ON BOUNDARY VARIATION

Local Planning Policy

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 OBJECTIVE
- 4.0 POLICY STATEMENT
- 5.0 REFERENCE
- 6.0 RESPONSIBILITIES
- 7.0 ADOPTION

1.0 PURPOSE:

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 SCOPE:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVE:

To allow for a regional variation to the Residential Design Codes and provide additional Acceptable Development Criteria for Design Element 6.3 Boundary Setback Requirements, specifically Part 6.3.2 – Buildings on Boundary.

4.0 POLICY STATEMENT:

- 4.1 In addition to the Acceptable Development Criteria for Part 6.3.2 of the Residential Design Codes, the following shall apply:

Residential densities R12.5, R15 & R17.5 – walls not higher than 3 metres up to 9 metres in length up to one side boundary only, provided affected neighbour consent is given.

No planning application required.

- 4.2 A planning application is required for buildings on boundaries for Residential densities lower than R12.5 and in considering applications, consultation with affected neighbours is required and neighbour consent should preferably be given.

5.0 REFERENCE:

The City of Geraldton-Greenough Town Planning Scheme(s) and the Planning & Development Act 2005.

6.0 RESPONSIBILITIES:

The Town Planning Department as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to approve applications for variations to the Residential Design Codes.

7.0 ADOPTION:

Version 1	(draft for advertising)	26 th August 2008
	(final – no objections received)	26 th August 2008

